

CLAS UNDERGRADUATE INCOMPLETE COMPLETION AGREEMENT

CLAS policies and procedures related to the Incomplete are on the back of this form. The student must read those as part of this agreement.

Student name _____

Student UI email _____

Student Iowa ID _____

Instructor name _____

Instructor UI email _____

Course title, number, and section number _____

Semester/year course taken by the student _____

List below the work that must be completed by the student:

Deadline for the above work _____

Grade to be assigned if the work listed above is not completed by the above deadline _____
(Most instructors assign the grade earned at the time this agreement was made.)

The CLAS Incomplete policy and procedures on the back of this form were reviewed by the student. Please check to confirm.

 YES _____

Agreement accepted by student and instructor on the date below either in person or via the uiowa.edu email address:

Student _____
Month Day Year

Instructor _____
Month Day Year

CLAS Policies and Procedures Related to the Incomplete

Instructors may assign the Incomplete only if these three conditions are met:

1. The unfinished part of the student's work is **small**.
2. The work is unfinished for reasons **acceptable** to the instructor.
3. The student's standing in the course is **satisfactory**.

Other Important Policies and Procedures

- A course may not be repeated by the student to remove a grade of Incomplete; the grade must be removed by the student completing the unfinished portion of the work.
- If the work is not completed, the grade will automatically turn into an F at the end of the next full semester (i.e. this excludes summer or winter), with the student then able to repeat the course for a new grade.
- A student may not graduate with an Incomplete on the student's grade record.

Information for Instructors

The Incomplete may be changed to the earned grade in the semester after the Incomplete was earned. The instructor should submit a grade change through MAUI which will then be routed to the DEO for review. When the DEO approves the change, it is routed to the Registrar's Office for final processing.

1. If the instructor does not submit a change of grade by the end of the next full semester (i.e., excluding summer or winter sessions), the I mark automatically will be converted to an F.
2. To change an Incomplete that has been converted to an F to another grade, the instructor should follow the same procedure outlined above, but should include an explanation of why the student was allowed extra time to remove the Incomplete.