

Online and Distance Learning Incomplete Agreement

To the student: Fill out the relevant portions of this form, sign and date it, and submit two copies to your instructor, the same way you would a submission for your course. Attach a note to the top alerting mailroom staff to forward the agreement form to your instructor. After the instructor signs the agreement, she or he will return a copy of the signed agreement to you.

Student Name: _____ **ID# or SSN *:** _____

Mailing address: _____

Student phone number: _____ **Student email:** _____

Course (e.g. HIST 1234): _____ **Term/Section (e.g. Fall 2009/C02)** _____

Term End Date: _____ **Instructor Name:** _____

* SSN or UMN Student ID: voluntary information used for positive identification. Information is shared only with your instructor and ODL staff for the purpose of record keeping.

Please explain the circumstances that have prevented you from completing the course by the term expiration date.

How many submissions are not completed at this point? _____ of _____ submissions remain.
Briefly outline a proposed schedule for completing the remaining assignments.

By what date do you plan to complete your coursework? _____
(This should be discussed with your instructor before filling in the form. ODL instructors have been advised to limit incompletes to periods of three months.)

The student agrees to complete the coursework by the date above, allowing time for the instructor to evaluate and return individual submissions as they are sent in. The instructor agrees to evaluate the coursework in a timely way, in keeping with the completion deadline agreed upon above. The instructor will assign an "I" (Incomplete) which will appear on the student's record while the student completes the course. If the student does not complete the course by the deadline agreed upon (above), the instructor is not obliged to modify this agreement. The instructor may assign a grade of F or N at that point. Students wishing to petition to cancel from the class retroactively should contact their college office.

Student Signature: _____ **Date:** _____

For the instructor: Do you agree to assign this student an "I" and work with them on completing their coursework according to the terms of this agreement? **YES** **NO** (please explain below)

Instructor Signature: _____ **Date:** _____

Please explain "NO" answer: