University of Michigan
School of Art & Design

Incomplete Grade Form

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 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 fourth week 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:
Please describe the nature of the work that needs to be completed and the deadline by which the work will be done (if earlier than the University imposed deadline). Submit this form with your grade roster, retaining a copy for yourself and giving a copy to the student. When the work has been completed, please pick up, fill out, and submit a Supplemental Grade Form to Brian Banks in the Student Services Office.

Faculty Name (Print) _____ Email _____

Course # _____ Course Title _____

Term: __ Fall __ Winter __ 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*

OFFICE USE: ___ *Final Grade Filed* _____*Date Processed by* _____