Department of Computer Science and Engineering

Agreement for Completion of Incomplete Work

From the University of Minnesota Uniform Grading and Transcript policy: "The 'I' shall be assigned at the discretion of the instructor when, due to **extraordinary** circumstances, the student was prevented from completing the work of the course on time. The assignment of an 'I' requires a written agreement between the instructor and student specifying the time and manner in which the student will complete the course requirement. In no event may any such written agreement allow a period of longer than one year to complete the course requirements."

"For graduate and professional students, an ;'I' is to remain on the transcript until changed by the instructor or department. For all other students, work to make up an 'I' must be submitted within one year of the last day of final examinations of the term in which the 'I' was given; if not submitted by that time, the 'I' will automatically change to an 'F' (if the student was registered on the A-F system) or an 'N' (if the student was registered on the S-N system) for the course."

_____ will receive an "I" in
(Student's name and ID#)
_____ for _____.
(course designator & number) (semester/year)

Conditions for Making Up Unfinished Work:

Assignments/exams to be completed	Deadline for completion
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

_____ _____
(Instructor's Signature) (Date)

_____ _____
(Student's Signature) (Date)

Distribution: original – student
copy – instructor
copy – department

Last Revised 11/15/2004