



San Diego Community College District

ASSIGNMENT OF INCOMPLETE ("I")
Instructor: Please PRINT

City Mesa Miramar ECC Spring Summer Fall Year

STUDENT'S NAME Last First M.I. CSID #

COURSE INFORMATION

Subject (Department) Course Reference No. (CRN) Course No.
Title of Course Units

INSTRUCTOR CERTIFICATION - Student is assigned an "I" (Incomplete) grade for the course indicated above.

IMPORTANT - In accordance with Title 5, Section 55023(e), an "I" symbol (Incomplete) may be assigned for Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term.

1. List below the conditions for removal of the "I" grade (student may not repeat the course to remove incomplete grade):

Blank lines for listing conditions for removal of the "I" grade.

2. A copy and/or description of the assignment to be completed in #1 above, must be on file with the dean in the event of an emergency in a sealed envelope.

3. Work above must be completed by: (mm/dd/yy) - NOT TO EXCEED ONE YEAR*

*NOTE: An "I" grade must be made up no later than one year following the end of the semester in which the "I" was assigned.

4. Last date of the semester in which the class met (mm/dd/yy).

5. Grade to be assigned if the Incomplete ("I") is not made up by the date specified above.

NOTE: "W" and "IP" grades may not be assigned.

Enter Grade box with arrow pointing to it.

Instructor's Name (Please PRINT)

Instructor's Signature

Date

Submit to Dean

Dean's Review box containing fields for Dean's Name, Signature, and Date.