

NUC University

**REQUEST TO REMOVE**

**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.

Student’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap here to enter text.

**PROFESSOR REPORT**

**Partial grades**: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ /

 \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **FINAL GRADE:**  \_\_\_\_

**Total practice hours completed (if apply):** \_\_\_\_\_\_\_ **Total required:** \_\_\_\_\_\_\_

**Comments**: Click or tap here to enter text.

**I certify correct:**

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

Vo. Bo.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

 Dean, Academic Director or authorized person

***INSTRUCTIONS TO REMOVE A PROVISIONAL GRADE OF INCOMPLETE:***

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.
7. **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.