

# Incomplete Policy

When a student has special circumstances that make it impossible to complete course assignments, faculty members may choose to award an incomplete grade. All incomplete courses are assigned a grade of Incomplete (“I”). Incomplete grades are *not* awarded for poor academic performance or as a way of extending assignment deadlines. A CLAS course completion agreement form documenting assignments to be completed as well as the agreed upon due dates is **required** when faculty and student agree on an incomplete grade. Both parties should keep copies of this agreement and a copy should be retained in the department office or with a designated party such as the department’s Director of Undergraduate Studies. **Faculty are not required to award an Incomplete.**

To be eligible for an incomplete grade, students must:

- Have participated in the class for a significant proportion of the term
- Have successfully completed a significant proportion of the course assignments
- Have special circumstances (verification may be required) that preclude the student from attending class and/or completing graded assignments
- Make arrangements to complete missing assignments with the original instructor by a mutually agreed upon date but within one calendar year. These, as well as assignments and grades completed up to the point that the incomplete is awarded, should be documented on the course completion agreement.

After the agreed upon date or maximum of a calendar year, the “I” reverts to an “F” grade on the student’s transcript if the instructor fails to submit a change of grade. Any request to allow a grade change after the one-year period must be petitioned to the CLAS Academic Standards Committee.

In order to be on 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.

Students should not re-enroll in a course in which they have an incomplete. Re-enrollment in a course in which a student has an “I” could result in a loss of tuition and an F in the original course. A student with an “I” does not need to be enrolled in any course or earning any credits to complete the incomplete work. Completing an “I” does not require any additional tuition payment.



University of Colorado  
Denver

College of Liberal  
Arts and Sciences

## COURSE COMPLETION AGREEMENT

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Student Last Name      First Name      Student Number      Major      Date

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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 by a mutually agreed upon date but within one calendar year of agreement)

( ) Papers/reports: \_\_\_\_\_

( ) Exams/quizzes: \_\_\_\_\_

( ) Other: \_\_\_\_\_

Date all materials due to professor: \_\_\_\_\_ Graduating senior (Y/N):    /

NOTE: In order to be on 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.

**Please provide a list of already completed assignments and grades achieved below.**



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## COURSE COMPLETION AGREEMENT

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Student Signature

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Date

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Faculty Signature

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Date