Instructions for Electronic Forms

Extension of Grade of Incomplete Form
eForms may still be accessed and submitted via the links under related content in the Faculty/Advisor Center.

Instructions on this access follows:
1. Log Into MyHusky
2. Navigate to the Faculty Center
Click on I Grade Request to begin the Issuance of I Grade form.
Request for Extension of Time for Removal of a Grade of Incomplete

Instructions: An extension of time for the removal of undergraduate 'Incomplete' (I grade) may be granted under situations when circumstances above and beyond the control of the student persist beyond the next semester after the 'I' grade was issued or new circumstances of that nature have developed.

- Refer to Grading Policy PFF 3522

A grade of incomplete may be changed to a grade of A, A-, B, B-, C+, C, C-, D+, D, or F for other appropriate grade.

The instructor completes and submits the form. After the Dean of the college which offers the course approves the form, the form is routed to the Office of the Registrar.

INSTRUCTOR

1. Click on the magnifying glass next to the Term field to choose the term the course was taught in.
2. The Course ID field will appear.
3. Click the magnifying glass next to Course ID. This will return only courses the instructor completing the form taught in the term.
4. Click on the course.

Term: 2019 Fall

Instructor: [Name]

STUDENT

1. Click the magnifying glass next to the Student ID field. Current Grade will display the 'I'.

Current Date: 04/23/2021

EXTENSION OF TIME INFORMATION

1. Enter the date the extension of the I grade will expire.
2. Enter the justification for the extension.

- If a Change of Grade is not submitted by the date of original issuance of Incomplete Grade Form.
STUDENT

1. Click the magnifying glass next to the Student ID field. This will return only students enrolled in the course who have an I grade for the course.
2. Current Grade will display the I.

Current Date 04/23/2021

Student ID

Use the look up to choose the student. Only students will a grade of I will populate this look up.

EXTENSION OF TIME INFORMATION

1. Enter the date the extension of the I grade will expire.
2. Enter the justification for the extension.

- If a Change of Grade is not submitted by the date indicated the Office of the Registrar will convert the final grade to the one indicated on the original Issuance of Incomplete Grade Form.

Expiration of Extension of Incomplete Grade

Reason for Extension of Time

Enter the date this extension will expire

Enter the reason the extension is necessary

FILE ATTACHMENTS

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>Description</th>
<th>File Name</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Upload</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attach any pertinent documentation

ACTION ITEMS

<table>
<thead>
<tr>
<th>Message Text</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>I have communicated the formal plan for the extension of the grade of incomplete (I) and completion of the course requirements and have obtained approval of said plan from this student as outlined in the attached documentation.</td>
</tr>
</tbody>
</table>

Check the box to verify the student is aware of the terms of the extension of the I grade.
A Change of Grade Form must be submitted in order to record a final grade for the student once all outstanding course requirements have been completed.

In the event a Change of Grade Form is NOT submitted, the official grade of record will be the grade you entered on the original Incomplete Form.