



The American University of Kurdistan Policy of Incomplete Grades

Policy Number: AS013
Effective Date: October 4, 2020

1. **Policy:** This policy defines the standards, eligibility criteria, and procedures governing the assignment, pursuit, and completion of incomplete (“I”) grades at The American University of Kurdistan (AUK). The University is committed to maintaining academic rigor while providing students with appropriate opportunities to complete course requirements when unforeseen circumstances prevent timely completion. All regulations pertaining to incomplete grades shall be developed, reviewed, approved, and implemented in accordance with this policy. The policy will be communicated openly to the University community, published on the AUK website, and reviewed periodically to ensure continued relevance, academic integrity, and alignment with AUK’s mission, institutional objectives, and curricular frameworks. All members of the AUK community are required to comply fully with policies approved by the AUK Board of Trustees (BoT).
 - a. **Purpose:** The purpose of this policy is to establish clear guidelines and procedures for assigning and managing an “Incomplete” grade, including the requirements and timelines for completing outstanding coursework to finalize the student’s grade.
 - b. **Scope:** This policy applies to all enrolled Students, Course Instructors, Academic Programs and Admissions and Registration Department (ARD).

2. Definition of Terms:

Cumulative GPA (cGPA): The overall grade point average across all courses taken at an institution.

Grade Point Average (GPA): The average of grade points earned in a given semester, calculated by dividing total grade points by credit hours attempted for GPA purposes. Grades such as W, I, P, and IP are excluded from the calculation.

Incomplete Contract (I-Contract): The formal agreement between faculty and student specifying requirements and deadlines to complete coursework for an Incomplete grade.

Incomplete Grade: An Incomplete (‘I’) grade is a temporary grade assigned when a student has not completed all required coursework by the end of the academic term due to extenuating circumstances. It may be granted in cases of illness, necessary absence, or other reasons beyond the student’s control. The Incomplete grade allows the student additional time, as specified by Policy of Incomplete grades, to complete the remaining course requirements before a final grade is recorded.

Student Records: The Student Records pertains to the content and the confidentiality of academic records, access to academic records, academic transcripts, other academic records, non-academic student records, and the Student Information System (SIS).

Transcript: Serves as the student’s official academic record and the University’s official record of credit and degrees awarded, including the courses taken by a student and the grades received in each course.

3. Responsibilities:

- a. **Issuing Unit:** The ARD holds primary responsibility for implementing and monitoring this policy, ensuring compliance with established procedures, maintaining relevant records, and taking necessary actions in cases of noncompliance.
- b. **Other Stakeholders:** Course Instructors serve as stakeholders in the process, responsible for both approving the Incomplete Grade and providing all necessary guidance.

4. Procedures

Application and Approval Process

- To initiate a request for an Incomplete grade, the student is required to complete Sections I and II of the Incomplete Grade Request form (See Section 6: Related Documents) and submit it to the Course Instructor.
- If the request is approved by the Course Instructor, the Course Instructor shall specify the terms for completing the outstanding work in Section III of the form. The Course Instructor and the student must formally agree, in writing, to the terms and conditions governing the assignment of an “Incomplete” grade prior to the conclusion of the academic term in which the student is enrolled in the course.
- The Course Instructor returns a copy of the completed form to the student for their records.
- The Course Instructor must submit a copy of the Incomplete Contract to the ARD to be retained in the student’s records.
 - If an Incomplete (‘I’) grade is approved, it is the responsibility of the Course Instructor to record the ‘I’ grade in the official grade report in accordance with the Policy of Change of Grade (See Section 6: Related Documents)
- When the student completes the required work, the Course Instructor completes Section IV of the form.
- The completed form must be submitted directly by the Course Instructor to the ARD; the student may not submit the form themselves.
- Upon completion of all outstanding coursework, the Course Instructor must update the Incomplete (‘I’) to the final grade no later than the end of the next subsequent regular semester.

All provisions governing the assignment and resolution of incomplete grades shall be aligned with the following requirements

- The grade of “I” may be assigned only as a final grade.
- Incomplete grade shall not be granted solely on the basis of a student’s failure to submit required work, nor may it be used as a means for improving a grade through additional work after the grade-submission period. Examples of acceptable circumstances are provided in the definition above.
- It is required that the incomplete coursework can reasonably be completed within the established timeframe and does not involve retaking any component of the course. All incomplete work must be completed the next subsequent regular semester of the grade being assigned. If the work is not completed within one year, or before graduation (whichever occurs first), the Incomplete (“I”) grade will automatically be converted to an “F” and calculated in the GPA.
- To be eligible for an Incomplete (I), the student must not exceed the maximum allowed absences per the Policy of Student Class Attendance (See Section 6: Related Documents)
- If granted, the student must complete all outstanding course requirements no later than the end of the next subsequent regular semester, or the Incomplete will become a letter grade assigned by the Course Instructor.
- The grade of Incomplete is not included in GPA calculations and may not be used as a substitute

for a low or failing grade to influence academic standing or financial aid eligibility.

- All incomplete work must be completed no later than the end of the next subsequent regular semester, if the work is not completed within one year, or before graduation (whichever occurs first), the Incomplete (“I”) grade will automatically be converted to an “F” and calculated in the GPA.
- Re-enrolling in the course does not prevent an Incomplete from being converted to an F.
- The Incomplete is not based solely on failure to complete work or as a means of raising a grade after the official grade reporting time.
- Course Instructors and students must discuss and agree upon the terms of the Incomplete in writing before the end of the term.

5. Timeline and Communication/Implementation Plan

| Activity | Responsibility Party | Timeline | Communication Channels | Details |
|-------------------------------------|-----------------------------|-----------------------|---|--|
| Policy Revision Announcement | ARD | February – March 2026 | University website, email, Policy Orientation | Announce the revision of the policy, assessment metrics, and objectives. |
| Implementation Support | ARD | March – April, 2026 | Email, information sessions | Provide support to employees/student affected by the policy; Monitor early implementation challenges |
| Feedback Collection | ARD | February, 2027 | Surveys, suggestion boxes, email | Gather feedback from the University community on the policy’s effectiveness, challenges, and areas for improvement. |
| Periodic Reviews and Updates | OIEP, University Leadership | As necessary | Website, email, staff meetings | Review the policy and its enforcement mechanisms & procedures as necessary to ensure continued relevance and compliance. |

6. Related Documents

[Application Form for Incomplete Grade](#)

[Policy of Change of Grade](#)

[Policy of Student Class Attendance](#)

[Policy of Student Records](#)

[Policy of Student Grievance](#)

7. Ways to Measure Success

Any request to change an Incomplete grade must be accompanied by a completed and fully signed form from all relevant parties, submitted within the established deadlines, and shall be retained in the student’s official record.

8. Policy History

- Approved by:** Board of Trustees
- Adopted:** October 4, 2020
- Revised:** January 18, 2026