INSTRUCTIONS FOR SUBMITTING A JUSTIFICATION FOR AN INCOMPLETE GRADE

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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

For 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.
Link to policy: https://www.augusta.edu/services/legal/policyinfo/policy/incomplete-grade-policy.pdf

For 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. Log into https://pounce.augusta.edu.
2. Select "Faculty and Advisors" from the top of the page.

3. Select "Faculty and Advisors Dashboard".

Faculty and Advisors

Faculty and Advisors Dashboard
Enter grades, View Class Lists, Review Advisees, Access JagTrax

4. Select the "Justification for Incomplete Grade" link.

1. Select a term.

2. Select a CRN.

3. Select the row with the student's name.

4. Enter a non-academic justification for the incomplete grade.

7. Click "Submit Justification".

8. Once justification is submitted correctly, you will see the screen below.

11. Once submitted an "I" grade will be entered by our office.

CONTACT

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