

College of Biological Sciences
University of Minnesota

Agreement for Completion of Incomplete Work

The College of Biological Sciences Education Policy Committee requires completion of this formal agreement between the faculty member and student regarding the assignment of "I" grades. In order to complete this form, the faculty member and student must discuss and agree on the terms of this contract.

According to University policy, the "I" grade indicates that the instructor:

- 1) Believes that legitimate reasons due to **extraordinary circumstances** exist to justify extending the deadline for course completion and that the student has successfully completed a substantial portion of the course's work with a passing grade. Examples of extraordinary circumstances include extended illnesses, serious accidents or other emergencies. The student must provide documentation such as a letter from his/her physician to support the claim of **extraordinary circumstances**.
- 2) Has a reasonable expectation that the student can successfully complete unfinished course work within a specified time frame.
- 3) Acknowledges that the "I" is not given to help a student improve his/her grade in the course.

When an "I" grade is assigned, students must:

- 1) Complete the unfinished work by the date determined by the instructor, but no longer than one year after the semester in which the "I" grade was given.
- 2) **Never re-register for the course in which an "I" has been issued.**

Instructor responsibilities include:

- 1) Submitting the grade within four weeks of the date the work is completed.
- 2) Attaching a copy of the course syllabus to this contract.

Additional policies regarding the assignment of the "I" grade:

- 1) If the unfinished work is not completed after one year, the "I" will automatically convert to an "F" or "N" depending on the grade base of initial registration for the course. Once an "I" has become an "F" or "N," it may be converted to another grade by petition of the instructor.
- 2) When the "I" is changed to another symbol, the "I" is removed from the student's record.
- 3) For the following courses: Biol 1001, 1003, 1009/1009H, 1010, 1020, 1050, 1093, 1101W, 2002/2002H, 2003/2003H, 2004/2004H, 2005, 2012, when you are ready to make up the incomplete, please contact Geri Grosinger or Nancy Becker in the General Biology Program, 3-104 MCB, 612-625-6636, well in advance of the beginning of the term.

Instructors and students may contact the CBS Student Service Office for additional information and policies (612) 624-9717.

More information can be found at:

http://onestop.umn.edu/grades_and_transcripts/grades/incompletes.html

<http://www.policy.umn.edu/Policies/Education/Education/GRADINGTRANSCRIPTS.html>

Student and Course Information

Student Name: _____ College: _____

ID Number: _____ Email: _____ Phone: _____

Course Designator: _____ Course Number: _____ Semester/Year: _____

Percent of Work Completed: _____ Current grade to date: _____

Reason for assigning the "I" grade: _____

Conditions for Completing Unfinished Work

<u>Assignments/exams to be completed:</u>	<u>Date for Completion</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Student Signature: _____ Date: _____

Instructor Name: _____ Dept: _____

Instructor Email: _____ Phone: _____

Instructor Signature: _____ Date: _____

The original must be submitted to the Office of the Academic Department offering the course. The Departmental office gives a copy to the student and instructor and sends a copy to CBS Student Services, 223 Snyder Hall, St. Paul Campus.

<http://www.cbs.umn.edu/student-services/policies/grades.shtml>