# Entering and Changing an Incomplete Grade

## Entering an Incomplete Grade

1. Select **Final Grades** from the **Faculty & Advisors Menu.**



1. Select the **Term** and **CRN** for the course to be graded.



1. Enter the applicable grades, including the incomplete grades, for each student.

**Note**: You are required to enter the **Last Date of Attendance** for all ‘F’ and ‘I’ grades prior to submission



1. Click **Submit** to enter all the currently posted grades.



1. You will be prompted to submit any Incomplete grades via the **Incomplete Final Grades** screen. This screen displays the current ‘I’ grade and allows for you to enter a default grade and a specific extension date.

**Note**: The current default grade is an ‘F’ and the current default date is one calendar year from the end of term. Instructors may shorten the extension date (2 weeks for example) but it cannot be extended beyond one year per the policy.



1. Click the **Submit** button when you are prepared to make a final submission and you will return to the **Final Grade Worksheet** form.

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## Change an Incomplete Grade

**Note**: All processing for changing an incomplete grade must be done prior to 11:59pm on the listed **Extension Date** (deadline) or the grade will roll to the **Incomplete Final Grade**.

1. Access the **Incomplete Grades** section of the **Faculty & Advisors Menu**.

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1. Use the **Incomplete Final Grade** drop-down menu to select the new grade and then choose **Submit**.

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1. After clicking **Submit**, the “Grades successfully processed” indicator will appear.

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