

Inputting "I" Incomplete Grades Guide

Personal Information Student Services Financial Aid Faculty Services FERPA/Proxy

RETURN TO MENU SITE MAP HELP EXIT

Final Grades

Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
Study Abroad: Understanding EU - IBUS 3381 M11
 CRN: 30215
 Students Registered: 9

Please click the SUBMIT button after each page of grades is entered. There is a 305 minute time limit starting at 08:52 am on Jun 24,2015 for this page.
 Be sure to enter a Last Date of Attendance when entering a grade of F. If the date is missing, the F grade will be deleted and you will receive an error message.
 Also, if entering developmental course grades, be sure to enter the number of absences.

Record Number	Student Name	ID	Credits	Registration	Status	Grade	Rolled	Last Attend Date	Absences	Registration Number
1	Catherine L.	81	3.000	Web Registered	Apr 01,2015	I	N			4
2	Marcos L.	81	3.000	Web Registered	Mar 24,2015	I	N			1
3	Taylor C.	81	3.000	Web Registered	Mar 25,2015	B	N			2
4	Junie	81	3.000	Web Registered	Apr 24,2015	None	N			8
5	Rainey L.	81	3.000	Web Registered	Apr 01,2015	None	N			3
6	Kristie	80	3.000	Web Registered	Apr 06,2015	None	N			5
7	Michael A.	81	3.000	Web Registered	May 04,2015	None	N			9
8	Lacey M.	81	3.000	Web Registered	Apr 24,2015	None	N			7
9	Jessica A.	80	3.000	Web Registered	Apr 06,2015	None	N			6

Submit Reset

Please submit the grades often. There is a 305 minute time limit starting at 08:52 am on Jun 24,2015 for this page.
 Be sure to enter a Last Date of Attendance when entering a grade of F. If the date is missing, the F grade will be deleted and you will receive an error message.
 Also, if entering developmental course grades, be sure to enter the number of absences.

When you submit the grades and you have issued "I" grades the following screen will appear. This screen will give you the date which the "I" grade will be converted to an "F" if not completed. You must click "submit" and for your "I" grades to be processed. The date provided is for undergraduate level courses. (The date automatically defaults to undergraduate date.) Graduate level classes have a year to complete.



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Incomplete Final Grades

Review and maintain, when allowed, incomplete final grades and extension dates for incomplete grades.

Course Information
Study Abroad: Understanding EU - IBUS 3381 M11
 CRN: 30215
 Students Registered: 9

Please submit the grades often. There is a 305 minute time limit starting at 08:55 am on Jun 24,2015 for this page.
 The extension date default is Dec 11,2015. The extension date may have constraints according to level.

Record Number	Student Name	ID	Grade	Rolled	Incomplete Final Grade	Extension Date	Extension Date Constraints
1	Catherine L.	81	I	N	F	12/11/2015	
2	Marcos L.	81	I	N	F	12/11/2015	

Submit Cancel Reset

Please submit the grades often. There is a 305 minute time limit starting at 08:55 am on Jun 24,2015 for this page.
 RELEASE: 8.7
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You will then get the following message that tells you your grades have been completed successfully.

- Please click the SUBMIT button after each page of grades is entered. There is a 305 minute time limit starting at 08:55 am on Jun 24,2015 for this page.
 - Be sure to enter a Last Date of Attendance when entering a grade of F. If the date is missing, the F grade will be deleted and you will receive an error message.
 - Also, if entering developmental course grades, be sure to enter the number of absences.
- Grades successfully processed.