



HARTNELL COLLEGE NOTICE OF INCOMPLETE GRADE

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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