

# University of Minnesota Medical School

## Contract for the Completion of Incomplete Work

This Incomplete Contract is a formal agreement between the Course/Clerkship Director and the student regarding the terms for the assignment of an "I" grade. Refer to the Medical School Grades Policy for complete information on the requirements for an Incomplete grade.

<b>Part 1. Student Information</b>		
University/Student ID number	Name (first and last)	
Medical school year (MS1, MS2, etc.)	Email address	Phone (include area code)
<b>Part 2. Course Information/Requirements to complete</b>		
Semester/Year/Period	Course designator and number (i.e. INMD 6809)	Percent of work completed
<b>Assignments/Exams/Clinical Hours to be completed (in consultation with course or clerkship director)</b>		<b>Completion deadline (Month, day, and year)</b>
<b>Part 3. Grade Information to be completed by Course/Clerkship Director</b>		
Per the Grades Policy, if the terms of this contract are not fulfilled by the completion deadline, the student's final grade will be an N (No Pass). If the student has completed sufficient work to pass the course without fulfilling the terms of this contract, please enter the earned grade. This is the grade that will be entered on the transcript if the contract is not fulfilled.		Earned Grade prior to Incomplete:
<b>Part 4. Signatures/Approval</b>		
Student signature	Date	
Course/Clerkship Director signature	Date	
Academic advisor signature	Date	

### Notes:

- Year One coursework must be successfully completed prior to starting Year Two coursework.
- Year Two coursework must be successfully completed prior to starting Year Three clerkships.
- Any clinical prerequisites must be successfully completed prior to starting the requisite course.
- Failure to meet the terms of this contract will result in an N (no pass) grade, unless otherwise indicated in Part 3.