

# Sociology

## CU Boulder

### Incomplete Agreement

An incomplete (I) grade indicates the student did not complete the requirements for the class by the end of the grading period for that semester.

To be eligible for an incomplete grade, college policy requires the student meet ALL the following conditions:

- The student initiated request for incomplete grade,
- The student can complete all remaining coursework prior to graduation,
- The student has extenuating circumstances beyond their control that prevents them from completing the course by the end of the grading period for that semester, and
- The student has a substantial amount of work (at least two-thirds) satisfactorily completed.

Faculty needs to request documentation of the extenuating circumstances before agreeing to the assignment of an incomplete grade and complete and sign this form with the student. If an instructor grants a request for an incomplete, the instructor sets the conditions under which the coursework can be completed and the time limit for its completion or if the class should be retaken. Incomplete grades, along with a last date of attendance (for financial aid purposes) must be submitted by the grading deadline of the term.

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.

If an incomplete-graded class is retaken, it must be completed on the Boulder campus or through Boulder Continuing Education coursework, and the student must re-register for the course and pay the appropriate tuition. The initial grade of “I” is not removed from the transcript if the course is completed within one year of the end of the term of the previous enrollment. When a final grade has been assigned, the transcript states, "Originally graded as Incomplete."

For graduating students, “I” grades assigned in courses required for a degree must be resolved before degrees may be posted. Unresolved “I” grades in required coursework will result in graduation being postponed. Students must reapply for graduation in a subsequent term. “I” grades assigned in courses not required for their degree must be resolved no later than the grading deadline of the term of graduation. If left unresolved, “I” grades become permanent and subsequent grade changes are not honored.

## Completion of a Grade of Incomplete Agreement

An Academic Agreement

When completed 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 Student: Last Name, First Name, MI

Student ID

Print Instructor Name: Last Name, First Name

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 their 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 for a student to be eligible for an "I" grade. **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 (MM,DD,YYYY)

### 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

Print Instructor E-mail \_\_\_\_\_@colorado.edu

Date

Print Associate Chair Name: First and Last Name

Associate Chair Signature

Date