

Incomplete Grade Contract

The University of Minnesota requires completion of a contract between the instructor and student prior to assigning an incomplete (“I”). In order to complete this form, the instructor and student must discuss and agree on the terms of this contract. If a discussion has not occurred, the grade earned to date is assigned.

According to University policy, the “I” grade may be assigned when:

- Extraordinary circumstances (as determined by the instructor) exist to justify extending the deadline for course completion and the student has successfully completed a substantial portion of the course’s work with a passing grade (a student who has not completed a substantial portion of coursework does not meet the criteria for an “I” grade). Examples of extraordinary circumstances include health concerns (e.g. extended illnesses, mental health issues, etc.) serious accidents, or other personal or family emergencies. The instructor may ask the student for documentation;
- There is reasonable expectation that the student can successfully complete unfinished coursework within a specified time frame, not to exceed one year from the end of the term in which the student received the “I”;
- The instructor acknowledges that the “I” is not given to help a student improve their grade in the course.

According to University policy, the “I” grade may not be assigned when:

- A student is required to attend the course to resolve the incomplete. University policy prohibits student from sitting in a course without being registered.
- A student needs to repeat the course. Students must not re-register for a course in order to complete an “I” grade.
- A student cannot 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.

Instructors are responsible for submitting the grade within four weeks of the date the work is completed.

Students are responsible for completing the unfinished work by the established deadline.

If no grade is assigned one year from the last day of final exams of the term the student received the “I,” it will lapse to an “F” or “N” consistent with the grade base of registration for the course.

More information can be found at:

- onestop.umn.edu/academics/grading-policies
- policy.umn.edu/policies/education/education/gradingtranscripts.html

Incomplete Grade Contract

Prior to assigning an incomplete grade (“I”), an instructor and student must discuss and agree on the terms leading to completion of a course. If a discussion has not occurred, the grade earned to date will be assigned and this contract cannot be used.

If a discussion has occurred and terms have been decided, complete this contract. Students complete sections A and B. Instructors complete section C. Both parties should review sections A, B, and C, before signing in sections E and D.

When completed, return the form to the instructor’s department office.

SECTION A. Student information			
Student name		College enrolled	
Student ID number		Email	Phone
SECTION B. Course information			
Course designator		Course number	Course section
Semester	Year	Course title	
Instructor name		Instructor email	
Reason for incomplete	<input type="checkbox"/> Medical <input type="checkbox"/> Military <input type="checkbox"/> Family <input type="checkbox"/> Mental Health <input type="checkbox"/> Other		
SECTION C. Conditions for completing unfinished work (to be filled out by instructor)			
Percent of work completed		Current grade to date	
Assignments/exams to be completed			Date to be completed
Final deadline for completion of all coursework			
Comments (e.g. how work should be submitted, frequency of instructor-student meetings, etc.)			
SECTION D. Instructor signature			
Instructor name		Department	Phone
Instructor signature			Date
SECTION E. Student signature			
Student name		Email	Phone
Student signature			Date