

Requesting an Incomplete Grade

For a student to be eligible, they must...

- Have completed at least 75% of the coursework
- With a passing grade (“C”/2.0 or better for major courses; “D-“ or better for non-major courses)
- Have verified, compelling extraordinary circumstance, beyond student's control which made completion of the course impossible.

Paperwork & Request Process

- Obtain a Course Completion Agreement from the Office of Advising & Student Services (or CAM advising website).
 - Student and Faculty complete the form together.
 - Be certain to include specific requirements for completing the course and grade to date.
- Attached all requested paperwork (syllabus and verification of circumstances)
 - If there are questions as to what documentation the student should provide, please consult a CAM advisor
- Faculty and student sign the Agreement and submit it to the Associate Dean for approval in ARTS 177.
- Once approval has been obtained, the faculty and student each will receive a copy of the agreement.

Completing the Work

- Students have up to one year to complete the work as indicated in the Agreement.
 - e.g., A student who receives an incomplete in Spring 2004 has until the end of Spring 2005 to complete the work unless otherwise noted on agreement.
 - If the work is not completed within this time frame, the grade will automatically turn into an “F” and will affect the student’s GPA accordingly.
- Once the work has been completed and the final grade is tabulated, the faculty submits a Change of Record Form (available in ARTS 177), and the student should be able to see their “new” grade in the course in about two weeks.



University of Colorado at Denver
College of Arts & Media

Course Completion Agreement for IF & IW

Date: _____

Student Last Name _____ First _____ ID Number _____ Major _____

Course Number _____ Course Title _____ **IF or IW** _____
Please CIRCLE ONE Term/Year _____

Reason for granting incomplete _____
(Appropriate documentation **REQUIRED**, see below)

Needed for completion (MUST be completed within one calendar year) *Attach additional sheets as necessary*

- Papers or Reports _____
- Examinations _____
- Other _____

Grade on work completed to date _____ Incomplete must be completed by: _____ / _____

Check if graduating senior *(In order to make the College graduation lists, student must complete IW or IF **before** the last day of classes, in the semester in which he/she intends to graduate.)*

Instructor's signature Student's Signature

Received at CAM Advising office Associate Dean's Signature

Required documents

- Verification of reason(s)
- Copy of syllabus attached

All required documents **must** be received or attached before the Associate Dean gives final approval.

**COLLEGE OF ARTS AND MEDIA
POLICIES STATEMENT: INCOMPLETE GRADES (IF/IW)**

The following are minimum CAM requirements for the granting of IF/IW:

1. Reason for incomplete must be verified, compelling extraordinary circumstance, beyond student's control which made completion of the course impossible.
2. The majority of course requirement (75%) must have been completed with a passing grade to be eligible for Incomplete.
3. CAM Course Completion Agreement must be signed by both instructor and student, with final approval by Associate Dean.
4. All coursework must be completed within one calendar year of original course: **NO EXCEPTIONS!**
5. Students may not retroactively change letter grades to Incomplete.