



Environmental Design  
UNIVERSITY OF COLORADO **BOULDER**

### Environmental Design Incomplete Agreement Form

An incomplete (I) grade indicates that the student did not complete the requirements for the class by the end of the grading period for that semester. Requests for incomplete grades must be initiated by the student and only when, for reasons beyond their control, they cannot complete the class requirements within the enrollment semester. **Approximately 80% of the work** must have been satisfactorily completed before approval for such an incomplete grade is given.

If an instructor grants a request for an incomplete, the instructor and student set the conditions under which the coursework can be completed and the time limit for its completion. Incomplete grades, along with a last date of attendance (for financial aid purposes) must be submitted by the grading deadline of the term.

When possible, the new deadline must be before the next term begins to avoid further impact to student's academic progress. If the student does not complete the class requirements within one year from the end of the semester in which the Incomplete was assigned, the I grade is converted to a failing (F) grade.

**Environmental Design students will submit this form only after meeting with the faculty member for the course, resulting in faculty approval for the agreed terms for the incomplete.**

Name:

Student Identification Number (SID):

Email:

Phone:

Name of Academic Advisor (click on drop-down):

Course Name and Section Number:

Faculty Name:

Semester/Year when course was taken:

Describe the circumstances for the incomplete request:

**This next section must be filled out in collaboration with your faculty**

Percentage of coursework completed:

Estimated Grade at the time of the incomplete:

Remaining coursework specifications needed to complete the course:

New deadline to complete remaining coursework (when possible, the new deadline must be before the next term begins to avoid further impact to student's academic progress):

Faculty Signature:

Date:

### **Student Statement**

CONDITIONS FOR AWARDING AN INCOMPLETE (I) GRADE: Students may request an Incomplete (I) for an ENVD course if they have satisfactorily completed a substantial amount of coursework but are unable to complete course requirements due to extenuating circumstances. Successful completion of an (I) is not completed by the end of the one year, or by the indicated deadline, the grade for the course will convert to a failing grade (F). NOTE: An incomplete will not be awarded prior to the 10-week campus drop deadline.

Student Signature:

Date:

Return this completed form to [envdpetitions@colorado.edu](mailto:envdpetitions@colorado.edu) and if applicable, please attach any supporting documentation that is relevant to this form. You will receive an email from DocuSign to officially sign this form.