



# REQUEST FOR INCOMPLETE GRADE

## CONTRACT

Student Name (print): \_\_\_\_\_ Student ID # \_\_\_\_\_  
Last First MI

Course Listing:

Course Prefix	Course Number	Course Section	Title	Credits
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Reason for Assigning an Incomplete ("I") Grade (Must Explain in Detail):

\_\_\_\_\_  
\_\_\_\_\_

An "I" grade is computed as an "F" until all course requirements are satisfied and a Change of Grade Notice is completed by the instructor and received by the Office of the Registrar. The incomplete grade will then be removed, and the final course grade will be used to compute the student's grade point average.

COMPLETION DATE: \_\_\_\_\_ (Maximum length of time to complete is eight (8) weeks following the end of the semester. The eight week period is the maximum time allowed, and the instructor should establish an earlier date, if possible. Students who fail to complete the course requirements within the prescribed period will automatically receive a grade of "F" for the course.)

\_\_\_\_\_  
Student Signature Date Instructor Signature Date

\_\_\_\_\_  
Dean of Academic Life Date

This form can be submitted in person or via email to the Office of the Registrar (registrar@flagler.edu).