



LSA

HONORS PROGRAM

UNIVERSITY OF MICHIGAN

INSTRUCTOR-STUDENT AGREEMENT FOR FINISHING AN INCOMPLETE COURSE ("I" GRADE POSTED)

Both the instructor and the student should retain a copy of this completed form.

Student Name _____ Instructor Name _____

Student UM ID _____ Instructor E-Mail _____

Dept. & Course Number _____ Term & Year Course Was Elected _____

Note: Instructors are not obligated to give an Incomplete. College policy permits a student to request an Incomplete if:

- They have completed about 70% or more of the work for the course.
- They are unable to finish the course for reasons acceptable to the instructor.
- They were maintaining a C- or higher average at the time they were unable to complete the course requirements.
- The student and instructor have had a conversation about the Incomplete.

A grade of "NR" (No Report) is appropriate if the student does not finish the class but has not contacted the instructor.

The full College policy on Incompletes can be found [here](#).

STUDENT AND INSTRUCTOR AGREE THAT THE FOLLOWING WORK MUST BE COMPLETED:

(List specific assignments, exams, papers, and projects.)

DEADLINE FOR STUDENT TO SUBMIT WORK/TAKE EXAMS (Check one)

- The College's default deadline (4 weeks into the student's next full term of registration)
- An *earlier* deadline set by the instructor (include specific date – MM/DD/YY) _____

Note: If a deadline later than 4 weeks into the next term is desired, student and instructor must fill out a [Time Extension Request](#) form. The Honors Academic Board will review and make a ruling on the request. The instructor has 2 weeks after the work completion deadline to submit a final course grade.

If the student does not complete the work by the specified deadline, the Incomplete will "lapse" to a failing grade.

By signing below, we acknowledge and agree to the above terms and conditions.

Student Signature _____ Date Signed _____

Instructor Signature _____ Date Signed _____