



# EXTEND AN INCOMPLETE GRADE

As stated in the College of Letters and Science Guide, an Incomplete grade from a fall semester must be completed by the first day of classes of the following fall semester; an Incomplete grade in a spring semester or summer session must be completed by the first day of classes in 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 Dean prior to the original completion date. For further information regarding incomplete grades please consult the L&S Guide or the Undergraduate Advising web site at <<http://ls-advise.berkeley.edu>>.

Your petition will be reviewed by a Dean 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 the College of Letters and Science, 206 Evans Hall, #2924.

**PLEASE NOTE: The Dean grants an extension with the expectation that 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 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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\_\_\_\_\_  
Student name (please print)

Student ID number

\_\_\_\_\_  
Mailing address

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Dept. name and course number

\_\_\_\_\_  
Term and year taken

\_\_\_\_\_  
Instructor's name

**The instructor of the course must complete this portion, then place the petition in a departmental envelope and seal it. The envelope must be returned to the Office of Undergraduate Advising, 206 Evans Hall # 2924.**

I have spoken to the above named student regarding: \_\_\_\_\_  
Course name and number

and have agreed to extend the Incomplete deadline to: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Today's date Instructor's signature Phone number

Approved by

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Date

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