

How to: Course Completion Agreement (IF/IW)

CAM Requirements for Granting an Incomplete:

- The College of Arts & Media grants Incomplete/Fail (IF). If the student does not complete the course requirements within one year, their grade will automatically turn to an "F"/0.0 and will affect their GPA accordingly. Consult with the Associate Dean if you wish to grant an Incomplete/Withdrawal (IW).
- Students must request an Incomplete and initiate the process.
- Requests for an incomplete are **due in the Office of Advising & Student Services (ARTS 177) by 5pm on the last Friday of classes** (the Friday before Finals week). Grade sheets indicating an "incomplete" for a student without prior approved documentation will be sent back to the faculty to be given a grade.
- Requirements for granting for an Incomplete:
 - Reason must be verified, compelling, and extraordinary circumstances beyond the student's control.
 - At least 75% of the coursework must have been completed with a passing grade:
 - A course taken to fulfill a major requirement, writing/speech, or math, a passing grade is defined as a "C"/2.0 or better.
 - A course taken to fulfill general elective credit or other areas in the core, a passing grade is defined as a "D-"/0.7 or better.
 - All signatures and documentation must be included (syllabi, verification of reasons, etc.) before submitting to the Associate Dean.

CAM Students:

- Faculty or student obtains a Course Completion Agreement (available in "forms" drawer in the student file room).
- Faculty and student complete and submit the Course Completion Agreement:
 - Include supporting documentation
 - Attach syllabus for the course
 - Sign where indicated
 - Submit to Office of Advising & Student Services front desk (ARTS 177) by 5pm on the last Friday of class.
- The paperwork will be given to the Associate Dean:
 - If approved, the front desk will distribute the paperwork accordingly. The pink copy will be sent with a letter of approval to the student. The yellow copy, as well as a copy of the student's letter of approval, will be given to the faculty member. The white copy and all other information provided will be filed in the student's file. An electronic copy of the letter or approval will be copied into SAN as well as emailed to the student's UCD email (carbon copied to the faculty member and Associate Dean).
 - If denied, Karin Hunter will inform the student and faculty as to why it was not approved. A copy of the letter of rejection will be put in the student's file and an electronic copy will be copied into SAN.
- If an instructor submits an incomplete grade without prior approval, their grades sheets will be returned to them for the instructor to assign a letter grade.
- When the student completes the requirements as noted in the Agreement, the faculty completes a Change of Record Form, available in the Office of Advising & Student Services. If the student fails to complete the requirements, their grade will automatically turn to an "F" after one year and will affect their GPA accordingly.

Non-CAM Student taking a CAM Course (e.g., one of the Intro/Appreciation courses):

- Student follows guidelines as established by their own College/School. Refer student to their advising office for additional information. Copy of Agreement submitted to Office of Advising & Student Services in ARTS 177 to verify approval of IF/IW on grade sheet.

How do I know what College/School a student is in?

- Using the web-based SIS, request your class list. There is a specific column for College/School: (AM = Arts & Media, BD = Business, LA = Liberal Arts & Sciences, EN = Engineering. Sometimes students are listed in two Colleges. In this case, the student reports to their "Primary" College/School. Please consult a CAM advisor for additional information.