



ARRANGEMENT TO RESOLVE A GRADE OF INCOMPLETE ["I"]



MN PROGRAM

REGULATION:

The "Arrangement to Resolve a Grade of Incomplete" form must be completed prior to the end of the semester, or the instructor may assign a grade of U or F. The instructor shall enter a final evaluative grade if and when the completed work has been submitted. A grade of Incomplete must be removed by the 11th week of the semester following the one in which the courses were taken. If the student does not complete the required work by the date established, the Registrar will convert the I to an F when the deadline for completion has passed. Students may not sit in the same course in a later semester to complete the work required for the original course.

Student: _____ **Date:** _____

Course: _____ **Semester:** _____ **Instructor:** _____

Reason for Incomplete:

In consultation with the instructor of the course in which I received the grade of Incomplete (I), I agree to the conditions and schedule below to permit a change of grade:

Requirement(s) for Completion: _____ **Date for Completion:** _____

I have read and understand the regulation above and the result of noncompliance.

Signatures:

Student: _____ **Date:** _____

Instructor: _____ **Date:** _____

Program Director: _____ **Date:** _____

**cc: Student
 Instructor
 Program Director
 Original to Student file
 4.23.2020 mjj**