



**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 Final Grading** (see **MyInfo for Faculty - Final Grading** for complete web grading instructions)

- Select "I" from grading drop down menu
- Click *Submit*
- Incomplete Final Grades Summary page 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 *Submit* to finalize Incomplete (I) grades.

### Incomplete Final Grades Fall 2010

Fall 2010  
 Nov 29, 2010 03:56 pm  
 Your current Institution is BL

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Review and maintain, when allowed, incomplete final grades and extension dates for incomplete grades.

**Course Information**

**Studio Art for Non-Art Majors - ARF 110 005**

CRN: 62878

Students Registered: 3

Please submit the grades often. There is a 30 minute time limit starting at 03:56 pm on Nov 29, 2010 for this page.

The extension date default is Dec 15, 2011. The extension date may have constraints according to level.

**Incomplete Final Grades**

Record Number	Student Name	ID	↓	↓	↓	Extension Date Constraints
			Grade	rolled	Incomplete Final Grade	Extension Date MM/DD/YYYY
1			I	N	F	12/15/2011
2			I	N	F	12/15/2011
3			I	N	F	12/15/2011

**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.

The screenshot shows a web page with a navigation bar at the top containing tabs for Personal Information, Student Services, Financial Aid, Faculty Services, and Employee Services. The Faculty Services tab is active. In the top right corner, there are links for RETURN TO MENU, SITE MAP, HELP, and EXIT, along with the text 'Your current Institution is BL'. The main heading is 'Faculty Services'. Below this, a yellow horizontal line is present. Two red arrows point downwards from this line to the text: '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](#).' Below this text is a list of links under the heading 'Advisor Menu', including: 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, Enrollment Summary Report, and Advisor Dashboard. At the bottom left, it says 'RELEASE: 8.4' and at the bottom right, it says 'powered by SUNGARD HIGHER EDUCATION'.