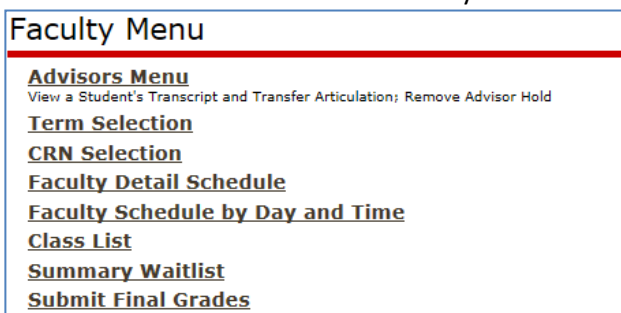


INCOMPLETE AND REGULAR PROGRESS GRADING

- The system will automatically prompt you to choose a default grade whenever a grade of “I” (incomplete) or “RP” (regular progress) is submitted.
 - *Grades of “I”, “X” and “RP” cannot be assigned as default grades.*
 - *“I” grades cannot be changed to “X” or “RP” grades. “RP” grades cannot be changed to “X” or “I” grades.*
- The **default grade is calculated by** determining the grade the student will receive in the course if he/she does not complete any additional work in the course.
- By default a student will have **one calendar year** to complete the work.
 - For “RP” grades:
 - Faculty may specify a time frame of less than one year at the start of the course.
 - “RP” grades may not be extended beyond the allowed one year maximum.
 - For “I” grades:
 - Faculty may specify a time frame of less than one year through the incomplete grade contract.
 - An extension of an additional year may be granted for a maximum of 24 months using an Extension of Incomplete Form.
 - An extension must be submitted before the incomplete has reverted to the default grade.
- When the student completes the outstanding work the instructor submits a Grade Change to assign the appropriate grade.
- If the grade is not changed before the incomplete time frame has lapsed **OR** at the time of graduation, whichever comes first, the “I” or “RP” grade will automatically be reverted to the default grade.

Step-by-Step Instructions:

1. Select Submit Final Grades from the Faculty Menu in Wolf Web.



2. Final Grade Worksheet displays and grades can be assigned.

- Enter changes to final grades and attendance hours, then click Submit Grades.
 - If the word "Confidential" appears next to a student's name, information is to be kept confidential.
 - Click on a student's name to view the student's address(es) and phone(s).

Course Information

INTRO TO LINGUISTICS - LING 210 TST

CRN: 21412

Students Registered: 4

⚠ Please submit the grades often. There is a 60 minute time limit starting at 03:35 pm on Feb 11, 2016 for this page.

Final Grades

Rec #	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0 - 1	Reg #
1	Tester Student, Webster	V00338748	4.000	**Registered** Feb 09, 2016	None	N			4
2	Wolf, Transfer-Art	V00326311	4.000	**Registered** Feb 09, 2016	None	N			1
3	Wolf, Transfer-Music	V00325570	4.000	**Registered** Feb 09, 2016	None	N			2
4	Wolf, Transfer-Science	V00326083	4.000	**Registered** Feb 09, 2016	None	N			3

Submit Reset

⚠ Please submit the grades often. There is a 60 minute time limit starting at 03:35 pm on Feb 11, 2016 for this page.

3. If a grade of "I" or "RP" is assigned and the Submit button is clicked– the Incomplete Final Grades page displays with the students receiving an "I" or "RP".

Course Information

INTRO TO LINGUISTICS - LING 210 TST

CRN: 21412

Students Registered: 4

⚠ Please submit the grades often. There is a 60 minute time limit starting at 03:51 pm on Feb 16, 2016 for this page.

⚠ The extension date default is Mar 24, 2017. The extension date may have constraints according to level.

Incomplete Final Grades

Record Number	Student Name	ID	Grade	Rolled	Incomplete Final Grade	Extension Date MM/DD/YYYY	Extension Date Constraints
1	Wolf, Transfer-Music	V00325570	I	N	None	03/24/2017	

Submit Cancel Reset

4. Use the pull down menu in the "Incomplete Final Grade" column to select the appropriate default grade.

Incomplete Final Grade

None

5. The **default grade is calculated by** determining the grade the student will receive in the course if he/she does not complete any additional work in the course. Click Submit.
6. If a default grade is not assigned and the Submit button is clicked, this error will appear. Use the browser's back button to return to the "Incomplete Final Grade" sheet and assign a default grade.

You have selected an invalid grade. Please contact the registrar.