



## INFORMATION

The regulations of the Berkeley Division of the Academic Senate requires the following procedures for all grades assigned Fall Semester 1983 and later

1. Units for an I grade are not to be included in computing the student's grade point average.
2. For GRADUATE STUDENTS, refer to Guide to Graduate Policy for limits on the number of Incomplete grades that students can accumulate.
3. For Undergraduate Students, an I grade must be replaced by the following deadlines:

<b>I Grade Received</b>	<b>Deadline for Replacement of I GRADE</b>
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Any I grade which has not been replaced by the deadline will be converted by the Office of the Registrar (OR) to the grade of F (or NP if the course was taken Passed/Not Passed). Thereafter, the "F" grade is included in computing the student's grade point average.

4. An UNDERGRADUATE STUDENT may, within the above deadlines, notify in writing the Dean of the College, School or Division in which the student is enrolled at that time, that he or she will not attempt completion and request that the I grade not be replaced by an "F" or "NP." This may be accomplished by filing the "Petition to Retain an Incomplete Grade Permanently on the Record" with the Dean. The Dean will forward this information to the Office of the Registrar and an "F" or "NP" will not replace the grade. This policy is limited to two courses, and the "I" grade will be retained permanently on the student's Academic Record.

## INSTRUCTIONS

### **Student**

1. Make arrangements for completion of the required coursework at least 30 days prior to the above deadline. Faculty (or department chairs) are under no obligation to accept and grade work submitted after the deadline.
2. Complete Section I of this petition.
3. Keep a copy for your records.
4. Submit this petition to the department when the work is completed.
5. Student MAY NOT hand carry the completed form to the Office of the Registrar. This petition must be mailed or hand carried by the instructor or department.

### **Department/INSTRUCTOR**

1. Do not accept this petition unless it bears proof of fee payment.
2. Complete Section II. If the original instructor of the course is unavailable, the signature of the department chair will be accepted.
3. When the petition is completed, keep a copy for your records.
4. Mail or hand carry the petition in a sealed envelope to the Office of the Registrar.  
Important: Do not allow the student to hand carry the completed form to the Office of the Registrar. Instructors or departmental staff must mail or submit the petition in person.

Revised 9/19/17