Northern Virginia Community College

ELI’s “I” Grade Request Form
(For Faculty and Staff Use Only)

<table>
<thead>
<tr>
<th>Name</th>
<th>Emplid</th>
<th>Course Info</th>
<th>Date to be Completed</th>
<th>Grade If Not Completed</th>
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</thead>
<tbody>
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“I” grade has been granted on the basis of __________________________________________
________________________________________________________________________
________________________________________________________________________

Instructor’s Name – Print                                               Instructor’s Signature

* If send electronically, signature not required. Email is the confirmation. *

Recorded, Office of the Registrar

Date: _____________ Initials: ______________