



NUC UNIVERSITY

REQUEST TO REMOVE A PROVISIONAL GRADE OF INCOMPLETE (Exception Coronavirus (COVID – 19) Pandemic)

Student Name: _____

Student Number: _____

Program: _____

Academic Term: _____ Module (if apply): _____

Campus / Learning Site: _____

Course /Section: _____ / _____ Professor's Name: _____

Student's signature: _____ Date: _____

PROFESSOR REPORT

Partial grades: _____ Final Grade: _____

Total practice hours completed (if apply): _____ Total Required: _____

Comments: _____

I certify correct:

Professor's signature: _____ Date: _____

Vo. Bo.: _____ Date: _____

Dean, Academic Director or authorized person

INSTRUCTIONS TO REMOVE A PROVISIONAL GRADE OF INCOMPLETE:

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.

Note: 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.