



Student Name: _____
Last *First* *MI*

Student ID Number: _____ Class Level: Undergraduate Graduate

Semester/Year Course Taken
(e.g., Fall 2004)

Department, Course, Section
(e.g., ENG 101-15)

Instructor's Name

Action to be taken:

- 1. Extend the period for removing the grade of "I" for an additional six-months, and record a grade of "IX."
(Requires approval of The Graduate School for a graduate student.)
- 2. Remove grade of Incomplete and record grade of _____.
- 3. Change the earlier assigned grade of _____ to grade of _____. Reason: _____

Instructor's Signature

Dean or Department Head's Signature
(Required only for Item 3 above)

Date

Graduate School Signature (Required for Items 1 and 3 above if student is a graduate student)