Dear Faculty,

At long last the solution we developed for ensuring that we are in compliance with Title V requirement for Assignment of Incomplete Grades is now in place. I want to thank Academic Senate President Janice Takahashi for helping us address this compliance issue and provide suggestions to make this a “win-win” situation.

Here’s what has been done.

1. The ability to give an Incomplete on the electronic roster has been suppressed. This was necessary because the electronic roster did not capture sufficient information to meet the requirements for issuance of incomplete grades.
2. The Assignment of Incomplete Grade forms needed for granting an “Incomplete” grade are available in the Admissions & Records Office located in Holt 101, at the Tracy Center, or in the Manual for Student Attendance and Grade Reporting.
3. The Assignment of Incomplete Grade form may be completed before or at the time the grade roster is being completed. It can be turned into the Admissions & Records Office before rosters are submitted or with the Roster Certification Form.
4. A grade must be posted to the electronic roster for every student for which you wish to give an Incomplete grade.
5. Once the Assignment of Incomplete Grade form is received in Admissions & Records and the electronic grade roster submitted, Admissions & Records will:
   a. Replace the grade with the Incomplete grading symbol (I)
   b. Provide the student with a copy of the Assignment of Incomplete Grade. This outlines the contract between the faculty member and the student by stating the coursework that must be completed to finish the class.
   c. Record the grade provided by the instructor if the course is not completed within the prescribed time limit (one semester).
   d. Provide a copy of the Assignment of Incomplete Grade form to you.

To review information about granting Incomplete grades, please review this link:

If you have any questions concerning this process please contact:

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Should you have any questions or need additional information, please contact me at 954-5635 or emooney@deltacollege.edu.

Thanks,

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