Pennsylvania Academy of the Fine Arts

Request for Incomplete Grade

Student Name:

Program:
- Certificate
- BFA
- Post-Baccalaureate
- Master of Fine Arts

Major:
- Drawing
- Illustration
- Painting
- Printmaking
- Sculpture

Level:
- 1
- 2
- 3
- 4

Student
1. Review the "Guidelines for Requesting & Issuing an Incomplete" (below.)
2. Complete the upper section of the form, and sign it.
3. Obtain instructor's approval, by having the instructor complete and sign the lower section of the form.
4. Obtain the Department Chairperson's signature.
5. Obtain the Dean of Student's signature.
6. Submit the form to the Registrar's Office for processing. Retain a copy for your records.

I request to receive an Incomplete (I) grade in:

Course: ___________________ Section: ___________________ Instructor: ___________________ Title: ___________________ Semester: ___________________

Indicate reason for incomplete below (use reverse side if additional space is needed)

Student Signature: ___________________ Email Address: ___________________ Date: ___________________

Instructor
1. Review the Guidelines for Requesting & Issuing an Incomplete.
2. Complete the lower section of the form with the student, and sign it.
3. After the student has completed the upper section, retain a copy for your records.
4. When submitting final grades for this course, please be sure to indicate an "I" in the appropriate column to indicate this form has been filed. Incompletes will only be granted once this form has been filed in the Registrar's Office.

Indicate, in detail, course requirements to be met before a final grade is given (use reverse if additional space is needed)

Instructor Signature: ___________________ Date: ___________________

Instructor's preferred method of contact: ___________________ Date: ___________________

Department Chairperson's Signature: ___________________ Date: ___________________

Dean's Signature: ___________________ Date: ___________________

Guidelines for Requesting & Issuing an Incomplete Grade
- Incomplete grades must be negotiated before the instructor submits final grades for a given semester.
- Incomplete grades can be granted only when exceptional circumstances prevent the student from completing the course within normal time limits.
- Incomplete grades must not be given just to allow the student to improve a passing grade.
- Completion of this form does not guarantee that the student will be able to complete the course requirements.
- Incomplete grades must be removed within the first six weeks of the following semester in one of two ways
  - Instructor submits a change of grade form.
  - If no change of grade form is submitted within the first six (6) weeks of the following semester the incomplete grade automatically changes to a failure.