



CONTRACT BETWEEN INSTRUCTOR & STUDENT FOR COMPLETION OF A COURSE IN WHICH A TEMPORARY 'I' HAS BEEN ASSIGNED (To be Submitted When Grades are Due)

STUDENT SECTION (DO NOT ENROLL AGAIN FOR THE COURSE BELOW)

Name: Student ID #: K00 Classification (Print Name of Student)

I agree to complete of by submitting the (Course & Course Number) (CRN #) Semester

Required Course requirements, which are listed in the faculty section, to the instructor.

The requirements, as noted below, will be completed by (date) and will not exceed 12 months from the date the 'T' is awarded. I understand that if I do not fulfill conditions of the above agreement, my instructor will change the 'T' to 'F'. The student is required to verify that the Office of the Registrar has replaced the 'T' with an appropriate letter grade approximately 30 days after completion of work.

STUDENT Signature: Date:

FACULTY SECTION (This contract is valid without the signature of the student.)

REASON FOR I:

Last Day of Attendance (required):

Description of course requirements to be completed by the student:

It is the responsibility of the instructor to initiate an appropriate grade change in a timely manner upon completion of the contract agreement. The faculty member will submit the completed form even though the student is unavailable to sign this document.

INSTRUCTOR Signature: Date:

DEPARTMENT CHAIR: Date:

COLLEGE DEAN: Date: Approved Disapproved

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 ASSIGNING AN “I” USING A CONTRACT BETWEEN THE INSTRUCTOR AND STUDENT**

1. Both instructor and student will complete the “I” contract. If the student is not available to sign the contract, the contract 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. The instructor will leave the grade blank on the class roll when submitting grades. Beginning 2013 Fall semester, the “I” will not be an option for the instructor to assign.
4. After the contract has been approved by all parties, the contract will be submitted to the Office of the Registrar for processing. The contract will be reviewed for completeness and an “I” will be entered on the class roster by the Office of the Registrar.
5. All “I” contracts should be submitted no later than when all grades are due for that semester.
6. If the Office of the Registrar enters an “X” (for a missing grade) on the class roster before receiving the “I” contract, the “I” contract will be used as a change of grade to enter the “I”.
7. If the “I” contract is for a time period less than a year and the student does not fulfill the contract, the instructor must notify the Office of the Registrar to change the “I” to an “F” using a Change of Grade Form.
8. If the student does fulfill the contract, the instructor must change the “I” to the appropriate grade using a Change of Grade Form.
9. If the “I” has not been changed to another grade by the end of one year, the “I” will automatically be changed to an “F” unless an extension has been approved.