Good Afternoon,

On April 7th, the Provost sent out a memorandum clarifying new grading processes for the Spring 2020 semester: undergraduate incomplete grade and term extension requests. If a section or student was asked to leave an external site (such as a clinic, hospital or school) or a technical laboratory environment when the COVID-19 pandemic began, term extension requests give the department a grading tool to allow additional time for students to complete their semester. More information about term extensions can be found here.

A google share drive has been shared with you and contains the approved Spring 2020 undergraduate incomplete grade and approved term extensions data. These reports provide you with a way to track grade exceptions given this semester.

If an instructor completes the Incomplete Grade Request Spring 2020 for any undergraduate student their name will appear on this list, once the incomplete grade is approved by Academic Affairs. If a student's name does not appear on this list and you believe it should, please contact Joanne Tokle at tokljoan@isu.edu (or 208 282-2934) or Cali Erickson Bell at bellcali@isu.edu (or 208 282-2171). Once an “I” grade is approved it will be recorded on the course grading roster when grading opens on April 27th (faculty will not need to enter the I grade). Please note: Faculty are still responsible for completing a course completion contract with their students for all “I” grades submitted.

If an instructor completed The Spring 2020 Term Extension Request the students name will appear on that report. Again, please contact Cali Erickson Bell or Joanne Tokle if any names are missing. This report will continue to run every Tuesday and Thursday until all students complete their Spring 2020 courses. The Office of the Registrar WILL NOT be expecting grades in early May for students listed on this report. Please use the report to track which course grades are still outstanding throughout the summer.

As a reminder all final grades not appearing on these exception reports are due Tuesday May 12th, at 5pm.

Let me know if I can be of further assistance.

Thank you!

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