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 15\textsuperscript{th} for the Spring/Summer semesters, or March 15\textsuperscript{th} for the Fall semester, the “I” grade on the student’s transcript will \textbf{automatically become an “F”}.

**CERTIFICATION**

To the Admissions & Records Officer:

Please assign a grade of “I” to:

Name: ____________________________________________

First M.I. Last

Student ID: ___________________________ Semester: _______ Year: _______

Subject: __________ Course #: __________ Section #: __________ Units: _____

Last Date of Attendance: _________________________

To change this “Incomplete” to a grade, the student needs to complete the following:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

\textbf{Spring/Summer courses must be completed by October 15, Fall courses by March 15.}

Instructor’s Signature __________________________ Date ____________

Student’s Signature (if possible) __________________________ Date ____________