

University of Minnesota, Morris  
Scholastic Committee

**Agreement to Complete Coursework after the Deadline**

The University of Minnesota requires completion of this formal agreement between the faculty member and student regarding the assignment of **I** symbols. Before an **I** may be assigned, the faculty member and student must discuss and agree on the terms of this contract.

Students may request that the instructor assign a symbol of **I** when most of the work in a course has been completed with a passing grade but the rest of the coursework cannot be completed within the standard timeframe because of extraordinary circumstances (e.g., extended illnesses, serious accidents, other emergencies). Documentation (e.g., letter from physician) of the circumstance may be requested by the faculty.

An Incomplete is appropriate when the instructor has a reasonable expectation that the student can complete satisfactorily the unfinished coursework within a specified time frame, and legitimate reasons exist to justify extending the deadline for course completion. (The complete University Senate grading policy can be found at <http://www1.umn.edu/usenate/usen/policies.html>)

*When an **I** is assigned:*

*--students may not re-register for a course in which an **I** has been 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 Registrar's Office to be imaged to the student's file. The form will then be forwarded to the appropriate Division Chair.*

For Registrar's Office Use Only \_\_\_\_\_

03/08