



# "I" Grade Information Form

The grade of *I* may be given for passable work that could not be completed, due to circumstances beyond the student’s control. Examples of appropriate circumstances include documented illness, documented death or crisis in the student’s immediate family, unexpected military deployment and similar circumstances. Students requesting an *I* grade are responsible for providing satisfactory evidence of such circumstances. Job related circumstances are generally not appropriate grounds for assigning an *I* grade. The student must have completed some work in the course to be assigned an incomplete. Review the detailed regulations in the NMSU catalog (<https://catalogs.nmsu.edu/nmsu/regulations-policies/>). Procedures:

1. The instructor completes the form, and the student must sign it digitally or in persona, after the last day to withdraw from a single course with a “W” but before the *I* grade is issued. If the student cannot sign the *I* grade form the associate dean must be notified and a copy of the document should be sent to the student’s official permanent address or university email address, with a notation on the form that the student was not available for signature.
2. Upon receiving the student’s and instructor’s signatures, the instructor forwards the original form to the division head/ college dean within 5-days.
3. The original form is retained in the college. Instructors should retain a copy for their records.
4. An *I* grade is not to be used to avoid the assigning of *D*, *F*, *U* or *RR* grades for marginal or failing work.

**\*\*In no case should a student re-register for the same course or different semester to have this *I* grade removed.\*\***

Course Information			
CRN	Subject	Course	Credit Hours
Semester	Year	Course Title	
Student Information			
Aggie ID		Name (last, first, middle)	

Reason for Incomplete
<b>Necessary steps to remove <i>I</i> grade:</b> 1) The work must be completed within 12 months after the <i>I</i> grade is assigned and prior to the student’s graduation, or within a shorter period of time if specified. 2) Instructor must attach a copy of the completed “ <i>I</i> ” Grade Information Form to a completed Change of Grade form, and submit to University Student Records by email ( <a href="mailto:record_grade@nmsu.edu">record_grade@nmsu.edu</a> ), campus mail (MSC 3AR), or by fax (575-646-1579).
<b>Consequences due to non-completion of work:</b> If the student fails to complete the course work, the instructor may change the <i>I</i> grade to the earned grade of <i>D</i> , <i>F</i> , or <i>U</i> , if indicated here. <b><u>If the instructor leaves this section blank and the student fails to complete the course work within 12 months, the <i>I</i> grade will become PERMANENT and will remain on the student’s transcript.</u></b> At this point, to earn credit for the course, the student will have to register for and retake the complete course in a subsequent semester.

### Required signatures

Student	Date
Instructor	Date
Department Head	Date
College Dean/VPAA	Date

**Original remains in College/Division, copy to be sent to student and instructor.**