

NUC University

**REQUEST TO RECEIVE A PROVISIONAL GRADE OF INCOMPLETE**

Student Name: Click or tap here to enter text. Student Number: Click or tap here to enter text.

Campus/Learning Site/Online Division: Click or tap here to enter text. Program: Click or tap here to enter text.

Academic Term: Click or tap here to enter text. Module (if apply): Click or tap here to enter text.

Course / section: \_ / \_ Professor’s Name: Click or tap here to enter text.

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

 [ ]  the health condition of the student

 [ ]  the temporary health condition of a close family member

 [ ]  the death of a close family member

 [ ]  limitation in practice center or laboratory to complete hours

 [ ]  military or emergency management services deployment

 [ ]  emergencies such as atmospheric phenomena and epidemics, among others

 [ ]  other justifiable reasons (subject to the evaluation and approval by the professor and the authorization of the Dean of Academic Affairs, Academic Director, or designated person)

Tasks I still need to complete the course: Click or tap here to enter text.

Student’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

**(See instructions on reverse)**

**FOR USE BY PROFESSOR**

**Authorization to grant provisional grade of incomplete**: YES [ ]  NO [ ]

**Partial grades**: \_ / \_ / \_ / \_ / \_ / \_ / \_ / \_ / \_ / \_ / \_ / \_ / \_ / \_ / \_ / \_ **Total Required:** \_

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

**Provisional grade granted:** \_

Explain or comment on your decision: Click or tap here to enter text.

Professor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

Dean’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

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

1. The student will request the form, *Request for Provisional Grade of Incomplete* through:
* the Registrar’s Office – NUC University campuses in Puerto Rico or IBC Technical Division
* the Academic Advisor – Online Division
* the course professor – Florida Technical College campuses
* the forms section of the following web pages:
	+ NUC Campuses: <https://www.nuc.edu/registraduria/>
	+ IBC Technical Division: <http://tecnicos.nuc.edu/asuntos-estudiantiles/registraduria/>
	+ FTC: <https://www.ftccollege.edu/academic-support/>
1. The Request for Provisional Grade of Incomplete document must be duly completed, signed, and accompanied by corresponding evidence.
2. The student will submit the application to the course professor or academic advisor (Online Division) either in person or via email, along with the corresponding evidence on or before the deadline established in the academic calendar of the term for which the student is interested in applying for the provisional grade. If the professor is not available, the documents will be submitted to de Dean, Program Director, or designated personnel.
3. The course professor will evaluate the documents presented by the student to evidence the extenuating circumstances that limited the delivery of assignments or the completion of practice hours and laboratories.
4. The professor will determine whether to grant the request and deliver the Request for Provisional Grade of Incomplete document duly completed and signed in all its parts to the Registrar’s Office. If the request is approved, it will include the grade that the student would get if the required assignments or hours (provisional grade) are not completed, which will be awarded as a final grade if the student does not complete the incomplete removal process. To calculate the provisional grade, the professor will consider the assignments that the student has not submitted, placing a score of 0 on the work that has not been completed.
5. The professor or designated personnel will notify the student of the decision through institutional email or other available means and coordinate the due date for make-up assignments, practice, or laboratory hours with the student.
6. If the request is approved, the student will pay the (non-refundable) Incomplete Removal fee at the Bursar’s Office, based on the “tuition and fees” in effect at the time of the request and as published in the General Catalog. *There is no charge for removing incomplete grades for NUC University-Florida Technical College externships or practicum courses.*
7. If a student requests a provisional grade of incomplete in their last course of practice and in their last academic term, the student will be awarded Externship Complete status.
8. The student will have 12 days, from the beginning of the next module or semester, to remove the provisional grade of incomplete of a theory or laboratory course.
9. The student will have 45 days, from the beginning of the next module or semester, to remove the provisional grade of incomplete of a practicum course.

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

1. The student will request the form, *Removal of the Provisional Grade of Incomplete* through:
	* the Registrar’s Office – NUC University campuses in Puerto Rico or IBC Technical Division
	* the Academic Advisor – Online Division
	* the course Academic Dean – Florida Technical College campuses
	* the forms section of the following web pages:
* NUC Campuses: <https://www.nuc.edu/registraduria/>
* IBC Technical Division: <http://tecnicos.nuc.edu/asuntos-estudiantiles/registraduria/>
* FTC: <https://www.ftccollege.edu/academic-support/>
1. The student will complete the Removal of the Provisional Grade of Incomplete document and deliver it with the authorized seal or signature (DocuSign) of the Bursar’s Office to the Registrar’s Office, where the document will be kept until the professor delivers the final grade.
2. The student will submit the receipt of the payment to the professor, along with a copy of the Removal of the Provisional Grade of Incomplete document, to establish the work plan to be followed for the removal of the incomplete assignments for the theoretical course or for making up the required laboratory or practice hours. If the professor is not available, the documents will be delivered to the Dean of Academic Affairs, Academic Director, or Academic Advisor, as appropriate, who will acknowledge receipt of the documents. *There is no charge for removing incomplete grades for NUC University-Florida Technical College externships or practicum courses.*
3. The student will complete their assignments or laboratory or practicum hours by the due date agreed upon with the professor and established in the academic calendar.
	1. The required documents will be sent to the professor through the institutional email, inbox (for online students), if possible, depending on the work, using the following format: STUDENT NAME, COURSE CODE, COURSE SECTION. If the professor is not available, the documents will be delivered to the Dean of Academic Affairs, Academic Director, or Academic Advisor, who will acknowledge receipt of the documents.
4. The professor will complete the Removal of the Provisional Grade of Incomplete document, including the new grade, if applicable, through DocuSign.
5. The Registrar’s Office will make the change to the new grade in the Student Administration System. The office will notify the student about the removal of the incomplete via email.
6. The student will be able to see the course’s final grade by accessing the Student Portal.

**Notes:** If the student fails to comply with the incomplete removal process within the time set, the Registrar’s Office will award the provisional grade given by the professor in the incomplete application as the final grade. A second request for incomplete will not be authorized for the same course..If the student disagrees with the final grade received, they may request a review. *Refer to the Grades Changes process.* Special situations will be referred to the Office of the Vice Presidency of Academic Affairs with their due evidence for the corresponding evaluation. Students in the Nursing Program will be referred to the Office of the Vice Presidency of Nursing Programs. Students in Technical Programs will be directed to the Office of the Vice Presidency of Academic Affairs of the IBC Technical Division.