



INCOMPLETE GRADE REQUEST FORM

DIN: RUW-OR/ FE-T- 007

RN: 02

ED: 28/12/2015

Student name: _____ I.D. No.: _____

START ON: Academic year: _____ / _____ Semester: 1ST 2ND SUMMER

SUBMIT BY: Academic year: _____ / _____ Semester: 1ST 2ND SUMMER

Deadline for submission: ____/____/20____
Date (DD/MM/YYYY)

State the course that you are applying an incomplete grade for:

	Course code	Section	Course title	New grade
E.g.	B U S 4 0 5	0 1	Commercial Bank Management	B

Please note that this contract is binding starting date of signature. Any failure to fulfill the all/part of the course assessment by deadline addressed as above shall result in failure to pass the course.

Student: _____ / ____/____/20____
Name (print) Signature Date (DD/MM/YYYY)

Comments by instructor: e.g. deadlines, plan of work.

Instructor: _____ / ____/____/20____
Name (print) Signature Date (DD/MM/YYYY)

Dean/Director: _____ / ____/____/20____
Name (print) Signature Date (DD/MM/YYYY)

Finance: _____ / ____/____/20____
Name (print) Signature Date (DD/MM/YYYY)

Registrar: _____ / ____/____/20____
Name (print) Signature Date (DD/MM/YYYY)

“- An ‘INC’ grade is given as a final grade in any course only if there is a compelling medical or other emergency certified in writing by a medical doctor or other professional.



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- In case of unexcused incomplete work, an 'F' grade is given for the incomplete work with **the course grade computed accordingly.**
- An extension of the deadline may be granted by the Dean of College under extenuating circumstances provided that supporting documentation proving the cause of delay is submitted.
- The lecturer submits the grade sheet marked 'INC' along with the new submission deadline to the office of the Registrar.
- When the work is submitted the new grade will replace the 'INC' on all official grade sheets and transcripts.
- **The maximum extension allowed is one semester." STUDENT HANDBOOK AY 2010-2011.**

Original: Students' Records.

Cc: Student, Teacher, Dean.