

Agreement for Completion of Incomplete Work

The UMD Educational Policy Committee recommends this form as a tool to facilitate consultation and agreement between instructor and student when an “I” grade is to be assigned. An Incomplete is appropriate when the instructor has a reasonable expectation that the student can complete the unfinished course within a specified time frame and believes that legitimate reasons exist to justify extending the deadline for course completion.

It is recommended that the instructor, student, and department each retain a copy of this agreement. Unless extraordinary circumstances prevent it, the student should sign the agreement at the time the “I” is assigned.

A student assigned an “I” must complete the work by the date determined by the instructor. **An “I” lapses automatically to an “F” (or “N” for “S-N” registrations) after one year.**

Student _____ ID # _____

E-mail address _____

Course/Section _____ Semester/Year _____ Instructor _____

Reason for assigning Incomplete

Work to be completed

Deadline for completion

Student signature _____

Date _____

Instructor signature _____

Date _____