

PETITION TO RETAIN INCOMPLETE GRADE PERMANENTLY ON RECORD

The regulations of the Berkeley Division of the Academic Senate require that:

1. Units for a I grade will not be included in computing the student's grade point average.
2. For UNDERGRADUATE STUDENTS, an I grade can be replaced by a final grade only during the following periods:

<u>I Grade Received</u>	<u>Deadline for Replacement of I GRADE</u>
Fall Semester	First day of instruction in following Fall Semester
Spring Semester or Summer Session	First day of instruction in following Spring Semester

Any I grade which has not been replaced by the deadline will be converted by the Office of the Registrar (OR) to the grade of F (or NP if the course was taken Passed/Not Passed). Thence forward, but not retroactively, the grade, if F, is included in the student's grade point computation.

3. An UNDERGRADUATE STUDENT may, within the above deadlines, request that the I grade not be replaced by an F or NP grade. To do this, the student must complete this petition and submit it to the Dean of their College, School or Division along with a written statement that the student has not attempted completion and will not complete the work required for removal of the I grade. If approved, the Dean's Office will forward the petition to the Office of the Registrar and the I grade will remain permanently on the student's academic record. This procedure is limited to two courses and the original decision is irrevocable.

Note: Once this petition is signed by the student and submitted to the dean, the course work may never be made up or repeated by the same course or its equivalent.

STUDENTS WITH VA BENEFITS: The VA will not pay for units assigned an I grade permanently under VA Chapter 33 (Post 9/11) and 31 (VRE). Please contact veteransbenefits@berkeley.edu for more information before you submit this petition.

STUDENT CONDUCT VIOLATIONS: A student found guilty of a conduct violation is not allowed to retain an I grade permanently on his record.

TYPE OR PRINT IN INK. U

Name: _____ SID# _____ G

LAST FIRST MIDDLE

E-mail Address: _____ Telephone No: (____) _____

College/School: _____ Major: _____

Under the terms of paragraph 3 above, I request that the I grade be permanently retained for the course listed below. I understand that once this petition is signed by me and submitted to the Dean of my College or School that I may never make up or repeat this course or its equivalent.

Department	Course Number	Units	Term/Year Taken
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Student's Signature	Date of Petition
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<p>DEAN OF COLLEGE/SCHOOL</p> <p>Approved By: _____</p> <p>Date: _____</p>	<p>OFFICE OF THE REGISTRAR USE ONLY</p> <p>Processed By: _____</p> <p>Date: _____</p>
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