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

This contract extends the I Contract dated _____

between the student and instructor listed below. All requirements of the previous I Contract remain as

stated in the contract unless a modification is noted below. Attach a copy of the original.

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 ORIGINIAL "I" CONTRACT: _____
_____
_____

Course requirements will be completed by: _____
                                                                  Date

Signed: _____   _____
                    Student   Date

Signed _____   _____
                    Instructor   Date

Signed _____   _____
                    Department Chair   Date

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 with]µ š šZ •šµ vš[••]Pv šµŒX /všŒ (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 Á]oo Œ À]Á (}Œ }u‰ošv•• v record will be updated by the Office of the Registrar.
4. v Æš v•]}v •Z}µo •µ u]šš ‰Œ]}Œ š} šZ ^/_ }všŒ š_ Æ‰
5. If the student does not comply with the extension, the instructor must notify the Office of the Z P]•šŒ Œ š} Z vP šZ ^/_ š} v ^&_ µ•]vP šZ vP }('Œ &}
6. /(šZ •šµ vš } • (µo(]oo šZ }všŒ šU šZ]v•šŒµ š}Œ uµ•š Z using a Change of Grade Form.
7. /(šZ ^/_ Z • v}š v Z vP š} v}šZ Œ PŒ Ç šZ Æš v Z vP š} v ^&_X