School of Art & Design students are expected to complete courses in the term in which the courses are taken. However, if the instructor agrees, an incomplete (“I”) grade may be assigned when a student, for reasons beyond his or her control, is unable to complete the work of a course, the work completed is of passing quality, and the grade of incomplete provides no undue advantage to the student over other students. The work that remains to be completed should not represent more than 1/3 of the total work required in the course. The student and instructor must have a written agreement, using this form, for the amount of work needed to complete the course. The work must be completed by the end of the next term in residence. Administrative staff are not involved in the process except to retain a copy of the form and to process the supplemental grade form when the faculty member completes the final evaluation and submits the grade. Students should be advised to exercise caution when electing a course while they have incomplete work from a prerequisite for that course.

Instructions for faculty:
Describe the nature of the work that needs to be completed and the deadline by which the work will be done. Submit this form to Brian banks in the Smucker Wagstaff Academic Programs Center, retaining a copy for yourself and giving a copy to the student. When the work has been completed, submit the grade online as IA-, IC+,

Faculty Name (Print) ________________________________ Email ______________________
Course # _____________ Course Title ________________________________________________________________________
Term: Fall  Spring  Summer  200___
Student Name (Print) ________ UM ID#_____________ Email ______________________
Deadline for completion of work (if before the University deadline): ______________________

Describe the nature of the work to be completed:

Faculty Signature ___________________________ Date ___________ Student Signature ___________________________ Date ___________