

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Incomplete Grades Policy	Effective Date	14/06/2026
	Category	Registration	Last Review date	
	Policy Number	REG-015	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Registration	Approved By	President

Overview

A student unable to complete a final examination, project, or training component on time due to genuine, documented circumstances may apply for an Incomplete grade, giving them additional time to fulfill the outstanding requirement while maintaining academic progress, consistent with accreditation requirements.

Scope

This policy applies to all undergraduate academic programs offered by AIU. Provisions for graduate grading and standing are reserved, pending PUC authorization of AIU's proposed graduate programs.

Purpose

The purposes of this policy are:

- Establish AIU's requirement for "I" Grade
- Demonstrate compliance with accreditation requirements

Definitions and Abbreviations

Documented Excuse: Proof of an excused absence or inability to complete a course requirement, as defined in REG-011.

Incomplete Grade "I": A temporary grade assigned when a student is unable to complete the final examination, project, or training component of a course due to valid, documented reasons.

Policy

Article 1: Eligibility and Assignment

A registered student may sit the final examination pending resolution of any outstanding financial obligation; grades are not disclosed until the obligation is settled. A student who fails to attend the final examination, submit the final project, or complete required training hours without an acceptable excuse receives a failing grade. Where the absence is due to a documented excuse accepted by the Dean of the relevant School, the student receives an Incomplete (I) grade instead.

Article 2: Resolution

A student with an Incomplete grade must resolve it before the end of the Add/Drop period of the next regular semester, through a makeup examination or arrangement coordinated with the course instructor and department. The result must be submitted to the Registration Office within this period; otherwise, the Incomplete grade is converted to F in accordance with this policy. If the reason for the missed examination persists, the Dean may approve withdrawal from the course with a grade of W, subject to REG-009's registration-load requirements. The grade that replaces the Incomplete is recorded in the semester the course was originally taken. Where a student's graduation depends on resolving an Incomplete grade, the student is considered a graduate of the semester in which the grade is resolved.

Procedures

1. At the start of the final examination period, the Registration Office activates the Incomplete Grade Request on the e-services platform.

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2. The student applies online, attaching documentation supporting the excuse.
3. The relevant School reviews the application; if the excuse is acceptable, the request is approved and the Registration Office assigns the 'I' grade and applies any applicable fee.
4. The deadline for resolving the Incomplete is communicated to the student by email.
5. The student sits a makeup examination arranged with the instructor and department; the instructor submits the result to the Department Chair for approval through the e-services platform.
6. Once approved, the Registration Office updates the student's record; if the School approves withdrawal instead, a 'W' grade is submitted following REG-009.
7. The Registration Office implements the automatic conversion of any unresolved Incomplete to F in accordance with Article 2.
8. After all Incomplete grades are resolved, the Registration Office recalculates CGPA and updates academic standing under REG-014, applying REG-013 where a course repeat is involved.

Exceptions

Exceptions to the resolution deadline for an individual student are approved by the Dean of the relevant School. An exception of substantial impact, such as extending the resolution deadline for an entire cohort, requires escalation to the VPSA and approval by the President.

Related Policies

- REG-009 Registration Load Policy
- REG-011 Student Attendance Policy
- REG-014 Grades and Academic Standing Policy

President Signature	Signature: _____ Date: _____
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