	Komar University of Science and Technology
	زانکۆی کۆمار بۆ زانست و تەکنەلۆجیا
	Office of Student Affairs & Registration	نوسینگەی کاروباری فێرخواز و تۆمارکردن

Ethics—Knowledge—Skills

Incomplete Grade Form

An "I" is given to a course with the following conditions:

• Student has earned a passing grade in Pre-final Grade, e.g. 45.5 out of 70.

• Student has extreme conditions which prevent him/her from completing the final assignment, such as the death of a first-degree family member, medical report, or prison.

Students must request "I" by filling out this form. Students must fulfill the final assignment by the end of the first half of the next semester. Failing to achieve that leads to a "Zero" in the final assignment and the course grade will be the same as the pre-final grade.

The student has the right to have "I" in all courses starting when a difficult condition occurs. Students can't register for a course if the pre-requisite course has a grade of "I".

I,…………………………………………….., Student Code…………………..… phone

number, ………………………. Department:………………………………… request to

receive an "I" grade in (……………………………………….....) course with prefinal

grade of (………/…….)in (……………………..)semester.

As a result of my decision, I am responsible for working and changing the grade to a final

grade letter before the end of the first half of the next semester

Student Signature: …………………………………… Date ………..….

To be filled by the Chairperson:

Remaining task to get the final grade:
Expected date to finish the task:

Chairperson Name and Signature: ………………………………… Date ………..….

To be filled by the OSAR:

Documents justifying the request are complete and attached.   Yes (…..)   No (…..)

OSAR Signature: ………………………………… Date ………..….