**Part 1: Student Information (completed by student)**

Univ. ID # U

Student's Full Name:

Student Email: Phone:

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**Part 2: Course Information (completed by student)**

Semester and Year:

Course Title:

Course Information: CRN #

<table>
<thead>
<tr>
<th>Subject/Pref</th>
<th>Course #</th>
<th>Credit hours</th>
</tr>
</thead>
</table>

| Section # |  |

College:

Department:

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**Part 3: Instructor Information (completed by student)**

Instructor's Full Name:

Instructor's Email: Phone:

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**Part 4: Incomplete Contract Information (completed by instructor)**

Students may only be eligible for an "I" when:
- The student must earn a 'C' or better on all work completed.
- A majority of the student’s work for a course is complete before the end of the semester (more than 50%).
- The student has extenuating circumstances which prevents timely completion of the course work.
- The student requests consideration for an "I" grade as soon as possible but no later than the last day of finals week.

Students may only be eligible for an "I" when:

I /

Please submit the current grade the student will earn (through e-grades) if the contract requirements are not completed; this will be the grade reflected on the transcript after two terms. **Grade submitted to e-grades must match the grade on the I-Grade contract.**

Deadline to complete the work is set by the instructor; Maximum time is 2 terms (mm/dd/yyyy)

Work to be completed (submit attachment if needed):

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**Part 5: Signatures**

*I agree to the terms as outlined above:*

__________________________  Date  ____________________________  Date

Student Signature  Instructor Signature

Department Signature (Chair or designee)  Date

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****FINAL PROCESSING STEP****

Once the missing work is completed, THE INSTRUCTOR MUST SUBMIT A ‘CHANGE OF GRADE FORM’ TO THE REGISTRAR TO REFLECT THE COMPLETED WORK.

If no grade change is submitted the grade will default to the letter specified above.

2013-03-22