Registrar's Office
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SFAI SAN FRANCISCO ART INSTITUTE

INCOMPLETE GRADE PETITION

An incomplete grade may be given to a student who has maintained satisfactory progress in a course but could not complete the required coursework by the end of the term due to serious illness or extraordinary circumstances. Include these circumstances in the "Reason for Request" below. The Incomplete Grade Petition grants qualifying students **a specific time extension to complete remaining work for the course as determined by the instructor.**

- The student and the instructor must sign this form upon submission to the Registrar's Office by the last day to submit grades for the term.
- Work required to complete the course must be received by the date determined by the faculty, or by the start date of the next term.
- If the student's grade is to be updated, the instructor must either change the grade in WebAdvisor, submit a Change of Grade Form, or directly email the Registrar with student and course information. The form can be found in the "Forms Repository" in Moodle.

STUDENT: Student and Course Information. Please Print

_____,_____,_____
Last Name   First Name   Student ID

_____,_____
Course Code (e.g. PA-200-01)   Course Title

_____,_____
Instructor's Full Name (Print)   Term

_____
Reason for Request (attach additional sheets if necessary)

1. **INSTRUCTOR: Work Required to Complete the Course** (Attach an additional sheet if necessary)**:**

    _____

    _____

2. **INSTRUCTOR: Work Due Date and Default Grade**

    A. **Date Final Student Work is to be Submitted to the Instructor: By the start date of the next term OR If instructor desires an earlier due date, indicate here:_____.**

    B. **Default Grade: If the final work is not submitted to the instructor by the date indicated above, the "I" grade should be updated to _____(optional default grade). This grade indicates the grade the student would receive for the course based only on work submitted by the end of the semester and the instructor's grading policy. If the default grade section is left blank and the final work is not submitted to the instructor by the date indicated above, the student's "I" grade will be converted to an "I/F" (Incomplete/Fail).**

    I understand the agreements established above.

    _____,_____
    Student Signature   Date

    _____,_____
    Instructor Signature   Date

Registrar's Office Use Only _____
Received: Updated Computer Record: