

## Undergraduate Petition to Extend an Incomplete (I) Grade

An Incomplete grade from a fall semester must be completed by the first day of classes of the following fall semester; an Incomplete grade from a spring semester or summer session must be completed by the first day of classes of the following spring semester. If you cannot finish by the deadline you may request an extension from your instructor. The instructor is under no obligation to grant the extension but if the instructor agrees on a new completion date, you should submit this petition for review by the Undergraduate Dean prior to the original completion date.

The Undergraduate Dean will review your petition within ten working days of receipt of this petition; if approved, the new date for completion will be noted in the memoranda section of your transcript and can be accessed via BearFacts at <http://bearfacts.berkeley.edu/>.

This petition **will not** be accepted unless it is submitted in a sealed departmental envelope with the signature of the course instructor on the petition. A petition in a sealed departmental envelope should be submitted either in person or by mail to 250 Wurster Hall, Berkeley CA, 94720.

**PLEASE NOTE: The Undergraduate Dean grants an extension with the expectation you will complete the course by the new deadline. You should not request an extension beyond the last day of the term in which you plan to graduate, that is, all the course work must be completed by the last day of finals for that term. If your intention is to extend the Incomplete in order to make a request to retain the Incomplete permanently ("freeze it"), your request for a freeze will be denied. Once an extension is granted, you will not be allowed to freeze the Incomplete.**

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Name	Student ID	Phone Number	Date
Street Address	City		Zip
Department Name and Course Number	Term and Year Taken	Instructor	

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**This portion is to be completed by Instructor of record and placed in a departmental envelope, then sealed and returned to the CED Undergraduate Office, 250 Wurster Hall:**

I have spoken to the above named student regarding: \_\_\_\_\_  
Course Name & Number

and have agreed to extend the Incomplete deadline until: \_\_\_\_\_  
MM/DD/YY

Today's Date	Instructor's Signature	Phone Number
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### FOR OFFICE USE ONLY

Today's Date	For the Dean by	Phone Number
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