



PETITION FOR GRADE 'INCOMPLETE'

UC Berkeley Extension policy states that a student and instructor make a written agreement defining the work that should be completed **within three months** of the final class meeting or online course end date. This form will serve to document this arrangement by establishing the work to be completed and the completion date. Please see the other side of this form for detailed instructions.

To be completed jointly by student and instructor (please print):

Student's Name: _____
LAST FIRST MIDDLE

Number and Title of Course: _____

Course EDP: _____ Course Location: _____

Instructor's Name: _____ Dates of Course: _____
MM/DD/YY

Reason for assignment of grade 'Incomplete': _____

Description of work to be completed to receive grade: _____

Date by which completed work should be submitted: _____

Work should be submitted within three months of the final class meeting or online course end date.

To submit work student may contact instructor: _____

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Make two copies of the completed form, distribute as follows:

Instructor: return the original form attached to course grade sheet. Indicate "I" on the grade sheet.
Retain a copy of the form to submit with student's final grade (see below).

Student: retain a copy for your records.

To be completed only by instructor to submit final grade:

The final grade may be submitted by mail or in person only by the instructor – the student cannot submit the final grade. When the requirements for course completion are met, the instructor assigns a grade, signs, dates, and returns this petition, by mail or in person, to the UC Berkeley Extension Records Unit, UC Berkeley Extension, 1995 University Ave., Ste. 110, Berkeley, CA 94704-7000. Thank you.

Date Work Completed: _____ Grade Assigned: _____
MM/DD/YY

Instructor Signature: _____ Date: _____

For office use only

UC Berkeley Extension POLICY FOR GRADE 'INCOMPLETE'

A grade of 'I' for Incomplete may be issued for coursework of passing quality but not finished during the term/enrollment period. To complete the course and receive a final grade, course requirements should be completed **within three months** of the final class meeting date or online course end date.

An "I" designation will be issued only if:

1. The student presents extenuating circumstances to their instructor for not completing the course by the final class meeting date or by the online course end date.
2. The student has completed 75% of the assignments (or projects) at least three weeks prior to the final class meeting or online course end date.
3. The student and instructor reach an agreement on the work to be completed and a due date by which the student will submit the work to the instructor. The due date should be within three months of the final class meeting date or online course end date.
4. A written Petition for Incomplete form documenting the remaining coursework, due date, and signed by both the student and instructor will be given to the instructor at the final class meeting. Online students should provide the completed Petition form to their instructor by the online course end date by either faxing it or scanning and e-mailing it as an attachment.
5. **Access for Online Students — IMPORTANT:** Please note that once enrollment expires an online student no longer has access to the online classroom and the message board. The student must coordinate with their instructor to copy or print out any information needed for reference from the online classroom or the message board to enable the student to complete their coursework beyond their enrollment period. Call the UC Berkeley Extension Online department for more information (510) 642-7343.

If left unresolved the grade 'Incomplete' (I) automatically converts to 'Failure' (F) after one year and becomes part of the student's permanent academic record. A grade of 'Incomplete' (I) given in courses numbered XB1-199 as of June 1, 2006 will automatically convert to 'Failure' (F) one year from the date of issuance. Beginning January 1, 2010, a grade of 'Incomplete' (I) given in any course will automatically convert to 'Failure' (F) one year from the date of issuance. 'F' is a final permanent grade.