



The American University of Kurdistan Incomplete Grades Policy

Policy Number: AS013

Effective Date: October 4, 2020

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I. INTRODUCTION

- a. **Authority:** The Board of Trustees (herein referred to as “Board”) at The American University of Kurdistan (herein referred to as “AUK” or “University”) is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** The purpose is to set forth policy to provide the guideline for faculty to follow when grading “Incomplete”. An Incomplete grade may be given at the faculty’s discretion to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term.
- c. **Scope:** This policy applies to all enrolled students and programs.

II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** Provost
- b. **Responsible Administrator:** Office of Admissions and Registration
- c. **Responsible Office:** Office of Provost
- d. **Policy Contact:** Office of Provost

III. INCOMPLETE GRADES POLICY STATEMENT

A grade of Incomplete (“I”) indicates that satisfactory work has been done in a course, but the student has been prevented from completing the final examination or other concluding work because of some verifiable reason. The grade of “I” may be given as a final grade only.

A student may request an “Incomplete” or the professor may initiate the petition on behalf of the student who is currently passing the class under the verifiable circumstances, such as illness or emergency or verifiable work conflict. “Incompletes” may only be issued for requirements missed commencing the twelve (12) week of a regular semester class or after 85% of a short-term or summer class. A student has a choice to take the whole course over when marked “Incomplete”. The petition is subject to the approval of the professor. If granted, the student must complete all outstanding course requirements stipulated by the professor within one year, or the “Incomplete” will become a letter grade assigned by the professor.

The grade of “Incomplete” is not used in calculating grade point average. If it is not removed in the allotted time, it will be automatically converted to a permanent “F”. It will be calculated as an “F” upon conversion. Re-enrolling in a class will not prevent an “Incomplete” from being changed to an “F”.

IV. INCOMPLETE GRADES POLICY PROCEDURES

- a. “Incomplete” grades may be given only in the following circumstances:
 - The student's work to date is passing;
 - Attendance has been satisfactory through at least 60% of the term;
 - An illness or other extenuating circumstance legitimately prevents completion of required work by the due date;
 - Required work may reasonably be completed in an agreed-upon time frame and does not require the student to re-take any portion of the course;
 - The incomplete is not given as a substitute for a low or failing grade that would impact the student's academic standing and ability to maintain scholarships or other aid;
 - The incomplete is not based solely on a student's failure to complete work or as a means of raising his or her grade by doing additional work after the grade report time;
 - The student initiates the request for an incomplete grade before last day of classes;
 - The professor and student discuss the terms for the “Incomplete” in writing before the end of the term.
- b. The professor completes the “Application for Incomplete Grade Form” (See appendix for the form) and turns in the form to the Admission and Registration Department.
- c. If an “Incomplete” grade is agreed upon, the professor is responsible for entering the “I” grade in grade report.
- d. Follow the “Change a Grade policy”, the professor is responsible to convert the “Incomplete” grade to a letter grade within a year.
- e. If “Incomplete” grade is not removed in the allotted time, it will be automatically converted to a permanent “F”.

V. POLICY HISTORY

- a. **Approved by:** Board of Trustees

b. **Adopted:** October 3, 2020

c. **Amended:** October 3, 2020

VI. APPENDIX: APPLICATION FORM FOR INCOMPLETE GRADE

To request an incomplete grade, student completes sections I and II and submits form to professor. (Form may be emailed, but the student should communicate with professor.) If approved, the professor specifies terms for making up the incomplete in section III and returns a copy to the student. The professor may submit a copy of the agreement to the Admission and Registration Department to be retained in the student file. When the work is completed, the professor completes section IV and returns directly to the Admission and Registration Department. The form will not be accepted from the student. Incompletes must be made up within one year of being assigned. If the work for the Incomplete is not finished within one year or before graduation, whichever comes first, the “I” grade will be converted to an “F” and computed as a failing grade in the GPA (Refer detail information to Incomplete Grades Policy).

The Application Form is given on next page.

Application Form for Incomplete Grade			
Section I: Student Personal Information			
Student ID #	Name		Date
College	Degree	Major or Program	
Section II: Request for Incomplete - to be completed by student			
Course #	Course Title		Term/Year
Reason for Request			
Student Signature		Submission Deadline	
Section III - Instructor Approval and description of work to be completed			
Additional work required to complete the course			
Professor Signature		Completion Deadline	
Section IV - Approvals and Final Grade			
Other Information			
Professor Signature	Final Grade		Date Work Completed
Dean's Approval if the work completed after one year*	Approved	Disapproved	Date

*Only in the most extenuating circumstances will extensions be granted beyond one calendar year and must be approved by professor and Dean.