

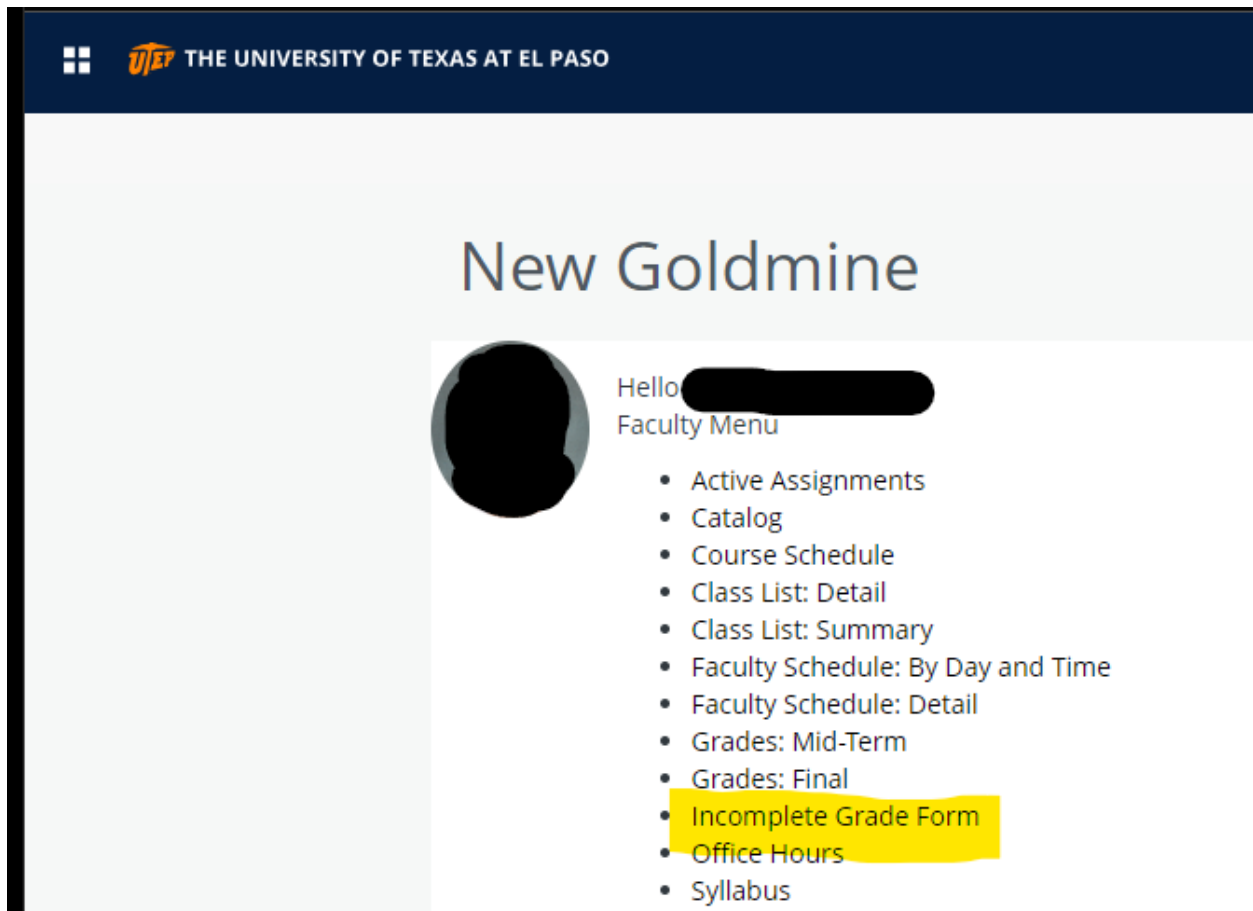
## INSTRUCTIONS TO ASSIGN A GRADE OF INCOMPLETE

### Step 1:

Log in to Goldmine

### Step 2:

Click on Incomplete Grade Form



The screenshot shows the top navigation bar of the University of Texas at El Paso (UTEP) website, featuring the UTEP logo and the text "THE UNIVERSITY OF TEXAS AT EL PASO". Below the navigation bar, the main heading reads "New Goldmine". A user profile section displays a silhouette for a profile picture and the text "Hello [redacted] Faculty Menu". To the right of the profile, a list of menu items is shown, with "Incomplete Grade Form" highlighted in yellow. The other menu items are: Active Assignments, Catalog, Course Schedule, Class List: Detail, Class List: Summary, Faculty Schedule: By Day and Time, Faculty Schedule: Detail, Grades: Mid-Term, Grades: Final, Office Hours, and Syllabus.

### 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)**

**\* 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 University of Texas at El Paso

Faculty Terms for Grade of Incomplete

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DTN 972184

Student ID

Email

Course Name

Term

Instructor

Name

CRN

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Optional Recipients

Justification for Incomplete

Work to be completed

Date grade of I turns into an F

Submit Cancel Changes

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