INSTRUCTIONS TO ASSIGN A GRADE OF INCOMPLETE

**Step 1:**
Log in to Goldmine

**Step 2:**
Click on Incomplete Grade Form

**Step 3:**
Enter the following required information in the corresponding fields:

*STUDENT ID NUMBER (80#)
*COURSE NAME (MATH 1305)
*TERM (SPRING 2016)
*CRN (12345)

*JUSTIFICATION FOR INCOMPLETE
*WORK TO BE COMPLETED
* Date grade of I turns into an F: A Grade Change Form to replace the grade of Incomplete (I) to another letter grade has to be submitted before this date. If a Grade Change Form is not submitted to the Office of the Registrar before this date, the incomplete grade (I) will automatically be replaced with the grade of F.

Step 4:

Click on Submit

The Office of the Registrar will assign the Grade of Incomplete (I). If you have any questions, contact our office at 915-747-5544