



Office of the Registrar

Request for a Grade of Incomplete

Note: Students who have completed a substantial portion of the requirements for a course, but due to extenuating circumstances are unable to complete all requirements, may be assigned a temporary grade of Incomplete.

STUDENT INFORMATION

Student's name _____

Student's ID _____ NU School _____

Major _____ Year of study (1-4) _____

COURSE INFORMATION

Course abbreviation and title _____

Instructor's full name _____

Incomplete grade reason _____

Work to be completed _____

Grade submission deadline (dd.mm.yy)* _____

Default grade* _____ Current semester _____

*If final grade is not submitted till the deadline, then the Default grade will be put automatically.

Student's signature _____ date _____

School Office signature _____ date _____

Instructor's signature _____ date _____

Adviser's signature _____ date _____

Dean/Designated School Representative's signature _____ date _____

Registrar _____ date _____

Office of the Registrar use only
Processed by: _____ Date: _____