

Admissions and Records Office 1500 College Parkway Elko, NV 89801

RECORD OF INCOMPLETE

An Incomplete will be assigned when, in the judgment of the instructor, the student has completed the major portion of his/her work for the course and is passing the course, but cannot finish the course by semester's end for a compelling reason such as injury or illness, death in the immediate family, etc. If the incomplete has not been removed by October 15th for the Spring/Summer semesters, or March 15th for the Fall semester, the "I" grade on the student's transcript will **automatically become an "F"**.

	To the Ac	CERTIFICATE dmissions & R	FION ecords Officer:	
Please assign a	grade of "I" to:			
Name:				
	First	M.I.	Las	st
Student ID:		Semester:		Year:
Subject:	Course #:		Section #:	Units:
Last Date of Att	tendance:			
	'Incomplete" to a grad			e the following:
Spring/Sumr	ner courses must be	completed by	October 15, Fall	courses by March 15
Spring/Sumr Instructor's Signature		completed by	<u> </u>	courses by March 15.