



TEXAS A&M
UNIVERSITY
KINGSVILLE

OFFICE OF THE REGISTRAR
 MSC 105, 1050 W SANTA GERTRUDIS AVE
 KINGSVILLE, TEXAS 78363-8202
 PH(361) 593-2811 * FAX (361) 593-2195

REQUEST FOR EXTENSION OF "I" CONTRACT
For Completion of Courses in Which
Temporary "I" Has Been Assigned

Do not register for this course again. This contract extends the | Contract dated _____ between the student and instructor listed below. All requirements of the previous | Contract remain as stated in the contract unless a modification is noted below. **Attach a copy of the original "I" contract.**

Instructor: _____ Student: _____
Print Instructor Name Print Student Name

Student Classification _____ Student ID: K00

Course Name/Number & CRN: _____ Semester/Year course was taken: _____

REASON FOR EXTENSION: _____

MODIFICATION TO ORIGINAL "I" CONTRACT: _____

Course requirements will be completed by: _____
Date

Signed: _____ Date _____
Student

Signed _____ Date _____
Instructor

Signed _____ Date _____
Department Chair

Signed: _____ Approved _____ Disapproved _____
College Dean Date

Copies (to be distributed by the Instructor/College):

- 1 copy to student 1 copy to instructor 1 copy to department chair**
1 copy to Dean of appropriate college 1 copy to Graduate Dean for Graduate Students

PROCEDURE FOR EXTENDING AN “I CONTRACT” BETWEEN THE INSTRUCTOR AND STUDENT

1. Both instructor and student will complete the extension. If the student is not available to sign the extension, the extension can be submitted without the student’s signature. Instructor needs to note (where the student signs) why the student cannot sign.
2. The contract will be submitted to the following for approval in the order listed:
 - a. Chair of the Department
 - b. Dean of the College (who oversees the department of the course)
 - c. Dean of Graduate Studies (Graduate Student Only) (Informational purposes only)
3. After the extension has been approved by all parties, the extension will be submitted to the Office of the Registrar for processing. The extension will be reviewed for completeness and the student’s record will be updated by the Office of the Registrar.
4. An extension should be submitted prior to the “I Contract” expiration date.
5. If the student does not comply with the extension, the instructor must notify the Office of the Registrar to change the “I” to an “F” using a Change of Grade Form.
6. If the student does fulfill the contract, the instructor must change the “I” to the appropriate grade using a Change of Grade Form.
7. If the “I” has not been changed to another grade by the extended date, the “I” will automatically be changed to an “F”.