



UNIVERSITY OF MINNESOTA MORRIS

Agreement to Assign an Incomplete

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. Before an *I* may be assigned, the faculty member and student must discuss and agree on the terms of the contract.

The *I* will be assigned at the discretion of the instructor when, due to extraordinary circumstances (as determined by the instructor), the student who has successfully completed a substantial portion of the course's work with a passing grade was prevented from completing the work of the course on time.

An Incomplete is appropriate when the instructor has a reasonable expectation that 1) the student *can* complete satisfactorily the unfinished coursework within a specified time frame, and 2) legitimate *reasons exist* to justify extending the deadline for course completion. (The complete University Senate grading policy can be found at <http://www.policy.umn.edu/Policies/Education/Education/GRADINGTRANSCRIPTS.html>)

When an I is assigned:

--students who receive an *I* must complete the unfinished work by the agreed-upon date below. After one year an *I* converts to an *F* (A-F) or an *N* (S-N).

--the instructor acknowledges that the *I* is not assigned to help a student improve his/her grade.

--instructors must submit the grade within 4 weeks of the date the work is completed.

Student ID Number _____ Student Name _____	
Email _____ @umn.edu	Phone _____
Course and Number (e.g. Fren 1001) _____ Semester/Year _____	
Assignments/Exams to be completed:	Deadline for completion:
_____	_____
_____	_____
_____	_____
Student Signature _____	Date _____
Instructor Name (printed) _____	
Instructor Signature _____	Date _____

Instructor: Send this completed, signed form to the Office of the Registrar (OTR) to be imaged to the student's file. OTR will send the form to the appropriate Division Chair.

For office use

Imaged by: _____	Date: _____
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