



GRADE OF INCOMPLETE MEMORANDUM

(PLEASE PRINT CLEARLY)

LAST NAME			FIRST			MIDDLE			OFFICE USE ONLY																	
STREET ADDRESS			CITY			STATE			ZIP CODE			<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED														
												DATA ENTRY DATE			ROLL BOOK ENTRY DATE											
STUDENT ID or SOCIAL SECURITY #			ASSIGNMENTS TO BE COMPLETED																							
YOU HAVE BEEN ASSIGNED AN "INCOMPLETE" IN: <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 15%;">CRN</th> <th style="width: 45%;">COURSE NAME</th> <th style="width: 40%;">NUMBER</th> </tr> </thead> <tbody> <tr> <td> </td><td> </td><td> </td></tr> <tr> <td> </td><td> </td><td> </td></tr> <tr> <td> </td><td> </td><td> </td></tr> </tbody> </table>			CRN	COURSE NAME	NUMBER										1. _____			2. _____			3. _____			4. _____		
			CRN	COURSE NAME	NUMBER																					
INCOMPLETE GRADE ISSUED FOR THE:			DEFAULT GRADE			UNITS			INSTRUCTOR'S SIGNATURE			DATE														
_____ SEMESTER YEAR			_____ _____			_____ _____			Make-up Grade Awarded (Submit yellow copy with final grade)			GRADE			UNITS			DATE								
In order to earn credit in this course, you are required to successfully accomplish the specific assignments listed at the right within the next two semesters. In the event the assignments have not been completed within that time, the default grade listed above will be assigned. For more detailed information regarding the "incomplete" grade, please consult the current College catalog.			_____ _____			_____ _____			INSTRUCTOR'S SIGNATURE			DATE														

White- A & R Copy

Yellow/Pink Instructor Copy

Gold to-Student

REV M.V. 10/09