

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
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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.