

Policy Title	Incomplete Course
Responsible AIU Office (Higher Management/Directorate)	Vice President for Academic Affairs
Policy Owner (Executive Department/Office)	Academic Program Admission and Registration
Pertinent Dates	Create Date: March 2022 Expire Date: Revise Date: Approve Date: Effective Date:

I. SCOPE OF POLICY

The student who attends at least 75% of the course sessions and for circumstances beyond his control may apply for an incomplete course that must be re-taken before the second week of the following semester.

II. DEFINITIONS

Incomplete: failure to attend the final exam for circumstances beyond the student control.

III. POLICY STATEMENT

- If a student does not attend the final exam of the course in a semester with an excuse that is accepted by the Vice President for Academic Affairs, the course is considered Incomplete.
- The request must be submitted no more two days after the final exam.
- The student should have attended at least 75% of the class sessions. The student will get a grade (I) in the course until the exam is carried out in that course.
- The retake exam should be held before the end of the second week of the following main semester.
- If the student fails to attend the final exam at the next available date, the student will get a grade (F) in that course. Grade (I) will not count in the student's cumulative GPA
- At the next available examination date, the student takes the exam. The marks of this final exam are added to the semester-work marks to calculate the overall grade of this course.
- If a student fails to submit an acceptable excuse for not attending the final exam, the student will get a grade (F) in that course and will have to take the re-register in the course if it is a core course or the same course or another one if it is an elective course.

Required Documents:

- 1- Incomplete form.

IV. RESPONSIBILITIES

- Students are responsible for requesting an incomplete at the office of the Registrar.
- The Registrar office review that the student attended at least 75% of the course sessions.
- Vice President for Academic Affairs approves/decline the student's request.
- Concerned faculty/program manage another final exam.

V. POLICY STANDARDS AND PROCEDURES

- 1- The student submits an incomplete request with reasonable excuse not late than two days after the final exam.
- 2- The Registrar office confirms that the student attended at least 75% of the course sessions.
- 3- Vice President for Academic affairs approves/declines the incomplete request.
- 4- The concerned faculty/program manages another exam and inform the student with the exact date which must not be after the end of the second week of the following main semester.

VI. FORMS/INSTRUCTIONS (if applicable)



طلب معقول غير مكتمل

أرجو من سيادتكم الموافقة على قبول اعتذاري عن حضور الامتحان النهائي المقرر واعادة اجراء الامتحان.

		اسم الطالب
		الرقم الجامعي
الرقم القومي		فصل الالتحاق
الفصل الحالي		المجال/ البرنامج
		البريد الإلكتروني للطالب
		تليفون الطالب
		المقرر المراد تأجيل امتحانه
		تاريخ تقديم الطلب
		تاريخ اعادة الامتحان
		أسباب طلب تأجيل الامتحان
	التاريخ	توقيع الطالب
خاص بإدارات الجامعة		
		القبول والتسجيل
		ملاحظات
		الرسوم المستحقة
		التاريخ
		رأي محاضر المقرر
	التاريخ	توقيع محاضر المقرر
	التاريخ	اعتماد رئيس البرنامج
	التاريخ	اعتماد عميد الكلية
	التاريخ	اعتماد نائب رئيس الجامعة للشؤون الأكاديمية والطالب

VII. APPENDICES (if applicable)

Refer to the following policies:

- 1- Grading System
- 2- Academic Calendar

VIII. CONTACT INFORMATION

Email: registrar@Aiu.edu.eg

Website: <https://aiu.edu.eg/>

Facebook Page: <https://www.facebook.com/AiuOfficialgov>

Triggered by:	Name: Nadia Eltelaity	Date: March 2022	Sig.
Created by:	Name: Nadia Eltelaity	Date: March 2022	Sig.
Revised by:	Name	Date	Sig.
Approved by:	Name	Date	Sig.