

# School of Education & Human Development Application for Incomplete Grade

An "I" is approved only when students, for reasons beyond their control, have been unable to complete course requirements. A substantial amount of work must have been satisfactorily completed before approval for such a grade is given. The instructor who assigns an "I" sets the conditions under which the course work can be completed and the time limit for its completion. The student is expected to complete the requirements within the established deadline and not retake the entire course. At the end of one year, "I" grades for courses that are not completed or repeated are changed to an "F".

**To Student:**

To apply for incomplete grade, complete sections I and II and submit form to your instructor. See full incomplete grade policy on reverse. This form is for BOTH Undergraduate and Graduate Students.

**To Instructor:**

If you approve an incomplete grade, specify terms and timeline for making up the incomplete in section III and return a copy to the student. Then submit a copy of the agreement to Academic Services ([SEHDacademicsservices@ucdenver.edu](mailto:SEHDacademicsservices@ucdenver.edu)) for retention in the student's file. When the work is completed, the Instructor submits a Grade Change via UCDAccess. *Note: Lecturers should not assign a grade of Incomplete without first consulting with their Program Leader.*

Section I – Student Personal Information			
UCD ID #	Name		Date
College	Degree	Major or Program	
Section II – Request for Incomplete – to be completed by student			
Course Information			
Subj. Code	Course #	Course Name	Term/Year
Reason for Request			
Student Signature			
Section III – Instructor Approval and description of work to be completed			
Additional work required to complete the course			
Instructor			Completion Deadline

## Incomplete “I” Grade Policy

An Incomplete “I” is a temporary grade which may be given at the instructor’s discretion to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term.

### Incomplete grades may be given only in the following circumstances:

- The student’s work to date is passing;
- Attendance has been satisfactory through at least 60% of the term;
- An illness or other extenuating circumstance legitimately prevents completion of required work by the due date;
- Required work may reasonably be completed in an agreed-upon time frame;
- The incomplete is not given as a substitute for a failing grade;
- The incomplete is not based solely on a student’s failure to complete work or as a means of raising his or her grade by doing additional work after the grade report time;
- The student initiates the request for an incomplete grade before the end of the academic term;
- The instructor and student complete the “Application for Incomplete Grade” form before the end of the academic term.

Appropriate grades must be assigned in other circumstances. A failing grade and last date of attendance should be recorded for students who cease attending class without authorization. Students who are unable to complete a course and who do not meet these circumstances should consider dropping the course.

### The following provisions for incomplete grades apply:

- The “Application for Incomplete Grade” may be obtained on the web at [Graduate Student Resources | School of Education and Human Development](#).
- Instructors should submit a file copy of the “Application for Incomplete Grade” form when the Incomplete grade is assigned to Academic Services.
- The instructor submits the final grade in UCDAccess.
- It is in the student’s best interest that incomplete grades be made up by the end of the following academic term. Incomplete grades must be made up and final grades submitted within one calendar year from the date Incomplete was recorded. Only under the most extenuating circumstances may an Incomplete be made up more than one calendar year from the date it is recorded and only with a dean’s approval.
- The course work may be completed while the student is not enrolled.
- Incomplete grades appear on the transcript for one year. Incomplete grades do not affect the grade point average. After one year, or at the time of graduation, Incomplete grades will change to ‘F’ and affect GPA.
- An Incomplete grade may not be considered passing for purposes of determining academic standing, federal financial aid eligibility, athletic eligibility, or other purposes.
- Notation of the original incomplete status of the grade remains on the student’s transcript along with the final grade.
- An Incomplete should not be assigned when it is necessary for the student to attend additional class meetings to complete the course requirements. Students who receive an incomplete grade in a course must not reregister for the course in order to remove the “I”.
- An Incomplete should not be assigned where the normal practice requires extension of course requirements beyond the close of a term, e.g., thesis or project type courses. Rather, the course should remain ungraded or In Progress (IP) until the project is complete.