



PETITION FOR INCOMPLETE COURSE ATTEMPT

Students unable to complete a course may either request an extension of the deadline for completing course requirements or may request permission to re-enroll in the course within the next year. Please see the second page for policies and procedures. This form may be completed and signed digitally by downloading the file to a computer, entering information, saving it, attaching it to an email message, and sending it to lawreg@ggu.edu.

A. Student Information

Student's name

GGU ID# or SSN#

Day telephone

E-mail address

Degree Program: ☐ JD ☐ JD/MBA ☐ JD FLEX ☐ LLM Environmental ☐ LLM Intellectual Property
☐ LLM International ☐ LLM US Legal Studies ☐ LLM Estate Planning/Taxation
☐ SJD International

Anticipated graduation month & year (e.g., May 2025): _____

Type of incomplete requested: ☐ Permission to re-enroll ☐ Extension of deadline to complete course requirements*

**Extension of deadline is only available for courses which are not graded by a final exam.*

B. Course Information

Course Number: _____ Course Title: _____ Section Number: _____

Term of initial enrollment: 20____ ☐ Fall ☐ Spring ☐ Summer

Instructor's Name: _____

Reason for requesting incomplete: _____

Please attach documentation in support of this request.

I have read and understand the Rules and Procedures Governing Incomplete Course Attempts on the reverse of this form.

Student's signature

Date

C. Approval

INSTRUCTOR CONSENT: (Only required when student is seeking an extension of deadline.)

☐ Approved ☐ Denied

New deadline: _____

Additional conditions, if any: _____

Instructor's signature

Date

D. Administrative Action

ADMINISTRATIVE ACTION: ☐ Permission to re-enroll approved ☐ Extension of deadline approved ☐ Denied
☐ Accommodations Notification ☐ Instructor notified

Conditions/Comments: _____

Associate dean or director of LSS or
LLM program director's signature

Date

RULES AND PROCEDURES GOVERNING INCOMPLETE COURSE ATTEMPTS

1. Approval for incomplete course attempts is granted only under compelling circumstances, which must be documented and attached to the petition if additional space is needed. JD students must obtain the written consent of the director for student services. LLM students must obtain the written consent of their LLM program directors. The director for student services or LLM program director may consult with the instructor of the course and will inform the student if a decision is made to deny the petition.
2. The petition for an incomplete must be submitted by the date of the last class meeting of the course for courses that have class meetings, or by the last day of instruction for the term as indicated in the academic calendar for courses that do not have class meetings, such as independent study courses. However, a petition for an incomplete may not be submitted after all work upon which the student will be graded is due. Failure to request an incomplete by the appropriate date results in an automatic waiver of the right to request an incomplete.
3. At the time the incomplete is approved, the director for student services or LLM program director will determine, in consultation with the course instructor, whether students will be allowed to re-enroll in the course or receive an extension of deadline to complete course requirements. Students will not be given an extension of deadline to complete any course graded by a final exam.
4. If a petition for an incomplete course is denied, the student has the right to withdraw from the course up until the last business day before the exam or up until the last business day of the exam period if the course has no final exam. However, no student may withdraw from a course after all work upon which the student will be graded is due. The withdrawal will be subject to normal tuition forfeiture policies.
5. All incomplete courses must be completed within one academic year of the end of the initial course. For example, an incomplete course initially attempted in the fall term must be completed by the last day of the exam period of the following fall term. If a student fails to complete an incomplete course within this timeframe, the incomplete automatically converts to a grade of "W" for "Withdrawn." The deadline to complete an incomplete course may be extended if the student is unable to complete it because of an approved leave of absence, the Law School is not offering the course, or there is not space available in a course section prior to its expiration.
6. **Extensions** of deadline to complete course requirements are only available for courses for which the student has completed all requirements except for work that can be completed outside the classroom, such as a final paper or clinic hours. The instructor must approve the petition and set a new deadline. Any extension beyond the last day of the term must be approved by Law Student Services or the LLM program director. All work must be completed within one academic year of the end of the initial course.
7. If a student receives an extension of deadline to complete course requirements for the term after which the student intends to graduate, the student must resolve the incomplete course by the deadline indicated below or the student's graduation will be postponed until the term in which the course is completed. The deadline for resolving an incomplete course before the grade is

automatically converted to “W” for “Withdrawn” is not altered by these deadlines. Deadlines for resolving an incomplete course attempt to graduate: **Fall Term** - January 15; **Spring Term** - June 15; **Summer Term** - September 15. The incomplete course is deemed to be resolved when the instructor submits the final grade to the Registrar’s Office.

8. If permission for re-enrollment is granted, the student will be allowed to re-enroll in another section of the course within the next academic year on a space-available basis. The Law School does not guarantee that every course will be offered every academic year, so re-enrollment may not be an option. If the course is offered in the next academic year, the student might not be able to re-enroll in the section of his/her choice if it is already full or per the decision of the director of student services. If a student is unable to re-enroll within one academic year, the student may seek permission to enroll in a substitute course. A student who intends to complete an incomplete course attempt should not re-register for the course, but should instead submit a *Notice of Intent to Complete Course* form to the Law School Registrar’s Office.
9. Students do not receive a refund of tuition for a course in which they receive an Incomplete. Students are not charged tuition upon re-enrollment. Consequently, units for courses students are completing are not included in calculating their eligibility for financial aid. Students who are only re-enrolling in courses for which they were granted an Incomplete and who are not enrolling in any new courses will be charged the registration-related fees for the term, but no tuition. Students are advised to consult with the Financial Aid Office regarding the impact re-enrolling in an incomplete course may have on their financial aid.
10. If permission for re-enrollment is granted, when the *Notice of Intent to Complete Course* form is received by the Registrar’s Office, the incomplete grade for the original attempt will be changed to a “W” for “Withdrawn.” When the instructor reports a final grade, it will be recorded for the term the student completes the course.