

Petition for Exception to Academic Policy

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 _____

Academic/Enrollment Policy from Which You Are Requesting an Exception

- Late Add/Drop* Retroactive Granting of Incomplete Grade
 Retroactive Add/Drop* Extension of Existing Incomplete
 Retroactive Withdrawal from Term Other _____
 Retroactive Reinstatement of Courses

*For any requests related to adding or dropping courses you must attach a signed add or drop form as appropriate.

Explanation of Request (REQUIRED)

Explanation of Request (attach a separate written statement and appropriate supporting documentation).

Financial Aid (If receiving financial aid)

COMMENTS:

Financial Aid Advisor Signature _____ Date _____

F-1 Students Only

COMMENTS:

Student Signature

International Student Advisor Signature _____ Date _____

Reviewed by Department Chair

Student _____ Date _____

Department Chair's Signature _____ Date _____
(Signature does not guarantee approval)

This Section Reserved for the Academic Policy Petitions Committee

APPROVED DENIED

COMMENTS/EXPLANATION:

Previous petition for exception to academic policy? Yes No
Previous academic policy exception: _____
Action: Approved Denied

Chair of Petitions Committee Signature _____ Date _____

Art Center College of Design

1700 Lida Street, Post Office Box 7197, Pasadena, California 91109-7197

For Office Use Only

Provided by (Initials): _____ Date: _____ Due date of petition: _____

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Criteria for Submission

Documentation must clearly demonstrate circumstances beyond the student's control. Examples of these include death in the family, illness, or traumatic event. Only those petitions that provide good cause for the request and include the required authorization and documentation may be considered.

Late Add/Drop OR
Retroactive Add/Drop of a
Course

A. Late Add/Drop OR Retroactive Add/Drop of a Course

Note: "Late" refers to transactions affecting courses in the current semester; "Retroactive" refers to transactions affecting courses in the previous semester.

Requests may only be approved in cases where: (1) the student clearly attempted to add or withdraw the course by the deadline but technical problems with the registration system prevented the proper processing of the request; (2) serious personal circumstances (e.g. hospitalization) prevented the student from adding or withdrawing prior to the deadline. Students may not request the "W" grade for "Incompletes" that have lapsed to "Fail" grades.

Requests for retroactive drops without a W grade will not be approved. Student may not request a retroactive drop for a course with a W grade.

Required forms/documentation: (1) completed Petition form; (2) Completed and signed Add or Drop form; (3) Verification from Enrollment Services confirming technical inability to complete change (e.g. system outage, etc.), or official documentation of personal circumstances that prevented the student from adding/withdrawing the course by the deadline.

Retroactive Withdrawal
from Term

B. Retroactive Withdrawal from Term

Requests for retroactive withdrawal from a term (all courses) will only be approved in cases where: (1) involuntary absence and/or other serious personal circumstances prevented the student from completing the withdrawal request in person prior to the deadline; or (2) severe problems make the assignment of "Incompletes" inappropriate (Medical or psychological hospitalization, death in the immediate family, family crisis, trauma, fire, incarceration, etc). The withdrawal request must be approved by each course instructor; no student may withdraw from a term if any course instructor disapproves the student's request to withdraw from his/her course.

Required forms/documentation: (1) completed petition form for each course the student was enrolled in that quarter; (2) completed Withdrawal form; (3) official documentation of personal circumstances.

Retroactive Reinstatement
of Courses

C. Retroactive Reinstatement of Courses

A student may request a retroactive (after the term) reinstatement, if reasons beyond the student's control (e.g. problems with financial aid) prevented the proper processing of the reinstatement request.

Required forms/documentation: (1) completed Petition form; (2) official documentation addressing cause of delay.

Retroactive Granting of an
Incomplete

D. Retroactive Granting of an Incomplete

Documentation must clearly demonstrate that circumstances beyond the student's control prevented the proper processing of the Incomplete grade. Examples of these include death in the family, illness, or traumatic event. Only those petitions that provide good cause for the request and include the required authorization and documentation may be approved. Incompletes listing reasons other than good cause (e.g. student missed final, demands of a time-consuming job; desire to leave town for a vacation, lack of sufficient time to complete course or produce a "really good" product, etc.), will be denied.

Required forms/documentation: (1) completed petition form; (2) completed "Incomplete" form, with the appropriate personal/class information and deadline to submit pending work; (3) memo from the instructor of record confirming that the student is in good academic standing in the course and meets the requirements for the Incomplete grade; and (4) Appropriate supporting documentation addressing the student's inability to complete the course.

Extension of Existing
Incomplete

E. Extension of Existing Incomplete

Extensions of Incompletes will be granted when circumstances beyond the student's control prevent the student from completing the work by the deadline established by the instructor and listed on the "Incomplete" form. Students must request the extension prior to the deadline to complete the missing coursework. As with requests for Incompletes, all requests for extensions must be for good cause, such as continuing illness or hardship. Extensions will not be granted for a period lasting more than one additional term.

Required forms/documentation: (1) completed Petition form; (2) copy of original "Incomplete" form, listing the proposed extended deadline; (3) official supporting documentation, addressing the student's inability complete the pending work by the deadline.

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