

INCOMPLETE POLICY

SoCal Network School of Ministry

Policy on Incomplete Work

The SoCal Network School of Ministry (SOM) is committed to equipping students for ministry with excellence. This policy ensures that students complete their coursework in a timely manner while accommodating legitimate circumstances beyond their control (e.g. serious illness, accident, or death of a family member).

Criteria

Students will automatically be awarded an “Incomplete” grade if: (a) they do not complete all class assignments within 30 days of their final class session; and (b) the student’s grade would have otherwise been an “F”.

Timeframe

If an Incomplete is assigned, the student must complete all outstanding work within 90 days from end of the last class session.

Extensions

Extensions beyond this 90-day period may be granted only under extraordinary circumstances and require approval from the SOM Director, and the student must submit a written request to SOM Director outlining the reasons for the request and providing any necessary documentation.

Grading

Once the incomplete work is submitted, the instructor (or SOM office) will grade the assignments, and the final grade will be calculated based on the work completed. If the student fails to complete the work within the designated timeframe, the Incomplete will automatically convert to a failing grade (F).

It is the student's responsibility to communicate promptly with the SOM Office and to adhere to the deadlines for completing the incomplete work.

This policy is designed to balance the need for academic rigor with compassion for students facing genuine hardships, ensuring that the school's standards are upheld while providing support to those in need. Furthermore, this policy will be reviewed annually by the SOM Director to ensure it continues to meet the needs of both students and faculty.