



SLIS Incomplete Completion Agreement

SLIS policies and procedures related to the Incomplete are on the back of this form. The student must read those as part of this agreement. Please submit to katie-mccullough@uiowa.edu and jennifer-burek-pierce@uiowa.edu

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 SLIS Incomplete policy 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 _____

Instructor _____

Date _____

SLIS Policies and Procedures Related to the Incomplete

- Incomplete Grades

An I or Incomplete Grade will only be used in extenuating circumstances when a student cannot complete their course work in a given semester due to illness, accident, or some other situation beyond a student's control. It is the student's responsibility to speak with their instructor about the need for an Incomplete Grade as soon as possible. After the student and instructor have determined that an Incomplete is appropriate for the student's circumstances, the student must work with the course instructor and the SLIS Program Coordinator to develop a timeline for finishing their work. Per the Graduate College policy, an Incomplete grade will automatically convert to an F at the end of the next academic semester (fall or spring) if the coursework has not been completed.