Request for an Incomplete Grade

Office of the Registrar
671 Winyah Dr.
Orlando, FL 32803
Ph. 407-303-1785 | Fax 407-303-9755

- Instructors must submit this form to the Office of the Registrar.
- An incomplete grade will not be processed without a signed form.
- There is a $15 student charge for each incomplete granted.
- An incomplete grade must be removed by the deadline. If it is not removed, the grade may be changed to an “F”.

### Student Section: Please complete in blue or black ink

<table>
<thead>
<tr>
<th>Legal Last Name</th>
<th>Legal First Name</th>
<th>Student ID</th>
<th>Program/Interest</th>
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<tr>
<th>Phone Number</th>
<th>E-mail Address</th>
<th>Instructor’s Name</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
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<thead>
<tr>
<th>Course Number and Section</th>
<th>Course Name</th>
<th>Credits</th>
<th>School Year</th>
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**Reason for Request (Please attach any additional information)**

- Student has been actively attending and is up-to-date with current assignments: [ ] Yes [ ] No
- Student is currently passing the course: [ ] Yes [ ] No
- Is this an approved or extenuating circumstance? (If yes, please explain below): [ ] Yes [ ] No

**Canvas access and deadline information**

- Remaining assignment(s) will be completed in Canvas (If yes, complete date range): [ ] Yes [ ] No

**Deadline and Final Grade Information**

- The student must complete the work by (MM/DD/YY – No later than the end of the following trimester): 
- If work is not completed by deadline, assign the following grade to student’s permanent record: 

### Instructor Comments

[ ] Approved [ ] Denied

Signature: __________________ Date: ____________

### Department Chair Comments

[ ] Approved [ ] Denied

Signature: __________________ Date: ____________

### Authorized Registrar Signature

Signature: __________________ Date: ____________