Department of Curriculum and Instruction (CEHD)
Incomplete Grade Agreement

A grade of I for incomplete is given at the discretion of an instructor according to the criteria stated in the course syllabus for awarding a grade of I for incomplete when a written agreement (completed form) is signed by student and instructor by the last day of instruction for the course.

Student name: _____ **U of MN ID#** _____

Course number and section CI -or- MTHE **Semester/Year**

Incomplete assignment/s (itemize)	
Reason for incomplete assignment/s	
Date when assignments will be completed [no later than the day grades are due for the subsequent regular (fall or spring) term]	
Date of last participation in class	**Grade to date**
Consequence if deadline is not met.	
Student's signature (or name and X.500)	**Instructor's signature (or name and X.500)**
Date	**Date**

An electronic or paper copy of this completed form is to be retained by the student, and the instructor. The instructor is to email or send a copy to the ***C&I Graduate Studies Coordinator*** (cigs@umn.edu or 125 Peik Hall) so that a copy is also retained in the Department of Curriculum and Instruction (C&I).

Final grade	**Date submitted**	**Submitted by**

The instructor is to submit an updated copy of the agreement to the ***C&I Graduate Studies Coordinator*** (cigs@umn.edu or 125 Peik Hall) when a final grade is entered or a student petition is approved by the instructor.