INSTRUCTIONS TO ASSIGN A GRADE OF INCOMPLETE

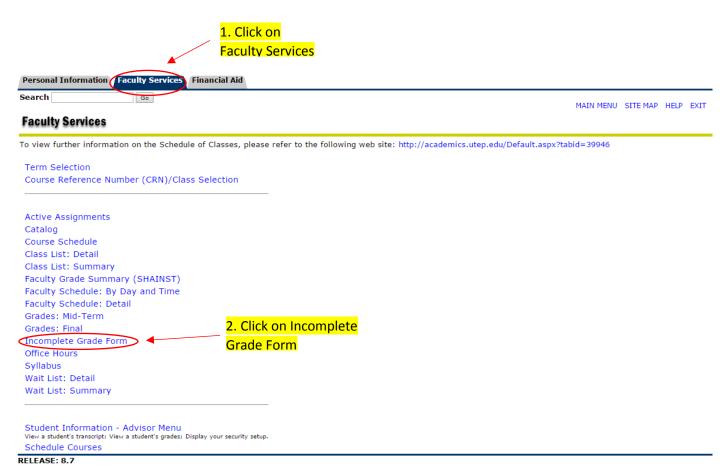
Step 1:

Log in to Goldmine and Click on the FACULTY SERVICES tab:

Step 2:

Click on INCOMPLETE GRADE FORM:





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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

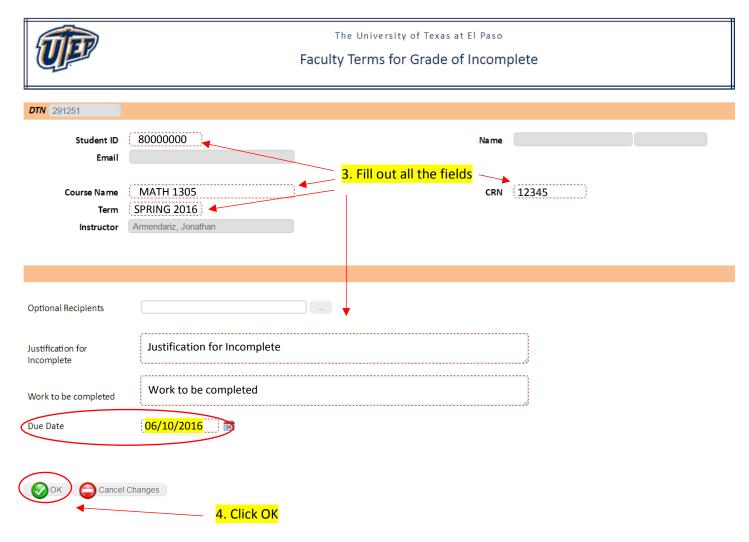
*TERM (SPRING 2016)

*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