

UNIVERSITY OF EASTERN AFRICA, BARATON
CHARTERED LEGAL NOTICE No. 111, 1991

PETITION TO RECEIVE AN INCOMPLETE WORK (IW)

Please note (a, b, c and d to be filled by the student)

a) STUDENT NAME: _____ STUDENT ID NUMBER _____

Postal Address _____ Phone Number _____ e-mail _____

b) Major _____

c) COURSE FOR WHICH THE INCOMPLETE WORK (IW) IS REQUIRED

Course Code	Title	Credit	Trimester	Academic Year
TEACHERS NAME _____				

d) REASON FOR REQUEST (If poor health attach medical certificate/report)

Student Signature _____ Date: _____

e) TO BE FILLED BY THE INSTRUCTOR

- (i) Additional work required to clear the incomplete work. _____
(ii) If additional required work is not returned in by _____

(Date no later than the last day of examination of the regular end-trimester examination week scheduled for the following trimester); and if the extension has not been approved by the Academic Standards Committee (ASC), then the final grade will be computed based on the marks earned in the work already done by the student out of the total marks of the course.

f) Approved by the following

_____ Instructor's Signature	_____ Date	_____ Dept Chairperson's Signature	_____ Date
_____ School Dean's Signature (Where the course is offered)	_____ Date	_____ Registrar's Signature	_____ Date
_____ DVC-Academic Signature		_____ Date	

g) Student returns the completed form to the Registrar's Office

NOTE:

The University of Eastern Africa, Baraton policy with respect to Incomplete Work reads, 'Incomplete Work indicates that some work has not been completed because of illness or emergency and not because of negligence, late work or low performance. An Incomplete Work is not automatically assigned but must be petitioned for in writing by the student prior to the final examination period, and requires the approval of the persons mentioned above. The petition must designate what work is to be completed and the time limit which shall not be later than by end of the following trimester. If there is need to extend the period of incomplete work, the student must petition to the Academic Standards Committee for an extension by filling the extension form from the registrar's office before the expiry of the date when the missing work is suppose to be handed in. An Incomplete Work not removed on time will result in a grade calculated using marks earned from the work already done out of the total marks of the course.

h) TO BE FILLED IN TRIPLICATE FOR STUDENT, INSTRUCTOR AND REGISTRAR

FINAL GRADE _____ DATE _____ INSTRUCTOR'S SIGN _____

Dept Chairperson's/(School Dean's) Signature _____ Date _____

NOTE: The School dean only signs if the department chairperson is the instructor or He/ She is absent

DATE STAMP WHEN THE FORM WAS RETURNED

DATE STAMP WHEN THE GRADE WAS SUBMITTED