PEPPERDINE UNIVERSITY

SEAVER 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	Major	Student level ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior	

Course Information:

Department / Course #	Term / Year	Instructor

A grade of "I," indicating incomplete work, is assigned to a student who has attended class but, because of a verifiable emergency in the last quarter of the term, fails to complete required course work. If an "I" is assigned at the end of the fall semester, the course work must be completed by the date specified in this agreement but no later than the end of the subsequent spring semester or the "I" defaults to an "F." If an "I" is assigned at the end of either the spring or the summer semester, the "I" defaults to an "F" at the end of the following fall semester. Courses taken on a CR/NC basis will default to "NC" if not completed on time. A shorter period of time for completion may be assigned at the instructor's request. In such cases, the student will not be notified by the Office of Student Information and Services that the "I" grade has lapsed in to the "F" grade. The privilege of extending a deadline will be granted only upon advance approval of a petition to the Credits Committee.

A grade of "IP" is assigned at the end of the semester only in courses which, by catalog definition, are allowed more than one semester for completion, e.g., student teaching, graduate readings, graduate theses, and graduate projects.

Students who receive a grade of "I" or "IP" should not re-enroll in the course for the subsequent semester.

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 Office of Student Information and Services by _____. If a grade is not submitted by this date, the incomplete will default to a grade of "F" or "NC."

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

Student Signature _____ Date _____

Instructor Signature _____ Date _____

Division Chairperson Signature _____ Date _____

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