

**CLATSOP COMMUNITY COLLEGE  
NOTICE OF INCOMPLETE STATUS IN A COURSE**

At the request of \_\_\_\_\_, I am awarding an  
STUDENT'S NAME

incomplete in \_\_\_\_\_,  
COURSE NAME AND NUMBER TERM AND YEAR

The student is unable to complete the course because of circumstances beyond his/her control. In order to complete the course, the student will:

- \_\_\_\_\_ 1. Submit a term paper.
- \_\_\_\_\_ 2. Take tests and quizzes missed.
- \_\_\_\_\_ 3. Take the final examination.
- \_\_\_\_\_ 4. \_\_\_\_\_.

The student knows that all course requirements must be completed by \_\_\_\_\_, and that the maximum time for making up an incomplete is one term. If the course is not made up by this date, the grade of \_\_\_\_\_ will be entered on the transcript.

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
INSTRUCTOR'S SIGNATURE

white - records

yellow - student

pink - instructor

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