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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. The student must initiate the "I" request at the Academic Advising Center and upon approval, must complete a contract with the professor in order to receive an "I". If an "I" is assigned at the end of the fall semester, the course work must be completed by the date specified in the student's contract with the instructor but no later than the end of the subsequent spring semester or the "I" will default to an "F." If an "I" is assigned at the end of either the spring semester or the summer term, 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. Students requesting an extension of the "I" deadline must petition the Credits Committee before the deadline. (See "Exception to the Academic Policy.") Students with financial assistance should refer to the financial assistance policy and how these grades may affect eligibility.

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.

All outstanding work must be completed and a grade bust 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.)