



ASSIGNMENT OF INCOMPLETE GRADE

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

Last Name

First Name

M

Student ID Number

Class Number
(5 Digits)

Class Name

Term & Year

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 year following the end of the term in which it was assigned.

Subscript Grade if
Condition **is** met.

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

(Faculty will update grade via Faculty Center. Incomplete grades that are not updated by the one year deadline will automatically default to an "F" grade.)

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).

Conditions:

Instructor's Signature

Date

Please save a completed copy and forward to ar-petitions@deltacollege.edu and the student's email.