

**BREVARD COLLEGE**  
*Grade of Incomplete Agreement*

This form may be submitted only after the withdrawal date and no later than the last day of class for the semester of enrollment. Student must have a passing grade in the course to be eligible for an Incomplete.

**Full Name of Student** \_\_\_\_\_ **Brevard College ID:** \_\_\_\_\_  
(Please print name)

**Course Code and Number** \_\_\_\_\_ **Name of Course** \_\_\_\_\_ **Semester/Year** \_\_\_\_\_

**Advisor** \_\_\_\_\_ **Instructor** \_\_\_\_\_  
(Please print name) (Please print name)

\_\_\_\_\_  
Approval (with signature) by Director of Compliance (Athletes ONLY)

**CONTRACT FOR COMPLETION OF COURSE**

**Circumstances after withdrawal date justifying grade of incomplete:** \_\_\_\_\_

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

**Course Work to be Completed and Timetable for Completion:** \_\_\_\_\_

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

**Completion Date for Grade of Incomplete:** \_\_\_\_\_

I understand that the completion date for the grade of Incomplete is to be no later than the end of the fourth calendar week in the semester following the semester in which the Incomplete was issued. If this course is a prerequisite for another course in which I am to be enrolled, the deadline of completion is the last day to add a course in the following semester, and I will be withdrawn from the higher course if the Incomplete is not removed by that time. All grades of Incomplete not removed by the fourth calendar week of the following semester will convert from an I to an F. If warranted by extenuating circumstances, I may request an extension of this deadline by petitioning the Vice President for Academic Affairs.

\_\_\_\_\_  
**Signature of Student** **Date**

\_\_\_\_\_  
**Signature of Instructor** **Date**

Date Form Submitted to Office of the Registrar \_\_\_\_\_ Date Processed \_\_\_\_\_

Office Use Only: \_\_\_\_\_Advisor \_\_\_\_\_Instructor \_\_\_\_\_Student \_\_\_\_\_Director of Compliance (if applicable) \_\_\_\_\_Division Chair