



Modern Human Anatomy Program

UNIVERSITY OF COLORADO **ANSCHUTZ MEDICAL CAMPUS**

Course Completion Agreement Form for Incomplete Grade

Name		Student ID Number		Date
Email Address		Year	Term (check one) ☐ Fall ☐ Spring ☐ Summer	
Course	Course Instructor			

Incomplete grades are not awarded for poor academic performance or as a way of extending assignment deadlines. An incomplete is to be used in cases where extenuating circumstances beyond the student's control prevented the student from completing a small portion (generally 25%) of the course in such a way that a final grade cannot yet be assigned.

Reason for incomplete grade:

Grade on work completed at time of incomplete:

Work needed for course completion:

Date work is to be completed:

To be completed by student (please initial each statement):

☐

I agree to abide by the above terms relating to missing work for the course in which I have an incomplete grade.

☐

I understand that the instructor who assigns an "I" grade 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.

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I understand that if the missing assignments are not completed within the allotted time, the "I" converts to an "F" grade on the student's transcript.

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I understand that I do not re-enroll in the course – the letter grade earned upon completion of the missing work will replace the "I" grade previously awarded.

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I understand I must complete this course and receive a letter grade before submitting an Application for Candidacy the semester I plan to graduate.

Student's Signature

Date

Course Director's Signature

Date