

## **Submitting Final Grades for Outstanding ‘Incompletes’, ‘In Progress’, and ‘Not Reported’ Grades**

Final grades for classes added late by petition, ‘incompletes’, and sometimes classes graded ‘in progress’ need to be submitted at all times of the term. You may submit final grades to replace any outstanding ‘NR’, ‘I’, or ‘IP’ grades for your classes by using the ‘Submit Final Grades – Outstanding I/IP/NRs’ form in Voyager. This form can be found in the Instructor Menu.

Any outstanding I/NR/IP grades will be listed by student name. Click on the name link for more information and to submit your grade. The Registrar’s Office will be notified of your submission and will enter the final grade in the student’s academic history.

### **‘Incompletes’**

When an incomplete is awarded, you will be sent an e-mail showing the work to be completed, the student’s deadline, and your deadline for submitting a grade. This information can also be viewed through this submission form.

### **‘Not Reported’**

All ‘NR’ grades will eventually lapse to an ‘F’ if no other grade is reported. You will receive an automated e-mail if an ‘NR’ is posted to the record of a student in one of your classes. This can be the result of end-of-term grading or the approval of a late petition to add the class.

### **‘In Progress’**

In most cases the grade assigned to the final class in the series will be entered as the final grade on the previous class sections. If you wish to assign different grades to the earlier class sections, you may do so by using this form before you grade the final class section. In cases where a student does not register for a continuation of the course, you will be asked to submit final grades for previous ‘IP’s assigned by using this form.