Agreement for Completion of Incomplete Work

The College of Design Educational Policy Committee recommends this form as a tool to facilitate consultation and agreement between faculty and students regarding the assignment of “I” grades.

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” must be announced in class and included in the course syllabus the first week of the semester. Students who are assigned “I”s 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 a second time, assigning an “I” is not appropriate.

Students receiving grades of “I” are expected to complete the work within the time frame determined by the instructor and specified by the contract. 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 CDes Student Services for additional information and policies by calling (612)624-1717.

Student Name: _________________________________________________________

Student I.D.: ____________________________ Phone: _______________________

Will Receive an “I” in (Course title): _______________________________________

Course Designator and Number: ___________________________________________

Current Grade to Date: ____________________ Semester/Year: _______________

Conditions for Making up Unfinished Work:

Assignments/Exams to be completed: Deadline for completion:

_____________________________________ ________________________

_____________________________________ ________________________

_____________________________________ ________________________

_____________________________________ ________________________

Final Deadline for completion of all work for course is: ______________________

Student Signature: ________________________________ Date: _______________

Instructor Name: _________________________________ Phone: ______________

Instructor Signature: ______________________________ Date: _______________

Original – Student  Yellow – Instructor  Pink - Department