Instructions for Electronic Forms
Issuance 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
<table>
<thead>
<tr>
<th>Class</th>
<th>Class Title</th>
<th>Enrolled Days &amp; Times</th>
<th>Room</th>
<th>Class Dates</th>
</tr>
</thead>
</table>

**Select display option:**
- Show All Classes
- Show Enrolled Classes Only

Under Related Content click on Electronic Forms
Click on I Grade Request to begin the Issuance of I Grade form.
The Incomplete Form should be submitted as a temporary grade to be given ONLY when the instructor believes the student has been unable to complete the course requirements due to circumstances beyond his/her control. Failure of a student to take a final examination or complete other course requirements without prior arrangements with the instructor or legitimate excuse in not a justification for a grade of I.

Choose the term in which the course was taught from the look up.

INSTRUCTOR

Instructor: [ ]

Term: 2182 [ ] 2018 Spring

STUDENT AND COURSE INFORMATION

If you are teaching more than one section of the same course ALL students enrolled in

Student ID: [ ]

COURSE COMPLETION PLAN

When a grade of I is submitted it must be accompanied with a formal, written plan for the next regular term or the grade to be recorded will become the permanent grade. The plan must acquiesce of the student.

- The instructor may determine a shorter time frame for completion of the course and time of submission of the form.
- In the event the incomplete work is not satisfied the grade of record will be the course.
The Incomplete Form should be submitted as a temporary grade to be given ONLY when the instructor believes the student has been unable to complete the course requirements due to circumstances beyond his/her control. Failure of a student to take a final examination or complete other course requirements without prior arrangements with the instructor or legitimate excuse in not a justification for a grade of I.

PRP 3522

**INSTRUCTOR**

Instructor: [Name]

Term: 2182

**STUDENT AND COURSE INFORMATION**

If you are teaching more than one set of incomplete forms, you may choose which course ID you would like to populate. The course ID will only populate the courses taught in the chosen term by the instructor accessing the form.

**COURSE COMPLETION PLAN**

When a grade of I is submitted it must be in the next regular term or the grade to be the acquiescence of the student.

- The instructor may determine the time of submission of the form.

Select the course from the Course ID look up. Only courses taught in the chosen term by the instructor accessing the form will populate.

Current term: 2018 Spring

**Look Up Course ID**

Value begins with [ ]

Description begins with [ ]

Look Up  Clear  Cancel

Search Results

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>568132</td>
<td>BIOLOGY: 102 ECOLOGY &amp; EVOLUTION</td>
</tr>
<tr>
<td>571817</td>
<td>BIOLOGY: 456 ECOSTREAMS</td>
</tr>
<tr>
<td>571819</td>
<td>BIOLOGY: 556 ECOSTREAMS</td>
</tr>
</tbody>
</table>

Searchable terms: 1 of 3
*** You may also search for a specific student by entering the first and last name in the Description field.
COURSE COMPLETION PLAN

When a grade of I is submitted it must be accompanied with a formal, written plan for completion and completion is required prior to the end of the next regular term or the grade to be recorded will become the permanent grade. The plan for completion shall be drawn up by the instructor with the acquiescence of the student.

- The instructor may determine a shorter time frame for completion of the course. In this case that time frame must be stated in the plan at the time of submission of the form.
- In the event the incomplete work is not satisfied the grade of record will be the grade listed under “Grade to be Recorded”.

Reason for I Grade

Plan for Completion

Grade to be Recorded

Choose grade to be recorded from the drop down should the work for the incomplete course NOT be satisfied.

Give a brief explanation of the reason the I grade is necessary.

Give a brief description of the plan to complete the course work.
**FILE ATTACHMENTS**

Please attach documentation outlining the completion plan for the course and email correspondence of student acquiescence.

Enter file description and click upload to attach documentation.

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>Description</th>
<th>File Name</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Upload</td>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Add Row</td>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ACTION ITEMS**

1. Enter a description of the file you are attaching.

2. Click upload to browse your computer files for the documentation you wish to attach.

3. Click 'add row' if you wish to attach more than one document.
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 Incomplete Form.