

# M UNIVERSITY OF MICHIGAN-DEARBORN

## I (INCOMPLETE) CONTRACT FORM

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### SECTION I. To be completed by the STUDENT. Please print or type.

Academic Unit (circle one): CASL CECS EDUC MGMT Other Expected date of graduation: \_\_\_\_\_

Student Number: \_\_\_\_\_ Student Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
(Number and Street) City State Zip

CRN: \_\_\_\_\_ Course: \_\_\_\_\_ Number: \_\_\_\_\_ Credit Hours: \_\_\_\_\_ Term: \_\_\_\_\_ Year: \_\_\_\_\_

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### SECTION II. To be completed by the student's ACADEMIC UNIT.

Term: \_\_\_\_\_ Year: \_\_\_\_\_

The deadline for the completion of the mark circled above is: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

Signature of Unit Representative \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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### SECTION III. To be completed by the INSTRUCTOR in consultation with the student.

**Instructions:** (1) Please do not complete or sign this Section unless Sections I and II have been completed. (2) Complete this section only if you approve the student's request for an I. (3) Both the instructor's and the student's signatures are required. In order to approve the I grade, specify the number and kinds of assignments (and date if different from above). **The instructor has the authority to set a deadline earlier but no later than is specified in Section II.**

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Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**I understand that my failure to satisfy all the conditions above will lead, after the deadline, to the automatic conversion of this mark to an E (Failure). I understand an I contract cannot be honored after the degree has been posted. I understand that this contract cannot be extended verbally and any extension will require that a standard petition form be completed and submitted by me and that both my instructor and my unit's Standards/Petition Committee must approve any changes to this contract. Once the course is completed and the instructor submits a grade, I understand that the I grade will remain on my transcript and that I will receive a copy of the grade report from the Registrar's Office.**

Student's Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**Instructions:** This form is to be used whenever a student requests permission to complete essential assignments after the official end of a term (I). It should be understood that an (I) may not be assigned automatically. The student must officially request it. For good reason(s), an instructor may deny such a request. A "contract" is entered into when such a request is granted. This is the contract form.

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**Final Notes:** An (I) may be changed to a grade only by the faculty member who originally awarded it, except in extraordinary circumstances, and then only by action of the appropriate academic unit. Instructors should consult staff members in their unit's Records Office for additional information.

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