College of Liberal Arts

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.

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

CONDITIONS FOR COMPLETING UNFINISHED WORK

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<th>Assignments/exams to be completed</th>
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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