University of Colorado Boulder

Office of the Registrar
Regent Administrative Center 101
20 UCB
Boulder, Colorado 80309

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Incomplete Grade Agreement Form

This form is to be completed by the instructor of record for each Incomplete Grade assigned. This documentation helps ensure both the instructor and student understand the course requirements to be completed and the deadline by which they must be submitted. It also aids the department chair in the event they need to assist the student in the absence of the instructor of record. For further information regarding grades of incomplete, please consult your dean's office.

Before assigning an Incomplete grade, it is important that both the student and instructor understand the policy governing Incomplete Grades:

- An Incomplete (I) grade indicates that the student did not complete the requirements for a class by the end of the grading period for that semester.
- A request for an Incomplete grade must be initiated by the student and only when, for reasons beyond their control, they are unable to complete the class requirements within the term of enrollment.
- At least two-thirds of coursework must have been satisfactorily completed (with a passing grade) before an incomplete grade is considered or approved by an instructor.
- If an instructor grants a request for an Incomplete grade, the instructor sets the conditions under which the coursework can be completed and the time limit for its completion (up to one year).
- Incomplete grades, along with a last date of attendance (for financial aid purposes) must be submitted by the grading deadline of the term.
- The requirements and deadlines to resolve the Incomplete grade must be recorded in an Incomplete Grade Agreement form.
- If the student does not complete the class requirements within one year from the end of the semester in which the Incomplete grade was assigned, it is converted to a failing (F) grade.
- Effective Fall 2026, students are no longer advised to re-enroll in a course as a means to resolve Incomplete Grades. Rather, they should work with their instructor to complete missing work documented on this form. If a student chooses to re-enroll in a course, grade replacement will be applied (if eligible) after a final grade is entered or the Incomplete converts to a failing grade. See Grade Replacement policy for additional information and eligibility requirements.

Graduating students: Incomplete grades assigned in courses required for a degree must be resolved before degrees may be posted. Unresolved Incomplete grades in required coursework will result in graduation being postponed to a later degree conferral date. In such cases, students must reapply for graduation in a subsequent term. Degrees will not be conferred retroactively to the term in which the Incomplete grade was originally assigned. If Incomplete grades assigned in courses not required for a degree are not resolved by the grading deadline of the term of graduation, the Incomplete grades become permanent and subsequent grade changes are not honored.

If both the student and instructor agree to the above conditions, the instructor completes and submits this form.

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Incomplete Grade Agreement Form

Student Information

Full Name (First and Last) _____

Student ID number_____

Campus Email _____

Instructor Information

Full Name (First and Last) _____

Employee ID _____

Campus Email _____

Class Information

Term: ○ Spring ○ Summer ○ Fall

Year: _____

Course Prefix/Subject (E.g., HIST): _____

Course Catalog # (E.g., 1250): _____

Section # (if known): _____

Briefly describe reason for Incomplete Grade (attach documentation if required): _____

_____

_____

_____

Approx. percentage of coursework completed by the student at end of term:_____

Estimated grade at time Incomplete Grade was assigned: _____

Specified work (assignments, exams, etc.) required to complete the course and receive a final grade (include how or where student is to access or complete missing work, as appropriate):

_____

_____

_____

_____

_____

Date remaining work is to be completed, as determined by instructor (max time is one year from end of term in which Incomplete grade is assigned): _____

Instructor to send a copy of completed form to student, department chair and dean's office.

Revised 11/3/2026