



## *Incomplete Grade Form*

### **COLLEGE OF ENGINEERING AND APPLIED SCIENCE**

**AN INCOMPLETE (I) GRADE IS GIVEN ONLY WHEN STUDENTS, FOR DOCUMENTED REASONS BEYOND THEIR CONTROL, HAVE BEEN UNABLE TO COMPLETE COURSE REQUIREMENTS.**

**A SUBSTANTIAL AMOUNT OF WORK MUST HAVE BEEN SATISFACTORILY COMPLETED BEFORE APPROVAL FOR SUCH A GRADE IS GIVEN.**

**THE STUDENT MUST ASK FOR AN INCOMPLETE GRADE, AND THE COURSE INSTRUCTOR MUST APPROVE THE INCOMPLETE GRADE USING THIS FORM, BEFORE THE INCOMPLETE GRADE IS ASSIGNED.**

For documentation, this College expects an appropriate professional in the relevant area. For medical circumstances, this would be a physician. For psychological reasons, this would be a psychiatrist or psychologist. For an extended family emergency, this would be any of the above or a family therapist or religious leader. This documentation does not assure the student of an automatic approval of the Incomplete grade.

Use of the Incomplete grade is at the option of the course instructor and the College of Engineering & Applied Science Dean. If an instructor decides to grant 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. The student is expected to complete the requirements within the established deadline and not retake the entire course. However, it is the instructor's decision whether a course should be retaken. If a course is retaken, it must be the exact course and be completed on the Boulder campus. The student must re-register for the course and pay the appropriate tuition and fees.

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.

**At the end of one year, (I) grades for courses that are not completed or repeated are regarded as (F) and are shown as such on the student's transcript. Courses with grades of (I) are not included in computation of grade point averages until a final letter grade has been awarded in that course.**

Students should be aware that under certain circumstances, they may be placed directly on academic probation or suspension if retroactive grade changes, including changing an (I) to an (F) or another letter grade, lower the cumulative or prior semester grade point averages.

**University of Colorado at Boulder  
COLLEGE OF ENGINEERING AND APPLIED SCIENCE  
Incomplete (I) Grade Form**

(Please see verso of this form for appropriate usage.)

Student Name: \_\_\_\_\_  
Last First Middle Initial

Student ID Number: \_\_\_\_\_

Student Email Address: \_\_\_\_\_

Course in which grade of (I) is awarded: \_\_\_\_\_  
Dept. Code & Course # Course Title

Date by which all remaining work must be completed: \_\_\_\_\_

The following work remains to be completed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_

**Note:** Failure to complete this course by the deadline date established by the course instructor or the one-year University deadline, whichever is first, will result in a final grade of (F). This failing grade may retroactively place the student on academic probation or directly on academic suspension. By agreeing to the interim grade of (I), the student acknowledges his or her responsibility to complete all remaining assignments and examinations before the (I) grade converts to an (F).

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The STUDENT is responsible for delivering the original and copies of this form, immediately after both student and instructor have signed it, to:**

- College of Engineering Dean's Office – ECAD 100 (original)
- Student's Major Department (copy)
- Instructor (copy)
- Student (copy)