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:
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

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.