

Instructor/Student Contract for Incomplete Grade

For official information regarding Incomplete grades visit the Berkeley Academic Guide:

<http://guide.berkeley.edu/academic-policies/#gradestext>

Instructors and Students please read carefully:

- A grade of Incomplete (noted "I" on the transcript) may be assigned by an instructor if a student's work has been of passing quality but is incomplete for reasons beyond the student's control. The student must make arrangements for an Incomplete with the instructor before the end of the term.
- Incomplete grades are contingent upon instructor approval, and instructors are under no obligation to grant them. In cases where an instructor agrees to assign an Incomplete grade, it is important to arrive at an agreement about exactly what is required in order to finish the course, what percentage of the grade will be based on the remaining work, and what the student's deadline is. This Contract for Incomplete Grade will be used to document the agreement.
- The default deadlines below apply:

| I Grade Received | Default Deadline When Work is Due | Default Deadline for Replacement of I Grade by Instructor |
|-----------------------------------|--|---|
| Fall Semester | 30 days before first day of instruction in following Fall semester | First day of instruction in following Fall Semester |
| Spring Semester or Summer Session | 30 days before first day of instruction in following Spring semester | First day of instruction in following Spring Semester |

- If no earlier deadline is set, the default deadline for work to be completed is 30 days before the Replacement of I Grade deadline in the chart above.
- For incomplete grades issued Fall 2016 and forward, instructors update the grade directly in CalCentral. For incomplete grades issued prior to Fall 2016, students are responsible for submitting the "Petition to Remove an Incomplete Grade" to the instructor for a final grade and signature. The instructor must submit the completed petition to the Registrar's Office or to the College of L&S Undergraduate Advising Office (not to the student).
- Work must be finished by the appropriate deadline, or if approved by the instructor, an "Extension of an Incomplete" request must be submitted to the College of L&S Undergraduate Advising Office by the deadline noted in the chart above.
- **IMPORTANT:** Students should *not* formally re-enroll in the course to complete the remaining work. If a student enrolls in the course again, the original I grade will convert automatically to a grade of F (or NP, if the course was taken on a P/NP basis), and the student may repeat the course subject to the conditions for repetition of courses.

Steps to Request an Incomplete Grade (Students):

- Contact your instructor to request an Incomplete grade. If the instructor agrees:
 - Provide this "Contract for Incomplete Grade" to your instructor after completing the student section below.
 - Complete the last section of this contract with your instructor.
- Work must be completed by the appropriate deadline, or if approved by the instructor, an "Extension of an Incomplete" form must be filed with the College of L&S Undergraduate Advising Office by the Deadline for Replacement of I Grade.

TO BE COMPLETED BY STUDENT

Student Name: _____ Student SID: _____

Student Email: _____ Student Phone: _____

Course Department and Number: _____ Class Number (5 digits): _____ Units: _____

Course Term / Year: Fall _____ Spring _____ Summer _____

Instructor Name: _____

Reason for Incomplete grade request (illness, family emergency, etc.):

Student signature: _____ Date: _____

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/corresponding 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 before the deadline

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 if different from default: _____

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>