



Beirut Arab University

Request for Temporary Incomplete

Student request

Name: _____ ID: _____

Department: _____

I request a grade of "Temporary Incomplete" in the following course:

Course: _____ Department _____ Course Code _____ Term _____ Instructor: _____
(Fall/Spring)

Thesis Title (In English/French):

Thesis Title (In Arabic):

Reason for extension: _____

I understand that I may not request more than one grade of Temporary Incomplete per term and that any such grades must be resolved by the first two weeks of the following semester or they will be recorded permanently as Incomplete on my transcript. I have discussed the work to be completed, deadline and location for submitting the work with the instructor as outlined below, as well as the grade that will be assigned should I not complete the work as stated.

Signature: _____ Date: _____

Accommodation provided by the instructor

Work to be completed: _____

Date Due: _____ Grade if not completed: Incomplete Fail

Submission instructions: _____

I have discussed the terms of this accommodation with the student. Should the student complete the work in the manner stated above, I agree to submit a grade for completed work to the Post Graduate Office by the deadline of the first two weeks of following semester.

Signature: _____ Date: _____

Dean approval

I recommend that the student be permitted to receive a grade of Temporary Incomplete in this course.

Name & Signature: _____ Date: _____

- Advisor
- Postgraduate office
- Department
- Student