



Final Grade of Incomplete "I" Request Form

The grade of "I" (Incomplete) can only be given by an instructor when a student, who is doing otherwise acceptable work, is unable to complete a course (e.g., final exam or project) because of illness or other conditions beyond the student's control. This request must be completed and submitted no later than the day of course final exam.

Part 1: (to be completed by student)

Student name: _____

K-TECH ID: _____

Program: ☐ Information Technology ☐ Business Management

Major: ☐ NSAS ☐ NDA ☐ SAP ☐ WAP ☐ MIS ☐ S&M ☐ E-Com

Telephone No.: _____

Student Email: _____@k-tech.edu.kw

Semester/Year Course Taken: ☐ Fall 20__ ☐ Spring 20__ ☐ Summer 20__

Course for which an Incomplete is requested:

Course Code & No.	Section	Course Title	Instructor's Name

Justification for Request of Grade of Incomplete: (*"Incomplete Request Form" will only be accepted if an original official document supporting the absence is presented.*)

Student Signature: _____

Date: ____ / ____ / ____

Part 2: (to be completed by course instructor)

- ☐ The request for Incomplete is denied and the student has been assigned a grade based on work completed.
- ☐ The request for Incomplete is approved and the student has been assigned a grade of Incomplete. The student meets the criteria of having a passing grade in the work completed.

The following assignment(s) must be completed to remove this incomplete:

☐ Final Exam ☐ Project ☐ Others _____

Date by which the above assignment(s) must be completed: _____

(A course grade of "I" not changed by the course instructor during the end of the first week of the following semester, will automatically change to "F" and will be calculated in the CGPA in accordance with College policy.)

Instructor Name: _____ Signature: _____ Date: ____ / ____ / ____

Part 3: Department Chair Approval

Department Chair Signature: _____

Date: ____ / ____ / ____

- Original to Admission and Registration
- A copy must be sent to the following:
 - Office of Vice President for Academic Affairs
 - Office of Student Affairs

Procedure for Submitting the “Final Grade of Incomplete “I” Request Form”:

- 1- The student must check with the Student Affairs Office after two days from submitting the request to know the decision of the Academic Department Chair regarding final exam postponement.
- 2- In case the decision is in favor of the student, the student will be informed of the day of the Make-up exam as shown in point No. 6 of this document. In this case, an “I” (incomplete) grade will be awarded in the course until a final grade is issued.
- 3- In case the postponement request is declined by the Course Instructor and/or Academic Department Chair, the student has the right to appeal against this decision within two days from the previous decision of the Course Instructor and/or Academic Department Chair to the Student Affairs Committee for referrals of any appeals from the grieving students.
- 4- The student must check with the Students Affairs Committee after one week from submitting the appeal to know the Committee’s final decision. The Student Affairs Committee’s decision is considered as final and no further appeals of any sort against the Committee’s decision can be made.
- 5- In case the Student Affairs Committee decides in favor of the student, the student will be informed of the day of the Make-up exam as shown in point No. 6 below. In this case, an “I” (incomplete) grade will be awarded in the course until a final grade is issued.
- 6- Make-up examinations are administered during these two times of the academic year:
 - a. First starting week in the Fall Semester for the courses taken in the previous Spring or Summer semester.
 - b. First starting week in the Spring Semester for the courses taken in the previous Fall Semester.
- 7- The course instructor should complete and submit the “Change of Grade Form” to request a change of grade from “I” to a final letter grade.

If the student fails to take the makeup examination within this approved time limit, the grade of “I” will automatically change to “F”.