



INCOMPLETE GRADE CONTRACT  
GRADUATE PROGRAM

PLEASE PRINT CLEARLY

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

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

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

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

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

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

Reason for the Incomplete:

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

This form must be completed and submitted **BEFORE** the last lecture day of the semester. The student must make the necessary arrangements with the course instructor to complete the outstanding coursework before the start of the examination period of the following semester, whether the student is enrolled at university or not. In completing the outstanding work, the student should not register again for the incomplete course. Failure to complete the coursework within this time period will result in the grade to change to "F", signifying failure for the course. *No extension of this time period is allowed.* If the work is to be completed before the end of the following semester please note the date in the space above for the "Instructions to the student". Students with an incomplete grade are not allowed to register for more than 9 credit hours in the following semester (each incomplete credit received reduces the number credits that a student can enroll in during the following semester and/or session). No overloads are permitted for a student with an outstanding incomplete grade on their transcript.

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 by the end of the following semester before the final exam period otherwise the grade will be changed to an 'F'. No extensions are permitted.

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

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



## Information for the student and faculty:

### Incomplete Work Policy for Graduate Students

In very rare cases, graduate students who are unable to complete a course may be permitted to continue and complete it in the following semester. In the meantime, a grade of "I" is assigned to the course. Any course instructor submitting an incomplete grade must supplement this submission with an incomplete form to the Office of the Registrar (with copies to the program director, 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.

Incomplete forms are available at the Office of the Registrar's webpage <http://student.aucegypt.edu>.

The student must make the necessary arrangements with the course instructor to complete the outstanding course work before the start of the examination period of the following semester, whether the student is enrolled at university or not. In completing the outstanding work, the student need not register again for the incomplete course. Failure to complete the course work within this time period will result in the grade to change to "F", signifying failure for the course. No extension past this time period is allowed.

Students, in good academic standing, with an incomplete grade are not allowed to register for more than 9 credit hours during the semester in which they need to complete the required course work for the incomplete grade. Students with an incomplete grade and who are on probation will not be allowed to register for any credits during the semester in which they need to complete the course work for the incomplete grade. No overloads are permitted in any semester if a student has an outstanding incomplete grade on their transcript. Each incomplete grade reduces the student course load in the follow semester and/or session by the number of credits associated with the incomplete course credits.

Students on academic probation and have an incomplete will not be allowed to register until the incomplete coursework is completed.

Only the final grade, received upon completion of the outstanding work, is kept on the student's record.