

INSTRUCTIONS FOR SUBMITTING INCOMPLETE JUSTIFICATION



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

INSTRUCTIONS FOR SUBMITTING INCOMPLETE JUSTIFICATION

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INSTRUCTIONS FOR SUBMITTING INCOMPLETE JUSTIFICATION

PROCESS

These instructions will help you navigate through POUNCE to submit an incomplete justification.

RESPONSIBILITIES

PRIMARY FACULTY

Primary faculty are responsible for submitting an incomplete justification for any students who are being given an “I” for the semester.

REGISTRAR’S OFFICE

The Registrar’s Office is responsible for finalizing grades and completing grade changes.

INSTRUCTIONS

1. Login to <https://pounce.augusta.edu>.
2. Select “Faculty Services” from the top of the page.

Faculty Services

Search

Main Menu

3. Select “Justification for Incomplete Grade”.

[Class Schedule](#)

[Course Catalog](#)

[Office Hours](#)

[Advisee Grade Summary](#)

[Faculty Grade Summary](#)

[View/Release Holds](#)

Release holds from students/advises assigned to you.

[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.

[Justification for Incomplete Grade](#)

[Student Athlete Progress Evaluation](#)

[Pictorial Student Directory for Major](#)

[Attendance Verification](#)

Verify student attendance in your assigned courses.

[Grade Change](#)

[Course Substitution Paper Form](#)

The Course Substitution Workflow is down for updates and mainten:

[Faculty Grade Entry](#)

4. Select the CRN/course from the drop down list and submit.

INSTRUCTIONS FOR SUBMITTING INCOMPLETE JUSTIFICATION

Justification for Incomplete Grade Form

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

Term: **Spring 2020 (202002)**

Course/CRN: **ACCT2101A - Prin of Acct I (24068)** ▼

Submit

Pick Another Term

5. Select the student for which you are submitting the justification and the reason. If you need to submit for more than one student, select add another student. Otherwise, select 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)
<input type="text" value="Select"/> ▼	<input type="text"/>

Add Another Student

Done

CONTACT

If you have any additional questions, please contact our office at records@augusta.edu.