



## How to Give an “Incomplete” as a Final Grade.

1. Follow the attached picture samples to pull down and enter the grade of "I".
2. Email the student a memo of exactly what tests/projects/assignments/quizzes that need to be made up and/or lectures/classes that they need to attend. The memo will also allow another faculty member the ability to handle the make-up work/assessments in the event that you move on to other work opportunities during this process.
3. FERPA law: You cannot email/telephone/text her grade or attendance information to the student or anyone **unless you have his/her written and signed approval identifying his/her permitted email addresses/phone number.** (So get a signed note from him/her so you can talk/text/email her.)
4. The grade of "I" will default to an "F" **by the end of the next long semester** unless the student completes the designated work/assessments and you complete a grade change.
5. The "Request Grade Change" button will appear after you post the grades. You can look at older PeopleSoft Faculty Center Grade Roster pages to see how that will look.
6. I highly recommend doing everything in writing (and keep copies) to eliminate any misunderstanding between you and the student about your expectations for making up the missed work/assessments.