

**AGREEMENT FOR THE COMPLETION OF INCOMPLETE WORK**

The CLA Committee on Student Scholastic Standing recommends using this form to facilitate consultation and agreement between faculty and CLA students regarding the assignment of I grades. The Committee recommends submitting a copy of this form to the student’s CLA advising student community for record-keeping purposes.

According to University policy (<http://www.policy.umn.edu/Policies/Education/Education/GRADINGTRANSCRIPTS.html>), an I grade may 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.’ Policy further specifies that ‘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’ and that ‘work to make up an I must be submitted within one year of the last day of final examinations of the term in which the I was given for all students except graduate and professional students.’

Each instructor’s policies for awarding an I grade must be announced in class and included in the course syllabus the first week of the semester. Students assigned I grades must complete the unfinished work by the date agreed upon with the instructor. If a date is not specified, the work must be completed no later than one year from the end of the term in which the I grade was given. Students are expected to make up the work on their own; **if completion of the work would require the student to attend class in substantial part a second time, assigning an I grade is not appropriate.**

If the unfinished work is not completed in one year, the I grade 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 grade or, after evaluating completed coursework, submit a grade for an I grade that has lapsed into an F or N.

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\_\_\_\_\_ will receive an I grade in \_\_\_\_\_ for \_\_\_\_\_.  
 (Student’s name and ID number) (Course designator/number) (Semester/year)

**CONDITIONS FOR COMPLETING UNFINISHED WORK**

Assignments/exams to be completed	Deadline for completion
Comments (e.g. how work should be submitted; how often student and instructor will meet, etc.)	

\_\_\_\_\_  
 Instructor’s signature Current Date

\_\_\_\_\_  
 Student’s signature Current Date