



NOTICE OF INCOMPLETE WORK

Pursuant to Law School Academic Rule 12.12, an "Incomplete" ("I") notation has been added to the official academic record of the student listed below, for the course indicated. The revised deadline for completion, and consequences for failing to submit work by the revised deadline, are listed below. Students are responsible for ensuring that incomplete work is submitted by the revised deadline. If the instructor does not contact the Registrar's Office at lawreg@umn.edu with a revised grade within one year of the last date of the semester of enrollment, a failing grade ("F") will automatically be entered for the incomplete exercise.

Student Information

Name: _____ Student ID: _____ 1L, 2L, 3L, LLM: _____
 Phone: _____ Email address: _____ Expected Grad Sem/Yr: _____
 Address: _____ City: _____ State: _____ Zip: _____

Instructor Information

Name: _____ Position (faculty or adjunct): _____
 Phone: _____ Email address: _____ Office #: _____

Incomplete Course or Exercise:

Course #: _____ Course Title: _____
 Enrollment term (Fall, Spring Summer): _____ Year: _____ Number of credits: _____

Basis for Revised Deadline

Reason for granting revised deadline for incomplete work:	
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Expectations for Completion of Incomplete Academic Work

REVISED Deadline for incomplete work:	
Consequences for failing to meet revised deadline (i.e. one full grade reduction per week delay, or other consequence):	
Work still outstanding (specify assignments to be completed):	

Instructor Signature

Student Signature

Instructions for Faculty member:

- Submit all class grades by posted grade submission deadline, including "I" notations.
- For each "I" grade in a course or exercise, complete this form and email to: lawreg@umn.edu AND the student's official University of Minnesota email address (umn.edu)
- Notify Registrar via email to lawreg@umn.edu as soon as a grade has been determined for incomplete work. If no grade is submitted, the "I" notation will convert to a failing grade within one year of the last day of the semester of enrollment.

To be completed by Registrar's Office Staff:

Date Received: _____ Date scanned to student file: _____ Completed By: _____