



ASSIGNMENT OF INCOMPLETE GRADE

San Joaquin Delta College
Admissions and Records
5151 Pacific Avenue
Stockton, CA 95207

Student _____
(Name) Last First M.I. Student ID Number

Course Code # _____ Course Name _____ Dept. _____ Number _____ Units _____

San Joaquin Delta College Board Policy 4230 permits, in summary, that an incomplete symbol may be assigned as a result of unforeseeable, emergency, and justifiable reason in lieu of an evaluative symbol. The policy further states that the condition for the removal of the incomplete symbol shall be stated by the instructor in a written record of which the student must be issued a copy. The incomplete must be made up no later than one semester following the end of the term in which it was assigned.

Subscript Grade if Condition **is** met.

Subscript Grade if Condition **is not** met.

(Allowable Grades subject to grade option: A, B, C, D, F, P, NP)

The following condition/s must be met to complete the course: (Be specific so the determination of the assignment of grade can be made if you are not available).

Instructor's Signature

Date