



POLICY & INSTRUCTIONS FOR COMPLETING INCOMPLETE GRADE FORM

Graduate Bulletin Policy:

The mark of “I” (incomplete) may be assigned by the instructor when a student does not complete some essential portion of the assigned work in a class because of extraordinary circumstances beyond the student’s control. The unfinished work must be completed and given to the course instructor within three weeks of the beginning of classes in the next scheduled term (not the student’s next term of enrollment), excluding summer session, unless extraordinary circumstances require an extension.

A request for an extension must be submitted in writing by the instructor and approved by the University Registrar within the original three week period. Extensions shall not be for longer than two academic quarters after the mark of “I” was assigned, excluding summer session.

An incomplete that has not been completed within the specified deadline or has not received an approved extension will be converted to a grade of “F”.

ECP Student Services abides by this policy directly issued from the Office of the Registrar.

Instructions:

1. Student: complete the Incomplete Grade form with student and course information.
2. Submit the completed Incomplete Grade form to your Academic Advisor for approval and signature.
3. Advisor submits signed form to the Department Chair.
4. Department Chair send completed form to ECPSERVICES@SCU.EDU with “Incomplete Grade form” in subject line.



Application for Course Incomplete

Students requesting a course Incomplete (I) grade must read, accept and agree to all abide by the policy as posted in the Graduate Bulletin.

First Name: Last Name Date

SCU Email SCU ID#

Year & Term _____
Year Fall Winter Spring Summer

Course # _____ Section # _____
ex; EDUC xxx) (ex: xxxxx)

Title _____

Description of work that needs to be completed: (Attach paper as needed)

Students: Your signature below indicates you understand the Graduate Bulletin policy as printed and agree to meet the required obligations and deadlines.

Student signature Date

Internal Use ONLY

Instructors: If you wish to assign an earlier, alternate due date, indicate the due date here:

Instructor signature Date

Department Chair signature Date

Processed
Date: _____

Student Notified
Date: _____