

EXTEND AN INCOMPLETE GRADE

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

If you cannot finish your incomplete grade by the deadline you may request an extension from your instructor using this form. 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 the Office of Instruction & Student Affairs (OISA) prior to the original completion date. For further information, please consult with your academic advisor or visit the Undergraduate Advising website at <https://nature.berkeley.edu/advising/courses-grades>.

The petition should be submitted, either in person or by mail, to the **College of Natural Resources, 260 Mulford Hall, Berkeley, CA. 94720-3100**. Your petition will be reviewed by a Dean within ten working days of receipt of this petition, and you will be notified by email about approval.

PLEASE NOTE: OISA 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.

 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. The instructor or the student can return it to the Office of Undergraduate Advising, 260 Mulford Hall, Berkeley, CA 94720-3100.

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

 Instructor Name Email

 Instructor's signature Phone number Date

Office Use Only

Approved by _____ Date _____