Reset Form

Print Form

#  GSEP Course Completion Agreement

**Student Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name | First Name | MI | ID Number |
| Current Address / Campus Box Number |
| City | State | Zip Code | Phone Number |
| Catalog Year | Program |  |

**Course Information:**

|  |  |  |
| --- | --- | --- |
| Department / Course # | Term / Year | Instructor |

A grade of “I” (Incomplete), indicating incomplete work, may be assigned by the instructor to a student who has attended class but who, due to an emergency late in the term, fails to complete the final examination or project. Course work must be completed by the end of the subsequent term, at which time the instructor will change the “I” to an earned grade. A time period of less than one term to complete the course work may be assigned at the instructor’s request. An incomplete grade not changed by an instructor after one term automatically becomes an “F.”

A grade of “IP” (In Progress) is assigned at the end of the term only in courses that, by catalog definition, are allowed more than one term for completion (e.g., student teaching, clinical practicum, and internship).

The following terms are agreed upon for the late completion of the above stated course:

All outstanding work must be completed and a grade must be submitted to the Student Services Office by \_\_\_\_\_\_\_\_\_\_\_\_. If a grade is not submitted by this date, the incomplete will default to a grade of “F” or “NC,” as defined by the course’s grading basis.

The below signed individuals have read the above requirements and agree to them.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Instructor Signature Date

 Associate Dean Signature Date

*(Once signed by the Associate Dean, make two copies of this form. Send the original to the Student Services Office, retain a copy, and give a copy to the student for his/her own records.)*

Incomplete (“I”) information:

If your professor allows you to have an incomplete (“I”) this term, please follow this procedure for each “I” assigned:

1. Obtain a “Course Completion Agreement” at www.pepperdine.edu/registrar/forms.
2. Fill out the biographical information at the top of the form.
3. Then, bring the form to your professor who will fill out the terms for late completion of the course and assign a due date for a final grade.
4. You, your professor, and the associate dean sign the agreement.
5. Make two copies of the completed and signed form; submit one to your professor and one to the associate dean.
6. Submit the original form to the Student Services Office. The Student Services Office will forward the form to the Office of Student Information and Services.
7. Please note that the student may not register in the Incomplete class to make up the missed work.

A grade of “I” (Incomplete), indicating incomplete work, may be assigned by the instructor to a student who has attended class but who, due to an emergency late in the term, fails to complete the final examination or project. Course work must be completed by the end of the subsequent term, at which time the instructor will change the “I” to an earned grade. A time period of less than one term to complete the course work may be assigned at the instructor’s request. An incomplete grade not changed by an instructor after one term automatically becomes an “F.”

A grade of “IP” (In Progress) is assigned at the end of the term only in courses that, by catalog definition, are allowed more than one term for completion (e.g., student teaching, clinical practicum, and internship).