



**Student Incomplete Agreement**  
Metropolitan State University of Denver  
School of Education

**Student:**

**Student Number:**

**Will receive a grade of "I" (incomplete) for:**

**Course number:**

**Course instructor:**

**Semester:**

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**The course will be completed according to the following terms:**

**Course session hours to be completed:**

Time frame:

**Field experience hours to be completed:**

Time frame:

Placement information:

Other Information:

I agree to the terms stated above and will complete this coursework by \_\_\_\_\_. If I do not, I realize that I may receive a failing grade, and I must register for the course and subsequently pay tuition to retake the course.

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Student Signature

Date

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Instructor Signature

Date

## **I (Incomplete)**

The Incomplete (I) notation may be assigned when a student, who was achieving satisfactory progress in a course and who had completed most class assignments, is unable to take the final examination and/or did not complete all class assignments due to unusual circumstances such as hospitalization or disability. Incomplete work denoted by the Incomplete "I" notation must be completed within one calendar year or earlier, at the discretion of the faculty member. If the incomplete work is not completed within one year, the "I" notation will convert to an "F." Students must have completed at least 75% of the course work to qualify for consideration for an incomplete. The student must be passing the course in order to be granted an incomplete.

Determination of eligibility does not guarantee that an incomplete will be granted. Students who do meet the qualifications may request an incomplete from the faculty member who is teaching the course. The decision to grant an incomplete is up to the faculty member or at the department chair's discretion. The decision to grant an incomplete as an accommodation based on a student's disability shall be made by the faculty member or the department chair, if the faculty member is not available, in consultation with the Director of the Access Center.

If an incomplete is granted, the student and instructor should fill out and sign an Incomplete Agreement form to clarify what the student needs to do to complete the course.

Graduating seniors may not graduate with an "I" on their MSU Denver academic record if:

- The course in which the "I" was assigned is required for graduation, or
- a "D" or "F" assigned for that course would result in an overall GPA less than 2.00.

The "I" notation may not be given for a self-paced course. If a student does not complete a self-paced course within the semester that he or she enrolled in the course, he or she must re-enroll in the course in order to complete.

If a student receives an "I" in an online class, the instructor should contact the Educational Technology Center, whose staff will add the student to the online course roster so that the student will be able to logon to the course. This step must be completed by the instructor each semester that the student continues to work on the course.

In order for an "I" to be changed to a letter grade, the incomplete:- work must be completed for the course for which the student originally registered. The student should NOT re-enroll for the same course, unless intending to retake the entire course. In this case, the student will pay tuition and fees.