

## CE Incomplete Form Instructions for Faculty

Prior to completing the incomplete form, the instructor and student should discuss the reasons why the student is asking for an incomplete and agree that an incomplete is the best option. Instructors should encourage students to contact [Veteran and Military Affairs](#) and/or [the Office of Financial Aid](#) if there is a chance VA benefits or financial aid packages might be affected by this decision.

1. Open the form. (We recommend using Adobe Acrobat to complete the form. Click the following links for technical help with Adobe [Reader/ Pro](#)).
2. The instructor and student should fill out Sections I-IV together. A student may need to provide additional documentation in Section III if you or your department requires it. **The student should redact any sensitive information in supporting documentation, such as a SSN, personal address, or medical information.**
3. Once the student initials Section II and signs the form, it should be sent to the instructor for final review and signature.
4. Once the instructor initials Section II and signs the form, it should be sent to their department representative with a cc: to [ceregistration@colorado.edu](mailto:ceregistration@colorado.edu).
5. Continuing Education will notify the student, instructor, and department representative when a finalized form is received. The form will then be uploaded to the student's file.

**Note:** All sections of the form must be filled out and finalized before signing. Once the form is signed by all parties, the document is considered final.

## Collecting Signatures Using DocuSign

Faculty, if you choose to collect signatures using DocuSign rather than via email, you can do so by following these steps:

1. Complete Sections I-IV of the Incomplete Agreement Form PDF. Be sure to also include email information and the Department Representative name at the bottom of the form.
2. Sign in to CU Boulder's instance of [DocuSign](#) using your CU Boulder credentials.
3. Click on the **Drop documents here to get started** link.
4. Upload the CE Incomplete Agreement Form PDF (with Sections I-IV filled in).
5. Add the following recipients to the envelope and set signing order (you will need to select the **Add Recipient** button after entering information for each recipient):
  - **Student:** ensure that **Needs to Sign** is selected from the drop-down window
  - **Instructor:** include your own information and ensure that **Needs to Sign** is selected from the drop-down window
  - **Department Representative** (e.g., Assoc. Chair, Dept. Liaison, etc.): ensure that **Needs to Sign** is selected from the drop-down window
  - **Continuing Education** ([ceregistration@colorado.edu](mailto:ceregistration@colorado.edu)): select **CC Receives a Copy** from the drop-down window
6. Add an email message if desired; otherwise, select **Next** to proceed.
7. Select **Keep PDF form data** in the Manage PDF Form Field Data pop-up box.
8. Your uploaded CE Incomplete Agreement Form will populate on the screen with the student's name in the top-left drop-down window. Drag the **Initial** field to the Student Initials line in Section II, then drag the **Signature** and **Date Signed** fields to the appropriate lines at the bottom of the form.
9. Select your name from the drop-down window in the top-left corner and drag the **Initial**, **Signature**, and **Date Signed** fields to the appropriate sections on the form. Repeat with the Department Representative.
10. Select the **Send** button to request signatures.

### Continuing Education: Incomplete Agreement Form

*All forms should be electronically signed by the instructor, student, and department representative. Instructor will send completed copy, including redacted supporting documentation, to ceregistration@colorado.edu.*

<b>Section I: Student and Course Information</b>				
Student Last Name, First Name _____			Student ID _____	
Instructor Last Name, First Name _____			Course/Section Number _____	
<b>Term in which the course was taken:</b>	Fall	Spring	Summer	<b>Year: 20</b> _____

<b>Section II: Incomplete Policy</b>		
<p>Requests for an incomplete must be initiated by a student only when, for reasons beyond their control, the student is unable to complete the class requirements within the semester of enrollment. A substantial amount of the coursework must have been satisfactorily completed in order for a student to be eligible for an "I" grade. CE defines "substantial" as <b>at least half</b> of the coursework. An incomplete should not be given to a student who has never attended or who has submitted little or no work in a course. If this agreement is approved, an "I" grade will be assigned to the course in question.</p>		
Student Initials: _____	Instructor Initials: _____	*Dept Representative Initials: _____

<b>Section III: Reason for the Incomplete</b>	
An "I" is given only when a student, for reasons beyond their control, has been unable to complete course requirements within the term.	
<ol style="list-style-type: none"> <li>1. Explain the reason(s) for the incomplete, in detail. Attach related documentation, if applicable (i.e. medical stay, doctor note, etc).</li> <li>2. Describe the amount of coursework completed and estimated grade at the time of the incomplete.</li> </ol>	

<b>Section IV: Actions for Completion</b>	
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. <b>Indicate which option the student will take to complete the course:</b>	
<b>A</b>	<b>Retake the course within one year maximum.</b> The student must re-enroll; additional tuition may apply. The retake need not be with the same instructor. Students on F-1 and J-1 visas should talk to ISSS before moving forward with this option.
<b>OR</b>	
<b>B</b>	<b>Complete the following specified work within the agreed upon deadline.</b> The maximum is one year from the end of the term in which the course was first taken. If completing option B, <b>list any coursework the student is eligible to complete and any limitations to submitted work</b> if applicable (e.g., partial credit, etc.) <b>and indicate how the student will complete/submit coursework</b> (e.g., instructor will reopen sections of Canvas, student will take exam at arranged time/day, etc.)
_____ <b>New Course Deadline (Mountain Standard Time)</b>	

**Signature approvals indicating agreement with the above conditions.**

Student Signature \_\_\_\_\_ Student email \_\_\_\_\_@colorado.edu Date \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Instructor email \_\_\_\_\_@colorado.edu Date \_\_\_\_\_

\*Dept. Representative Name \_\_\_\_\_ \*Dept. Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

\*If the instructor is unable to work with the student through to completion according to the terms and conditions agreed upon here, the Department Representative agrees to coordinate with the student to identify other options for satisfying the incomplete.