



DEPARTMENT OF PSYCHOLOGY
(530) 752-1880
FAX: (530) 752-2087

ONE SHIELDS AVENUE
DAVIS, CALIFORNIA 95616-8686

Dear Student,

You have received an incomplete in PSC1 or 41 for not completing the research requirement. Please *carefully* read the information below about what to do next. This info can also be found [here](#).

Do not contact your instructor or the psych advisors regarding your incomplete. If you have read the info below and still need help, contact me at (spcoordinator@ucdavis.edu). Be sure to include your **student ID** number in any emails.

FREQUENTLY ASKED QUESTIONS

What is the procedure for making up the requirement?

1. Log in to the system [UCD Sona System](#)
 - Your username & password will be the same. If you cannot log in, email spcoordinator@ucdavis.edu and ask for assistance.
2. Choose the "**Incomplete**" class when the system asks for your course selection. DO NOT select the course that you received an Incomplete in.
3. Finish the required credits with research studies or papers and assign them to the "Incomplete" course. You do not have to redo credits you already earned; just earn the credits you are missing.
4. **Notify me (spcoordinator@ucdavis.edu) that you have completed the requirement.** This is *****EXTREMELY IMPORTANT.***** If you do not do this, your incomplete will not be changed to your letter grade. 
5. I will determine whether you completed the requirement, and if so, will put through the paperwork to have your "I" changed to your letter grade. Please be patient, as this can take a few weeks to be fully processed.

I've completed part of the requirement, do I have to start over?

No. You do not need to complete the whole requirement again, just the number of units that you are missing.

But I don't see the credits I earned before! It says I have 0 credits but I had 4 before. What happened?

Your credits have moved from the credit status column to the comments column on your "My Schedule/Credits" page. The study is listed in the study column, the date credits were applied is

listed in the credit status column, and the number of credits and the course you applied them to are listed in the comments column.

How long do I have to fulfill the requirement before my I turns to an F?

As per university policy, you must fulfill the requirement within three *registered* quarters (not including Summer Sessions) at UCD. Failure to do this will result in an F in the class after three quarters.

But it's summer-what if I am not currently enrolled in courses? Can I still clear my "I"?

You do not need to be enrolled in courses or even located in Davis to complete your requirement. You may still take part in some online studies and/or submit papers even if you are not currently taking any courses.

I cannot sign up for online studies. What should I do?

Email spcoordinator@ucdavis.edu for help signing up for online studies. The limit for online studies is 35% of required credits. The credits required for the incomplete course defaults at 0. However, I can change that for you.

But I cannot get an incomplete! It will affect my scholarship/enrollment status/etc. Isn't there anything you can do?

Unfortunately, the deadline to meet the requirement needs to be very strict. If you are receiving this notice, your grade has been submitted.

However, you may choose to start the process of resolving your incomplete now—you can write research summaries and submit them now. You can also participate in research now.

After you notify me, it can take between 4 and 6 weeks for your grade to change from an I to a letter grade. To decrease delays, be sure to do your part and start working on clearing your incomplete right away. It is highly recommended that you resolve your incomplete sooner rather than later.

I have more questions.

Try the [FAQ](#) page for extra help. If you still have questions, feel free to email me at spcoordinator@ucdavis.edu.

Sincerely,

Heather Rees

Subject Pool Coordinator