



INCOMPLETE GRADE REPORT

Instructions: *This form is a contract between the instructor and the student and must be signed by both. An Incomplete (I) grade may only be awarded for incomplete academic work due to an unforeseeable emergency or justifiable reason near the end of the term.* Before issuing an incomplete grade, the instructor and student should agree on the work the student needs to complete in order for the instructor to issue the student a valid letter grade. By completing and signing this form, the student and instructor should have a clear understanding of how to reconcile an incomplete grade and the consequences for not reconciling grades in a timely manner.

Student Reconciling an Incomplete (I) grade: There are three ways to reconcile an Incomplete (I) grade:

- (1) Contact your instructor and make up the necessary work to earn a final grade.
- (2) Do nothing for an entire academic year and your default grade will be automatically posted. This option prevents you from enrolling formally in the same course until the default grade is posted one year later.
- (3) Ask that your instructor give you the default grade of an F, D, or NP instead of an "I" so that you may immediately retake the course. **Remember that you are blocked from repeating the same course if you have not reconciled an incomplete grade and you may not "sit in" the class without being registered.**

Instructor Reconciling an Incomplete (I) grade: If you have questions, please contact the Records staff at x5020.

- (1) If the student completes the work to your satisfaction by the pre-determined date or within one-year, whichever comes first, you must complete a Academic Records Change Form (*Grade Change Form*) and submit it to the Records Office.
- (2) If the student never completes the work within the time period agreed, do nothing. The default grade will be assigned by the Records Office using the completed information below. The default grade may be an F, NP, or a grade that reflects the work that was satisfactorily completed without the incomplete work.
- (3) Give the student a default grade of an F, D, or NP instead of an "I" so that the student may immediately retake the course. **You may not allow the student to "sit in" a class without the student being registered.**

1) Student College ID Number: GO

2) Student Name: _____
LAST FIRST MIDDLE

3) Semester: Fall Winter Spring Summer Year: 20 _____

5-Digit CRN	Course Subject & Number	Course Description	Instructor	College	
				MC	WV

5) Description of work to be completed _____

6) Date student work to be completed by (not to exceed one year): Format=mm/dd/yyyy _____

7) An F grade will be assigned and 0 units earned if the work agreed upon is not completed and/or a Grade Change form is not submitted.

8) Student's Signature _____ Date _____
 Instructor's Signature _____ Date _____
 Print Name: _____ Contact Phone #: _____

A&R Office Use only: _____ Grade Change form received _____ Date Processed: _____

Submitting an Incomplete Grade Form

Conditions to assign an Incomplete (I) grade

- An Incomplete (I) grade is given 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 to Submitting an Incomplete Grade

1. Complete the Incomplete Grade Form (ICRF).
2. Save the Incomplete Grade Record form using the following format:
 - a. **Faculty Last Name & First Initial_ICRF_Term_CRN#_Student GO**
 - i. Example: InstructorA_ICRF_202030_CRN0000_G01234567
3. Login to your portal account



4. Scroll to DocuSign

WVM Employee Portal

Portal Home MC Student Portal WVC Student Portal IS Communications Portal Committees ▾

Tools and Help

- My Web Services - SSB
- Office 365
- Email
- Ad Astra
- Argos Reports
- I.S. Work Order
- Mission College ETS Work Order
- Facilities Work Order
- Canvas - single sign on
- Canvas - login with ID number
- DocuSign**
- West Print
- DegreeWorks
- Teams
- Cranium Cafe

5. 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 that allows you to upload and route these documents for approvals and signatures. DocuSign 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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6. Watch the DocuSign – “How it Works” video (1 min, 18 sec), followed by the “How to Send an Envelope” video (1 min, 58 sec)

DocuSign - How it Works Video



You can watch several other videos, as well.

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



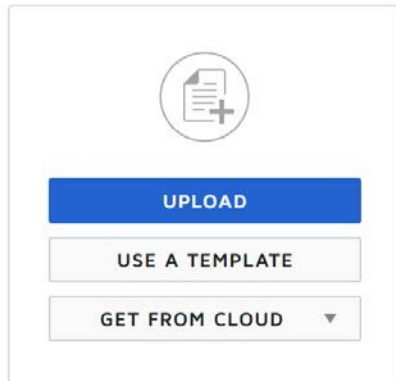
DocuSign is a cloud-based electronic signature platform which accepts all common file formats for document upload and route these documents for approvals and signatures. DocuSign documents contain signatures which are li operates under the highest standards of security in the industry. [Log in to Production](#)

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



9. Upload the Incomplete Grade Report form (IGRF) you have filled in.

Add Documents to the Envelope



10. After uploading the Incomplete Grade Report form set up the signing order as follow:

- 1. Instructor;
- 2. Student; (it is not required that a student have a DocuSign account in order to sign the form)
- 3. CC to MC Records@missioncollege.edu

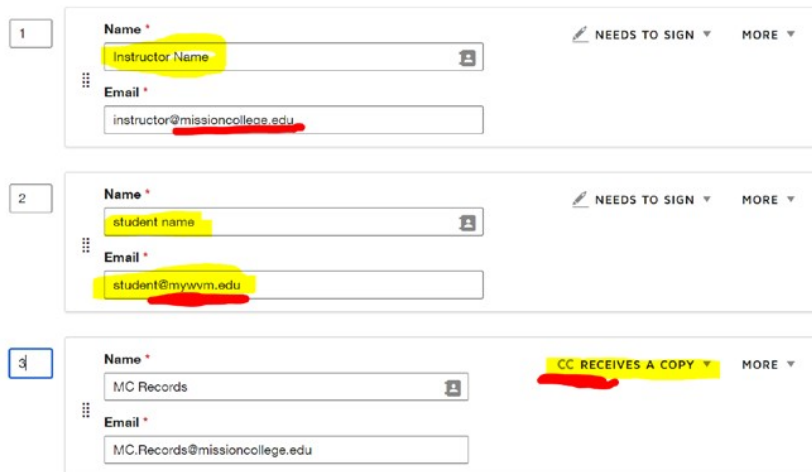
Use only WVM issued email addresses for both the instructor and student to ensure FERPA compliance.

Add Recipients to the Envelope

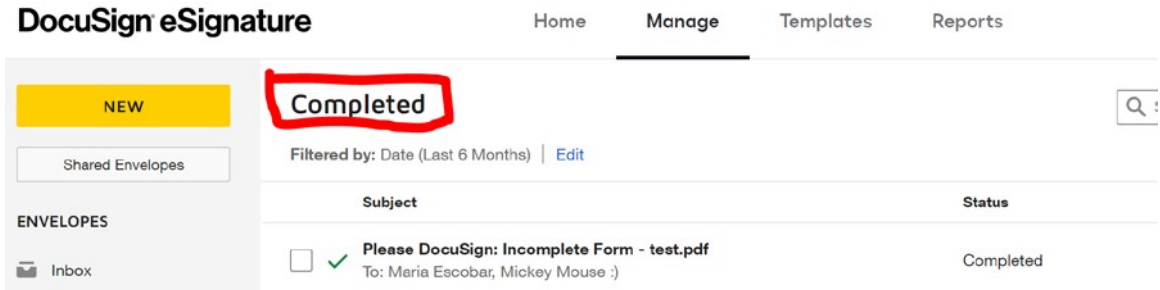
As the sender, you automatically receive a copy of the completed envelope.

[Import a bulk list.](#) Send copies of this envelope to many people at once. ⓘ

Set signing order



11. 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.



12. 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, December 18, 2020 is the last day of the fall 2020 term. The student thus has until December 18, 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.
13. For assistance contact Asmare Tadesse, Asmare.tadesse@missioncollege.edu or at 408- 855-5010