If, for serious reason, a student is unable to finish remaining course requirements or is unable to take a required examination, the student may petition for an “I” grade. This petition may be approved or denied by the instructor. Specific assignments or examinations yet to be completed must be listed below.

All assignments must be completed and submitted within 8 weeks of the end of the semester to the instructor. If the student does not complete the required work by the end of the eight weeks the “I” grade is automatically changed to an “F”. For students graduating, completion of the work after the eighth week will delay the date of graduation.

Student Number: T0__________________  College/School: ______________________________

Student Name: __________________________________________________________________________________

Last  First  Middle  Initial

CRN #  Subject  Course Number  Section  Fall ☐ Winter ☐ Summer ☐ 20______

The following assignments/examinations must be completed in order to remove the grade of “I”:

Justification:

All coursework must be submitted by: _____/_____/_____

Change of grade to be submitted by: _____/_____/_____

Student Signature: __________________________________________________ Date: _____/_____/_____
Instructor Signature: _____________________________________________ Date: _____/_____/_____
Student’s Dean Office Signature: ________________________________ Date: _____/_____/_____

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