

INSTRUCTIONS FOR NOTICE OF INCOMPLETE FORM

The I (incomplete) symbol may be assigned in a course only by approval of instructor if all of the following conditions are met:

- The student has completed all but the final examination or other minimal amount of course work required for a final semester grade.
- The student has a serious and verifiable reason for not completing the required course work.
- The student has a passing grade in the course at the time the incomplete (I) grade is assigned.
- The student requires no additional class time for completion of the course.

In assigning an incomplete (I) grade, an instructor will specify, on the appropriate grade report form, a list of conditions necessary for the removal of the incomplete grade, the time period allotted to the student to satisfy these conditions, and the evaluative grade symbol to be assigned if the listed conditions are not satisfied within the allotted time period.

An incomplete (I) grade will not affect the academic status of a student, but it will affect the progress status. An incomplete (I) grade must be **replaced by the appropriate evaluative grade symbol no later than one full semester after it has been assigned, though an earlier limit may be specified by the instructor.** Students may not re-enroll in a course for which they have received an incomplete (I) grade during the time that the incomplete (I) grade is in effect.

NOTICE OF INCOMPLETE

Student Name: _____
(Last) (First) (I.D. Number)

Course: _____ Units: _____ Semester: _____

Current grade in course (based on all completed work): _____

You have received a grade of INCOMPLETE because you need to complete the following work, which was due on the dated indicated:

YOU MAY NOT RE-ENROLL IN THIS CLASS. You must contact the instructor to complete the work for this class.

Date by which all incomplete course work listed above must be completed: _____

Failure to complete this course work by this date will result in the following semester grade in this course:

Signature of Instructor

Date

PLEASE RETURN ALL COPIES OF THIS FORM TO THE ADMISSIONS AND RECORDS OFFICE.