

CONTRACT FOR “I” (INCOMPLETE) GRADE

Information

1. To complete any coursework after the final exam date, including taking a late exam in programs where this option is available, complete a Contract for an “I” (Incomplete) Grade form with the Study Center.
2. “I” grades are allowed only when there is no other way to complete a course. In a case where an “I” grade is unavoidable, consent from the instructor and the Study Center is required. Student indicates how much work is completed and what work is outstanding, and sets a deadline date by which the course work will be completed. That deadline must be within six months after the end of the term in which the course was taken. The contract must be completed and signed before the end of the term affected.
3. If the “I” grade has not been cleared by the deadline on the contract, it will be changed to an F grade (or NP or U, as appropriate).
4. If more time is needed than was stipulated in the original Contract for “I,” the student may submit a request to the [Academic Specialist](#) to extend the incomplete, but still within the six months after the end of the term. The following information must be included in the request:
 - Complete course information: area, number, suffix, title, instructor, units.
 - Reason why the student was unable to complete the course work within the contract deadline.
 - Requested revised date by which the student is now agreeing to complete the course work. The deadline for submission of work may not exceed **six months beyond the end of the term**.
5. If the student does not submit the work by the original due date and does not obtain approval for an extension of the incomplete, the grade is converted to an F, NP, or U, whichever is applicable.

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This contract must be completed before the end of the term in which the student is enrolled. A copy must be received by UCEAP before the "I" grade can be entered on the student's UC transcript.

The student named below undertakes to satisfy the terms of this contract, entered into with the University of California Education Abroad Program.

Student: _____ UC ID: _____ Date: _____

UC Campus: _____

Country/Program: _____ Year/Term: _____

UC Course Number and Title (as shown in MyEAP): _____

Instructor: _____ Instructor Email: _____

Work in course completed to date (with grades if available):

Work to be submitted for completion of the course:

To whom work will be submitted (instructors, director, home campus sponsor):

Date by which work must be submitted (not to exceed six months beyond the end of term): _____

If a grade has not been received within six months after the end of term, the "I" will convert to an "F."

Student's signature

Study Center Representative's signature

Representative's name printed