

Request for a Grade Change

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 _____

Policy

Grade change requests must be signed by the Instructor **AND** Department Chair before being submitted to the Registrar.

Grades are considered **FINAL** when submitted by the faculty and can only be changed to correct an error in grading or to change an official incomplete grade to a final grade. Students can **NOT** submit (or redo) work after the end of the semester unless an official incomplete grade has been approved. The deadline to request an incomplete grade is 4:00 PM Friday of Week 14.

Grade Changes will not be accepted after the deadline.

Class Information

Course Title _____ Course/Subject/Section number (REQUIRED) _____

Spring Summer Fall Year _____

Instructor Name (PRINT clearly) _____ Term/ Year Taken _____

Instructor

Instructors are required to complete this section and sign below

Grade should be changed. Original Grade _____ Amended Grade _____

Grade should be unchanged.

Reason for changing grade: To Correct recording error To Change an Incomplete to a Final grade

Describe the reason for change: _____

Instructor Signature (sign and submit to Department Chair) _____ Date _____

Dept. Chair Signature

Department Chair Signature (sign and submit to Registrar) _____ Date _____

Deadline

1. For **Incomplete** grades: The deadline is **Monday of Break Week 1** of the term following when the course was taken.

2. For **Incorrect** grades: The deadline is **Friday of Week 6** of the term following when the course was taken.

Enrollment Services

Change entered by: _____ Date: _____ Instructor Copy Sent: _____

ArtCenter College of Design
1700 Lida Street, Pasadena, California 91103