

INSTRUCTIONS TO ASSIGN A GRADE OF INCOMPLETE

Step 1:

Log in to Goldmine and Click on the FACULTY SERVICES tab:

Step 2:

Click on INCOMPLETE GRADE FORM:



A screenshot of the 'Faculty Services' page in Goldmine. At the top, there is a navigation bar with three tabs: 'Personal Information', 'Faculty Services', and 'Financial Aid'. The 'Faculty Services' tab is highlighted with a red circle and a red arrow pointing to it from the text '1. Click on Faculty Services'. Below the navigation bar is a search field with a 'Go' button. To the right of the search field are links for 'MAIN MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Faculty Services'. Below this, there is a link to 'http://academics.utep.edu/Default.aspx?tabid=39946'. A list of links follows: 'Term Selection', 'Course Reference Number (CRN)/Class Selection', 'Active Assignments', 'Catalog', 'Course Schedule', 'Class List: Detail', 'Class List: Summary', 'Faculty Grade Summary (SHAINST)', 'Faculty Schedule: By Day and Time', 'Faculty Schedule: Detail', 'Grades: Mid-Term', 'Grades: Final', 'Incomplete Grade Form', 'Office Hours', 'Syllabus', 'Wait List: Detail', and 'Wait List: Summary'. The 'Incomplete Grade Form' link is circled in red, with a red arrow pointing to it from the text '2. Click on Incomplete Grade Form'. At the bottom of the page, there is a 'Student Information - Advisor Menu' section with sub-links: 'View a student's transcript', 'View a student's grades', and 'Display your security setup.' Below that is a 'Schedule Courses' section. At the very bottom, it says 'RELEASE: 8.7'.

Step 3:

Enter the following required information in the corresponding fields:

*STUDENT ID NUMBER (80#)

*JUSTIFICATION FOR INCOMPLETE

*COURSE NAME (MATH 1305)

*WORK TO BE COMPLETED

*TERM (SPRING 2016)

*CRN (12345)

***DUE DATE:** *You will have until this due date to submit a Grade Change Form to replace the grade of Incomplete (I) to another letter grade. If a Grade Change Form is not submitted to the Office of the Registrar on time, the incomplete grade (I) will automatically be replaced with the grade of F.*

Step 4:

Click OK

The screenshot shows the 'Faculty Terms for Grade of Incomplete' form from The University of Texas at El Paso. The form includes fields for Student ID (80000000), Course Name (MATH 1305), Term (SPRING 2016), CRN (12345), and Due Date (06/10/2016). A yellow box with the text '3. Fill out all the fields' has red arrows pointing to the Student ID, Course Name, Term, and CRN fields. Another yellow box with the text '4. Click OK' has a red arrow pointing to the 'OK' button at the bottom left. The 'Due Date' field is also circled in red. The 'Justification for Incomplete' and 'Work to be completed' fields are empty and outlined with dashed red lines.

A confirmation email will be sent to the instructor, the students, and to records@utep.edu. The Office of the Registrar will assign the Grade of Incomplete (I). If you have any questions contact our office at 747-5544