**Completion of a Grade of Incomplete**

An Academic Agreement for the Leeds School of Business

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Course/Section Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Term in which the course was taken: Fall / Spring / Summer Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade Assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Reason for the grade of incomplete (attach documentation if required): |

|  |
| --- |
| Amount of course work completed and estimated grade at the time of incomplete: |

|  |
| --- |
| Action to be taken by student to complete the course: (This must comply with University rules on removal of grades of incomplete as stated in the catalog and on the reverse side of this form.)  \_\_\_\_\_\_Retake the course. (**Must Reregister.** Retake need not be with same instructor.)  \_\_\_\_\_\_Complete the following specified work:  Date to be completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Maximum time is one year from the end of the term in which the incomplete is given.) |

I understand and agree to the above conditions.

Student signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

cc: Instructor, Student, Advising office

**University Policies Governing Grades of Incomplete**

1. An “I” is given only when students, for reasons beyond their control, have been unable to complete course requirements. A substantial amount of course work must have been satisfactorily completed before approval for such a grade is given. Faculty may request documentation of the extenuating circumstances before agreeing to give an “I.”
2. Students who have not attended, or who have not satisfactorily completed a significant portion of the course should not be given an incomplete grade.
3. Students must ask for an incomplete grade.
4. Incomplete (I) grades should only be awarded when both the student and the instructor believe that the course work can be completed within one year.
5. Choice of the “I” is the option of the course instructor and/or the dean’s office of the college in which the course is offered.
6. If an instructor grants a request for an incomplete, the instructor sets the conditions under which the course work can be completed and the time limit for its completion, with the maximum time allowed being one year.
7. It is the instructor’s decision whether a course should be retaken. If a course is retaken, it must be the identical course and must be completed on the main Boulder campus or through the Division of Continuing Education in Boulder Evening or UCB correspondence. The student **must register** for the course and pay the appropriate tuition.
8. The final grade (earned by completing the course requirements or by retaking the course) does not result in deletion of the “I” from the transcript. A second entry is posted on the transcript to show the final grade for the course, for example, B+/I.
9. At the end of one year, “I” grades for courses that are not completed or repeated are automatically changed to F.
10. For further information regarding grades of incomplete, please consult with your dean’s office.

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