

UI Center for the Book Incomplete Course Form

To be filled out by the student in consultation with their instructor. Once signed, this form should be emailed to the UICB Program Administrator (center-for-the-book@uiowa.edu) and the student's advisor.

Student Name:

ID Number:

Email Address:

Course Number & Name:

Term of Enrollment:

Instructor Name:

Instructor Email:

The grade of I is to be used only when a student's work during a session cannot be completed because of illness, accident, or other circumstances beyond the student's control. In registrations for thesis, research, or independent study, the S/U grades may be applied. An Incomplete will automatically be converted to an F at the end of the next full semester (summer and winter sessions excluded), even if the student does not enroll after the session the I was posted. Courses may not be repeated to remove incompletes; removal of an I accomplished only through the completion of the specific work for which the mark is given. <https://grad.uiowa.edu/academics/manual/academic-program/section-vi-marking-system>

To replace the grade of I, the following must be completed:

Deadline for completing these assignments:

(cannot be later than the last day of the subsequent semester)

Signing below acknowledges having read and understood UICB, Graduate College, and UI policies on Incomplete grades.

Student Signature:

Date:

Instructor Signature:

Date: