



**Office of the Registrar**

***Request for a Block 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 \_\_\_\_\_

Year of study (1-4) \_\_\_\_\_

**COURSE INFORMATION**

Block abbreviation and title \_\_\_\_\_

Block Lead 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 \_\_\_\_\_

Block Lead signature \_\_\_\_\_ date \_\_\_\_\_

Dean \_\_\_\_\_ date \_\_\_\_\_

Registrar \_\_\_\_\_ date \_\_\_\_\_

**Office of the Registrar use only**

Processed by:

Date: