



Department of Social Work Incomplete Agreement of Completion Form

Student Name: _____ Student ID #: _____

Student Phone #: _____ Instructor: _____

Semester/Year: _____ Course # and CRN #: _____

A student who is concerned about the completion of a course may request a grade of Incomplete. It is up to the student to review the policy, complete the departmental incomplete form, and request approval from the instructor prior to the end of the semester. **Incompletes are not automatic**; it is at the discretion of the faculty member whether to grant an incomplete in all circumstances.

University Policy: 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 complete 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. Please see the MSU Denver Catalog to read the entire policy.

Reason for Incomplete Request:

Accepted Denied (completed by the instructor)

The conditions under which this incomplete will be fulfilled are as follows: Instructor should indicate any conditions below including the specific coursework remaining to be completed. Attach any notes or information that is useful for both student and instructor

All work must be completed and submitted to the faculty member by this date: _____

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Please submit a completed copy of this form to the Office of Social Work Student Services