

# Petition to Extend an Incomplete Grade

If you cannot finish your incomplete grade by the "student completion deadline" noted in CalCentral, you may request an extension from your instructor using this form before the completion deadline. The instructor is under no obligation to grant the extension. The extension form should be submitted by the instructor to the college advising office before the replacement deadline (see below) via email:

College of Chemistry:  
mdaly@berkeley.edu

College of Engineering:  
ess@berkeley.edu

College of Environmental Design:  
cedadvising@berkeley.edu

College of Letters and Science:  
lspetitions@berkeley.edu

Rausser College of Natural Resources:  
askcnr@berkeley.edu

Haas School of Business:  
felkins@haas.berkeley.edu

Term of Incomplete Grade	Deadline for Replacement of I Grade by Instructor (Lapse Date)	Student Deadline to Complete Coursework <u>OR</u> Student Deadline to Submit Signed Petition to Extend an Incomplete Grade
Fall Semester	First day of instruction of the following fall semester by 11:59PM	30 days prior to the first day of instruction of the following fall semester or the instructor-provided deadline, whichever is earlier.
Spring Semester <u>OR</u> Summer Term	First day of instruction of the following spring semester by 11:59PM	30 days prior to first day of instruction of the following spring semester or the instructor-provided deadline, whichever is earlier.

- The **dean or dean's delegate has discretionary authority** to approve instructor requests prior to the lapse date.
- If the extension is granted, you are expected to complete the course by the new student completion deadline.
- Extension deadlines may not be past the last day of finals for the term that you intend to graduate; at the very latest, all course work must be completed by the last day of finals for that term.
- Students may not request to retain the incomplete grade permanently ("freeze" it) after an extension has been granted



# Petition to Extend an Incomplete Grade

## Student Information (please print clearly)

Student name	Student ID Number
Berkeley Email	Phone Number
College(s)/Major(s)	

## Course Information

Department Name & Course Number (e.g. ESPM 100)	5-digit Class Number
Instructor Name	Term & Year Taken (e.g. Spring 2020)

## This section must be completed by the Instructor

Please list all course assignments required to resolve the incomplete:

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**Student completion deadline to submit all required course assignments is**    **Date** \_\_\_\_\_

NOTE: the instructor's deadline to replace the incomplete grade will be calculated as 30 days after the student completion deadline.

## Instructor Statement

I have communicated with the above-named student regarding the above-named course. I understand that I must grade this course work and submit the final grade within 30 days of the above-named student completion deadline otherwise the Office of the Registrar will lapse the student's grade to an "F" or "NP".

Sign here \_\_\_\_\_

Date \_\_\_\_\_