UNIVERSITY of DENVER
OFFICE OF THE REGISTRAR

Application for Incomplete Grade

See incomplete grade policy on reverse. To request an incomplete grade, student completes sections I and II and submits form to instructor. (Form may be emailed, but the student should communicate with instructor.) If approved, the instructor specifies terms for making up the incomplete in section III and returns a copy to the student. The instructor may submit a copy of the agreement to the Office of the Registrar (registrar@du.edu) to be retained in the student file. When the work is completed, the instructor completes section IV and returns directly to the Registrar's office. The form will not be accepted from the student.

Incompletes must be made up within one year of being assigned. If the work for the Incomplete is not finished within one year or before graduation, whichever comes first, the "I" grade will be converted to an "F" and computed as a failing grade in the GPA. Only in the most extenuating circumstances will extensions be granted beyond one calendar year. Reason for requests for extension may be added to Section IV and must be approved by instructor and Dean.

Section I – Student Personal Information			
DU 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 – attach note from physician if necessary			
Student Signature			

Section III – Instructor Approval and description of work to be completed	
Additional work required to complete the course	
Instructor	Completion Deadline

Section IV – Approvals and Final Grade			
Other Information			
Instructor Signature		Final Grade	Date Work Completed
Dean's Approval if work completed after one year	Approved ☐	Disapproved ☐	Date

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” form may be obtained on the web at www.du.edu/registrar or in the Office of the Registrar.
- Instructors are encouraged to submit a file copy of the “Application for Incomplete Grade” form when the Incomplete grade is assigned.
- The instructor submits the final grade on the “Application for Incomplete Grade” form used to approve the Incomplete grade.
- 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.
    - This policy affects Incomplete grades given in Fall 1995 and thereafter. Prior to 1995, unchanged incompletes remain on the permanent record as part of hours attempted and are calculated as a failing (F) grade in the 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 until the project is complete.