

# Incomplete Grade Request

## Enrollment Services

Phone 626.396.2313  
Fax 626.396.2209  
enrollmentservices@artcenter.edu

## Student Information

(Please Print)

Last Name First Name Student ID Major

Level  Undergraduate  Graduate F-1 Student  Yes  No

Current Term  Spring  Summer  Fall Year \_\_\_\_\_ Receiving Financial Aid  Yes  No

Mailing Address Street Address Is this a new address? Yes \_\_\_ No \_\_\_

City State Zip Email

Home Phone Cell Phone

## Reason for Request

Medical  Special Circumstances

**ATTACH A TYPED BRIEF DESCRIPTION OF THE CIRCUMSTANCES REQUESTING THIS INCOMPLETE.**

## Course Information

Dept. Course Number Section Class Title Printed Instructor name

## Plan to complete the course

List the assignments/projects you have not completed for the course and state how you plan to complete the work (attach a separate page if necessary):

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## Student Signature

Student Signature Date

## Instructor Section

The request for Incomplete is denied and the student has been assigned a grade based on work completed. Reason: \_\_\_\_\_

The request for Incomplete is approved. Note to instructor: enter a grade of F on the Inside Artcenter grade roster. The Registrar will convert the F grade to an I grade when the incomplete request is processed.

## Student Must Complete the Following Work

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## Coursework to be Completed by

End of the Following Semester: \_\_\_\_\_ Due Date if Earlier than End of Following Semester: \_\_\_\_\_

## Course Grade Information

Earned grade to date: \_\_\_\_\_ This grade will be posted if the course is not completed by the due date at the end of the following semester.

## Instructor & Department Chair Signatures

Instructor Signature Date

Department Chair Signature Date

## Enrollment Services

Date "I" Entered \_\_\_\_\_ Entered by \_\_\_\_\_

ArtCenter College of Design

1700 Lida Street, Pasadena, California 91103

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## Policy

**Students on Academic Probation are NOT eligible to receive an Incomplete grade.  
Graduating students are NOT eligible to receive an Incomplete grade.**

The grade of "I" (Incomplete) can only be given by an instructor when a student, who is doing otherwise acceptable work (only one or two assignments need completion), is unable to complete a course because of illness or other conditions beyond the student's control.

Requests for an Incomplete Grade will not be approved for excessive absences, non-attendance or failure to meet satisfactory progress in the class.

All Incomplete Grade Requests must be approved by the instructor and the Department Chair.

Unfinished work must be completed with the same instructor except under extenuating circumstances.

Instructors may not grant Incompletes unless the student presents an official Incomplete Grade Request form by Friday of Week 14 of the semester. The student must present the completed work to the instructor by the agreed date. The incomplete course work must be finalized by Friday of Week 14 of the semester following the Incomplete request. Instructors must submit a Request for Grade Change form to the Enrollment Services Office by Monday of Break Week 1 following the extension semester.

Failure to complete the work by the deadline will result in the grade earned at the time of the Incomplete request. Once an Incomplete has been assigned the earned grade, no further grade revision will be allowed. Students will be required to repeat the course if an F grade was earned and it is required by the major.

Students receiving an Incomplete will be ineligible to enroll in any subsequent course that uses the Incomplete course as a prerequisite until the student has successfully passed the course.

Student receiving "I" grades are not eligible for the Provost's List in the semester they receive the "I" grade.

**The deadline for requesting an Incomplete is Friday of Week 14 of the semester in which the course is taken.** Requests for an Incomplete will not be approved after final grades have been issued.

## Directions to the Student

1. Complete the Student Information section on the opposite side of this form.
2. Submit the completed form in person to the course instructor and to the Department Chair before the last day of class. If you fail to submit the completed Incomplete Grade Request form to the Enrollment Services Office by Friday of Week 14, you will receive the grade that you have earned for the entire course. The completed/approved Incomplete Grade Request form serves as the official contract for completing the Incomplete.
3. Verify your Incomplete grade on your Inside ArtCenter account after grades are posted.
4. If the work described by the instructor is not completed by the agreed date of the following semester of the Incomplete request, the Incomplete grade will automatically convert to the grade indicated as "Earned grade to date" if work not completed.
5. DO NOT enroll in the same course before the time limit for completing the Incomplete has elapsed.

## Directions to the Instructor

1. Complete all appropriate areas in the Instructor Information section on the opposite side of this form.
2. If you grant the request, assign a grade of F when entering grades in your Inside ArtCenter account. If you deny the Incomplete Grade Request, assign the student the grade based on the work completed.
3. When the required work is completed, submit a Request for Grade Change form to the Enrollment Services Office by Monday of Break Week 1. If the form is not received by Enrollment Services by the deadline, the grade of Incomplete will automatically be converted to an F or the grade indicated as "Earned grade to date" if work not completed.

## Deadline

**Incomplete Requests must have ALL signatures and be received by the Enrollment Services Office by 4:00 PM Friday of Week 14.**

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