Instructions for Electronic Forms

Extension of Gradeof Incomplete Form

Left screenshot (browser — MyHusky Dashboard)

MyHusky PeopleSoft Links   ×   Dashboard   ×   +

https://sispdev.buad.bloomu.edu:8255/psp/cspdev/EMPLOYEE/SA/s/WEBLIB_HCX

Most Visited   Getting Started   MyHusky PeopleSoft L...

BLOOMSBURG UNIVERSITY.
MY HUSKY

- Dashboard
- Schedule
- Class Roster
- Grade Roster
- View Advisees
- Lookup Student
- Electronic Forms
- Class Information
- Worklist
- Advisor Center
- MyHusky Full Site

Dashboard

Hello _____ !

Teaching Schedule 2020 Winter

| Mon | Tue | Wed | Thu | Fri |

You have no classes on this day

From the Dashboard click on the link to Electronic Forms

Right screenshot (Electronic Forms)

Electronic Forms

Electronic Forms

- **Incomplete Extension Form**
- Grade Change Request
- Petition for Exception Request
- Incomplete Form
- Independent Study
- Individualized Instruction

View Previously Completed/Submitted Forms

eForms you are able to submit will populate the screen

eForms may still be accessed and submitted via the links under related content in the Faculty/Advisor Center.

Instructions on this access follows:

Personalize   Content Layout Wed, Jul 27, 16   8:52 AM

My Husky Menu

Campus Solutions
Access to the Campus Solutions application.

Faculty Center
View your class and exam schedules.

Advisor Center
Access your advisee roster and view details including academic information, class schedules, degree progress and grades.

1. Log into MyHusky
2. Navigate to the Faculty Center

Welcome!

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA

MyHusky

Welcome to the
Bloomsburg University
Student Information Portal.

MyHusky
Bloomsburg University of Pennsylvania

Please switch to Global Sea

My Links | Select One:

Related Content ▼

Electronic Forms

| Faculty Center | Advisor Center | Search | BOLT Combined Request |

| my schedule | class roster | grade roster |

Faculty Center

My Schedule

Under Related Content click on Electronic Forms

2016 Summer | Bloomsburg University of PA | change term

View Personal Data Summary
My Exam Schedule

Select display option: ⦿ Show All Classes ◯ Show Enrolled Classes Only

Icon Legend: 👥 Class Roster 📋 Grade Roster 🔲 Learning Management

My Teaching Schedule > 2016 Summer > Bloomsburg University of PA

View All | ⬚ | 📅 | First ◀ 1 of 1 ▶ Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | Grade Roster

Faculty Center

My Schedule

2020 Spring | Bloomsburg University of PA

[Change Term]

View Personal Data Summary

My Exam Schedule

Select display option

◉ Show All Classes   ○ Show Enrolled Classes Only

Icon Legend   🏫 Class Roster   📋 Grade Roster   📖 Learning Management

My Teaching Schedule > 2020 Spring > Bloomsburg University of PA

Personalize | View All | 🔲 | 🔳   First ◀ 1-3 of 3 ▶ Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
🏫	BIOLOGY 173-01 (1086)	ANATOMY PHYSIOL 1 (Lecture)	176	MoWeFr 12:00PM - 12:50PM	Hartline Science Center 0108	Jan 21, 2020- May 8, 2020
🏫	BIOLOGY 298-01 (3384)	INTERNSHIP IN MI (Supervision)	5	TBA	Off Campus 0000	Jan 21, 2020- May 8, 2020
🏫	BIOLOGY 391-01 (3377)	RESEARCH IN BIO 2 (Independent Study)	1	TBA	Off Campus 0000	Jan 21, 2020- May 8, 2020

▾ **Related Content**   [Electronic Forms]

Grade Change Request

Petition for Exception Request

I Grade Request
Incomplete Extension Form

View Previously Completed/Submitted Forms

Click on I Grade Request to begin the Issuance of I Grade form.

I Grade Extension Request

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 PRP 3522

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

The instructor completes and submits the form. After the Dean of the college which offers the course approves 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.

Then use the look up to find the course. Only course taught by the instructor in the term chose will populate

First use the look up to choose the term the course was taught in.

Instructor

Name

Term 2196 🔍 2019 Fall

Course ID 🔍

STUDENT

1. Click the magifying glass next to the Student ID f
2. 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 e
2. Enter the justification for the extension.

- If a Change of Grade is not submitted by the dat
original Issuance of Incomplete Grade Form.

Expiration of

Look Up Course ID ✕

Help

Value | begins with ⌄ | [_____]
Description | begins with ⌄ | [_____]

[Look Up] [Clear] [Cancel] Basic Lookup

Search Results

View 100   First ◁ 1-5 of 5 ▷ Last

Value	Description
668143	BIOLOGY- 174 ANATOMY PHYSIOL 2
668208	BIOLOGY- 390 RESEARCH BIOL 1
668302	BIOLOGY- 573 CANCER BIOLOGY
668316	BIOLOGY- 593 MASTER OF SCI THESIS
671656	BIOLOGY- 298 INTERNSHIP IN MI

STUDENT

1. Click the magifying 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

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

Student ID [＿＿＿＿＿＿＿] 🔍

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 [＿＿＿＿＿＿＿] 📅

Enter the date this extension will expire

Reason for Extension* of Time [＿＿＿＿＿＿＿]

Enter the reason the extension is necessary

FILE ATTACHMENTS

Status	Action	Description	File Name	Delete
1	Upload	[＿＿＿＿ ▾]		Delete

Add Row

Attach any pertinent documentation

ACTION ITEMS

	Message Text	Description
1 ☐	Verification of Student Acceptance of the Extension of the I Grade and course completion	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.

Check the box to verify the student is aware of the terms of the extension of the I grade

▶ COMMENTS

Search   Submit

Click the arrow to expand the comment box and add any additional information releavent to the request for the I grade.

ⓘ Authored by ▌▌ GIDEON TAYLOR

Close ⊗

Click submit

- 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.