ISEP Grade Tracking Form

SPRING 2021/FALL 2020: Fill out the form to indicate any students you've given an Incomplete and/or expect to receive additional assignments that could result in a change of grade issued. **NOTE: If you need to drop a student and/or submit an EW, use the "Dropping an ISEP Student" online form here: https://form.jotform.com/203167084360148

Instructor *

Please Select

Instructor Email (for confirmation of submission) *

example@example.com

Course Name and CRN *

Please Select

Location: *

○ CAC - Cal City

○ CCI - Tehachapi

Submitting for: *

○ Individual Student(s): Use this option for individual student needs which will notify student(s) of pending grade and any outstanding assignments that are unique to that student.

○ Multiple Student(s): Use this option if you have a batch of students in the same situation.

○ Entire Roster: Use this option for entire course issues, such as prison lockdowns/etc. that does not include differentiated circumstances per student. Selecting this option will indicate that all students on your roster received an "Incomplete" if selected for final grades.

Reason for course delay:

[   ]

Student Name *

[   ]   [   ]

First Name   Last Name

Cerro Coso Student ID # *

[@   ]

Select the option that best represents this student's final grade: *

○ Incomplete; pending receipt of outstanding assignment(s)

○ Letter Grade Received; potential for grade change, pending receipt of outstanding assignment(s)

○ Grade Change Needed; additional work was received that substantiates need for grade change

Outstanding Assignments: Clearly indicate all outstanding assignments you expect to be received from this student to complete the course and/or improve upon their final grade. *

Example: Quiz #3, midterm, final paper

File Upload (optional):

If you would like to attach a digital file of the outstanding assignment(s) listed above, these can be replicated and sent to the student along with an explanation for completion.

Insert as many files as applicable.

Browse Files
Drag and drop files here

File Upload: Attach the Supplementary Grade Report form for this student. *

Browse Files
Drag and drop files here

Supplementary Grade Report can be found InsideCC here:
https://employees.cerrocoso.edu/sites/default/files/GradeChangeForm.pdf

Would you like to submit this form for another student? *

◯ Yes

◯ No

Submit Form

ISEP Student Concerns

Use this form to notify us if student work is not received for at least two consecutive weeks. Administration will attempt to find the explanation for lack of student participation, if any, such as transfer, quarantine, out to court, etc. and will notify the instructor.

Instructor *

Please Select

Instructor Email (for confirmation of submission) *

example@example.com

Course Name and CRN *

Please Select

Prison Program: *

◯ Cal City (CAC)

◯ Tehachapi (CCI)

Select the option that best represents the student(s) concern: *

◯ Have not received any course work from the student(s) at all

◯ Received work from student(s), but have not received anything in at least 2 weeks

◯ Other

List student full first and last name below. If you have more than one student on your roster that fits the same concern above, you can list multiple student names in this field. Fill out a new form for student(s) that represent another selected concern. *

FIRST & LAST NAME (separated by comma for multiple entries)

Would you like to submit this form for another student or course? *

◯ Yes

◯ No

Submit Form

Dropping an ISEP Student

Use this form for all instructor-initiated drops and requests to re-enroll (accidental drops). Drops completed through MyBanWeb need to be included so administration knows to remove the student(s) from the prison rosters. Drops not completed through MyBanWeb will need an Instructor Withdrawal Exception form submitted below.

Instructor *

Please Select

Instructor Email (for confirmation of submission) *

example@example.com

Prison Program *

○ Cal City (CAC)

○ Tehachapi (CCI)

Course Name and CRN *

Please Select

Select the reason for completing this form: *

○ Dropping ISEP student(s)

○ Re-enrolling ISEP student(s) using Accidental Drop Form

List student full first and last name below. For more than one student in the same course (CRN), list each name separated by a comma. *

FIRST & LAST NAME (separated by comma for multiple entries)

Would you like to submit this form for another student or course? *

○ Yes

○ No

Submit Form