

I (INCOMPLETE) CONTRACT FORM

Instructions: For each step, this form should be downloaded, edited, saved, and forwarded as outlined below.

1. Student completes Section I and forwards form to the instructor.
2. Instructor completes Section II and forwards form to the Registrar's Office (umd-ro-admin@umich.edu) for processing.
3. Registrar's Office forwards the form to the appropriate Academic Unit after processing.

***In lieu of handwritten signature, typed signature and date is acceptable when this form is forwarded using your umich account.**

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.

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.

SECTION I. To be completed by the STUDENT.

Academic Unit	CASL	CECS	CEHHS	COB	
UMID _____	Student Name _____	_____	_____	_____	Phone Number _____
CRN _____	Subject _____	Number _____	Credit Hours _____	Term _____	Year _____

I understand that my failure to satisfy all the conditions will lead, after the deadline, to the automatic conversion of this Incomplete mark to an IE (or IF or IU) grade (Failure). I understand an Incomplete contract cannot be honored after my degree has been posted. I understand that this contract cannot be extended verbally and any extension will require an Academic Petition Form (I/IE Contract Extension) 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 mark will remain on my transcript preceding the final grade (e.g.: "IA" or "IB").

Student's Typed Signature*: _____ **Date:** _____

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

- Instructions:**
1. It is preferred that you complete and digitally sign this section after Section I has been completed by the student.
 2. Complete this section only if you approve the student's request for an Incomplete.
 3. Both the instructor's and the student's typed signatures are required. In lieu of handwritten signature, the instructor and student can forward the form using their umich email account.
 4. Specify the assignments due in the "Missing Assignments" section below.
 5. **Specify the deadline date (per University policy, the deadline date cannot exceed five weeks after the start of the subsequent term). *The instructor has the authority to set a deadline earlier than the established dates.*

Missing Assignments: _____

Deadline Date**:
 5 Weeks after the start of the Subsequent Term ([Refer to I and X Deadlines Dates](#))

Instructor's Signature*: _____ **Date:** _____

SECTION III. To be completed by Registrar's Office

Term: _____ Deadline Date _____

Registrar's Signature _____ **Date:** _____