

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 “Seaver Course Completion Agreement.” This form is available at OneStop or online 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 to fill out the terms for late completion of the course and assign a due date.
4. You, your professor, and the division chair sign the agreement.
5. Make two copies of the agreement. The original goes to the Office of Student Information and Services. One copy is for the division office

According to the Seaver College Catalog, “A grade of ‘I’, indicating incomplete work, is assigned to a student who has attended class but, because of an emergency in the last quarter of the term, fails to complete the course work.” In general, the Credits Committee interprets this as meaning that you miss specific assignments or tests during the final weeks of the term.

Please be certain that you can complete the missing work during the next full semester. Extensions should NOT be considered as automatic, but will be determined by clear extenuating circumstances detailed in a petition to the Credits Committee in advance of a defaulted grade.

Please note, do NOT reregister for the course during the semester that the “I” will be made up.