Date: December 9, 2019
To: Fall 2019 Teaching Faculty
From: Maria D. Escobar
RE: Final Grades and Positive Attendance Hours – Fall 2019

The following information is intended to assist you with the end of term grades, and positive attendance hour submissions for fall 2019.

☐ Deadline
The deadline to enter grades for fall 2019 term is at 11:59 pm on the fifth (5th) business days after the last day of your course. For a full term course the grade submission deadline would be Monday, December 23, 2019. It is critical that grades be entered by the deadline to verify prerequisites for students enrolled in spring 2020 classes; to allow for the production of transcripts for transferring students with the most current academic history; and to determine continued financial aid eligibility for financial aid recipients, etc.
• Grades are to be submitted online through the portal. Upon submission a confirmation message will appear confirming changes to your roster.

☐ Positive Attendance Hours
Daily attendance tracking is only required for positive attendance classes. The attendance type of your class is listed on your roster. All positive attendance hours for students enrolled through the end of the course are to be entered when the final grade is entered and no last date of attendance is needed. Enter hours of attendance for all students, even if they dropped the course. Should a student drop the course during the term, report the date when the student last attended along with the hours attended through the last day of attendance. Partial hours should be entered in decimal format using .25 increments (15 minutes). The “hours” field cannot be left blank. If the student did not attend you must still enter “0” along with the last date of attendance. Incomplete data fields will result in the class roster appearing on the Missing Grade Report and further communication from A&R regarding the course.

End of Term.Faculty message
Incomplete Grades

If you assign an incomplete grade, you must submit an **Incomplete Grade Form by the fifth business day after the last day of your course**. Incomplete forms are available from the A&R staff in SEC 118, an electronic version is attached. A drop box is available for your convenience in the lobby next to the counter of SEC 118, if you come to A & R during non-business hours, and if submitting electronically the form must be sent from a district issued email address. The Incomplete Grade Form must include the following:

- Condition for removal of the “I” grade and the grade to be assigned should the contract not be fulfilled
- Student’s signature, or email communication between you and the student indicating acceptance of the terms of the incomplete grade.
- Expiration date no later than one year following the end of the term of when the Incomplete is being assigned.

Dropping Students

If a student needs to be dropped, and was not dropped before the drop deadline, an Add/Drop Form (attached) is to be completed. The form needs to include the last day the student attended, hours to be reported if the course is a positive attendance course, your signature, your dean’s signature, and the appropriate reason for dropping the student after the drop deadline needs to be selected. Submit completed from to Asmare Tadesse in Admissions & Records for processing.

*Our thanks in advance for meeting the above deadlines.* Should you have questions contact Asmare Tadesse at 408-855-5010, Asmare.tadesse@missioncollege.edu; or myself at 408-855-5147, maria.escobar@missioncollege.edu. Thank you.

CC: Deans
Administrative Assistants
VPI
VPSS

Attachments: Incomplete Grade Form
Add/Drop Form