



University of Colorado
Denver

College of Liberal
Arts and Sciences

COURSE COMPLETION AGREEMENT (Policy Statement on Back Page)

Student Last Name First Student Number Major Date

Course Number Course Title Term

Incomplete grades are *not* awarded for poor academic performance or as a way of extending assignment deadlines.

Reason for granting incomplete: _____

Needed for completion: (Must be completed within one year)

() Papers or reports: _____

() Examinations: _____

() Other: _____

Grade on work completed to date: _____

Graduating senior: Y / N

NOTE: In order to make the graduation lists, a student must resolve all incompletes before the last day of classes in the semester in which he or she intends to graduate.

Signature of Instructor

Signature of Student

After obtaining instructor's signature, student must take this form to the College of Liberal Arts and Sciences Advising Office, NC 4002, for final approval:

Received at CLAS Advising Office Date

Signature of the Assistant Dean/Designee



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Incomplete Policy

When a student has special circumstances that make it impossible to complete course assignments, faculty members have discretion to award an incomplete grade. Effective January 1, 2009, all incomplete courses are now assigned a grade of Incomplete (*I*). Incomplete grades are *not* awarded for poor academic performance or as a way of extending assignment deadlines. While not required, a CLAS course completion agreement form (available from the CLAS Advising Office) is strongly suggested when faculty and student agree on an incomplete grade.

To be eligible for an incomplete grade, students must:

- have successfully completed 75 percent of the course
- have special circumstances (verification may be required) that preclude the student from attending class and completing graded assignments
- make arrangements to complete missing assignments with the original instructor within one academic year

Students are allowed up to three semesters (one year) to complete the requirements for the incomplete, after which the "I" reverts to an "F" grade on the student's transcript. Any request to allow a grade change after the one-year period must be petitioned to the CLAS Academic Standards Committee.