

Incomplete Grades

1. Access the Grade Roster
2. Enter I as the student's grade using the drop down menu under 'Roster Grade'
3. Click on the link 'Incomplete Grade Form' ([linked here](#))

The screenshot shows the 'Grade Roster' interface. At the top, there are navigation tabs: 'Faculty Center', 'Advisor Center', 'Search', and 'Learning Management'. Below these are links for 'my schedule', 'class roster', and 'grade roster'. The main heading is 'Grade Roster'. Below the heading, there is a search bar with a 'change class' button. The 'Display Options' section includes a dropdown for '*Grade Roster Type' set to 'Final Grade' and a checkbox for 'Display Unassigned Roster Grade Only'. The 'Grade Roster Action:' section has a dropdown for 'Status' set to 'Approved' and a 'Posted' button. Two links are visible: 'Request Grade Change' and 'Incomplete Grade Form', with the latter highlighted by a red box and a red arrow pointing to it.

- Notice:** An I (Incomplete) grade should be issued when the student has not completed the final exam or project and the instructor agrees to accept the work within the one year period allowed.
4. Print the form and enter the student and class information
 5. Ask the student to sign the form to insure that the student agrees to submit the missing work within the allowable period
 6. Enter the reason that the I grade is being issued.
Example: Student missed final exam.
 7. Enter the condition that must be met to remove the I grade
Example: Student completes final exam.
 8. Enter the grade to be issued if conditions are not met.
Example: Grade earned minus the final exam.
 9. Sign the form and send to the Evaluations Office
Important! The Records Office will not accept a submission until after final grades are posted for the semester.
 10. After the missing work is completed, you must issue a Grade Change Form to input the grade