

Instructions for Electronic Forms

Issuance of Grade of
Incomplete Form

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

A photograph of a campus scene featuring a prominent white building with a golden dome, surrounded by trees with autumn foliage under a clear blue sky.

Welcome to the
Bloomsburg University
Student Information Portal.

[Related Content](#) ▾

Electronic Forms



Under Related Content click on Electronic Forms

Faculty Center

Advisor Center

Search

BOLT Combined Request

my schedule

class roster

grade roster

Faculty Center

My Schedule

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

My Schedule

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

Related Content

Electronic Forms

Electronic Forms
Incomplete Form



Click on " Incomplete Form"

[View Previously Completed/Submitted Forms](#)



Incomplete 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 is not a justification for a grade of I.

PRP 3522

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

INSTRUCTOR

Instructor

Term 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 requires the acquiescence of the student.

- The instructor may determine a shorter time frame for completion of the course. The time of submission of the form.
- In the event the incomplete work is not satisfied the grade of record will be the g

Look Up Term x

[Help](#)

Value

Description

Lookup

Search Results

View 100 First 1-11 of 11 Last

Value	Description
2136	2013 Fall
2142	2014 Spring
2146	2014 Fall
2152	2015 Spring
2162	2016 Spring
2164	2016 Summer
2166	2016 Fall
2172	2017 Spring
2174	2017 Summer
2176	2017 Fall
2182	2018 Spring



Incomplete 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 is not a justification for a grade of I.

PRP 3522

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

INSTRUCTOR

Instructor

Name

Term 2018 Spring

Course ID

STUDENT AND COURSE INFORMATION

If you are teaching more than one section

in the chosen term will be returned.

date 07/24/2018

COURSE COMPLETION PLAN

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

and completion is required prior to the end of the completion shall be drawn up by the instructor with the

that time frame must be stated in the plan at the

Look Up Course ID ✕

Value

Description

Lookup

Search Results

View 100 First 1-3 of 3 Last

Value	Description
668132	BIOLOGY- 102 ECOLOGY & EVOLUTION
671617	BIOLOGY- 456 ECOSTREAMS
671618	BIOLOGY- 556 ECOSTREAMS

Term 2018 Spring

Course ID BIOLOGY- 456
ECOSTREAMS

STUDENT AND COURSE INFORMATION

If you are teaching more than one section of the same course ALL students enrolled in the course in the chosen term will be returned.

Student ID

Current Date 07/24/2018

Recorded Grade I

**Recorded grade of "I" will
automatically populate**

COURSE COMPLETION PLAN

**Choose the student from the Student ID look up. This look up will
populate with ALL students enrolled in the chosen course for ALL
sections taught in the chosen term.**

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

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

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

Plan for Completion

Give a brief description of the plan to complete the course work

Grade to be Recorded*

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

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.

Status	Action	Description	File Name	Remove
1	<input type="button" value="Upload"/>	1. <input type="text"/>		<input type="button" value="Delete"/>
<input type="button" value="Add Row"/>				
	2.			
	3.			

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.

ACTION ITEMS

	Message Text	Description
1	<input type="checkbox"/> Verification of Student Acceptance of Terms of Course Completion	I have communicated the formal plan for 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 you have obtained student approval of plan for completion.

COMMENTS

Search Submit

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

Author 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 Incomplete Form.