

I. Financial implications to consider before pursuing an incomplete:

1. *Financial Aid Satisfactory Academic Progress*

In order to maintain eligibility for all financial aid, including SPU scholarships, students must complete at least 80% of all credits attempted. Incomplete (“I”) grades do not count as completed credits, therefore a consequence of an “I” grade may be suspension of aid eligibility. Students should contact Student Financial Services to determine the effects of an “I” grade; students may also review the SAP policy and appeal process in the University Undergraduate or Graduate Catalogs.

2. *Unpaid accounts*

All amounts due to the University must be paid in full to be eligible for future registration. Failure to pay your student account or a delinquent loan may prohibit you from receiving official transcripts and your diploma. In addition, if you are finishing the requirements of your incomplete grade and you are not registered for the current quarter, you will not be considered an active student and will not be eligible for in-school deferment of student loans. Eligibility for in-school deferment requires enrollment at half-time or greater status. Student loans will enter the grace period, or, if the grace period for a loan has expired, the loan will enter repayment.

II. Other options to consider rather than an incomplete:

1. *Withdrawal*

If unforeseen circumstances occur between the first and fifth week of the quarter you can drop the course in Student Academic Services. A “W” (withdrawal) will appear on your transcript if withdrawal occurs after the first week of the quarter.

2. *Petition*

If extenuating circumstances occur such as extended illness, death in the family, or unexpected surgery during the quarter, a registration petition to drop a class after the withdrawal deadline may be a better option than pursuing an incomplete. Registration petitions can be found at <http://spu.edu/depts/sas/forms/regpet.pdf>.

*Students in SHS, SBE & SOT should secure their Dean or Dean Designee’s signature.

Agreement to be retained by the instructor