Agreement for Completion of Incomplete Work

The department of Design, Housing, and Apparel recommends this form as a tool to facilitate consultation and agreement between faculty and an undergraduate student regarding the assignment of an “I” grade.

According to University policy, the “I” grade indicates that the instructor (1) has a reasonable expectation that the student can complete an unfinished course on his/her own within a specified time frame and (2) believes that legitimate reasons exist to justify extending the deadline for course completion.

Each instructor’s policy for awarding an “I” grade must be announced in class and included in the course syllabus the first week of the semester. A student assigned an “I” must complete the unfinished work by the date determined by the instructor. Students are expected to make up the work on their own; if completion of the work requires that a student attend the class in substantial part, assigning an “I” is not appropriate.

Undergraduate students receiving an “I” grade 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). Instructors may contact the department of Design, Housing, and Apparel office for additional information and policies by calling (612) 624-9700.

An “I” grade has been assigned to:

Student Name ___________________________________________________ UM E-mail _________________________

Student I.D. _____________________________________________________ Phone______________________________

Course Title ________________________________________________________________________________________________

Course Designator and Number ____________________________________  Semester/Year ______________________

Current Grade to Date _______________________ Represents _________% of total course grade

Conditions for Making Up Unfinished Work:

Assignments/Exams to be Completed  % of course grade  Deadline for Completion

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

Final deadline for completing all work for above course is: __________________

Student Signature ________________________________________________  Date _______________________________

Instructor Name _________________________________________________  Phone______________________________

Instructor Signature ______________________________________________  Date _______________________________

Distribution: One copy each to student, instructor, and department