



## Request 'I' Grade

FAA Office of Undergraduate Academic Affairs  
608 E. Lorado Taft Dr., #110  
Champaign, IL 61820 (MC 622)  
Phone: (217) 333-6061  
FAX: 333-2154  
email: [faa-uaa@uiuc.edu](mailto:faa-uaa@uiuc.edu)

Student Name (please print): \_\_\_\_\_ UIN: \_\_\_\_\_ Major: \_\_\_\_\_

Course: \_\_\_\_\_ Course #: \_\_\_\_\_ CRN #: \_\_\_\_\_ Semester: \_\_\_\_\_

Instructor Name (please print): \_\_\_\_\_

Extensions at the end of the semester are intended to allow the student to have additional time beyond the time grades are due. This is to accommodate extenuating circumstances, something beyond his or her control, which prevented him or her from completing some part of the course. It is not intended to give a student extra time to improve course work (which would be unfair to other students) or accommodate poor time management. Examples of circumstances justifying an "I" grades are: loss of class time due to documented illness or injury, personal trauma, breakdown of equipment critical to project or significant absence of instructor.

Reason for the Incomplete:

\_\_\_\_\_  
\_\_\_\_\_

Is this the only "I" grade that you are requesting this semester? (Check One) Yes  No

If you are requesting an "I" grade for more than one course, please list all courses for which you are requesting a "I" grade. Submit each request separately.

### Students--Do Not Write Below Line (For instructor use only)

Is the amount of remaining work for this course of the type and quantity that is appropriate to be completed on an independent basis?

(Check One) Yes  No

Will you be able to submit a final grade for the student at the time they expect to complete the work?

(Check One) Yes  No

Has the student been participating satisfactorily in the course? (Check One) Yes  No

Date the student is to complete the coursework: \_\_\_\_/\_\_\_\_/\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Instructor's signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Instructors--Do Not Write Below Line (For College Use Only)

APPROVED  
DISAPPROVED

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



Users may either print this form and mail it to the College of Fine and Applied Arts (110 Architecture, MC-622) or type directly on the form and send it electronically to FAA. Position your mouse to the right of the Students Name and click. Type in the name and then use your **TAB** key to move to the next field in the form. After filling in all the information, click on the "SUBMIT" button to send the form to FAA.