

Contract for Incomplete Grade

For official information regarding Incomplete grades visit the Berkeley Academic Guide:
<http://guide.berkeley.edu/academic-policies/#gradestext>

Instructors and Students please read carefully:

- A grade of Incomplete (noted "I" on the transcript) may be assigned by an instructor if a student's work has been of passing quality but is incomplete for reasons beyond the student's control. The student must make arrangements for an Incomplete with the instructor before the end of the term.
- Incomplete grades are contingent upon instructor approval, and instructors are under no obligation to grant them. In cases where an instructor agrees to assign an Incomplete grade, it is important to arrive at an agreement about exactly what is required in order to finish the course, what percentage of the grade will be based on the remaining work, and what the student's deadline is.
- This Contract for Incomplete Grade is used to document the agreement. Instructors must submit this contract for each student who receives an incomplete grade in the course by the deadline for submitting final grades.
- The instructor will determine the deadline for the completion of coursework. However the "I" grade must be replaced no later than the following deadlines:

I Grade Received	Deadline for Replacement of I Grade
Fall Semester	First day of instruction in following Fall Semester
Spring Semester or Summer Session	First day of instruction in following Spring Semester

- For incomplete grades issued Fall 2016 and forward, instructors update the grade directly in CalCentral. For incomplete grades issued prior to Fall 2016, students are responsible for submitting the "Petition to Remove an Incomplete Grade" to the instructor for a final grade and signature. The instructor must submit the completed petition to the Registrar's Office.
- If a "Petition to Extend an Incomplete Grade" or a "Petition to Retain Incomplete Grade Permanently on Record" needs to be submitted, it must be submitted to the College of Letters & Science, 206 Evans Hall, #2924, by the deadline noted above.
- **IMPORTANT:** Students should *not* formally re-enroll in the course to complete the remaining work. If a student enrolls in the course again, the original I grade will convert automatically to a grade of F (or NP, if the course was taken on a P/NP basis).

Steps to Request an Incomplete Grade (Students):

- Meet with your instructor to request an Incomplete grade. If the instructor agrees:
 - Provide this "Contract for Incomplete Grade" to your instructor after completing the student section below.
 - Complete the last section of this contract with your instructor.
- Submit the completed contract to 104 Morrison. Keep a copy for your records.

TO BE COMPLETED BY STUDENT

Student Name: _____ Student SID: _____

Student Email: _____ Student Phone: _____

Course Department and Number: _____ Class Number (5 digits): _____ Units: _____

Course Term / Year: Fall _____ Spring _____ Summer _____

Instructor Name: _____

Reason for Incomplete grade request (illness, family emergency, etc.):

Student signature: _____ Date: _____

Steps to Report an Incomplete Grade (Instructors)

After you have determined that a student's situation meets the criteria for an Incomplete grade:

1. Student will provide this "Contract for Incomplete Grade."
2. Complete the last section of the contract (below) after meeting with the student to discuss the plan for completing course requirements.
3. Make a copy for the student and your records; submit the original to the Music Department, 104 Morrison, #1200, by the deadline for submitting final grades (Wednesday following Finals Week).
4. At the end of the term, submit a grade of "I" in CalCentral and write "Incomplete contract submitted" in the memo column.
5. When course is complete, submit final grade directly in calcentral.berkeley.edu.

TO BE COMPLETED BY INSTRUCTOR

Student Name: _____ Email: _____

% of Course Work Completed: _____ Grade for % Completed: _____ Deadline for completion of work: _____

Work to be completed by student (term project, paper, examination, etc.):

Additional Comments

Instructor Name (please print): _____

Instructor Email: _____ Instructor Phone: _____

Instructor signature: _____ Date: _____

IMPORTANT: Instructors who will be off-campus or otherwise unavailable during the semester(s) after assigning an Incomplete should make specific arrangements for grading work and attach a course syllabus to this contract.

*This contract can be found on the Forms and Documents page of the Music Department website:
<http://music.berkeley.edu/forms/>*