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SCHOOL OF SOCIAL WORK  
REQUEST FOR A GRADE OF INCOMPLETE

Student: Check one: BA MSW PhD Check one center: IC DM QC SC Hybrid

Please carefully read the Incomplete policies and procedures on the other side of this form and print clearly.

Student Name \_\_\_\_\_ UI-ID# \_\_\_\_\_ Advisor Name \_\_\_\_\_

Phone Number \_\_\_\_\_ UI-Email address \_\_\_\_\_

SSW: \_\_\_\_\_ : \_\_\_\_\_ / \_\_\_\_\_  
Dept. Course: Section Semester and Year Course Title

**Instructor:** Please carefully read the Incomplete policies and procedures on the other side of this form and print clearly.  
**You may only submit a grade of Incomplete when this contract is signed by the student and submitted to the admissions & program coordinator.**

1. The grade of Incomplete 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. How does the student's circumstances meet this criterion?
2. Instructors may report a mark of Incomplete only if the unfinished part of the student's work, in a course other than thesis or independent study, is small; the work is unfinished for reasons acceptable to the instructor; and the student's standing in the course is satisfactory. The specific work left outstanding that the student must complete:
3. Students must complete the work no later than the end of the following session in which they received an Incomplete. Taking into consideration reasonable time for the grading and the grade submission process, the date(s) the work must be turned into the instructor include:
4. If the student does not complete all work by the agreed upon date, the instructor has the option to let the I turn to a F or grade the work the student turned in. The student may also be dropped from a subsequent course, because the Incomplete course is a prerequisite, and/or the advancement policy may be initiated.

**\*Student:** Initial here to indicate you understand item #4 above:

Instructor Signature (typed) \_\_\_\_\_ Date \_\_\_\_\_ Student Signature\* \_\_\_\_\_ Date \_\_\_\_\_

\*Student's signature is not required for this contract to be binding.

Program Director Signature or Designee (typed) \_\_\_\_\_ Date \_\_\_\_\_

Program Director sends a copy of completed form to Program Administrator.

Program Administrator will save signed copy to MAUI advisor notes, and sends copy to instructor and student.

(OVER)

## SCHOOL OF SOCIAL WORK POLICIES AND PROCEDURES FOR A GRADE OF INCOMPLETE

### Policies\*

A course may not be repeated to remove a grade of Incomplete; the grade must be removed by completing the unfinished part of the work.

Students may not attend any course in the next semester that has an Incomplete graded course as a prerequisite. If the student does not complete the work by the final date specified in the contract, the student must drop any courses for which the Incomplete graded course was a prerequisite and take it when the course is offered again and after the Incomplete has been removed.

The instructor must change the grade no later than the end of the following session, **including** summer.

A grade of Incomplete will automatically turn to an F at the end of the next session, **excluding** summer session, if the instructor does not change the grade. This rule applies even if the student is not registered in the subsequent session.

\*Undergraduate students: See other UI policies ("Grading," "Incomplete Grades" at <http://clas.uiowa.edu/students/handbook>).

### Procedures

1. The student will set up an appointment to meet with the instructor.
2. The student and instructor will set interim and final due dates for outstanding work.
3. The instructor will complete the contract and submit it to the admissions & program coordinator, 308 North Hall, Iowa City, prior to submitting the Incomplete grade.
4. The instructor will then submit the Incomplete grade in MAUI.
5. The admissions & program coordinator will put the contract in the student's file, copied to MAUI advisor notes, and copied to the program administrator.
6. The instructor will submit the grade before or when grades are due at the end of the subsequent session.

12/9/2020