

INSTRUCTIONS FOR SUBMITTING A JUSTIFICATION FOR AN INCOMPLETE GRADE



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

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



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

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Faculty Advisor Student Records

Faculty

Assignment History Instructors can view course assignments.	Attendance Verification Verify student attendance in your assigned courses.	Class List View Pictorial class list for your assigned courses.
Class Schedule Search courses by term.	Faculty Detail Schedule View number of students enrolled, room assignment, dates and times.	Final Grades Enter final grades with Faculty Grade Entry. Will open in another window.
Office Hours Enter office hours by course.	Syllabus Information Enter syllabus information for your assigned course.	Week at a Glance View your course schedule for the week.

Faculty Workflow

Grade Change Make a grade change using the grade change workflow.	Justification for Incomplete Grade Submit a justification for incomplete grade for any student you have approved to receive an incomplete grade. Incomplete grades must be graded by the next term (including Summer, except for DCG and MCG).	Withdrawal Form Link to the withdrawal form on the Registrar's Website.
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1. Select a term.

Justification for Incomplete Grade

Select a Term:

2. Select a CRN.

Justification for Incomplete Grade

Select a Term: 202402 - Spring 2024

Select a CRN:

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

Justification for Incomplete Grade

Select a Term: 202402 - Spring 2024

Select a CRN: BIOL 1101 C: Fundamentals of Biology, 29584

Course Information

Term: Spring 2024

CRN: 29584

Course: BIOL 1101 C

Course Title: Fundamentals of Biology

Primary Instructor: Hink, Shannon R.

Class Roster

This table displays the list of students for the selected course that you may write a detailed justification for an incomplete grade.

Please click a student name from the list below to justify the incomplete grade.

Student Name	Justification
<input type="text"/>	<input type="text"/>

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

Justification for Incomplete Grade

Course Information

Term: Spring 2024
CRN: 29584
Course: BIOL 1101 C
Course Title: Fundamentals of Biology
Primary Instructor: Hink, Shannon R.

Enter Justification

Student:

Indicate non-academic justification for receiving a grade of incomplete:

Submit Justification

Start Over

7. Click "Submit Justification".

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

Justification for Incomplete Grade

Incomplete Grade Justification - Successfully Submitted

Select a Term: 202402 - Spring 2024

Select a CRN: BIOL 1101 C: Fundamentals of Biology, 29584

Course Information

Term: Spring 2024
CRN: 29584
Course: BIOL 1101 C
Course Title: Fundamentals of Biology
Primary Instructor: Hink, Shannon R.

Class Roster

This table displays the list of students for the selected course that you may write a detailed justification for an incomplete grade.
Please click a student name from the list below to justify the incomplete grade.

Student Name	Justification
<input type="text"/>	<input type="text" value="This is a test."/>

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.