

Carlson School of Management  
University of Minnesota

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**Agreement for Completion of Incomplete Work**

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The Carlson School of Management 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. Examples of extraordinary circumstances include extended illnesses, serious accidents or other emergencies, or for part-time students, work-related travel that was unavoidable. The instructor has the right to require documentation such as a letter from his/her physician or employer 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 complete the unfinished work by the date determined by the instructor, but no longer than 11 months after the semester in which the "I" grade was given.*

*Student responsibilities include:* Getting the attached contract completed and signed, attaching a copy of the course syllabus to the contract, and returning it to the program office within 30 days of receiving the I grade.

*Instructor responsibilities include:* Submitting the grade to replace the 'I' within four weeks of the date the work is completed.

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

1. If the unfinished work is not completed allowing for sufficient time (4 weeks) to turn in the grade within 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.

Instructors and students may contact the respective program office for additional information and policies.

**Student and Course Information**

Student Name: \_\_\_\_\_ Program: \_\_\_\_\_

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**

Assignments/exams to be completed: Date for Completion

_____	_____
_____	_____
_____	_____
_____	_____

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

Instructor Name: \_\_\_\_\_ Dept: \_\_\_\_\_

Instructor Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

The student is responsible for getting this contract completed, signed by both and attaching a copy of the course syllabus to the contract, The original with attachments must be submitted to the respective program office (Undergraduate, MBA, MA-IR, MBT, MAcc, IPD) within 30 days of the student receiving the 'I' grade. The program office will give one copy of the contract with syllabus to the student, one copy to the instructor, and one copy to the instructor's department.

Cc: Student, Student file in program office, Faculty member, Dept. Chair  
Form: October 15, 2009