Florida A&M University School of Architecture
Incomplete ("I") Grade Request Form

An “I” grade can only be issued if all of the following criteria is verified: (1) the student is passing the course, (2) after the course withdrawal date, (3) during the last month of the semester, and (4) the student has experienced extenuating circumstances. This form must be accompanied by all supporting documentation - original or certified copies of medical reports, legal documents, etc. Please type or print.

I. STUDENT INFORMATION (to be completed by the student)

Name: ________________________________
Last ____________ First ____________
Student No. __________________
Email: ___________________________ @ famu.edu
Address: ____________________________________________
Street ____________________________________________
City ______________ State ______________ Zip Code ______________ Telephone (______) _______ - _______

II. COURSE INFORMATION (to be completed by the student)

Title: ________________________________
Prefix __ Catalog Number __ Section __ Class Number __ Semester __ Year __
Are currently you passing the class? [ ] Yes [ ] No
When did you last attend the class? ____________

III. EXTENUATING CIRCUMSTANCES (to be completed by the student; documentation must be attached)

What is the basis for the “I” grade request? ____________________________________________
__________________________________________
__________________________________________

III. AGREEMENT (to be completed by the student)

By __________________________ (insert date), I will complete the following tasks under the guidance of the professor.

Check All That Apply: [ ] Final Examination [ ] Projects (s) [ ] Assignment (s)
[ ] Exams(s) [ ] Quiz [ ] Other ____________

Provide additional detail:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

________________________________________________________________________

Student Signature ___________________________ Date ___________________________
### IV. FACULTY INFORMATION (to be completed by the professor)

Name: ____________________________, ____________________________

Printed Last: ____________________________

Printed First: ____________________________

Signature: ____________________________, Date: ____________________________

Did the student provide sufficient documentation? [ ] Yes [ ] No

Is the student attending class? [ ] Yes [ ] No, last date _____________

What are the student’s current grades?

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<tr>
<th>Assignment</th>
<th>Grade</th>
<th>% or weight</th>
<th>Points of total</th>
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Is the student passing the class? [ ] Yes [ ] No. The student’s current overall grade of ______ represents ______ % of the final grade. How will the final grade be calculated? ____________________________________________________________

By what date must the work be completed? ________________________________

### V. APPROVALS: (to be completed by the SOA Administration)

Advisor: ____________________________, Signature: ____________________________, Date: ____________________________

Dean: ____________________________, Signature: ____________________________, Date: ____________________________

Registrar: ____________________________, Signature: ____________________________, Date: ____________________________

### VI. COMMUNICATION: (to be completed by the student)

I ____________________________ received a copy of this fully executed “I” grade request form.

(Print Name) ____________________________, Signature: ____________________________, Date: ____________________________