

Request for a Grade of Incomplete

Incomplete Grade Policies

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 at the instructor's discretion, but eligibility for a grade of incomplete is contingent upon the following:

- The student has completed a substantial amount of work for the course, and the student's work to date is of passing quality
- An illness or other extenuating circumstance prevents completion of required work by the due date
- Required remaining work may reasonably be completed in an agreed-upon time frame
- The incomplete is not given as a substitute for a failing grade, is not given based solely on a student's failure to complete assigned work, and is not given as a means of raising a student's grade by allowing additional work after the grading report period has passed
- The student initiates the request for an incomplete grade before the end of the academic term
- The instructor and student complete the "Request for a Grade of Incomplete" form before the end of the academic term.

If the above criteria are not met, the student should be assigned the grade they have earned based on work completed by the end of the grading term. A failing grade and last date of attendance should be recorded in canvas for students who cease attending class without authorization. Students who are unable to complete a course and who do not meet the criteria for an incomplete grade should consider dropping/withdrawing from the course.

If a student is approved for a grade of "incomplete," the following provisions for the incomplete grade apply:

- Students who have been approved for an "incomplete" should not re-register for the course on UCD Access or duplicate tuition will be charged. If an "incomplete" grade has been approved and continued access to online materials (i.e., Canvas) is needed, please contact the Office of Academic Affairs.
- Incomplete grades will expire on the date specified by the instructor on the "Request for Incomplete" form. This date must be no more than 1 year from the time the incomplete grade is assigned. It is highly recommended that the grade be resolved and a change of grade submitted by the end of the next academic term.
- If the work to resolve the incomplete grade is not complete by the deadline specified by the instructor on this form, the grade of "I" will automatically convert to an "F" and will be calculated as a failing grade in the student's GPA. Once a failing grade has replaced an incomplete in this manner, the failing grade cannot be changed.
 - Note: faculty may enter a default grade on the "Request for a Grade of Incomplete" form, should the expiration deadline lapse without further action on the part of the student.
- An Incomplete grade may not be considered as 'passing' for purposes of determining academic standing, federal financial aid eligibility, or other purposes.
- For financial aid purposes, a student who receives an incomplete in a course is considered to be "enrolled" in the course only during the original semester of enrollment in that course; an incomplete grade will not count towards a student's part-time or full-time enrollment status in subsequent semesters. Students are responsible for monitoring and maintaining their financial obligations related to tuition and aid.

To request a grade of incomplete, the student must complete sections I and II below and submit to the course instructor. If the request is approved, the instructor will specify the terms for making up the incomplete in section III, at which point both student and instructor must sign the form before submitting the form to the Office of Academic Affairs. When the work is completed, the instructor completes section IV and returns the original directly to the ColoradoSPH Office of Academic Affairs for further processing.

| Section I: Student Information | | | |
|--------------------------------|---------------------|-------------------------------|--------|
| [Last Name] | [First Name] | [Middle Name] | [Date] |
| [Student ID Number] | [Degree or Program] | [Concentration or Focus Area] | |

| Section II: Request for Incomplete (to be completed by student). | | | |
|--|--|---------------|--------------|
| [Course Prefix] | [Course Number] | [Course Name] | [Term, Year] |
| Reason for Request (attach note from physician or any other supporting documents, as necessary): | | | |
| | | | |
| [Initials] | I have read and understood the incomplete grade policies outlined above. | | |
| [Student Signature] | | [Date] | |

Section III: Description of Work to be Completed. List all assignments and completion deadlines that apply (to be completed by instructor).

| | | |
|--|------------------------|------------------------|
| [Assignments] | | [Completion Deadlines] |
| <input type="checkbox"/> Approved for Grade of Incomplete <input type="checkbox"/> Not approved for Grade of Incomplete | | [Default Grade] |
| | | |
| [Instructor Name] | [Instructor Signature] | [Completion Deadline] |

Section IV: Approvals and Final Grade (to be completed by instructor)

Instructor Comments:

Instructor Signature:

Date:

Final Grade: