

Catalog Description: An Incomplete is given only when a student has been in attendance for at least three-fourths of the semester but has been prevented by circumstances beyond his/her control from completing all of the requirements of the course. A student must provide adequate evidence to the instructor as to the reason why he/she was unable to complete the requirements for the course. If a grade of "I" Incomplete has been given, the instructor shall advise the Registrar's Office in writing (complete an Incomplete Form available in the faculty tab) what the student must do to remove the deficiency.

An Incomplete must be made up within one calendar year. An "I" grade is not included in the computation of the GPA. An "I" grade not made up in the prescribed length of time automatically becomes an "F" grade. Once the "I" grade has been converted to an "F" grade, the course must be repeated in order for the grade to be changed.

MyInfo > Faculty Services > Faculty Grade Entry

- Select "I" from grading drop-down menu
- The Incomplete Grades subset roster will display. This shows the Incomplete Final Grade of F and the Incomplete Extension Date of one year. After one year if the student has not completed the incomplete work and the Registrar's Office has not received Change of Grade paperwork, the Incomplete grade will be changed to an "F".
- Click *Save* to finalize Incomplete (I) grades.
- Click "Roster" to go back to the roster and continue grading.

Click here to return to roster

Roster	Incomplete Grades			
Full Name	ID	Grade	Incomplete Final Grade	Extension Date
Bird, Big		I	F	05/12/2022

Forms:

- **Change of Grade** and **Incomplete Grade Requirement** forms are located in the Faculty Services tab. For security reasons these are not posted on the public side of the website.

Personal InformationStudent ServicesFinancial AidFaculty ServicesEmployee Services

RETURN TO MENU SITE MAP HELP EXIT
Your current Institution is BL

Faculty Services

To Change Grades, fill out this [Change of Grade Form](#) . To Fill Out the Independent Study Form, Click [Here](#). To Fill Out the Incomplete Grade Form, Click [Here](#). [FERPA Information \(Family Education Rights and Privacy Act\)](#): Click [Here](#).

Advisor Menu
View student transcripts.
Term Selection
CRN Selection
Faculty Detail Schedule
Faculty Schedule by Day and Time
Detail Class List
Summary Class List
Final Grades
Registration Overrides
Registration Add/Drop

Student Menu
View Student Information (major, advisor, address, phone, e-mail, etc); View Student Schedule; Registration Overrides; Registration ADD/DROP.
Enrollment Summary Report
Advisor Dashboard

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