



### Steps to Report an Incomplete Grade (Instructors)

After you have determined that a student's situation meets the criteria for an Incomplete grade:

1. Student will provide this "Contract for Incomplete Grade." *The student section of the contract should be completed by the student.*
2. Complete the last section of the contract (below) after meeting with the student to discuss the plan for completing course requirements.
3. Make a copy for the student and your records; submit the original to Statistics Undergraduate Advisor no later than one week after final grades are assigned. The original contract will be filed until the Incomplete is resolved.
4. At the end of the term, submit a grade of "I" on eGrades and write "Incomplete contract submitted" in the memo column.
5. When course is complete, submit final grade directly in calcentral.berkeley.edu.

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### TO BE COMPLETED BY INSTRUCTOR

Student Name: \_\_\_\_\_ Email: \_\_\_\_\_

% of Course Work Completed: \_\_\_\_\_ % of Final Grade to be Derived from Remaining Work: \_\_\_\_\_

Grade for % Completed: \_\_\_\_\_ Deadline for completion of work: \_\_\_\_\_

Work to be completed by student (term project, paper, examination, etc.):

Additional Comments

Instructor Name (please print): \_\_\_\_\_

Instructor Email: \_\_\_\_\_ Instructor Phone: \_\_\_\_\_

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

**IMPORTANT:** Instructors who will be off-campus or otherwise unavailable during the semester(s) after assigning an Incomplete should make specific arrangements for grading work. *Note: Other than the instructor, the Chair of the department is the only other person authorized to submit a final grade.*

*This contract can be found on the Forms and Application page of the Statistics Department website: <http://statistics.berkeley.edu/resources/forms-and-applications>*