



Completion of a Grade of Incomplete Agreement

Student and Course Information

Student Name:

(Last, First, MI)

Student ID #:

CU Email:

(E.g., Jane.Doe@colorado.edu)

Instructor Name:

(Last, First)

Course & Section #:

(E.g., ENGL 1000-001)

Term in which course was taken:

(E.g., spring, summer or fall)

Year in which course was taken:

Reason for the incomplete (“I”). An “I” is only given when a student, *for reasons beyond his/her control*, has been unable to complete course requirements within the term. **Explain the reason(s) for the incomplete, in detail, and attached any related documentation:**

Course work completed. A substantial amount of the course work must have been **satisfactorily** completed in order for a student to be eligible for an “I” grade. An incomplete should not be given to a student who has never attended or who has submitted little or no work in a course. **Describe the amount of course work completed and estimated grade at the time of the incomplete:**



Action to be taken by student to complete the course. At the end of one year incompletes that have not been completed automatically revert to an "F." The instructor can set a shorter deadline for completion of the work but the one year deadline cannot be extended. **Indicate which option the student will take to complete the course:**

Retake the course within one year maximum. The student must reregister. The retake need not be with the same instructor.

OR

Complete the following specified work within the agreed upon deadline. The maximum is one year from the end of the term in which the course was first taken.

Remaining work to be completed (describe in detail):

Deadline:

By signing this form, I confirm that I understand and agree to the above conditions.

Student Signature:

Date:

Instructor Signature:

Date:

Instructor CU email:

Associate Chair Name:

Associate Chair Signature:

Date: