



Correspondence Program

Student #: _____

COURSE COMPLETION STUDENT AFFIDAVIT

COURSE TITLE: _____

- I have read all of the required reading.
- I have listened to the CD's or watched the DVD's pertaining to this course.
- I have completed the assignments for this course.

STUDENT NAME (PRINT): _____

STUDENT SIGNATURE: _____

DATE: _____

- Completing the Course Requirements
The above course requirements are to be completed and this affidavit returned or post-dated by the 5th of the following month or the student will receive a grade of "Incomplete." International students will receive grace according to the length of time it takes to return assignments to the United States.
- Incomplete Grade
If an incomplete grade has been posted, the course work must be received by the Main Campus by the 8th of the month in order for the student to receive credit for the course. If the course work is not received or post-marked by the 5th of the month, the course final grade will be reduced by one letter grade for each additional day the work is late.
- Failure To Complete Course Requirements
Course work will not be excepted after the 8th of the month. The student will receive a failing grade for this course unless written withdrawal is submitted by the 8th of the month. To overwrite this grade, the student will have to pay tuition and take the course again.

