OFFICE OF THE REGISTRAR I-GRADE AUTHORIZATION FORM

Students <u>MAY NOT</u> deliver this form to the Registrar's Office; this form <u>must</u> be submitted by the instructor, department head, or Dean of Students. Upon submission of this completed form, the Registrar is authorized to record an "I" (Incomplete) grade for the student's course, as detailed on this form and as per MSU I-Grade policy stated in the University Catalog.

STUDENT:

STUDENT NAME (LAST, FIRST):	STUDENT ID#:

COURSE:

Year:		SEI	SEMESTER: FALL SPRING SUMMER		
CRN:	SUBJECT:	NUMBER:	SECTION:	CREDITS	
INSTRUCTOR:				I	DEPARTMENT OFFERING COURSE:

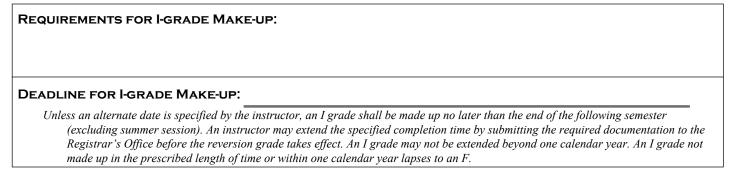
AUTHORIZATION REQUIREMENTS:

HAS THE STUDENT SATISFACTORILY COMPLETED 75% OF THE COURSEWORK? YES NO IF ''NO,'' EXPLAIN WHY AN I-GRADE IS AUTHORIZED:	

REASON FOR REQUEST:

ACADEMIC REASONS: An instructor may assign an I grade, <u>subject to the department head's approval</u> , in cases when a student has been unable to complete course requirements for reasons such as apparatus or equipment failure, death or disease in experimental animals, delays in material shipments from suppliers, or in other unusual academic circumstances which are clearly beyond the student's control.				
DEPT. HEAD SIGNATURE:	DATE:			
PERSONAL REASONS: DEAN OF STUDENTS SIGNATURE REQUESTED. An instructor may assign an I grade in cases of personal hardship when students have been unable to fulfill their commitments because of illness, death or illness in the immediate family, family emergencies, or military orders. <u>At the instructor's request</u> , The Dean of Students will verify personal hardship cases.				
IF REQUESTED DEAN OF STUDENTS SIGNATURE:	DATE:			

REQUIREMENTS FOR COMPLETION:



INSTRUCTOR'S SIGNATURE:

DATE: _