

PETITION TO RETAIN INCOMPLETE GRADE PERMANENTLY ON RECORD

The regulations of the Berkeley Division of the Academic Senate require that:

1. Units for an I grade no be included in computing the student's grade point average.
2. For GRADUATE STUDENTS, the method of replacement of the I grade by a final grade will be determined by the Dean of the Graduate division and the Graduate Council.
3. For UNDERGRADUATE STUDENTS, an I grade can be replaced by a final grade only during the following periods:

<u>I Grade Received</u>	<u>Deadline for Replacement of I GRADE</u>
Fall Semester	First day of instruction in following Fall Semester
Spring Semester or Summer Session	First day of instruction in following Spring Semester

Any I grade which has not been replaced by the deadline will be converted by the Office of the Registrar (OR) to the grade of F (or NP if the course was taken Passed/Not Passed). Thenceforward, but not retroactively, the grade, if F, is included in the student's grade point computation.

4. An UNDERGRADUATE STUDENT may, within the above deadlines, request that the I grade not be replaced by an F or NP grade. To do this, the student must complete this petition and submit to it to the Dean of their College, School or Division. If approved, the Dean's Office will forward the petition to the Office of the Registrar and the I grade will remain permanently on the student's academic record. This procedure is limited to two courses and the original decision is irrevocable.

Note: Once this petition is signed by the student and submitted to the dean, the course work may never be made up or repeated by the same course or its equivalent.

TYPE OR PRINT IN INK.

Name: _____ SID# _____ U
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LAST FIRST MIDDLE

E-mail Address: _____ Telephone No: (____) _____

College/School: _____ Major: _____

Department Course Number Units Term/Year Taken

Under the terms of paragraph 4 above, I request that the I grade be permanently retained for the course listed above. I understand that once this petition is signed by me and submitted to the Dean of my College or School that I may never make up or repeat this course or its equivalent.

Student's Signature Date of Petition

<p>DEAN OF COLLEGE/SCHOOL</p> <p>Approved By: _____</p> <p>Date: _____</p>	<p>OFFICE OF THE REGISTRAR USE ONLY</p> <p>Processed By: _____</p> <p>Date: _____</p>
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