

Approval and submission of the forms
INCOMPLETE and CHANGE OF GRADE

Instead of a wet signature, email confirmation/approval is to be valid for verifying Request for Incomplete grade and Change of Grade. In order to rapidly process your requests, the subject of email must be written as “**INCOMPLETE**” or “**CHANGE OF GRADE**” depending on the request. Otherwise, your email request may be processed with delay.

Request for INCOMPLETE:

The student sends an email to the instructor with attached [Request for Grade of Incomplete](#) (editable pdf) form, where he/she indicates all details (Incomplete grade reason, work to be completed, deadline, default grade, etc.). All the details must be agreed on with the Instructor before asking the approval/confirmation of the Vice-Dean.

Once the request has been approved by all the involved people, an email thread along with supporting documents is forwarded to or_data@nu.edu.kz by **Student**.

Request for CHANGE OF GRADE:

The faculty sends an email, along with the filled [Request for Change of Grade](#) (editable pdf) form, to the Vice-Dean of the School and asks for his or her approval/confirmation.

Once the request has been approved an email thread along with supporting documents is forwarded to or_data@nu.edu.kz by **Faculty**.