

Instructions for
Electronic Forms
Issuance of Grade of
Incomplete Form

MyHusky PeopleSoft Links x Dashboard x +

← → ↻ 🏠 https://sispdev.buad.bloomu.edu:8255/psp/cspdev/EMPLOYEE/SA/s/WEBLIB_HCX

⚙️ Most Visited 🟡 Getting Started 🌐 MyHusky PeopleSoft L...

BLOOMSBURG UNIVERSITY.
MY HUSKY

Dashboard

Dashboard

Hello [redacted]!

Teaching Schedule 2020 Winter

Mon	Tue	Wed	Thu	Fri
You have no classes on this day				

From the Dashboard click on the link to Electronic Forms

Electronic Forms

Electronic Forms

[Grade Change Request](#)

[Petition for Exception Request](#)

[Incomplete Form](#)

[Independent Study](#)

[Individualized Instruction](#)

[View Previously Completed/Submitted Forms](#)

eForms you are able to submit will populate the screen

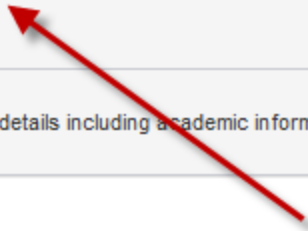
eForms may still be accessed and submitted via the links under related content in the Faculty/Advisor Center.

Instructions on this access follows:

My Husky Menu

- [Campus Solutions](#)
Access to the Campus Solutions application.
- [Faculty Center](#)
View your class and exam schedules.
- [Advisor Center](#)
Access your advisee roster and view details including academic information, class schedules, degree progress and grades.

1. Log into MyHusky
2. Navigate to the Faculty Center



Welcome!

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA

MyHusky

Welcome to the
Bloomsburg University
Student Information Portal.

A banner image for the MyHusky portal. It features a photograph of a building with a prominent golden dome, likely a university building, set against a blue sky with some trees in the foreground. The text 'BLOOMSBURG UNIVERSITY OF PENNSYLVANIA' is at the top, 'MyHusky' is in large white letters in the center, and 'Welcome to the Bloomsburg University Student Information Portal.' is at the bottom.

[Related Content](#) ▾

Electronic Forms



Under Related Content click on Electronic Forms

Faculty Center my schedule | Advisor Center class roster | Search | BOLT Combined Request grade roster

Faculty Center

My Schedule

2016 Summer | Bloomsburg University of PA [change term](#)

[View Personal Data Summary](#)
[My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster  Learning Management

My Teaching Schedule > 2016 Summer > Bloomsburg University of PA

View All |  |  First 1 of 1 Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
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My Schedule

2020 Spring | Bloomsburg University of PA

Change Term

[View Personal Data Summary](#)

[My Exam Schedule](#)

Select display option

Show All Classes

Show Enrolled Classes Only

Icon Legend



Class Roster



Grade Roster



Learning Management

My Teaching Schedule > 2020 Spring > Bloomsburg University of PA

Personalize | View All | | First 1-3 of 3 Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
BIOLOGY 173-01 (1086)	ANATOMY PHYSIOL 1 (Lecture)	176	MoWeFr 12:00PM - 12:50PM	Hartline Science Center 0108	Jan 21, 2020- May 8, 2020
BIOLOGY 298-01 (3384)	INTERNSHIP IN MI (Supervision)	5	TBA	Off Campus 0000	Jan 21, 2020- May 8, 2020
BIOLOGY 391-01 (3377)	RESEARCH IN BIO 2 (Independent Study)	1	TBA	Off Campus 0000	Jan 21, 2020- May 8, 2020

Related Content

Electronic Forms

[Grade Change Request](#)

[Petition for Exception Request](#)

[I Grade Request](#)



[View Previously Completed/Submitted Forms](#)

Click on I Grade Request to begin the Issuance of I Grade form.



Incomplete Grade Form

The Incomplete Form should be submitted as a temporary grade to be given ONLY when the instructor believes the student has been unable to complete the course requirements due to circumstances beyond his/her control. Failure of a student to take a final examination or complete other course requirements without prior arrangements with the instructor or legitimate excuse is not a justification for a grade of I.

PRP 3522

Choose the term in which the course was taught from the look up.

INSTRUCTOR

Instructor

Term 2018 Spring



STUDENT AND COURSE INFORMATION

If you are teaching more than one section of the same course ALL students enrolled in

Student ID

COURSE COMPLETION PLAN

When a grade of I is submitted it must be accompanied with a formal, written plan for the next regular term or the grade to be recorded will become the permanent grade. The plan requires the acquiescence of the student.

- The instructor may determine a shorter time frame for completion of the course. The time of submission of the form.
- In the event the incomplete work is not satisfied the grade of record will be the grade of I.

Look Up Term x

[Help](#)

Value

Description

Lookup

Search Results

View 100 First 1-11 of 11 Last

Value	Description
2136	2013 Fall
2142	2014 Spring
2146	2014 Fall
2152	2015 Spring
2162	2016 Spring
2164	2016 Summer
2166	2016 Fall
2172	2017 Spring
2174	2017 Summer
2176	2017 Fall
2182	2018 Spring



Incomplete Grade Form

The Incomplete Form should be submitted as a temporary grade to be given ONLY when the instructor believes the student has been unable to complete the course requirements due to circumstances beyond his/her control. Failure of a student to take a final examination or complete other course requirements without prior arrangements with the instructor or legitimate excuse is not a justification for a grade of I.

PRP 3522

Choose the course from the Course ID look up. Only courses taught in the chosen term by the instructor accessing the form will populate.

INSTRUCTOR

Instructor

Name

Term 2018 Spring

Course ID



STUDENT AND COURSE INFORMATION

If you are teaching more than one section...

...in the chosen term will be returned.

...ate 07/24/2018

COURSE COMPLETION PLAN

When a grade of I is submitted it must be submitted by the next regular term or the grade to be submitted will be an acquiescence of the student.

...and completion is required prior to the end of the completion shall be drawn up by the instructor with the

...e that time frame must be stated in the plan at the

- The instructor may determine the time of submission of the form...

Look Up Course ID ✕

Drag to move

Value

Description

Lookup

Search Results

View 100 First 1-3 of 3 Last

Value	Description
668132	BIOLOGY- 102 ECOLOGY & EVOLUTION
671617	BIOLOGY- 456 ECOSTREAMS
671618	BIOLOGY- 556 ECOSTREAMS

Term 2182

2018 Spring

Course ID 671617

BIOLOGY- 456
ECOSTREAMS

STUDENT AND COURSE INFORMATION

If you are teaching more than one section of the same course ALL students enrolled in the course in the chosen term will be returned.

Student ID 121394

John Smith

Current Date 07/24/2018

Recorded Grade I

Recorded grade of "I" will automatically populate

COURSE COMPLETION PLAN

Choose the student from the Student ID look up. This look up will populate with ALL students enrolled in the chosen course for ALL sections taught in the chosen term.

When a grade of I is submitted it must be accompanied with a formal, written plan for completion and completion is required prior to the end of the

*** You may also search for a specific student by entering the first and last name in the Description field.

Look Up Student ID

Value begins with

Description begins with

Look Up

Clear

Cancel

Basic Lookup

Search Results

COURSE COMPLETION PLAN

When a grade of I is submitted it must be accompanied with a formal, written plan for completion and completion is required prior to the end of the next regular term or the grade to be recorded will become the permanent grade. The plan for completion shall be drawn up by the instructor with the acquiescence of the student.

- The instructor may determine a shorter time frame for completion of the course. In this case that time frame must be stated in the plan at the time of submission of the form.
- In the event the incomplete work is not satisfied the grade of record will be the grade listed under "Grade to be Recorded".

Reason for I Grade

Give a brief explanation of the reason the I grade is necessary

Plan for Completion

Give a brief description of the plan to complete the course work

Grade to be Recorded*

Choose grade to be recorded from the drop down should the work for the incomplete course NOT be satisfied.

FILE ATTACHMENTS

Please attach documentation outlining the completion plan for the course and email correspondence of student acquiescence.

Enter file description and click upload to attach documentation.

Status	Action	Description	File Name	Remove
1	<input type="button" value="Upload"/>	1. <input type="text"/>		<input type="button" value="Delete"/>
<input type="button" value="Add Row"/>				
	2.			
	3.			

ACTION ITEMS

1. Enter a description of the file you are attaching.
2. Click upload to browse your computer files for the documentation you wish to attach.
3. Click 'add row' if you wish to attach more than one document.

ACTION ITEMS

	Message Text	Description
1	<input type="checkbox"/> Verification of Student Acceptance of Terms of Course Completion	I have communicated the formal plan for completion of the course requirements and have obtained approval of said plan from this student as outlined in the attached documentation.

Check the box to verify you have obtained student approval of plan for completion.

COMMENTS

Search Submit

Click the arrow to expand the comment box and add any additional information releavent to the request for the I grade.

Author by GIDEON TAYLOR

Close

Click submit

- A Change of Grade Form must be submitted in order to record a final grade for the student once all outstanding course requirements have been completed.
- In the event a Change of Grade Form is NOT submitted, the official grade of record will be the grade you entered on the Incomplete Form.