



**FACULTY OF ECONOMICS AND MANAGEMENT
UNIVERSITI KEBANGSAAN MALAYSIA**

INCOMPLETE GRADE FORM (TL)

SEMESTER _____ ACADEMIC SESSION _____

A. INFORMATION

Name : _____ Matric No : _____

Year & Program : _____

Sponsor / Scholarship: _____

Address : _____

Mobile No : _____

Code Course : _____ Course Title : _____

Supervisor Name : _____ Course Type : _____

B. STUDENT DECLARATION

I;

- (i) confirm that I have completed at least 70% of the course's requirements.
- (ii) agree that if the remaining of the assignment can not be completed at the agreed time, full assessment of the course and grade will be made.
- (iii) agree to complete the remaining of the assignment no later than the second week of Semester I/II* Session 2020/2021

(Student's Signature)

C. APPROVAL BY SUPERVISOR

I * approve /disapprove the application for obtaining an incomplete grade (TL).

(Supervisor's Signature)

D. APPROVAL BY HEAD OF PROGRAM

Application is * approved /not approved.

(Head of Program's Signature)

NOTE: This form should be filled out in 3 copies and submit for approval no later than the last week of the lecture (week 15). Please send a copy to:

1. Undergraduate Office
2. Head of Program
3. Supervisor

Date: _____

* *strike out where not applicable*