

Entering an Incomplete Grade:

1. Incomplete grades are entered entirely online:
 1. An incomplete may be given to students who meet the following criteria:
 1. Due to illness or circumstances beyond their control, are unable to complete their coursework within the semester.
 2. Has completed at least 75% of the term
 3. Currently has a grade of "C" or better in the course
 4. Has provided evidence to the instructor that they are unable to continue.
 2. Full instructions are in the "[How to Submit Grades via myACC](#)" document or in the ACC catalog; the Quick steps are:
 1. Enter an Incomplete as the grade
 2. The Incomplete Final Grade auto populates as an "F"; ensure it is entered as an 'I'
 3. The Extension Date auto populates to the end of the following semester (Summer is excluded); shorten the date if appropriate
 4. Email the student at their student email account advising of the required work to complete the course, the deadline by which it must be complete, and the alternate grade

Submitting the grade change form:

1. If the student does complete the coursework missing, you can submit a [grade change form](#)
 1. The form can also be accessed through the MyACC portal for instructors under 'instructional'

The screenshot shows the myACC Faculty/Instructor portal. The left sidebar contains a list of links under the 'Instructional' category, with 'Grade Change Form' highlighted. The main content area displays 'Library Resources for Faculty' with a search bar and buttons for 'Schedule Library Instruction' and 'Open Educational Resources'. The top navigation bar includes links for Dashboard, Student, Student Finance, Faculty/Instructor, Employee, Training & Technology, and Sign Out.

2. The form has an option for the reason 'incomplete coursework completed'

The screenshot shows the Grade Change Form. The 'Section' dropdown is set to 'CIE'. The 'Final Grade First Reported' dropdown is set to 'F'. The 'Corrected Grade' dropdown is set to 'I'. The 'Specific Reason for Change of Grade' section has three radio button options: 'Data entry error', 'Grade calculation error', and 'Incomplete coursework completed' (which is selected and highlighted). Below this, there is a checkbox for 'By entering my full legal name, Faculty S# and Faculty email address, I am creating an electronic signature as binding as my handwritten signature.' The form also includes fields for 'Faculty Name', 'Faculty S#', and 'Faculty Email Address', and a 'Submit Form' button at the bottom.