



# College of Arts & Sciences

## UNIVERSITY OF COLORADO BOULDER

### Incomplete Agreement

The only incomplete grade awarded in the College of Arts and Sciences is an “I.” The “IF” grade can no longer be awarded. If an instructor lists an “IF” grade on the final grade roster, the Registrar will automatically convert the grade to an “I” because the “IF” grade is no longer recognized as a valid grade for Arts and Sciences courses.

To be eligible for an incomplete grade, college policy requires that:

- the student request the incomplete,
- the student has satisfactorily completed a significant portion of the course, and
- the student has extenuating circumstances beyond her/his control that prevent the student from completing the course within the normal time frame.

If a student’s situation does not conform to all of these criteria, the student is not eligible to receive an incomplete. Faculty need to request documentation of the extenuating circumstances before agreeing to the assignment of an incomplete grade and complete and sign with the student an Incomplete Agreement Form. Having a formal written agreement documenting the work to be completed and the date by which the work is due is often critical to resolving disputes and allows the department Chair or Associate Chair to resolve incomplete grades if the original instructor is not available to do so. A suitable departmental form may be substituted. This form is used to document:

- the reason/grounds for the incomplete grade,
- the portion of the course completed and the remaining work to be completed,
- the student’s grade on the work that has already been completed,
- and, a description of the work that the student will need to submit and the deadline by which it must be submitted in order to complete the course.

Students who have not attended or who have not satisfactorily completed a significant portion of the course should not be given an incomplete grade. The maximum amount of time a student can be allowed to complete an incomplete is one year from the term in which the course was taken. The instructor can set a shorter deadline for the completion of the work but it is the instructor’s responsibility to ensure that the plan for completing the course can be accomplished within the one year maximum. If the agreement has not been met by the end of the one year maximum, the “I” grade will automatically turn into an “F.” If you have questions about the appropriateness of an incomplete grade, you can discuss the situation with your Instructor, Chair or Associate Chair.

Incomplete (I) grades should only be awarded when both you and the Instructor believe that the course work can and will be completed within one year.

## Completion of a Grade of Incomplete Agreement

### An Academic Agreement

After it is signed a copy of this form should be given to the student and a copy kept by the department.  
(No copy needs to be sent to the Dean's office)

#### Student and Course Information

Print Last Name, First Name, MI \_\_\_\_\_

Student ID \_\_\_\_\_

Print Instructor Name: Last, first \_\_\_\_\_

Course/Section Number \_\_\_\_\_

Term in which course was taken:  Fall  Spring  Summer

Year 20\_\_\_\_\_

Grade assigned:  "I"

**Reason for the incomplete.** An "I" is given only when a student, *for reasons beyond her/his control*, has been unable to complete course requirements within the term. **Explain the reason(s) for the incomplete, in detail, and attach 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.  
Describe here.

\_\_\_\_\_  
**Deadline**

#### Signature Approvals indicating agreement with the above conditions.

**Student.** I understand and agree to the above conditions.

\_\_\_\_\_  
Student Signature \_\_\_\_\_ Print Student e-mail \_\_\_\_\_@colorado.edu \_\_\_\_\_ Date

\_\_\_\_\_  
Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_ Print Instructor e-mail \_\_\_\_\_

\_\_\_\_\_  
Print Associate Chair Name: Last, First \_\_\_\_\_ Associate Chair Signature \_\_\_\_\_ Date