"I" Grade Information Form
College of Business
Updated May 15, 2014

Student: __________________________ Banner ID: ____________ College: __________

Course Prefix and Number: _________________ Semester or Session: ______________

Reason for “I” Grade (should be in accordance w/ NMSU Policy – see reverse side):
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Conditions of “I” Grade (one of the two options MUST be selected):

___ Option A: “I” Grade is PERMANENT and will remain on the student’s transcript. To earn credit for the course, the student must register for and retake the complete course in a subsequent semester.

___ Option B: Student has the option of completing the course requirements with the same instructor who assigned the “I” grade. Upon successful completion of requirements, the instructor will submit a change of grade form to the registrar to change the “I” grade to the earned grade.

- REQUIREMENTS TO COMPLETE COURSE (for Option B only):
  ___________________________________________________________________________
  ___________________________________________________________________________
  ___________________________________________________________________________

- DEADLINE TO COMPLETE REQUIREMENTS SET OUT ABOVE (for Option B only):
  ________________ (must be within 12 months after the “I” grade is assigned and prior to the student’s graduation)

FAILURE TO COMPLETE REQUIREMENTS UNDER OPTION B: If a student who received an “I” grade under Option B does NOT complete the course requirements by the deadline as set out above, the “I” grade becomes permanent, UNLESS the instructor has informed the student that he/she intends to submit a change of grade form to change the “I” grade to the earned grade upon non-completion, and indicates that the student has been informed by initialing here: ______.

Signature of Student: ________________________________________ Date: ____________

OR ____ Student is Unavailable to Sign. Copy was mailed to: ______________________________________

___________________ (address) by _________________________(signature) Date: ____________

Signature of Instructor: _____________________________________ Date: ____________

Signature of Dept. Head: ________________________________ Date: ____________

Send original to the course dean, copy to the student, graduate dean (where appropriate) and retain a third copy in the course department.
Incomplete Grade
(from 2009-2010 NMSU Undergraduate Catalog, p. 18; substantially same language in 2009-2010 Graduate Catalog p. 13)

The grade of I (incomplete) is given for passable work that could not be completed due to circumstances beyond the student’s control. The following regulations apply to removing or changing an I grade.

1) Instructors may assign I grades only if the student is unable to complete the course due to circumstances beyond the student’s control that develop after the last day to withdraw from the course. Examples of appropriate circumstances include documented illness, documented death or crisis in the student’s immediate family, and similar circumstances. Job related circumstances are generally not appropriate grounds for assigning an I grade. In no case is an I grade to be used to avoid the assigning of D, F, U, or RR grades for marginal or failing work.

2) To assign an I grade, the instructor must complete the I Grade Information Form and have the form delivered to the course dean, together with the instructor’s grade sheets for the semester. The instructor will state in writing on the I Grade Information Form the steps necessary to complete the remaining coursework or the instructor may indicate that the student will be required to re-enroll in the course to receive credit (in which case the I grade will not be removed). The student will sign this document or the course dean will send a copy of the document to the student’s official permanent address as recorded in the Registrar’s Office.

3) The student is entitled to have the I grade removed from their transcript only if they complete the remaining coursework as specified on the I Grade Information Form, in a manner satisfactory to the instructor. The work must be completed within 12 months after the I grade is assigned and prior to the student’s graduation, or within a shorter period of time if specified by the instructor on the I Grade Information Form. If the student fails to complete the coursework, the instructor may change the I grade to any appropriate grade (including D, F, or U) provided that the instructor stated that this would occur on the I Grade Information Form.

4) I grades can be removed from the student’s transcript by the instructor only during the 12-month period following assignment of the I grade or prior to the student’s graduation, whichever comes first. To remove an I grade, the instructor must complete a Change of Grade Form and file the form with the Registrar. The instructor may assign whatever grade is appropriate for the entire course. This may include grades of D, F, or U. An I grade not changed by the assigning instructor within 12 months and prior to graduation shall remain an I grade thereafter.

5) A student may re-enroll and receive credit for any course for which an I grade was previously received, but retaking the course will not result in a removal of the I grade from the student’s transcript.

The effect of removing an I grade on a student’s academic standing (scholastic warning, probation, or suspension) depends on the date the transaction is officially recorded on the student’s academic record. If the transaction is recorded before the student begins another semester, the grade replacing the I is included in the grade-point average calculation that establishes the student’s academic standing. If the transaction is recorded after the student begins another semester, the new grade’s effect on academic standing is based upon its inclusion with grades for the semester in which the student is enrolled.