

"I" Grade Assignment

Student Information

Enter the information for the student who is being assigned as "I" grade.

*Last Name: _____ *First Name: _____ M.I.: _____

*NOVA Student ID: _____

Course Information

*Term (check one): _____ Fall _____ Spring _____ Summer *Enter year: _____ Campus: _____

Class Number	Course Prefix	Course Title	Section	Session Start Date	Credits
<i>Example: 16936</i>	<i>ARA 101</i>	<i>Beginning Arabic I</i>	<i>050A</i>	<i>8/20/2014</i>	<i>5</i>

*In the space below, explain the reason(s) for granting the extension. Attach any supporting documentation.

Circle the grade the student will receive if the outstanding work is not submitted (current grade):

B C D F P R U

Provide the student's achievement to date and the remaining course requirements below:

In each instance where an "I" grade is assigned, the instructor of the course shall, at the end of the semester in which the "I" grade is given, indicate on the "I" grade assignment form what the student must do to complete the course and how the completed work would affect the final grade.

*Enter what percentage remains: _____ %

*Select the due date for completing assignments: Due _____

*In the space below, list the outstanding assignments and the percentage value of each.

Instructor Information:

*Instructor Last Name: _____ *First Name: _____ M.I.: _____

*Instructor ID: _____ *NOVA Email: _____

*Instructor Signature: _____ Date: _____

*Approved by Dean _____ Not Approved by Dean _____

*Dean/Associate Dean's Printed Name: _____

*Dean/Associate Dean's Signature: _____ Date: _____

Attach documentation to this form and submit to the campus Student Services Center.