

## **Incomplete Grades:**

At the instructor's discretion, an incomplete grade may be given to a student who demonstrates it is not possible to complete the requirements of a course due to unforeseeable circumstances beyond the student's control. A student must be passing the course at the time an incomplete is requested unless the instructor determines there are extenuating circumstances that warrant an incomplete.

Students completing a course with a lab component must retake both the lecture and the lab for the best learning outcomes.

### Steps involved:

1. Student goes on our [webpage](#) and completes their portion of the Incomplete Grade Contract.
2. Instructor will receive notification to complete their portion of the form and must specify the requirements the student must fulfill to complete the course.
3. Completed form is sent to Undergraduate Program Coordinator (UPC).
4. UPC will email student and instructor with a copy of the completed form attached.
5. Student must complete coursework within a year of obtaining an incomplete or the grade will automatically be converted to an "F".
6. The instructor of record must change the "I" to actual grade student earned upon successful completion of makeup requirements.

- Incomplete Grade Contract can be found here: [Undergraduate Resources – Department of Biology | CSU \(colostate.edu\)](#)
- Complete Incomplete Grade Policy: [Grading < Colorado State University \(colostate.edu\)](#)
- Instructions on changing grades: [Grade Changes | Office of the Registrar | Colorado State University \(colostate.edu\)](#)