

EXTEND AN INCOMPLETE GRADE

Regulations Deadlines (Petition must be received by the Office of Undergraduate Advising, College of Letters and Science by the following dates):

- **Deadline for Incomplete grade from a fall term:** Completed petition must be received by the Office of Undergraduate Advising by the first day of instruction the following fall semester.
- **Deadline for Incomplete grade from a spring or summer term:** Completed petition must be received by the Office of Undergraduate Advising by the first day of instruction the following spring term.
******Faculty can establish deadlines earlier than the regulation deadlines******

If the instructor agrees on a new completion date, submit this petition for review by the deadlines above. This petition must be submitted in a sealed departmental envelope with the signature of the course instructor to the College of Letters and Science, 206 Evans Hall, #2924.

Your petition will be reviewed within ten working days of receipt of this petition. Once an extension is granted, students will not be allowed to retain (freeze) the incomplete. For further information regarding incomplete grades please consult the L&S Undergraduate Advising website at <http://ls-advise.berkeley.edu>.

PLEASE NOTE: The Dean grants an extension with the expectation that students will complete the course by the new deadline. Do not request an extension beyond the last day of the Expected Graduation Term.

Student Name (please print)

Student ID number

Email Address

Phone Number

Department Name and 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 submitted 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

For L&S Office Use Only

Approved by

Date