INSTRUCTIONS TO ASSIGN A GRADE OF INCOMPLETE

Step 1:
Log in to Goldmine

Step 2:
Click on INCOMPLETE GRADE FORM:

![New Goldmine](image)

- 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
- **Incomplete Grade Form**
- Office Hours
- Syllabus

Step 3:
Sign in with your UTEP credentials:

![forms.utep.edu](image)

This site is asking you to sign in.

Username

Password

[Cancel] [Sign in]
Step 4:

Enter the following required information in the corresponding fields:

* STUDENT ID NUMBER (80#)  
* COURSE NAME (MATH 1320)  
* JUSTIFICATION FOR INCOMPLETE  
* 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.
**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