

College of Liberal Arts  
**AGREEMENT FOR THE COMPLETION OF INCOMPLETE WORK**

The CLA Committee on Student Scholastic Standing recommends use of this form to facilitate consultation and agreement between faculty and CLA students regarding the assignment of "I" grades.

According to CLA policy (see CLA Classroom, Grading and Examination Procedures website at <http://advisingtools.class.umn.edu/cgep/>), the grade "I" indicates that the instructor 1) has a "reasonable expectation" that the student can successfully complete the unfinished work on his/her own no later than one year from the last day of classes and 2) believes that legitimate reasons exist to justify extending the deadline for course completion.

Each instructor's policies for awarding an "I" must be announced in class and included in the course syllabus the first week of the semester. Students assigned "I"s must complete the unfinished work by the date agreed upon with the instructor. If no date is specified, the work must be completed no later than one year after the last day of final examinations of the term in which the "I" is given. Students are expected to make up the work on their own; if completion of the work requires the student to attend class in substantial part a second time, assigning an "I" is NOT appropriate.

A student who receives a grade of "I" has one year to complete the work and receive a grade. If the unfinished work is not made up in one year, the "I" will become 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, at their discretion, resubmit an "I" or, after evaluating completed coursework, submit a grade for an "I" that has lapsed into an "F" or "N."

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\_\_\_\_\_ will receive an "I" in  
(Student's name)  
\_\_\_\_\_ for \_\_\_\_\_  
(Course designator and number) (Semester/year)

**CONDITIONS FOR MAKING UP UNFINISHED WORK**

Assignments/exams to be completed	Deadline for completion
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
Instructor's signature Current Date

\_\_\_\_\_  
Student's signature Current Date