

## 20 Semester ( BA/ MDiv/MACE) Extension (Incomplete) Study Registration

You can request to register for an incomplete/extension if you have been unable to finish the course by the end of the semester with the approval of the teaching professor. Only those who have completed over 70% of the coursework and have had an unforeseen circumstance arise that kept the student from finishing the work can qualify to register. The deadline for coursework will be determined by the professor.

NAME: \_\_\_\_\_ Student No.: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_ (Cell): \_\_\_\_\_

Course No.	Course Title	Semester	Unit	Professor Name	Professor Approve	Distance
<b>Reason:</b>						

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Incomplete Registration Fee                      \$    (Total Courses)\_\_\_\_X \$200 (Extension)

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I understand and agree that I am responsible for the full amount shown above.

Student's Signature		Date
Academic Dean's Signature		Date
Registrar's Signature		Date

## Policy regarding incompleteness of the course, “F”, and retake of courses

Grace Mission University is an accredited university and thus abide by the rules and regulations of the accrediting body in regard to the distribution of grades. All students must complete the courses for which they are registered with due diligence. All students must read and follow the following:

1. Students can add/drop a course ONLY within the first 2 weeks of the semester.
2. If a student drops a course 3 weeks after the beginning of the semester, tuition will be calculated until that date and the rest will be refunded. If a student drops a course after the 9<sup>th</sup> week of the semester, tuition will not be refunded and the full tuition must be paid.
3. If through an unforeseen event a student is unable to complete their course(s), they may register and request an “incomplete extension” in which the grade will be rendered “I” for “incomplete” until the date determined by the professor, during which time the student will continue their coursework.
4. All registration for incomplete courses MUST receive approval from the teaching professor and MUST go through the Registrar’s office.
5. The fee for incomplete/extension is \$200 per course, and must be paid at the time of registration in full.
6. Students may register for an “incomplete” only once per class and if they are unable to finish the coursework by the designated date, their final grade for that course will be an “F”.
7. If there is no valid reason to register for an “incomplete,” the professor may assign the grade as “F”.
8. If a student receives an “F” on more than 50% of their registered courses, they will be given a warning. If the same situation arises in the following semester, I-20 holders will lose their status and FSA recipients will lose any financial grant/scholarship.
9. Students are able to retake classes in which they receive an “F” without discount of tuition. The same applies for courses in which “D” was assigned for undergraduate students and “C-” for graduate students. Each course may only be retaken once.
10. Courses for which “F” or “I” was assigned must be retaken, but may take another course in its place. If a class is retaken and a grade higher than “F” is assigned, the initial “F” will be dropped from the calculation of the GPA, but not from the transcript. If a different class is taken instead of the initial class that received an “F,” the initial “F” will also be calculated into the GPA.
11. Classes that are retaken do not qualify for financial aid. In order to receive financial aid, students must be enrolled full-time in addition to the course that is being retaken (undergraduate is 12+ units, graduate is 9+ units).
12. Courses will appear as “W” (withdrawn) if all classes are dropped and the student withdraws from school. Students may be able to receive a partial refund. However, after the 9<sup>th</sup> week of the semester, refunds will not be issued.

## Grades

1. After final grades have been distributed, students have 2 weeks to appeal their grades if a mistake is discovered. Grades cannot be changed after the 2 week period.
2. In the case of an administrative mistake, please contact the Registrar’s office. In the case of a grading mistake, please first contact the professor.
3. Grades may be edited with consent from both the professor and academic team.

## Independent Study Courses

1. Independent study refers to watching lectures and doing coursework independently and asynchronously for a class that is not available during the current semester.
2. There is a fee of \$200 per class for independent study courses that must be paid in full before the start of the semester.
3. Independent study courses follow the same schedule of the semester, meaning that grades are due at the same time. Independent study courses do not count toward the necessary number of units for the maintenance of I-20 status.
4. Independent study courses are only available to students who are graduating in the next 12 months’ time. There may also be special circumstances in which the Registrar and Academic Dean approve independent study. These students will need to fill out an extra form in which they can petition their special circumstance.

Department of Academic Affairs