

Undergraduate Petition to Extend an Incomplete (I) Grade

An Incomplete grade from a fall semester must be completed by the first day of classes of the following fall semester; an Incomplete grade from a spring semester or summer session must be completed by the first day of classes of 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 to Engineering Student Services.

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 230 Bechtel Hall, Berkeley CA, 94720.

PLEASE NOTE: The 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 and placed in a departmental envelope, then sealed and returned to Engineering Student Services, 230 Bechtel Hall:

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	Dean's Representative	Phone Number