

# UNIVERSITY OF MINNESOTA MORRIS

## Agreement for Granting an Incomplete

An "I" will be assigned at the discretion of the instructor when, due to extraordinary circumstances (as determined by the instructor), the student was prevented from completing coursework on time. An "I" requires a written agreement between the instructor and student specifying the time and manner in which the student will complete the course requirements. Refer to the *Grading and Transcript Policy* at <http://www.policy.umn.edu/Policies/Education/Education/GRADINGTRANSCRIPTS.html>

### Instructions:

1. Student must review the University requirements for an incomplete prior to initiating an e-mail or in-person request to the instructor.
  2. If the instructor approves the request, he/she will complete the Agreement for Granting an Incomplete form and forward it and the student's original e-mail (if applicable) via their university assigned e-mail account to a) the student, b) their division office, and c) the Office of the Registrar at [ummregistrar@lists.umn.edu](mailto:ummregistrar@lists.umn.edu). Forms will not be considered authentic if sent from a student's e-mail account.
- OR** Both the student and instructor must sign and date below and submit the form to the Office of the Registrar to be imaged to the student's file. The completed form will then be sent to the appropriate division office.

<b>ID Number</b>	<b>Student Name</b> ( <i>last, first, mi</i> )	<b>University email</b> @umn.edu	<b>Phone</b>
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<b>Term of Enrollment</b>	<b>Year</b>	<b>Subject</b> ( <i>Hist</i> )	<b>Catalog #</b> ( <i>1301</i> )	<b>Section</b> ( <i>001</i> )	<b>Credits</b> ( <i>4</i> )

Reason instructor is granting an incomplete:

The following course work needs to be completed:

Manner in which student will complete course requirements (e.g. correspondence, independently, weekly meetings):

**Deadline for completion of course requirements:**

(An "I" automatically converts to an "F" after one calendar year)

**Grade that will be submitted by instructor after the deadline if work is not completed:**

(This form is not used to change grades. Supplemental grading must be used to submit a grade change.)

If not submitting the completed form electronically via the instructor's university assigned e-mail account, both the student and instructor must sign and date below. The form should then be submitted to the Office of the Registrar, 212 Behmler Hall.

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

*The University of Minnesota is an equal opportunity educator and employer.*