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"**.

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:

_____
_____
_____
_____

Spring/Summer courses must be completed by October 15, Fall courses by March 15.

_____ _____
Instructor's Signature **Date**

_____ _____
Student's Signature (if possible) **Date**