



“INCOMPLETE” GRADE REQUEST USED FOR FINAL EXAMINATION

(SEE NEXT PAGE FOR INSTRUCTIONS)

Graduate student name: _____ ID: _____

School/Department: _____

Email: _____ Tel: _____

REQUEST DETAILS (FOR STUDENT)

Subject: _____ Subject ID: _____

Semester: _____ Academic year: _____

Date of Final Examination: _____ Room: _____

Reason for Requesting Incomplete (I) grade:

Evidence submitted: Yes No

Student signature (required): _____ Date: _____

RESPONSE (FOR SCHOOL/DEPARTMENT ONLY)

You are permitted to receive “I” grade You are **NOT** permitted to receive “I” grade

In order to remove “I” grade, you have to retake the final examination within ONE academic year. Otherwise, the “I” grade is automatically changed to an F (zero point) for grade point computation after this period.

Please keep this form and submit to OGA 1 month before the final examination taken.

SECTION TO BE COMPLETED BY OGA

Received by: _____

Date of receipt: _____

Date of response: _____

OFFICE USE ONLY		
Decision	Processed by	Process date



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INSTRUCTIONS

THE “INCOMPLETE” GRADE

Incomplete grade (I) is used by academic instructors for incomplete work of students for sufficient reasons by the end of a course or of a semester.

A student will receive an “I” grade on the following conditions:

- *Attending classes, taking mid-term tests, working on subjects in lab sections, and practicing.*
- *Paying the tuition for that semester*
- *But absence in the final examination (due to illness, accidents...)*



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