

REQUEST FOR INCOMPLETE ("I") GRADE

- A grade of "I" (incomplete) shall be given only in cases of illness or family emergencies.
- No faculty member is required to give a grade of Incomplete.
- Incomplete grades automatically convert to "F" after one year, but instructors may designate an earlier time at which all work must be complete in order to avoid a failing grade.
- An "I" does not constitute completion of a pre-requisite. Students must receive a satisfactory letter grade in a pre-requisite course before they enroll in the subsequent course.
- Students and Instructors should review the <u>Weitzman Incomplete Policy</u> before completing this form.

Student Information:

Student Name:	Penn ID Number:
	ast Name
Degree Program:	Academic Advisor:
Penn Email Address:	Alternate Email Address:
Course in which you are requesting an Incomplete:	
SUBJ NUMB SECT	TITLE
Instructor	Date of Request for Incomplete:
Does this course fulfill a pre-requisite? □ No □ Yes. If yes, note which course(s) cannot be taken until a satisfactory grade is received in this class:	
Reason for Incomplete: Medical Family	Emergency Deadline to Complete All Missing Work:
Please describe the plan and timeline for completing the work, as agreed upon between student and instructor (be as detailed as possible by noting which assignments are unfinished and setting interim completion goals; attach additional pages if necessary):	
Student Signature	Date
Instructor Signature	Date
Department Chair Signature	Date

 $Return\ this\ completed\ form\ to\ the\ Weitzman\ Office\ of\ Student\ Services\ at\ \underline{des-studentservices@design.upenn.edu}.$