



# 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: \_\_\_\_\_

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### 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

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#### *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.