How to Assign an Incomplete Grade

Conditions to assign an Incomplete (I) grade

- An Incomplete (I) grade may only be awarded for incomplete academic work due to an unforeseen emergency or justifiable reason near the end of the term.
- Before issuing an incomplete grade, the instructor and student should agree to the work the student needs to complete in order for the instructor to issue the student a valid letter grade.
- An agreement to an Incomplete (I) grade is a contract between the instructor and the student.
- Both the instructor and the student must sign the agreement.

Steps on How to Assign an Incomplete Grade Online.


2. Scroll down slightly to “I’m a...” and click the drop down arrow to choose “Faculty/Staff at Mission”.

   ![Mission College webpage](image-url)
3. When selecting Faculty/Staff at Mission you will land on the Information for Faculty and Staff web page.

4. Scroll down to the teal colored area and click on “+ Faculty and Staff”.

5. This will drop down a new menu and you can then click on “Admissions and Records: Important Dates, Instructions and Information for Faculty”.

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6. Here you will find the Incomplete Form; click to open.

7. Complete the Incomplete Grade Record Form (ICRF)

8. Save the Incomplete Grade Record form using the following format:
   - Faculty Last Name & First Initial_ICRF_Term_CRN#_Student G0
     - Example: InstructorA_ICRF_202030_CRN0000_G01234567

9. Login to your portal account
10. Scroll to DocuSign

11. If you are unfamiliar with DocuSign there are tutorials and guidance available to assist with setting up your account and how to send documents. For a quick start scroll down on the DocuSign home page and click on DocuSign Overview.

**DocuSign** is a cloud-based electronic signature platform used to upload and route these documents for approvals and signatures. It operates under the highest standards of security in the industry.

**Learn more about DocuSign**

- [DocuSign Overview](#) - Video
- [WVM DocuSign Basic Training](#) - Video
- [Template Creation Training](#) - Video

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- [sign](#)
- [adc](#)
12. Watch the DocuSign – “How it Works” video (1 min, 18 sec), followed by the “How to Send an Envelope” video (1 min, 58 sec)

You can watch several other videos, as well.

13. When ready to start a new DocuSign, begin by clicking “Login to Production” in the middle of the page.

14. Once you’re logged into DocuSign Production “Click New” and select “Envelope”

15. Upload the Incomplete Grade Report form (IGRF) you have filled in.
16. After uploading the Incomplete Grade Report form set up the signing order as follow:
   o 1. Instructor;
   o 2. Student; (it is not required that a student have a DocuSign account in order to sign the form)
   o 3. CC to MC Records@missioncollege.edu

Use only WVM issued email addresses for both the instructor and student to ensure FERPA compliance.
17. After the instructor and the student sign the form, each will receive a copy of the signed form and the Records office will receive a copy for processing.

18. The student has one year from the last date of the term when the grade is assigned to complete the work stipulated in the contract. For example, May 22, 2020 is the last day of the spring 2020 term. The student has until May 22, 2021 to complete the outstanding work. Once the student has completed the work, you need to submit a Grade Change Form to the Records office for processing. At the end of a year of assigning the incomplete grade, if the student fails to complete the outstanding work and no Grade Change form is submitted, the incomplete grade will convert to a final grade of an F and the student will earn zero units.

19. For assistance contact Asmare Tadesse, Asmare.tadesse@missioncollege.edu or at 408-855-5010