August 15, 2012

Dear Faculty:

This is a follow-up to an August 6, 2012, notice regarding important changes to the business process for assigning an Incomplete grade.

I have been asked to also provide an overview of the process for awarding a grade once an Incomplete has been assigned by the faculty. Following is the process:

**Step 1:** The Incomplete grade is assigned by the faculty and processed as outlined in the August 6, 2012, notice.

**Step 2:** The student is sent a copy of the Assignment of Incomplete form by the Admissions and Records office.

**Step 3:** It is the student’s responsibility to make arrangements with the faculty member who assigned the Incomplete to make up the work, as specified on the Assignment of Incomplete form. The work must be completed by the date specified by the faculty member on the form - within one year of the end of the semester for which the Incomplete was assigned.

*Example: An Incomplete assigned spring 2012 must be made up by the date specified by the instructor, but no later than the end date of the spring 2013 semester.*

Note that:

- Students may not repeat the class to make up the incomplete work.
- Students may not sit-in on future classes to make up the incomplete work.

In the event the work is not completed and submitted to the faculty by the deadline, the grade specified on the Assignment of Incomplete form will automatically post to the student’s record.

If you have any questions, please contact your school dean.

Thank you for your support.

Lynn Cesesino Neault
Vice Chancellor
Student Services
August 6, 2012

Dear Faculty:

The district has made some important changes to the business processes for assigning a student an “Incomplete” (I) grading symbol.

Section 55023 of Title 5 of the California Code of Regulations defines the conditions for assigning an Incomplete:

...Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term...

Effective, Fall 2012, faculty who assign an “I” will be required to submit the Assignment of Incomplete form to their school dean with the missing assignment/exam in a sealed envelope attached to the form.

The envelope will remain sealed in a locked file in the dean’s office and only opened in the event of an unforeseeable situation (i.e., faculty is no longer teaching for the college). After the one year deadline for making up the work, the envelope and contents will be shredded.

This new process will enable the college to assist students with fulfilling the requirements of incompletes in the event the instructor of record is no longer available.

If you have any questions regarding the new process, please contact your school dean.

Thank you for your cooperation.

Lynn Ceresino Neault
Vice Chancellor
Student Services
ASSIGNMENT OF INCOMPLETE ("I")
Instructor: Please PRINT

☐ City  ☐ Mesa  ☐ Miramar  ☐ ECC  ☐ Spring  ☐ Summer  ☐ Fall  Year ____

STUDENT'S NAME ___________________________________________ CSID # _____________

Last  First  M.I.

COURSE INFORMATION

Subject (Department)________________________ Course Reference No. (CRN)____________ Course No. ________________

Title of Course __________________________________________ Units ________

INSTRUCTOR CERTIFICATION - Student is assigned an "I" (Incomplete) grade for the course indicated above.

IMPORTANT - In accordance with Title 5, Section 55023(e), an "I" symbol (Incomplete) may be assigned for Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term.

1. List below the conditions for removal of the "I" grade (student may not repeat the course to remove incomplete grade):
   ____________________________________________
   ____________________________________________

2. A copy and/or description of the assignment to be completed in #1 above, must be on file with the dean in the event of an emergency in a sealed envelope.

3. Work above must be completed by: _____________ (mm/dd/yy) – NOT TO EXCEED ONE YEAR*

   *NOTE: An "I" grade must be made up no later than one year following the end of the semester in which the "I" was assigned.

4. Last date of the semester in which the class met _________________ (mm/dd/yy).

5. Grade to be assigned if the Incomplete ("I") is not made up by the date specified above.
   NOTE: "W" and "IP" grades may not be assigned.

   Enter Grade

Instructor's Name (Please PRINT) ___________________________ Instructor's Signature ___________________________ Date _______

Submit to Dean

Dean's Review

Dean's Name (Please PRINT) ___________________________ Dean's Signature ___________________________ Date _______

Distribution: Original – Admissions  Yellow – Department Dean  Pink – Student  SS-ASGNINCMP/JUNE 2012
ASSIGNMENT OF INCOMPLETE ("I") PROCESS

Step 1

1. Instructor gives the completed "Assignment of Incomplete" form to the Dean, along with the work to be completed (in a sealed envelope) and class syllabus. Dean to file the sealed envelope pending completion.

   Note: Envelope is not to be opened except in unforeseeable conditions.

2. Dean reviews the "Assignment of Incomplete" form for compliance with Title 5.

3. Dean retains a copy of the "Assignment of Incomplete" form and sends original to the Admissions & Records office.

4. Admissions & Records processes the form and sends a copy to the student.

Step 2 (Upon Completion of the Required Assignments)

1. Student completes the assignment.

2. Instructor grades the assignment and assigns final grade on "Grade Assignment/Change Form"

3. Instructor submits the form to the Admissions & Records office.

4. Admissions & Records sends the form to the District Student Services office for processing and notifies Dean that process is complete.

5. Dean notified of completion.

Step 3 (In the event of unforeseen circumstances and Instructor is no longer able to work with student on incomplete assignment)

1. Student will be referred to the Dean.

2. Dean will work with Chair to allow student to fulfill requirements.

3. Chair or other designated faculty will grade the assignment and assign the final grade on the "Grade Assignment/Change Form" and submit it to Admissions & Records.

4. Admissions & Records sends the form to the District Student Services office for processing.