

# **SUBMITTING A JUSTIFIATION FOR AN INCOMPLETE GRADE**



**OFFICE OF THE REGISTRAR  
USER INSTRUCTIONS**

# SUBMITTING A JUSTIFICATION FOR AN INCOMPLETE GRADE

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# SUBMITTING A JUSTIFICATION FOR AN INCOMPLETE GRADE

## PROCESS

The Office of the Registrar is responsible for end of term processing for the University. All faculty should submit grades on or before the published deadline each term. The Registrar's Office processes all final grades. Faculty must provide justification for giving students incomplete (I) grades.

## RESPONSIBILITIES

### PRIMARY FACULTY

Primary faculty are responsible for adding a justification for each incomplete grade a student requests. To extend the incomplete, you must complete a grade change. Leave the grade blank in Faculty Grade Entry. If you complete the justification prior to entering grades, you will see the "I" grade on your roster.

### REGISTRAR'S OFFICE

Once a justification for incomplete grade is submitted, our office will update the student information system with the "I" grade.

## INSTRUCTIONS

1. On the Faculty Services Tab in POUNCE, click Justification for Incomplete Grade.

#### [Role Selection](#)

*Choose Faculty or Advisor role. Only affects View/Release Holds.*

#### [Detail Pictorial Class Roll](#)

*View a detailed class roll with student photos*

#### [Summary Pictorial Class Roll](#)

*View your class roll with student photos in "yearbook" style.*

#### [Submit Dual Enrolled Numeric Grade](#)

*Dual Enrolled Numeric Grade submission form*

#### [Justification for Incomplete Grade](#)

#### [Student Athlete Progress Evaluation](#)

#### [Pictorial Student Directory for Major](#)

#### [Attendance Verification](#)

*Verify student attendance in your assigned courses.*

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2. Select Term and click Submit.

# SUBMITTING A JUSTIFICATION FOR AN INCOMPLETE GRADE

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## Justification for Incomplete Grade Form

 Select the Term for processing then press the Submit button.

Select a Term:  ▼


RELEASE: 8.5.3

3. In the pull down, choose the Course in which the student was enrolled.
4. Click Submit.

**Faculty Services**

Search

## Justification for Incomplete Grade Form

 Please select the course you wish to access and press Submit.

Term:

Course/CRN:  ▼

RELEASE: 8.5.3

5. Select the Student Name in pull down.
6. Input justification for incomplete grade.
7. If there are multiple students, click “Add Another Student” and complete steps 5 and 6.
8. Click Done.

# SUBMITTING A JUSTIFICATION FOR AN INCOMPLETE GRADE


Faculty Services

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[RETURN TO FACULTY AND](#)

## Justification for Incomplete Grade Form

**Instructor:** Widner, Sabina  
**Term:** Summer 2015  
**Course:** Adult Develop & Aging - PSYC 3133 A2  
**CRN:** 30720

 Select a student from drop-down list and indicate a non-academic reason why the student has been issued a grade of I (incomplete). Press 'Done' when all justifications are entered, press 'Done'.

*Indicate non-academic justification for students within course who should receive a grade of incomplete:*

Student Name (ID Number)	Non-Academic Justification (limit 1000 characters)
Select <input type="text"/>	<input type="text"/>

RELEASE: 8.5.3

- Once justification is submitted correctly, you will see the screen below.
- If you need to revise additional courses, click “Pick Another Course” and complete the steps above.

## Justification for Incomplete Grade Form

Incomplete Grade Justifications have been submitted.

RELEASE: 8.5.3

- Once you are done, the Registrar’s Office will add the “I” grade.

## CONTACT

If you have any additional questions, please contact our office at [records@augusta.edu](mailto:records@augusta.edu).