Incomplete grades can be entered via Banner Self-Serve by faculty. The same menu item and screen is used for entering final grades.

- Choose **Final Grades** from the menu on Faculty & Staff Services.
• Faculty will then enter the term.
• Next, select the course either from the drop down menu, or enter via the CRN (choice at bottom of screen).
• Once the course is entered the screen will display for grade entry. Enter final grades as per usual procedures. This will include the use of the code INC as appropriate for incomplete grades. All grades must be entered, for each student, in order to successfully submit the grades. To submit the grades, click on submit.

If there are any incomplete grades (INC) then the system will automatically display a screen where additional information may be entered related to the incomplete grade specifically **the final grade and the extension date**.

If no data is entered on this screen the system is set-up to place an “F” as the default grade for any course where work is not completed within the timeframe as stated by the policy (currently 6 weeks into the next semester).

However, faculty may enter an extension date on this screen, if they authorize the student to have more time to complete the course work.
Additionally, a student may be given a grade other than an “F” if there is some course work completed. For example, if a student has completed enough work to earn a “C-“ with or without a missing assignment, the Incomplete Final Grade field may be set to a “C-“ If the student does not turn in the assignment then the “C-“ grade will be applied. However, if the student does turn in the assignment, then a new final grade may be entered for example a “B.”

Faculty members determine the final grade for each student. Please remember:

1. If no Incomplete Final Grade is entered, the default final grade will be an “F.”
2. If no Extension Date is entered the default date will be six weeks into the next semester (Fall/Spring) based on university policy.
3. The faculty member may enter an alternate Incomplete Final Grade (other than an “F”) and Extension Date (other than 6 weeks into the next Fall or Spring semester) on this screen, if applicable.

After this form has been submitted, there is no way to recall and edit the information. Any changes to the grade must be submitted to the Registrar’s Office using an “Incomplete grade” form. The form may be found on-line at http://www.wcsu.edu/registrar/incomplete.pdf