

Incomplete Policy

Incomplete Grade Policy for Masters' Programs of AUCA can be accessed at

<https://auca.kg/en/p3699260736/>

Instructors of AUCA courses at the graduate level may provide a grade of Incomplete to students at their discretion. The reasons for the Incomplete must be clearly stated by the instructor in writing along with whatever requirements the student must fulfill in order to complete the course and receive a letter grade. Incompletes at the graduate level must be completed within one academic year of being assigned; in the event a student fails to do so, he or she will receive a grade of "F" for the course. The written explanation and completion plan must be approved by the relevant department head or governing faculty body and signed by both the student and instructor. Once approved, the statement of the instructor clarifying the reason(s) for the Incomplete shall be deemed sufficient to assign this designation. Faculty of graduate level courses must in all other ways conform to the policies of the Office of the Registrar, ensuring that Incompletes are turned in by that semester's grading deadline. While meant to provide faculty of graduate courses the discretion to provide Incompletes, it is the position of the university that an Incomplete is a grade of last resort and that faculty should do everything in their power to ensure that their students complete their courses in the time provided.