

## Agreement for Completion of Incomplete Work

According to University Policy, the assignment of an “I” (incomplete) grade is awarded to indicate that the work in the course has not been completed. The “I” will be assigned at the discretion of the instructor when, due to extraordinary circumstances (as determined by the instructor), the student was prevented from completing the work in the course on time and the student has successfully completed a substantial portion in the course work. (Policy is at <https://policy.umn.edu/education/gradingtranscripts>)

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. The Medical Laboratory Sciences Program recommends this form as a tool to facilitate consultation and agreement between faculty and the undergraduate student when assigning an “I”.

Undergraduate students receiving an “I” are expected to complete the work within the time frame determined by the instructor and specified by this agreement. If the unfinished work is not completed, the “I” will automatically lapse to an “F” (if the student registered on the A-F grade base) or “N” (if the student registered on the S-N grade base).

<b>An “I” grade has been assigned to (Please type):</b>		
Student Name:	UM Email:	
Student ID:	Phone:	
Course Designator/Number:	Semester/Year:	
Course Title:		
Current Grade:	Percent of Course Grade:	
Requirements for Course Completion:		
e.g. Assignment/Exam	% of Course Grade	Deadline for Completion
1.		
2.		
3.		
4.		
<b>Final deadline for completing all work for above course is:</b>		
Student Signature:	Date:	
Instructor Name:	Date:	
Instructor Signature:	Date:	