

DEPARTMENT OF ECONOMICS
INSTRUCTOR/STUDENT CONTRACT FOR INCOMPLETE COURSEWORK

Instructor: _____

Student name: _____ SID: _____ Email: _____

Course: **ECON** _____ Course Control #: _____

Semester/Year: Fall _____ Spring _____ Summer _____

REASON FOR INCOMPLETE:

Note: Per L&S policy, a grade of Incomplete (noted "I" on the transcript) may be assigned when a student in good standing in a course has completed and passed a majority of the work required for a course but, for reasons beyond the student's control, cannot complete the entire course.

WORK TO BE COMPLETED:

(Describe: papers, exams, projects, etc. to be completed and percentage of total grade)

% OF WORK COMPLETED: _____ **GRADE:** _____

STUDENT DEADLINE TO SUBMIT REMAINING WORK TO INSTRUCTOR: _____

NOTE: STUDENT DEADLINE MUST BE AT LEAST 30 DAYS PRIOR TO THE DEADLINE FOR REPLACING I GRADES.

I Grade Received	Course Work Completion Deadline	Deadline for replacement of I Grade by Instructor (Lapse Date)
Fall Semester	30 days prior to the first day of instruction of the following fall semester or the instructor-provided deadline, whichever is earlier.	First day of instruction in the following fall semester
Spring Semester & Summer Sessions	30 days prior to the first day of instruction of the following spring semester, or the instructor-provided deadline, whichever is earlier.	First day of instruction in the following spring semester

Failure to meet deadlines will result in the assignment of an F or an NP grade for the course.

Student's Signature: _____ Date _____

Instructor's Signature: _____ Date: _____

Instructors should submit this form to the Economics Undergraduate Advising Office (539 Evans). During the remote learning period, please email this form to ugrad@econ.berkeley.edu.