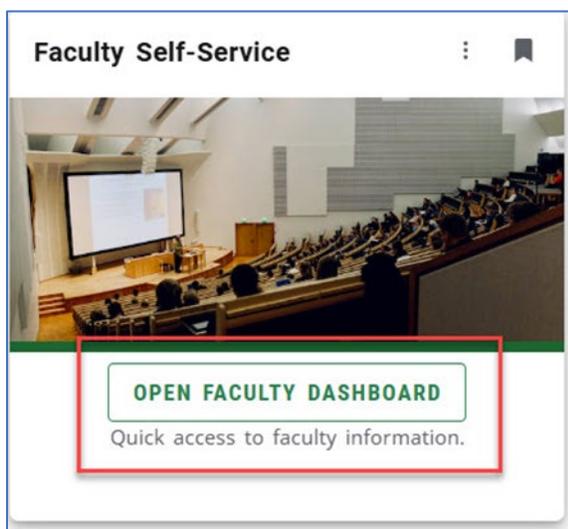


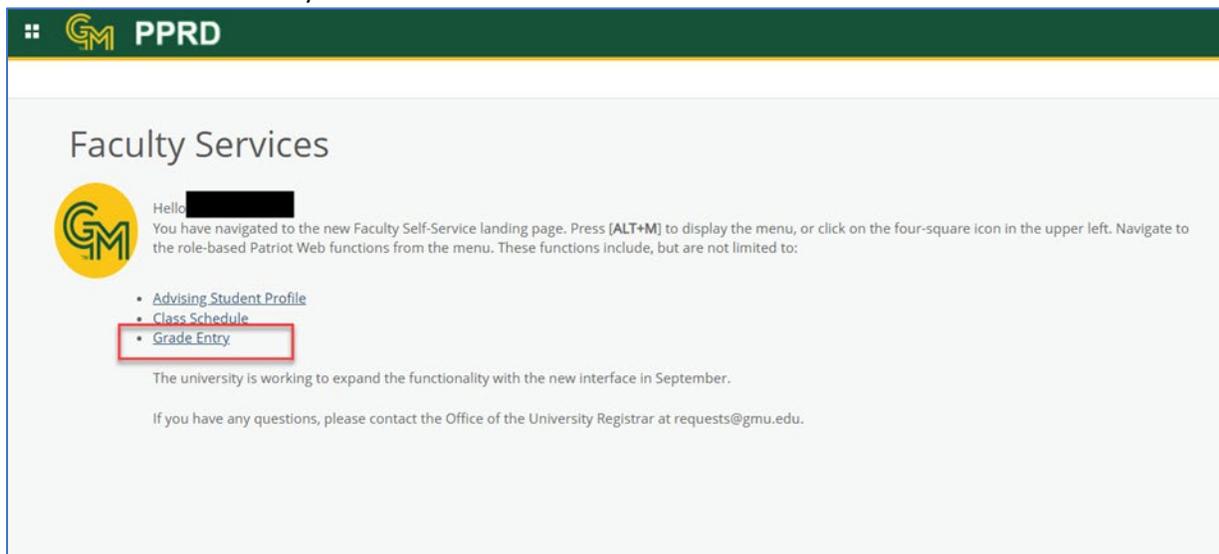
## Incomplete Final Grade

This guide provides instructions for entering an **Incomplete Final Grade**. Each academic unit has a designated grading coordinator who can be consulted on questions of policy or deadlines, or if the instructor of record is unable to enter grades due to an emergency.

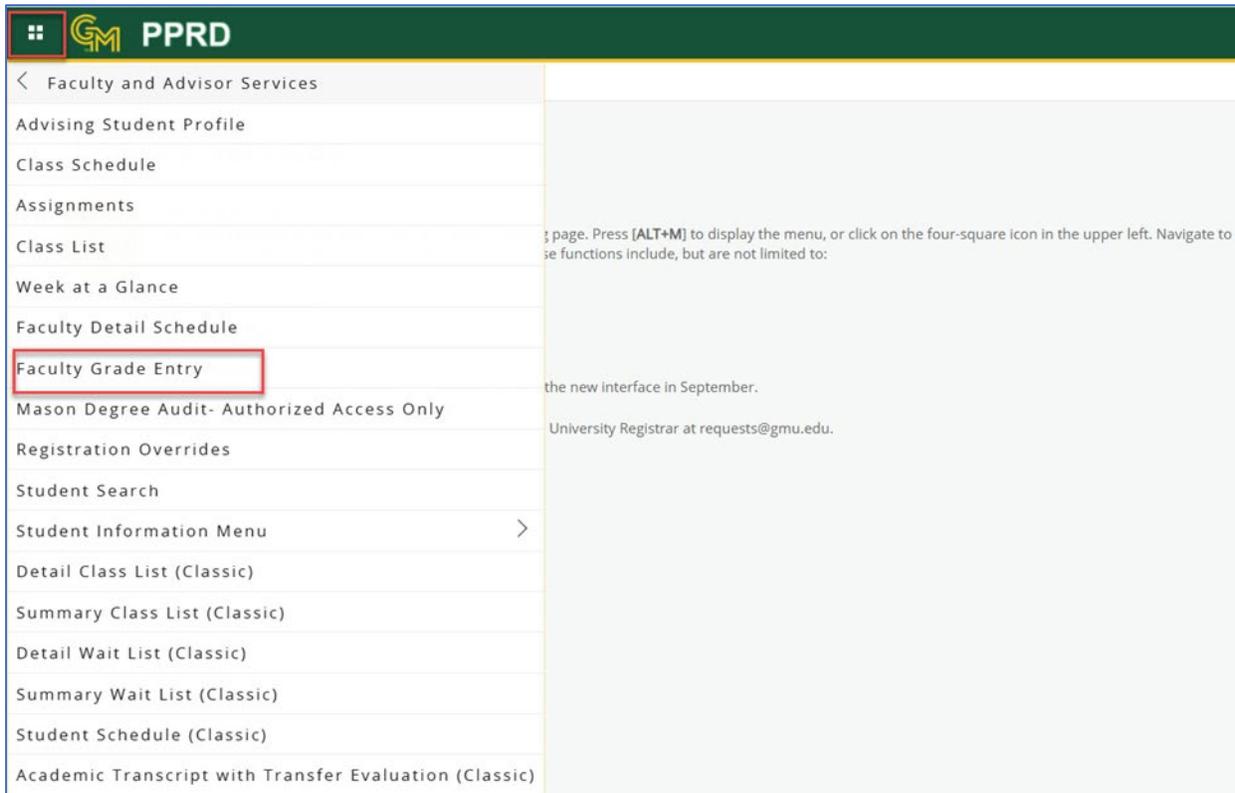
1. Log on to [Patriot Web](#).
2. Find the "Faculty Self-Service" tile. If you aren't seeing the tile display in your customizable Home tab, you can select "VIEW ALL CARDS" or select the Faculty & Advisor tab, which will display the "Faculty Self-Service" and "Advisor Self-Service" tiles. In the "Faculty Self-Service" tile, click "Open Faculty Dashboard".



3. Click "Grade Entry".



- a. Note: You can also access the Grade Entry page via the menu at the top left of the Faculty landing page. Click on the four squares, click “Banner”, click “Faculty and Advisor Services”, click “Faculty Grade Entry”.



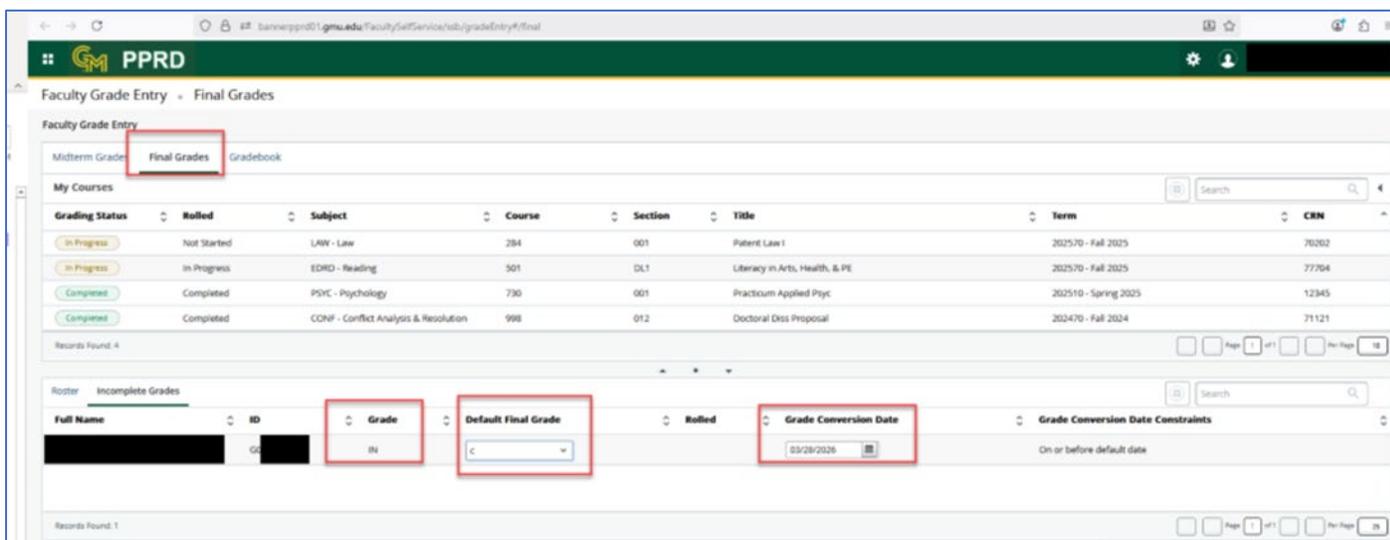
4. All courses in which you are assigned as an instructor will be displayed. Midterm Grades, Final Grades, and the Gradebook are combined into one page with separate tabs in a unified interface. If you receive a message that says “Read Only”, you are using the wrong tab or grading is not available for the section at the time you are trying to submit a grade.

5. The default tab is Final Grade. Final grade display defaults in descending order (most recent first) by: Term > Grading Status > CRN. Any column can be sorted by using the arrows at the top of the column (the correct arrows for each column are to the *right* of the column label, not the left) . If you teach many courses, we recommend that you use the search box to search for the desired course by CRN or semester.



6. Select a course by clicking under the Grading Status column.

7. Under the Final Grade column, select IN for incomplete. This will open the Incomplete Grades tab.
8. The Grade Conversion Date will fill in automatically to populate the default date on which the system will convert the IN to the final grade. You have the option to select an earlier date than the default by clicking on the calendar symbol in the field and selecting a new date.
9. Select a grade from the dropdown options in the Default Final Grade field.
  - a. The default final grade is the student's final grade after the Grade Conversion Date if the student does NOT submit missing coursework. No future steps will be required if the student does not submit assignments or if their final grade shouldn't change.
  - b. If the student submits the missing coursework and their grade will be different than submitted here, a Change of Grade Request must be submitted BEFORE the Grade Conversion Date



10. Click Save when you are ready to save your entries. At the top right there will be a notice indicating that the records were successfully saved and completed.

For assistance with Incomplete grading contact [regsite@gmu.edu](mailto:regsite@gmu.edu).