

An "I" grade may be assigned at the instructor's discretion to permit the student time to complete required course work which he/she was prevented from completing in a timely manner **because of non-academic reasons**. The "I" grade should be considered **only when the student has the potential to earn a passing grade if the missing work is completed**. To be eligible for the "I" grade, the student must be passing the course at the time of the request and must have completed at least 75% of the coursework, as well as 75% of laboratory assignments, if applicable.

All work must be completed within the first eight weeks of the subsequent term, unless the instructor agrees to a longer time frame (not to exceed one year). When the work is completed, the instructor will submit a grade change electronically via myFSCJ to assign the earned grade (A-F). If the work is not completed by the completion date on this contract, the "I" will be changed to an "F" grade.

**STUDENT INFORMATION**

FSCJ STUDENT ID # \_\_\_\_\_ NAME \_\_\_\_\_  
PHONE \_\_\_\_\_ FSCJ EMAIL \_\_\_\_\_ @students.fscj.edu

**COURSE/INSTRUCTOR INFORMATION**

COURSE \_\_\_\_\_ CLASS # \_\_\_\_\_  
CAMPUS \_\_\_\_\_ TERM \_\_\_\_\_  
INSTRUCTOR \_\_\_\_\_  
PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**REQUIRED COURSE WORK** **CURRENT GRADE** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMPLETION DATE** \_\_\_\_\_

*(All work must be completed within the first eight weeks of the subsequent term, unless the instructor agrees to a longer time frame [not to exceed one year.]*)

**PROFESSOR'S SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**STUDENT'S SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**APPROPRIATE SUPERVISING ADMINISTRATOR SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

To process this contract, the faculty member and student must submit a copy of this form to the appropriate dean within one week after the "I" grade has been assigned. Attach a copy of the assignments, or directions on how to access the assignments to be completed and an explanation or documentation of the extenuating circumstances preventing the student from completing the course on time. If the student is unable to sign the document, an email confirmation of the "I" Contract will satisfy the need for the student's signature. In the event of the instructor being unavailable to provide a grade change, the dean will collaborate with a full-time discipline faculty member to grade the student's work based on the parameters set by the syllabus and this contract.

A copy of this agreement and required documents must be kept on file in the office of the appropriate dean. The appropriate supervising administrator's signature is included to indicate that they have reviewed the document, not for the purposes of approval.