



# NATIONAL UNIVERSITY COLLEGE

## REQUEST/AUTHORIZATION TO RECEIVE A PROVISIONAL GRADE OF INCOMPLETE Exception Coronavirus (COVID – 19) Pandemic

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

Student Number: \_\_\_\_\_

Program: \_\_\_\_\_

Campus / Learning Sites: \_\_\_\_\_

Academic Term: \_\_\_\_\_ Module (if apply): \_\_\_\_\_

Course / section: \_\_\_\_\_ / \_\_\_\_\_ Professor's Name: \_\_\_\_\_

### Reason for requesting a grade of Incomplete (present evidence):

- Student's health problems
- Close relative's health problems
- Death of close relative
- Military reasons
- Accident
- Incomplete externship hours
- Coronavirus (COVID – 19) Pandemic**

Tasks I still need to complete the course \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

(See instructions on reverse)

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### FOR USE BY PROFESSOR

Authorization to grant provisional grade of incomplete: YES ( ) NO ( )

Partial grades: \_\_\_\_\_

Accumulated practice hours (if apply): \_\_\_\_\_ Total Required: \_\_\_\_\_

Explain or comment on your decision: \_\_\_\_\_

\_\_\_\_\_

Professor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vo. Bo.: \_\_\_\_\_ Date: \_\_\_\_\_

Dean, Academic Director or authorized person

### ***PROCESS FOR REQUESTING AN INCOMPLETE PROVISIONAL GRADE:***

1. Student must request the form, *Request for Incomplete Provisional Grade* at the Registrar's Office at IBC Institute locations in Puerto Rico or through the course professor at Florida Campuses.
2. The *Request for Incomplete Provisional Grade* form must be duly completed, signed, and submitted with the corresponding evidence.
3. The student will submit the documents before the academic term is finalized (**will only apply to the February, March and April 2020 terms**). These documents must be submitted to the course professor.
4. The course professor will evaluate the documents, determine whether to grant the request and present to the Dean of Academic Affairs for approval. The course professor will notify the student of the decision, and coordinate with the student the due date for the submission of missing assignments or hours.
5. **With the exception of the Coronavirus (COVID-19) Pandemic, the deadline for completion of the process will be forty-five (45) calendar days after the start of classes for the next academic term in which the provisional incomplete grade was assigned. (This will only apply to the February, March and April 2020 terms).**
6. The student must comply with the agreements made with the professor.

### ***PROCESS FOR REQUESTING REMOVAL OF AN INCOMPLETE PROVISIONAL GRADE:***

The student will properly complete and submit the document and required assignments to the course professor on or before the deadline established in the academic calendar, **or by exception, no more than forty-five (45) calendar days after the start of classes for the next academic term in which the provisional incomplete grade was assigned.** The assignments will be sent to the professor via institutional email, according to the type of work. If the professor is not available, these will be submitted to the Dean of Academic Affairs, Academic Director's Office, or designated person, as appropriate, who will acknowledge receipt of the documents.

#### **Notes:**

If the student does not complete the process of removing the incomplete provisional grade, it will automatically be converted to the earned grade provided by the professor. A second request for an incomplete for the same course will not be authorized.

If the student does not agree with the final grade received, he/she can request a review. Refer to the Change of Grades process.

Special situations will be referred for evaluation to the Vice President for Academic Affairs Office with the corresponding evidence. In the case of students in the nursing program, it will be referred to the Vice President of Nursing Programs Office, and in the case of technical programs, it will be referred to the Vice President of Academic Affairs Office - Technical Programs Division.