INTRODUCTION
The Student-Instructor Forms system is a tracking service for agreements between a student and the instructor. For those agreements that result in a transcriptable notation, an Administrative Action Form will need to be submitted at the end of the term via the Administrative Action Form System.
(see process map at end of document)

As of September 2017, the following forms are available in the system:
- Agreement for Completion of (I) Incomplete (instructor-initiated)
- Application for Independent Study (student-initiated)
- Application for Entrepreneurship and Innovation Experiences Option (student-initiated)
- Application for Entrepreneurship and Innovation Experiences Option—Social Innovation Track (student-initiated)
- Honors Option Agreement (student-initiated)

After consulting with the instructor, students can initiate the student-initiated forms via the “Student Resources” menu on the Office of the Registrar website. At any time, students can view current and past form status and details. See below for more information.

Instructors can submit the Agreement for Completion of (I) Incomplete via the “Faculty & Staff” menu on the Office of the Registrar website. This is also where instructors review and approve/deny forms initiated by the student. At any time, instructors can view current and past form status and details. See below for more information.
STUDENT ACCESS
From the Office of the Registrar Webpage select ‘Student Resources’ ‘Forms’ and then ‘Student-Instructor Forms’
STUDENT MENU
Once logged in students are able to view the status of previously submitted forms or select a new form to complete. When Instructor approval or denial is granted, students will receive an email notifying them to check the status in the system.

NOTE: Forms cannot be edited; changes must be submitted as a new form. Forms can be cancelled at any time, except those in “denied” status.
INSTRUCTOR AND ADMINISTRATOR ACCESS

From the Office of the Registrar Webpage select ‘Faculty & Staff’ and then ‘Student-Instructor Forms’
**PROCESS MAP: AGREEMENT FOR COMPLETION OF (I) INCOMPLETE**

**INSTRUCTOR SYSTEM**
- Term Ends; I Grade Submitted

**STUDENT-INSTRUCTOR FORMS SYSTEM**
- Instructor Completes I Form
- System Generated Email sent via confidential message to Student regarding I Status
- Read Receipt created At time of student review

**COLLEGE/DEPARTMENT**
- Deadline for Completion of Work
- Instructor Notifies Department of Grade?
- Department Enters Final Grade into SIS
- YES: Process End
- NO: RO identifies Missing I grade

**OFFICE OF REGISTRAR**
- RO assigns 0.0, N, or N.C grade
- Process End

*Read Receipt via Confidential Message, replaces the need for a student signature and is confirmation that the student understands the expectations laid out on the form.*

**The required work must be completed, and a grade must be reported to the Office of the Registrar, no later than the middle of the student’s next semester in attendance (summer session excluded) if that semester is within one calendar year following receipt of the I-Incomplete. Students should communicate with their instructor to determine when the final grade will appear on the transcript.**
**PROCESS MAP: APPLICATION FOR INDEPENDENT STUDY**

1. **Student & Instructor Discuss Project**
   - Student Completes Form
   - System Generated Email sent to Instructor
   - Instructor Approves?
     - **YES**
       - System Generated Email sent to Department
       - Department Reviews
       - Department & Advisor Approve
         - System Generated Email sent to Student to check status in system
         - Process End
     - **NO**
       - System Generated Email sent to Advisor
       - Advisor Reviews
       - Department & Advisor Approve
         - System Generated Email sent to Student to check status in system
         - Process End
   - **NO**
     - System Generated Email sent to Student to check status in system
     - Student has Interest in Submitting New Project
       - System Generated Email sent to instructor & previously signed administrators regarding denial
       - Department Process Takes Over
       - Process End

*Forms cannot be edited; changes must be submitted as a new form.*
**PROCESS MAP: APPLICATION FOR ENTREPRENEURSHIP AND INNOVATION (E&I) ALL TRACKS**

**Student & Instructor Forms System**

1. Student Completes E&I Option Agreement Form

2. System Generated Email sent to E&I Program Office

3. System Generated Email sent to Instructor

4. Instructor Approves?
   - **YES**
     - E&I Program Review
   - **NO**
     - System Generated Email sent to Student regarding Denial Decision

5. System Generated Email sent to instructor & previously signed administrators regarding denial

6. Student has Interest in Submitting New Option
   - **YES**
     - Process End
   - **NO**
     - Instructor selects Initiate and Approve Administrative Action Form in Student-Instructor Form System

7. System Generated Email Initiated & Automatically Approved

8. System Generated Email sent to Administrators for Review

9. Administrators Approve?
   - **YES**
     - Form Routed to Office of the Registrar for Entry on Official Academic Record (transcript)
   - **NO**
     - System Generated Email sent to instructor & previously signed administrators regarding denial

10. System Generated Email sent to Department

11. Department Approves?
    - **YES**
      - System Generated Email sent to Advisor
    - **NO**
      - System Generated Email sent to Advisor

12. Advisor Approves?
    - **YES**
      - System Generated Email CC'd to College Department & Advisor
    - **NO**
      - System Generated Email CC'd to College Department

---

**Administrative Action Forms System**

1. Administrative Action Form Initiated & Automatically Approved

2. System Generated Email sent to Administrators for Review

3. Administrators Approve?
   - **YES**
     - Form Routed to Office of the Registrar for Entry on Official Academic Record (transcript)
   - **NO**
     - System Generated Email sent to instructor & previously signed administrators regarding denial

---

*Forms can not be edited; changes must be submitted as a new form.*
**PROCESS MAP: HONORS OPTION**

1. **Student & Instructor Discuss Honors Option Project**
   - **Student Completes Honors Option Agreement Form**
   - **System Generated Email sent to Instructor**

2. **Instructor Approves Decision?**
   - **YES**
   - **System Generated Email sent to Student to check status in system**
   - **NO**
     - **Instructor has Interest in Submitting New Option?**
       - **YES**
       - **Process End**
       - **NO**
         - **System Generated Email sent to Student regarding Denial Decision**

3. **Term Ends; Grade Submitted?**
   - **YES**
   - **Instructor clicks Initiate and Approve Administrative Action Form in Student-Instructor Form System**
   - **NO**
     - **Instructor Approves Decision?**
       - **YES**
       - **System Generated Email sent to Administrators for Review**
       - **NO**
         - **Instructor removes from list**

4. **Administrative Action Form Initiated & Automatically Approved**
   - **Form Routed to Honors College for Entry on Official Academic Record (transcript)**

**Forms cannot be edited; changes must be submitted as a new form.**