



# HARTNELL COLLEGE

## NOTICE OF INCOMPLETE GRADE

Instructor: Please type or print below

This form **must** be completed and submitted with your Grade Roster to Admissions and Records.

Semester/Year \_\_\_\_\_ Date \_\_\_\_\_

Student's Name \_\_\_\_\_ Student ID \_\_\_\_\_

Course/Section # \_\_\_\_\_ Instructor's Name \_\_\_\_\_

(Example: Art 1A-#0001)

You have been assigned an "I" (Incomplete) grade. The conditions for removal of this "I" grade are:

\_\_\_\_\_  
\_\_\_\_\_

Work to be Completed by (date) \_\_\_\_\_  
(No later than the last day of the next semester.)

Course grade (In-Lieu) to be assigned if the work  
is not completed within the specified time: \_\_\_\_\_

Incomplete work must be completed by the date indicated above. The student will receive the in-lieu grade if work is **not** completed by the work completion date. If extenuating circumstances prevent the student from completing the work, he/she may petition for an extension of the time for up to one additional semester. The Extension of an Incomplete form must be submitted to Admissions & Records before the Work to be Completed Date shown above.

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

☐

Student unavailable and  
has not been notified

☐

Student notified by phone  
but unavailable for signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

**THIS SECTION TO BE COMPLETED BY THE INSTRUCTOR AFTER THE COURSE WORK IS COMPLETED**

Date Course Work Completed \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

**THIS SECTION TO BE COMPLETED BY ADMISSIONS AND RECORDS OFFICE**

Grade of: \_\_\_\_\_ posted on Student Transcript on \_\_\_\_\_ By \_\_\_\_\_

Student Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

\*\*\*\*\*

md A&R Rev. 11/03

White: Admissions & Records  
Green: Student upon posting of final grade  
Canary: Instructor upon posting of final grade

Pink: Student  
Goldenrod: Instructor at time of  
submission

**Incomplete Form  
Process**

1. Instructor obtains the Notice of Incomplete form from the Admissions and Records Office.
2. The Notice of Incomplete is completed by the instructor. The instructor should make every effort to obtain the student's signature. If unavailable, the appropriate box should be checked.
3. The Notice of Incomplete form must be submitted fully intact by the instructor along with his/her grade roster.
4. The Admissions Office will give the instructor his/her copy (goldenrod).
5. The Admissions Office will then mail the student his/her copy (pink).
6. Once the course work has been completed, the instructor will ask the Admissions Office to retrieve the original Notice of Incomplete for his/her completion.\*
7. The Admissions Office will post the grade to the student's record. A copy of the Notice of Incomplete form is then distributed to the instructor and student (yellow and green).

\* Should time elapse before the course work is completed, the in-lieu grade will be posted to the student record based on the work completion date provided.

**NOTE: Notice of Incomplete forms will only be accepted from the instructor.**