

## 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 instructor (or College) will determine the deadline for the completion of coursework, however the "I" grade must be replaced no later than the following deadlines:

I Grade Received	Course Work Completion Deadline	Deadline for Replacement of I Grade by instructor (Lapse Date)
Fall Semester	30 days prior to the first day of instruction of the following fall semester or the instructor-provided deadline, whichever is earlier.	First day of instruction in following Fall Semester
Spring Semester or Summer Session	30 days prior to first day of instruction of the following spring semester or the instructor-provided deadline, whichever is earlier.	First day of instruction in following Spring Semester

- 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 CED Office of Undergraduate Advising by the deadline noted in the chart above.
- Once work is completed is graded, instructors can replace the "Incomplete Grade" with the final grade directly in Cal-Central.
- **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):

- Meet with 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 CED Office of Undergraduate Advising.

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### 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 with the student to discuss the plan for completing course requirements.
3. Once the student and you have signed the contract please send a signed digital copy to [cedadvising@berkeley.edu](mailto:cedadvising@berkeley.edu).
4. At the end of the term, submit a grade of "I" on eGrades and write "Incomplete contract submitted" in the memo column.

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**TO BE COMPLETED BY INSTRUCTOR**

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

% of Course Work Completed: \_\_\_\_\_ 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 and attach a course syllabus to this contract.

*This contract can be found on the Forms and Documents page of the CED website:*  
<https://ced.berkeley.edu/students/undergraduate-advising/forms-documents/>