

University of Minnesota Medical School

Agreement for the Completion of Incomplete Work

The Medical School Education Policy Committee requires completion of this formal agreement between the Course/Clerkship Director and student regarding the assignment of "I" grade.

According to the Medical School policy (see Medical School Grading and Transcripts: Twin Cities, Duluth) the grade "I" indicates that the Course/Clerkship Director

1. has determined the student has successfully completed a substantial portion of the course work with a passing grade (the "I" is not given to help a student improve their grade in the course),
2. believes that legitimate reasons exist to justify extending the deadline for course completion, and
3. has a "reasonable expectation" that the student can successfully complete the unfinished work by the agreed upon deadline.

Failure of the student to comply with the terms of the agreement will result in a failing grade (N). Course/Clerkship Directors may, at their discretion, resubmit an "I" or, after evaluating completed coursework, submit a final grade. Student should never re-register for the course in which an "I" has been issued.

Part 1. Student Information		
University ID	Name (last, first, middle initial)	
Matriculation year	Email address	Phone (include area code)
Part 2. Course Information/Conditions		
Semester/Year/Period	Course designator and number (i.e. INMD 6809)	Percent of work completed
Reason for assigning the "I" grade (attach relevant documentation, e.g. from a health care provider)		
Conditions for completing unfinished work (in consultation with course manager or site director)		

