

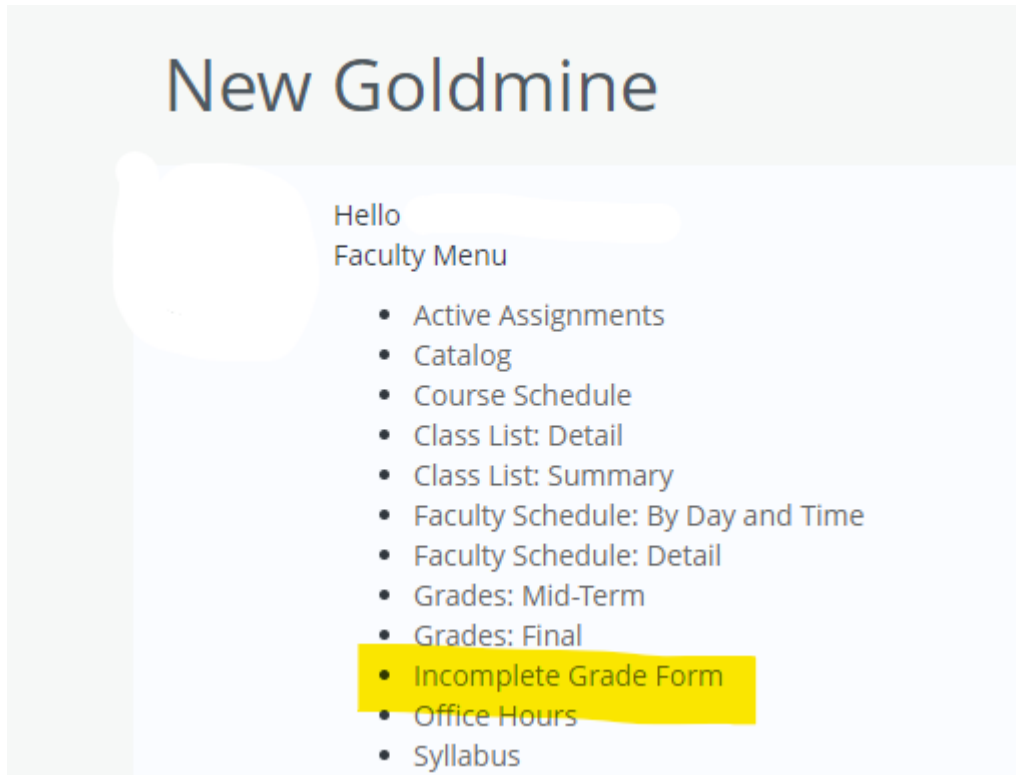
INSTRUCTIONS TO ASSIGN A GRADE OF INCOMPLETE

Step 1:

Log in to Goldmine

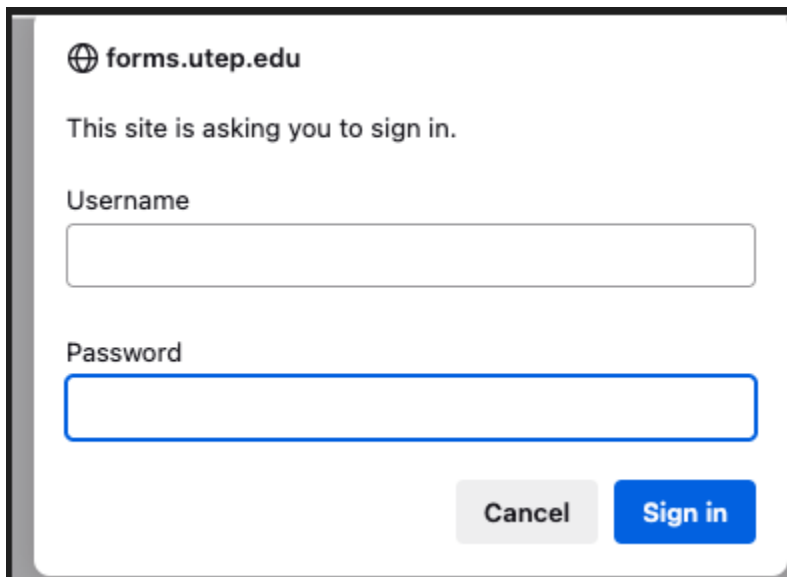
Step 2:

Click on INCOMPLETE GRADE FORM:



Step 3:

Sign in with your UTEP credentials:

A screenshot of a sign-in form for 'forms.utep.edu'. The form has a title bar with a globe icon and the text 'forms.utep.edu'. Below the title bar, it says 'This site is asking you to sign in.' There are two input fields: 'Username' and 'Password'. At the bottom, there are two buttons: 'Cancel' and 'Sign in'.

Step 4:

Enter the following required information in the corresponding fields:

***STUDENT ID NUMBER (80#)**

***JUSTIFICATION FOR INCOMPLETE**

***COURSE NAME (MATH 1320)**

***WORK TO BE COMPLETED**

***WORK DUE BY**


***DATE GRADE OF I TURNS INTO AN F**

***TERM (SPRING 2024)**

***CRN (12345)**

***WORK DUE BY:** *This is the date in which the student should complete and submit the work to faculty*

***DATE GRADE OF I TURNS INTO AN F:** *Faculty 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.*



The University of Texas at El Paso
Faculty Terms for Grade of Incomplete

DTN 997370

Student ID

Email

Course Name

Term

Instructor

Name

CRN

Optional Recipients

Justification for Incomplete

Work to be completed

Work Due By:

Date grade of I turns into an F

Step 5:

Click Submit

*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*