



SACRAMENTO STATE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

DEPARTMENT OF ART

PETITION FOR "I" (INCOMPLETE) GRADE

STUDENT NAME (Print) _____ **DATE:** _____

STUDENT ID # _____ **EMAIL ADDRESS:** _____

COURSE INFORMATION: ART _____ SECTION _____ UNITS _____ SEMESTER _____ YEAR _____

INSTRUCTIONS (To Student)

1. Neatly Print or Type: your name, the date, your student ID # (*not your social security #*). Supply an E-mail address where you regularly receive emails. Fill in the Course information for the class you are requesting the Incomplete for.
2. Neatly Print or Type your *Reason for Request and sign your name on the line provided.
3. Submit form to instructor for approval and signature.
4. After instructor writes in the **Conditions for Removal of Incomplete Grade, approves and signs the form, submit it to the Art Department Office for Department Chair signature.

***Reason for Request (Student fills this portion out):**

Student Signature: _____

****Conditions for Removal of Incomplete Grade (Instructor – please state below what conditions student must meet):**

Instructor: Approves _____ Denies _____ **Instructor Signature:** _____

Department Chair Signature: _____

An Incomplete grade may be assigned only in those cases where the faculty member concludes that a clearly identifiable portion of course work cannot be met by the student within the academic term for unforeseen reasons. It is the responsibility of the student to bring pertinent information to the instructor and to reach agreement on the means by which the remaining requirement will be satisfied. The "I" must be made up within one calendar year or be counted as an "F" for grade point average and progress points. The agreement as to the conditions for removal of the "I" grade must be in writing and placed on file in the department office. In those cases where the student is not available (sickness, emergency, etc) and the instructor is satisfied that an "I" grade should be awarded, the instructor may submit this form to the department office and assign the "I" grade.