



University of California
Santa Barbara

Petition for Incomplete Grade

Office of the Registrar
University of California, Santa Barbara
Santa Barbara, CA 93106-2015
RegRecords@sa.ucsb.edu
<http://www.registrar.ucsb.edu>

Completed form must be submitted to the Office of the Registrar by the Last Day of the Quarter.

To be eligible to receive an incomplete grade, the student's academic work to date must be of "passing quality" but incomplete. Work must be completed by the end of the quarter following the quarter in which the "I" grade is received, whether or not the student is enrolled in the quarter or the course is offered. See the second page of this petition for the complete senate regulation concerning incomplete grades.

Section I: Completed by the student (please print)

Quarter _____ Year _____ PERM Number _____ Check One: Undergrad Graduate

Name _____
Last First Middle

Umail _____ Phone _____

Course Information _____
Subject Course Number Enrollment Code

Instructor's Name _____

Reason for the request: Personal Medical Financial Academic Military/Call to Active Duty
(select the one that is most applicable)

Indicate College (undergraduate students only): Creative Studies Engineering Letters and Science

A processing fee of \$5 will be charged to your BARC account.

If you plan to graduate during the quarter in which you are filing this petition, consult with the Office of the Registrar.

Student Signature Date

Section II: Completed by the Instructor

Student's grade must be of passing quality to file an incomplete petition. Check grade to date: A B C D P S

Indicate nature of work to be completed _____

Percentage of the final grade to be based on work yet to be completed _____

Date work must be completed if earlier than the one quarter deadline _____

Instructor Signature Date

NOTE:

The final grade must be reported through eGrades. Extensions are required after the quarter deadline. Extension for reporting final grades after the quarter deadline are available in the departmental office.

For Office of the Registrar Use Only

Date: _____ Audit/Initials: _____ Comments: _____



Important information for students and instructors

- An “I” grade on the student’s record at the time of graduation in a course necessary for the fulfillment of degree requirements will disqualify the student for graduation. Students who have declared degree candidacy should consult with the Office of the Registrar prior to submitting this petition.
- Students are not required to re-register in the course in order to complete the required work.
- Work must be completed by the end of the next regular quarter following the quarter in which the incomplete grade was issued, whether or not the student is enrolled in the subsequent quarter or the course is offered.
- An extension must be filed before the incomplete deadline in order to extend work beyond the deadline. Students seeking an extension to the deadline must contact the instructor directly. Instructors may obtain an Incomplete Grade Extension Petition from their department.

Senate Regulation Concerning Incomplete Grades

UNIVERSITY OF CALIFORNIA ACADEMIC SENATE
Divisional Bylaws and Regulations

CHAPTER I: GENERAL PROVISIONS
Section 2: Grades and Credit (Regs. 20-40)

D.

1. The grade Incomplete (I) may be assigned when a student's work is of passing quality [as defined in Divisional Regulation 20 and 35], but is incomplete. The notation No Grade (NG) will be assigned to graduate students when a grade is not turned in for the student. The notation No Record (NR) will be assigned to graduate students when a course report is not turned in for a class. An I grade may be placed on a student's record only if the completed "request for an I Grade" form, with the necessary processing fee paid, is on file in the Registrar's Office, signed by the instructor, and indicating the reason for assigning the I grade, the student's grade to that point, the nature of the course work to be completed, the percentage of the final grade to be based on that work, and the deadline, if any, for submitting the work. Copies will be sent to the student, the instructor, the department chair, and the dean. In the absence of the form, an F or NP grade shall be recorded by the Registrar when an I is reported for a student.

A student is entitled to have the grade of Incomplete, or No Grade or No Record notations in the case of graduate students, replaced by a passing grade as determined by the instructor concerned, and to receive unit credit and appropriate grade points upon satisfactory completion of the work of the course by the end of the term following the term in which the NG or NR notations, or the I grade was reported, whether or not the student is registered or the course is offered. Unless the work is completed and a grade reported to the Registrar; by the deadline, the I, NG, or NR shall be changed automatically to an F, NP, or U as appropriate. If the instructor is unavailable, the chairperson of the department in which the course was offered is authorized to supervise the completion of the work and to make the appropriate grade change. The chairperson of the department in which the course was offered also has authority to extend the deadline for completion in the event of unusual circumstances that would clearly impose an unfair hardship on the student if the original deadline were maintained. A copy of each authorization of extension of deadline will be sent to the dean. [79; Am 7 Nov 96; Am 28 Jan 99]

2. In the calculation of an undergraduate student's grade-point average, the grade Incomplete (I) is disregarded, except as provided in Senate Regulation 634 (see Divisional Regulations, Chapter I, Regulation 7779; Am 7 Nov 96).
3. An I grade on the student's record at the time of graduation in a course not necessary for the fulfillment of degree requirements may be removed only up to the end of the fifth week of the term following the date of graduation. If not removed, it will not be changed to an F, NP, or U, but will remain an I permanently. At the time of graduation, an I grade in a course taken for a letter grade must be utilized in the computation of the grade-point average, in accordance with Senate Regulation 634 (see Divisional Regulations, Chapter I, Regulation 7779; Am 7 Nov 96).