



INCOMPLETE GRADE CONTRACT UNDERGRADUATES

PLEASE PRINT CLEARLY

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Student Name: \_\_\_\_\_

AUC ID: \_\_\_\_\_ Major: \_\_\_\_\_

AUC Email: \_\_\_\_\_

Course Name: \_\_\_\_\_

Course Prefix: \_\_\_\_\_ Course Number: \_\_\_\_\_ CRN: \_\_\_\_\_

Reason for the Incomplete:

Instructions to the student (list coursework needed: exams, papers, etc.):

Coursework must be submitted within one month of the following semester (or earlier, if indicated by the instructor).

This form must be completed and submitted before the last lecture day of the semester. In very rare cases, undergraduate students who are unable to complete a course may be permitted to continue work in that course beyond the examination period. Any professor submitting an incomplete grade must supplement this submission with a form to the Office of the Registrar (copies to the instructor, and the student) giving the following information: reason for the incomplete; the material which is lacking, action necessary for removal of the incomplete. There is no extension for incomplete grades.

Printed Instructor's Name \_\_\_\_\_ Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Incomplete form requests are due before the last lecture day of the semester.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Final Grade must be submitted within one month of the following semester (or earlier, if indicated by the instructor) otherwise the grade will be changed to an "IF". No extensions are permitted.

COMPLETE THIS PORTION OF THE FORM WHEN FINAL GRADE IS TO BE RECORDED:

Final Grade: \_\_\_\_\_ Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

cc: Department Chair / Office of the Registrar / Instructor / Student



## Information for students and faculty:

### Incomplete Guidelines for Undergraduate Students

In very rare cases, undergraduate students who are unable to complete a course may be permitted to continue work in that course beyond the examination period. Any professor submitting an incomplete grade must supplement this submission with a form to the Office of the Registrar (copies to the instructor, and the student) giving the following information:

- a) Reason for the incomplete.
- b) The material which is lacking.
- c) Action necessary for removal of the incomplete.

In such a case, a grade of 'I', for "incomplete," is assigned. The students must make arrangements with the professor to complete the course within one month after the beginning of the new academic session, whether they are in school or not. Failure to complete the course within one month after the beginning of the new academic session causes the grade in that course to be recorded as 'IF', signifying failure.

If students have one incomplete grade, their academic load limit the following semester will not be affected. If they have more than one incomplete grade, the credit hours of the incomplete will be included in their academic load for the following semester.

Students who receive an incomplete grade(s) while on warning due to a deficiency in their overall grade point average will not be allowed to register the following semester. If, however, they complete their incomplete work before the end of the late registration period, and are academically eligible, they will be allowed to proceed with registration.

**There is no deadline extension for incomplete grades.** All coursework must be submitted no later than 30 days after the start of the following semester. Incompletes taken during the fall semester or winter session need to be completed within the first thirty days of the following spring semester. Incompletes taken during the spring semester or summer session need to be completed within the first thirty days of the following fall semester.

Incomplete forms are available at the Office of the Registrar's webpage

<http://student.aucegypt.edu>.