



University of Colorado Denver
College of Arts & Media

Course Completion Agreement for Incomplete

Date: _____

Student Last Name _____ First _____ ID Number _____ Major _____

Course Number _____ Course Title _____ 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 Incomplete **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.