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: Only students whose work is of passing quality to date and who cannot complete coursework due to circumstances beyond their control may receive “I” grades.

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.

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

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.