

**The University of Iowa
College of Liberal Arts and Sciences
Incomplete Completion Agreement**

College of Liberal Arts and Sciences (CLAS) policies and procedures related to the Incomplete are on the second page of this form. The student must read those as part of this agreement.

Student Name:	
Student UI Email:	
Student University ID:	
Instructor Name:	
Instructor UI Email:	
Course Subject, Number, Section, and Title:	
Semester/year course taken:	

List the work that must be completed by the student:

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Deadline for the work to be completed:	
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The CLAS Incomplete policy and procedures on the second page of this form were reviewed by the student. Please check to confirm.

YES

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

Student Date Accepted:	
Instructor Date Accepted:	

CLAS Policies and Procedures Related to the Mark of Incomplete (I)

In some situations where a student has an extenuating circumstance and they have earned a passing grade in the course with only a small amount of work remaining to complete, CLAS encourages an instructor to enter the grade the student earned at the end of the course, then to allow the student a short extension to complete the remaining work. After the remaining work is completed, the instructor may submit a grade change. The remaining required course work should be completed, and the grade changed, within one additional semester (excluding summer or winter sessions).

Another option is for an instructor to assign a mark of Incomplete (I).

- A student unable to finish a course may ask an instructor for a mark of I (Incomplete), which gives the student until the end of the next full semester to complete the work of the course. Course instructors may approve a student's request **only** if all three of the following 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.
- If approved, the student and instructor should agree on a deadline for the work missed and include any other expectations in writing using this Incomplete Agreement Form to remind each party of the agreement.
- During the semester immediately following the one in which a mark of I (Incomplete) was recorded, the mark may be changed to a grade without the approval of a Collegiate Grades Approver in the student's primary college of enrollment. 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, the final grade will be entered in the student record.
- 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.
- To change an Incomplete that has been converted to an F to another grade, the instructor should follow the regular grade change procedure but should include an explanation of why the student was allowed extra time to remove the Incomplete. The instructor should not submit a grade change until the course work has been finalized (i.e., the instructor should not submit a grade change to revert an automatic F to an Incomplete). Note, if completion of the course work will extend beyond one year after the original course end date, the instructor should consult with CLAS Undergraduate Programs to determine if allowing the extension is appropriate, or if the student instead should repeat the course, in which case they may be able to use the second-grade-only option.
- 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, with the student then able to repeat the course for a new grade.