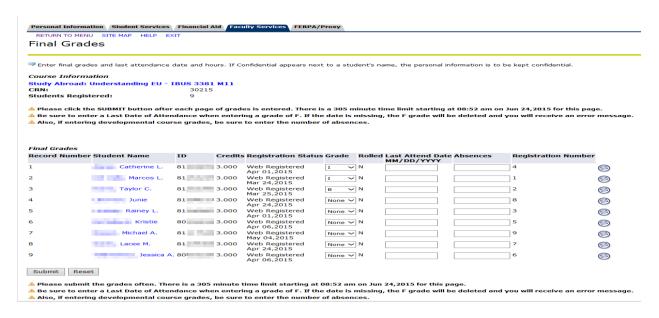
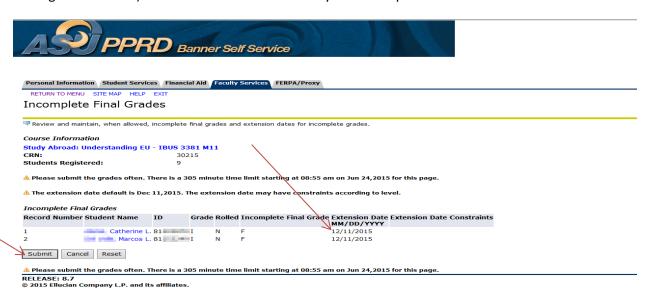
Inputting "I" Incomplete Grades Guide



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.



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.