Course Completion Agreement for Incomplete

Student must complete form in conjunction with instructor and obtain instructor’s signature BEFORE submission to SEHD Student Services Center in Lawrence Street Center, Suite 701

<table>
<thead>
<tr>
<th>Student Last Name</th>
<th>First Name</th>
<th>Student ID</th>
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<tr>
<th>Student Program</th>
<th>Student’s Faculty Advisor (signature not required)</th>
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<tr>
<th>Course Number/Section</th>
<th>Course Title</th>
<th>Term/Year</th>
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Course Instructor Name ________________________________________________________________________________

Reason for granting Incomplete: ______________________________________________________________________

Note: An “I” Incomplete will automatically convert to a grade of “F” if the requirements are not completed and the grade change form submitted by the end of one year.

☐ Check if you plan to graduate this semester and/or complete licensure this semester

(IMPORTANT: In order to make the graduation lists, student must complete I no later than the last day of the term in which he/she intends to graduate. Licensure paperwork cannot be signed and submitted to the Colorado Department of Education until all courses have a final grade posted on the transcript.)

Please describe below or attach a document describing the specific requirements the student must complete in order to complete the course and have the I changed to a passing grade.

All requirements must be met by __________

____________________________________    _____________________________________
Student Signature                      Date                                    Course Instructor Signature                      Date

Signed form must be submitted to Student Services Center prior to the end of the term the I or IP (for IPTE only) is granted. Instructor and student must each keep a copy of this form.

SEHD Incomplete Policy
Incomplete grades (I) are not given to replace low grades. To be eligible for an incomplete grade, students must (1) have successfully completed 75% of the course requirements, (2) have special circumstances (verification required) that preclude the student from attending classes and/or completing graded assignments, and (3) make arrangements to complete missing assignments with the original instructor before more than one year has elapsed since the end of the semester in which the course was taken.

**SEHD Incomplete Process**

Faculty may assign students an incomplete grade of “I” to signify that special circumstances beyond the student’s control prevented the student from completing a small portion of the course and that a final grade cannot yet be assigned. Upon completion of the missing course work, a Change of Record Form is completed by the original instructor to change the “I” to a letter grade. Faculty should work with the Faculty Services Center to complete the Change of Record Form.

The instructor who assigned an “I” sets the conditions under which the course work can be completed and the time limit for completion. The student is expected to complete the requirements within the established deadline. If the missing assignments are not completed within the allotted time, the “I” converts to an F on the student’s transcript. Students making up an incomplete should not re-register for the course.

**Frequently Encountered Situations:**

1.) *Student asks for an incomplete grade to satisfy financial aid requirements.*
Financial aid requires students to successfully complete certain semester hours by the end of the semester. Grades of I, W, NC and F do not satisfy financial aid requirements.

2.) *Student asks for an incomplete grade to allow time to complete a course assignment.*
In the absence of special circumstances, extending the semester for a student is a form of extra credit not allowed by school policies.