

Undergraduate Petition to Extend an Incomplete (I) Grade

Incomplete Grade Received	Course Work Completion Deadline
Fall Semester	30 days prior to the first day of instruction of the following fall semester.
Spring Semester or Summer Session	30 days prior to first day of instruction of the following spring semester.

If you cannot finish your incomplete grade by the deadline you may request an extension from your instructor using this form.

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. For further information, please consult with your academic advisor. Visit the Undergraduate Advising website at ced.berkeley.edu/advising

This petition **will not** be accepted unless it is submitted by the instructor, via email, to the Undergraduate Advising Office in the College of Environmental Design at cedadvising@berkeley.edu

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.

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

This portion is to be completed by Instructor of record submitted via email to the Undergraduate Advising Office in the College of Environmental Design at cedadvising@berkeley.edu

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

FOR OFFICE USE ONLY

_____	_____	_____
Today's Date	For the Dean by	Phone Number