

# UC Berkeley Extension

## PETITION FOR 'INCOMPLETE' GRADE

UC Berkeley Extension policy states that if a student has completed 75% of the coursework with a passing grade but is unable to complete the remaining work before the course end date due to circumstances beyond his or her control, the instructor may assign an Incomplete grade (I) and give the student up to three additional months to complete all work. This form serves as a written agreement between student and instructor and will document the work to be completed and the date by which it must be completed. Detailed policies and instructions are on the next page.

\*\*\*\*\*

### Student to complete this section (please print) and sign the form below:

Student name: \_\_\_\_\_ Student ID: X \_\_\_\_\_  
LAST FIRST MIDDLE

Student Preferred Email: \_\_\_\_\_ Student Phone: \_\_\_\_\_

Course Title: \_\_\_\_\_ Units: \_\_\_\_\_

Course/section no.: \_\_\_\_\_ Course location: \_\_\_\_\_

Instructor's name: \_\_\_\_\_ Course Dates: \_\_\_\_\_  
MM/DD/YY

Reason for 'Incomplete' grade (illness, family emergency, etc.): \_\_\_\_\_

\*\*\*\*\*

### Instructor to complete this section (please print) and sign the form below:

CLASSROOM/HYBRID COURSES ONLY		ONLINE COURSES ONLY	
Percentage of Coursework Completed and Graded:		Modules Completed, Graded and Entered in LMS gradebook (e.g., Modules 1-8):	
Cumulative Grade for Completed Work:		Remaining Modules for Student to Complete (e.g., Modules 9-10):	

Description of work required to complete the course (e.g., paper, final exam, module assignments, etc.): \_\_\_\_\_

Remaining work must be submitted by: \_\_\_\_\_ (This date must be within 3 months of the course end date.)  
MM/DD/YY

To submit work, student may contact instructor at: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

### Follow instructions on page 2, make two copies of the completed form, and distribute as follows:

- Instructor:**
- Log in to your Extension instructor account at [extension.berkeley.edu](http://extension.berkeley.edu) and submit an "I" grade for the student on the grading sheet.
  - Return the completed and signed form as follows:
    - Scan the form and email it from your berkeley.edu domain email account to: [extension-records@berkeley.edu](mailto:extension-records@berkeley.edu), or,
    - Mail the form to: **UC Berkeley Extension Records Unit, UC Berkeley Extension, 1995 University Ave, Ste. 110, Berkeley, CA 94704-7000.**
  - Retain a copy of the form to submit with the student's final course grade (see below).
- Student:**
- Retain a copy for your records.

\*\*\*\*\*

### To be completed only by instructor when submitting final grade:

The final grade may be submitted only by the instructor—the student cannot submit the final grade. When all course requirements are met, the instructor assigns a grade, signs, dates and returns this petition as instructed above.

Date work completed: \_\_\_\_\_ Final course grade assigned: \_\_\_\_\_  
MM/DD/YY

Instructor signature: \_\_\_\_\_ Date: \_\_\_\_\_

For office use only

## UC Berkeley Extension POLICY FOR 'INCOMPLETE' GRADE

This 'Incomplete' grade policy applies only to UC Berkeley Extension classroom and online courses. It does not apply to the Fall Program for Freshmen, concurrent enrollment, corporate training, or any other course or program. Incomplete grades are not generally permitted for international students with F-1 nonimmigrant status; exceptions must be approved by UC Berkeley Extension's International Student Services.

On an exceptional basis, the "I" grade (Incomplete) may be assigned by an instructor if the student's work in a course has been of passing quality but is not finished during the term or enrollment period due to circumstances beyond the student's control. Incomplete grades are contingent upon instructor approval, and instructors are under no obligation to grant them. To complete the course and receive a final grade, course requirements must be completed **within three months** of the course end date.

An "I" designation will be issued only if the instructor approves and all of the following criteria are met:

- The student presents extenuating circumstances to his or her instructor for not completing the course by the course end date.
- The student has successfully completed 75% of the assignments, assessments or projects at least three weeks prior to the course end date.
- The student and instructor must make a written agreement on the work required to complete the course and document it with the Petition for 'Incomplete' Grade form. The written agreement must include a description of the remaining work required to complete the course and the due date by which the student will submit the work to the instructor. The due date must be within three months of the course end date.
- For classroom and hybrid courses, instructors must note on the form the percentage of the coursework completed and graded and the cumulative grade the student has earned to date. For online courses, instructors must note on the form all of the modules that have been submitted, graded and entered into the LMS gradebook to date (e.g., Modules 1-8) and the remaining modules that the student must complete (e.g., Modules 9-10).
- The student must sign and present the Petition for 'Incomplete' Grade form to the instructor prior to the course end date. Online students should provide the completed petition form to instructors by scanning and e-mailing it as an attachment.
- Once completed and signed by both the student and the instructor, the instructor should forward the original 'incomplete' grade petition form to the address indicated on page 1 of the form. The student and the instructor should each retain a copy of the form.
- **Online Students Only:** Once enrollment expires or a grade of "I" is recorded, an online student may no longer have access to the online classroom or discussion forum. The student must coordinate with the instructor to copy or print out any information from the online classroom and discussion forum that he or she will need for reference to continue and complete the coursework beyond his or her enrollment period.

**If students do not complete the work as agreed, instructors may opt to submit a final failing grade for a student. If left unresolved the grade 'Incomplete' (I) in any course becomes part of the student's permanent academic record.**