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.

<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>
</tr>
</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.

Updated 5/19/21