



Office of the Registrar

Request for Incomplete Grade

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

First name Last name Student ID NU School Year of study (1-5) Academic Level: NUFYP UG NUZYP Masters MD PhD Non-degree Major

COURSE AND GRADE INFORMATION

Semester: Fall20 Spring20 Summer20 Course Abbr Title

Incomplete Grade Reason:

Table with 2 columns: Tick the correct reason below, Give an explanation. Reasons include sickness/medical, family circumstances, natural disaster, etc.

\*please attach any relevant document(s).

Work to be completed:

Grade submission deadline (dd.mm.yy)\* Default grade\*

\*A grade of Incomplete that is not completed by the end of the subsequent semester automatically reverts to the default grade or to "F" grade.

Signature lines for Student, Instructor, Dean/Vice Dean for Academic Affairs, Associate Registrar with fields for full name, signature, and date.

\*Please make sure not to leave blank fields. It will prevent from proceeding the form. \*All forms should be submitted to the School Office.

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