Written Agreement for Completion of Incomplete Work

The Department of American Indian Studies recommends this form as a tool to facilitate consultation and agreement between faculty and students regarding the assignment of incomplete (“I”) grades.

According to University of Minnesota policy: There shall be a temporary symbol “I”, incomplete, awarded to indicate that the work of the course has not been completed.

The “I” shall be assigned at the discretion of the instructor when, due to extraordinary circumstances, the student was prevented from completing the work of the course on time. The assignment of an “I” requires a written agreement between the instructor and student specifying the time and manner in which the student will complete the course requirements. In no event may any such written agreement allow a period of longer than one year to complete the course requirements.

Students receiving a grade of “I” are expected to complete the work within the time frame determined by the instructor and specified by the contract. Work to make up an “I” must be submitted within one year of the last day of final examinations of the term in which the “I” was given for all students except graduate and professional students. If not submitted by that time, the “I” will automatically change to an “F” (if the student was registered on the A-F system) or an “N” (if the student was registered on the S-N system) for the course. If an “I” changes automatically to an F or an N, the instructor has the discretion to reinstate the “I” for one additional year only. For graduate and professional students, an “I” remains on the transcript until changed by the instructor or department.

The instructor must submit a Written Agreement for Completion of Incomplete Work, signed by the student and instructor, to the department head when an “I” has been recorded on the web grading screens. Instructor, student and department will retain a copy of the agreement.

__________________________________________

Student Name: ________________________________

Student ID: ___________________________ Phone: ___________________________

Course Title: ________________________________

Course Designator and Number: ________________________________

Semester/Year: ___________________________ Current Grade to Date: ___________________________

Conditions for Making up Unfinished Work

Assignments/Exams to be Completed: ___________________________

Deadline for Completion: ___________________________

__________________________________________

Final deadline for completion of all work for this course is: ___________________________

__________________________________________

Student Signature: ___________________________ Date: ___________________________

Instructor Name: ___________________________ Phone: ___________________________

Instructor Signature: ___________________________ Date: ___________________________

8/14/2013