

## Agreement for Completion of Incomplete Work

---

The department of Design, Housing, and Apparel recommends this form as a tool to facilitate consultation and agreement between faculty and an undergraduate student regarding the assignment of an "I" grade.

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" grade must be announced in class and included in the course syllabus the first week of the semester. A student assigned an "I" 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, assigning an "I" is *not* appropriate.

Undergraduate students receiving an "I" grade are expected to complete the work within the time frame determined by the instructor and specified by this agreement. 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 the department of Design, Housing, and Apparel office for additional information and policies by calling (612) 624-9700.

---

### An "I" grade has been assigned to:

Student Name \_\_\_\_\_ UM E-mail \_\_\_\_\_

Student I.D. \_\_\_\_\_ Phone \_\_\_\_\_

Course Title \_\_\_\_\_

Course Designator and Number \_\_\_\_\_ Semester/Year \_\_\_\_\_

Current Grade to Date \_\_\_\_\_ Represents \_\_\_\_\_ % of total course grade

### Conditions for Making Up Unfinished Work:

Assignments/Exams to be Completed	% of course grade	Deadline for Completion
_____	_____	_____
_____	_____	_____
_____	_____	_____

---

Final deadline for completing all work for above course is: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor Name \_\_\_\_\_ Phone \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_