

**NOTICE OF INTENT TO COMPLETE COURSE**

Students should submit this form only if they have previously received an Incomplete with permission to re-enroll. Students who received extensions of deadline to complete course requirements should not submit this form. Instead, their instructors should submit final grades to the Registrar’s Office. Please see reverse for policies and procedures.

**STUDENT INFORMATION:**

\_\_\_\_\_  
Student’s name

\_\_\_\_\_  
GGU ID# or SS#

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-mail address

I understand and accept the rules governing re-enrolling in an incomplete course printed on the back of this form.

\_\_\_\_\_  
Student’s signature

\_\_\_\_\_  
Date

**INITIAL COURSE ATTEMPT:** Term: 20\_\_\_\_  Fall  Spring  Summer

Course Title: \_\_\_\_\_

Course Number: \_\_\_\_\_

Instructor’s Name: \_\_\_\_\_

**REQUEST FOR RE-ENROLLMENT:** Term: 20\_\_\_\_  Fall  Spring  Summer

Course Title: \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Section (1<sup>st</sup> choice)\*: \_\_\_\_\_ (2<sup>nd</sup> choice): \_\_\_\_\_

Instructor’s Name (1<sup>st</sup> choice)\*: \_\_\_\_\_ (2<sup>nd</sup> choice): \_\_\_\_\_

\*If this course section is full, students will be asked to select a different section or to obtain the instructor’s permission to enroll in this section. The deadline to complete an incomplete course will be extended if a student is unable to re-enroll in the course because the Law School does not offer it or there is not space available in a course section prior to the expiration of the incomplete grade.

**ADMINISTRATIVE USE:**

Student received incomplete with permission to re-enroll:

Student has been re-enrolled in the course section indicated above at no additional tuition charge. \_\_\_\_\_  
Initial

The grade for prior attempt has been changed to “W” for “Withdrawn.” \_\_\_\_\_  
Initial

## RULES AND PROCEDURES GOVERNING RE-ENROLLING IN INCOMPLETE COURSES

1. Students who intend to resolve an incomplete course attempt should not re-register for the course, but should submit a *Notice of Intent to Complete Course* form to the Law Registrar's Office. This form should be submitted during the time period for which they are eligible to register for courses for that term. Note that students are not guaranteed enrollment if their preferred sections are already full.
2. 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 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.
3. The Law School does not guarantee that every course will be offered every academic year, so re-enrolling may not be an option. The deadline to resolve an incomplete course will be extended if a student is unable to re-enroll in the course because it is not offered or there is no space available prior to the expiration of the incomplete grade. See below for completion deadlines.
4. Upon re-enrollment in a classroom course, the student must comply with all course requirements as established by the instructor, including attendance and assignments. In other words, the student is 'starting over,' regardless of when during the semester the Incomplete was granted.
5. Conversion to "W" Notation: 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," and the student will be added to the course section roster. When the instructor reports a final grade, it will be recorded for the term the student completes the course.
6. Course Substitution: If the course in which the student has received an Incomplete is not offered again during the time in which the student is required to resolve the Incomplete, the student may seek written approval from the associate dean or director for student services or their LLM program director to substitute another course of equal or less unit value. If the substitute course is of less value than the original course, the student is not entitled to a refund of tuition.
7. If students wish to request a second incomplete grade for the same course, a new *Petition for Incomplete Course Attempt* form must be submitted. If students' subsequent petitions are denied, they may re-enroll in the course but will be subject to the tuition rate in effect at the time of re-enrollment.
8. 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 resolve an incomplete course within this timeframe, the Incomplete automatically converts to a notation of "W" for "Withdrawn." The deadline to resolve an incomplete course may be extended with the permission of the associate dean or director for student services or the student's LLM program director if the student is unable to re-enroll because the Law School does not offer the course or there is not space available in a course section prior to its expiration.