

# FURMAN UNIVERSITY

Date: \_\_\_\_\_

Student/SS#: \_\_\_\_\_

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

The grade of "I" for \_\_\_\_\_ for \_\_\_\_\_  
(Course) (Credit Hours)

with Professor \_\_\_\_\_ must be changed in the Continuing  
(Professor's Name)

Education Office no later than \_\_\_\_\_.

## FOR THE PROFESSOR

The "automatic F" rule is a problem. Since, many times, the "automatic F" has been recorded and then after all the records have been changed, the grade is then changed again, a new procedure is needed. Therefore, even for an "automatic F," please indicate the grade below. Thank you for your understanding and cooperation!

## FOR THE STUDENT

The original of this form has been sent to your Professor and you are receiving this copy. Please work closely with your Professor so that the correct grade can be handed in before the deadline.

An "I" must be changed and the change reported by the Professor to the Continuing Education Office no later than the middle of the term following the term in which the "I" was assigned. The only exceptions to this regulation are independent study or research courses. For these courses, the grade of "I" must be changed before the middle of the second term following the term in which the "I" was assigned. In case an "I" is not changed by the time indicated, it automatically becomes an "F."

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**To the Continuing Education Office:**

I am now changing the "I" to a grade of \_\_\_\_\_.

\_\_\_\_\_  
(Signature of professor)

\_\_\_\_\_  
(Date)