

I Extension Workflow

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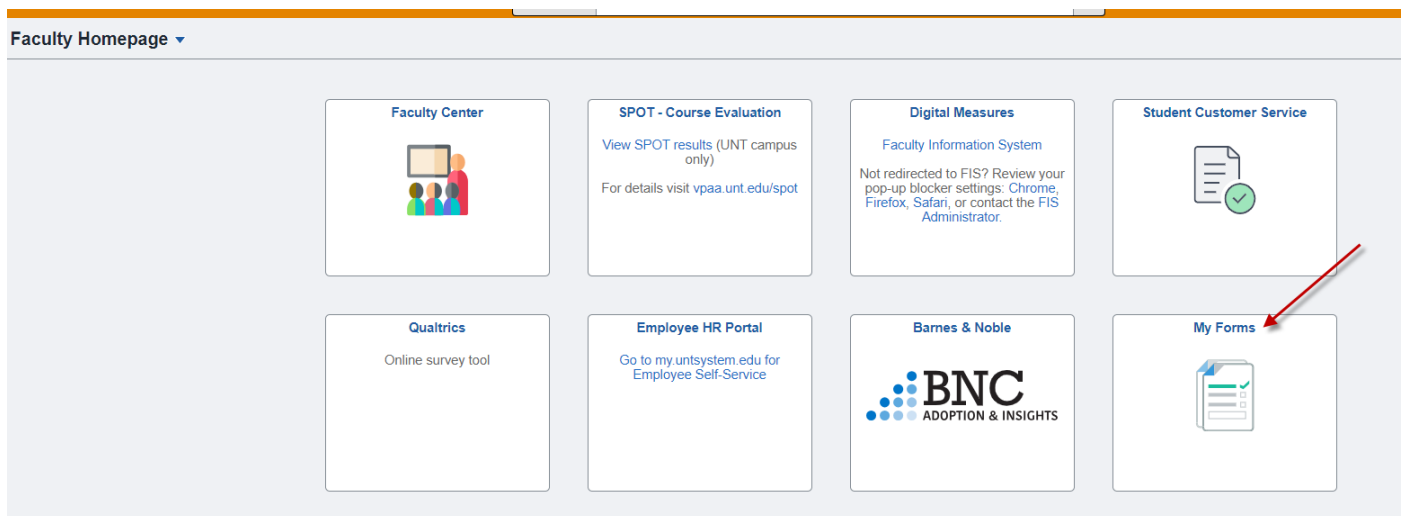
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Background Information

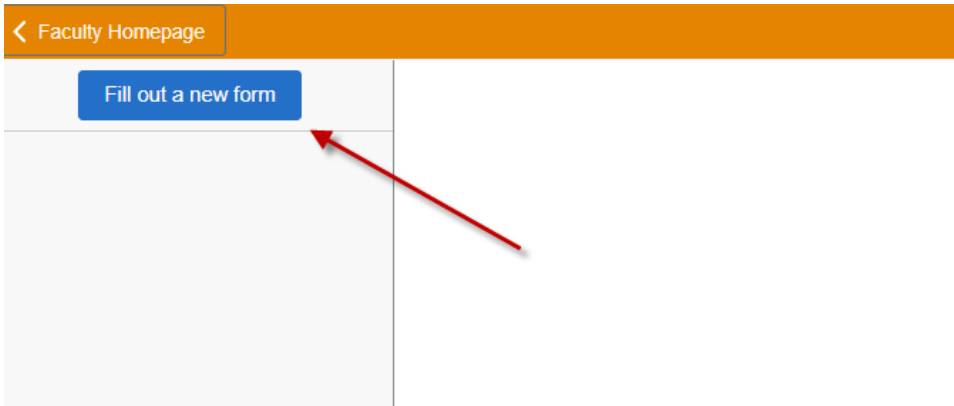
The I extension form allows instructors to extend the amount of time a student has to complete a letter grade of I (Incomplete). Per the UNT Catalog students have 1 year before the grade will automatically lapse to an F. This process will extend the lapse deadline per an instructor’s specifications and must be completed before the grade lapses. This form is not to be used to resolve the grade of I or change it to another grade.

Process in EIS

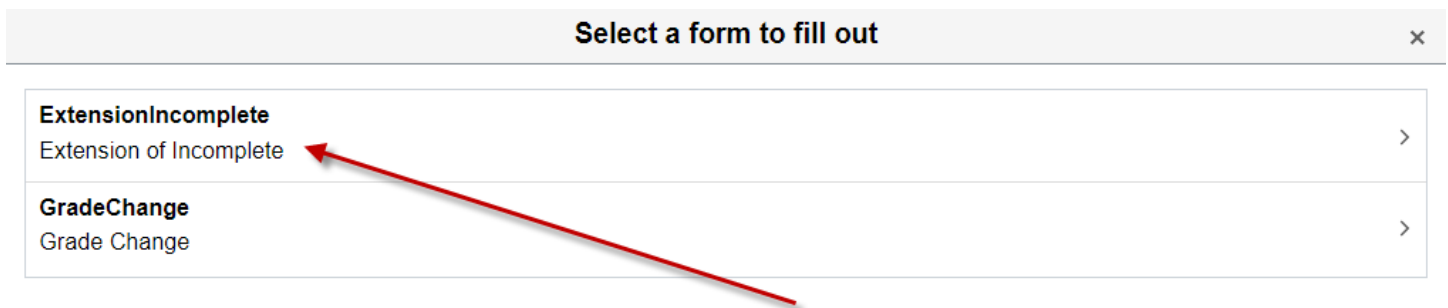
- 1) To begin, login to [myUNT](#) and click on your “My Forms” tile.



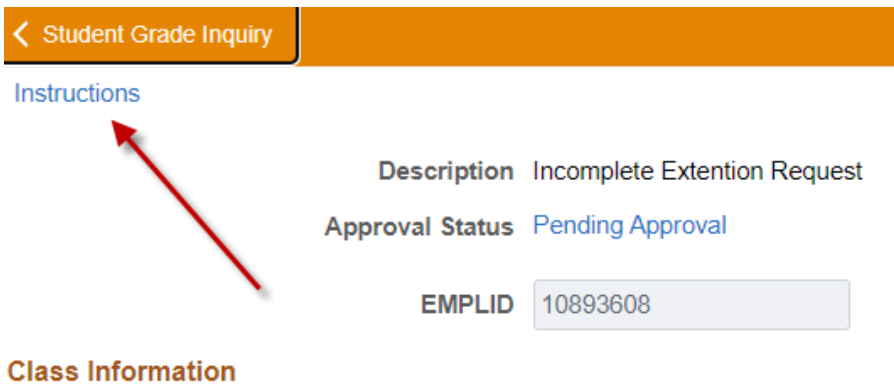
- 2) Click on “Fill out a new form” in the top left-hand corner.



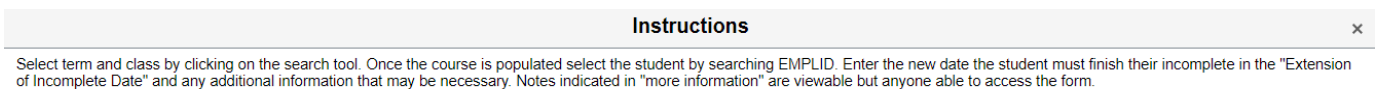
3) Select the Extension Incomplete Form.



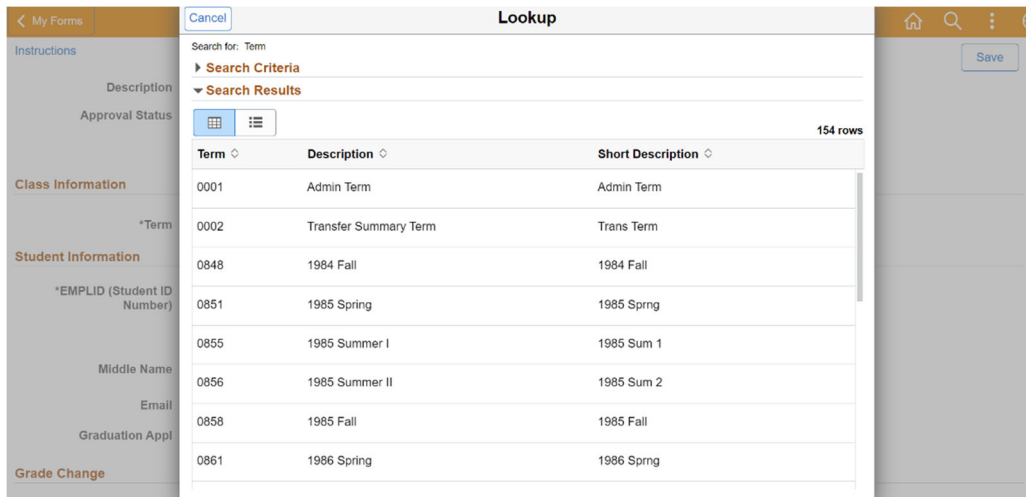
4) If needed, instructions for the form can be found by clicking "Instructions" in the top left-hand corner.



The following pop-up message will appear.



5) Click the magnifying glass to select your term. Only the terms you have been the instructor of record should appear.

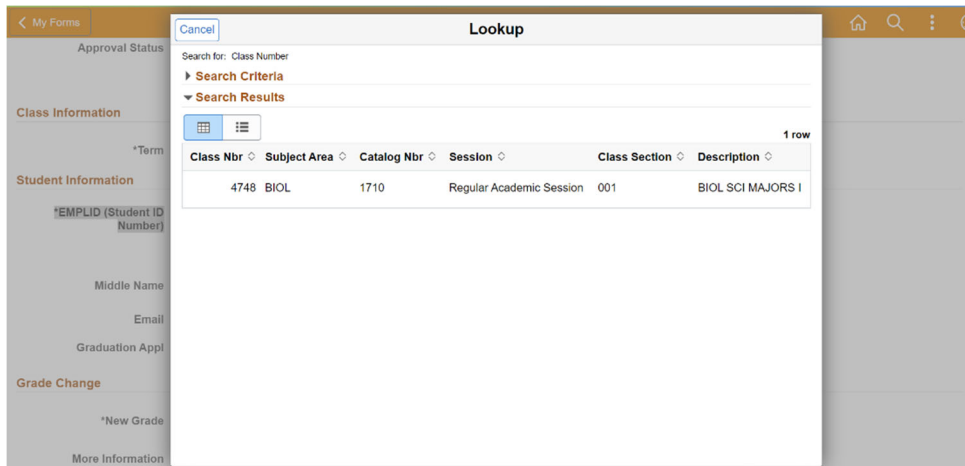


You may also enter the term. Standard term logic is as follows:

1. First Digit= 1
2. Second and Third Digits= Year
3. Fourth Digit= Semester (1=Spring, 3=Summer, 8=Fall)

For example, if I want to use Fall 2022, enter 1228.

6) Next, click on the magnifying glass to select the course.



7) Once you have selected the term and course information, click on the magnifying glass for EMPLID. The list of students in the course should show up. Select the student for whom you are wanting to extend the grade of I.

Search for: EMPLID (Student ID Number)

▶ Search Criteria

▼ Search Results

Empl ID	First Name	Middle Name	Last Name
1132113	Josh		
1132331	Jamar	Dwayne	Clinton
1132101	Cody		Quinn
1132105	Rebecca-Ann	Christine	Mills
1132104	Kobe		Edwards
1132113	Marjorie		
1132112	Julie		Quinn
1132111	Sloan		Anderson
1132110	Edwin	Raymond	Stacy Anderson
1132109	Richie		Mason
1132108	Jonathan	Raymond	Francis
1132107

8) Enter the extension date deadline and any information needed in the “More Information” box. Hit Save, then submit in the top right-hand corner. Once you have submitted the form it will route forward for approval. *Note: If you hit save, it is just saving your progress in case you need to return to the form at a later time. You must hit submit to route the form forward.*

My Forms ExtensionIncomplete

Instructions

Description: Incomplete Extension Request
 Approval Status: Initial
 Created On: Save

Class Information

*Term: *Class Number:

Student Information

*EMPLID (Student ID Number): Degree Level:
 First Name: Middle Name:
 Last Name: Email:
 Credit Hours:


Incomplete Extension Information

*Extension of Incomplete Date: ←
 More Information:

Attachments

Student Communication

Once your form has been submitted and processed the student will receive a communication via Commgen to their UNT email address.



Student PRF First Name,

A request to extend the due date to complete your remaining course requirements for the class below has been approved.

Subject	Catalog Number	Section	Title	Session (long translate)	Due Date	Lapse Grade
MATH	1300	001	MATH for me	3 Week 1	03/03/2029	F

You must complete the requirements outlined in the Request of Grade of Incomplete agreement with your instructor before the due date shown above.


If you fail to complete the work by the due date, the incomplete grade will change to the lapse grade shown above.

Please contact your instructor if you have any questions.

Office of the Registrar

Instructor Communication

Once your form has been submitted and processed the instructor will receive a communication via Commgen to their email address.



Professor F.LAST_NAME,

Your request for an extension of <Student Name's, ID>, grade of incomplete to <Ext Date> for C.SUBJECT.C.CATALOG_NBR.C.CLASS_SECTION for I.DESCR, EXPR25_25 has been processed.

Once the student has completed the requirements for the course outlined in their Request of Grade of Incomplete agreement with you, please submit a grade change form to update the student's grade. If the student fails to complete the work by the extended date, the incomplete grade will roll to a grade of F unless you have designated a different automatic grade.

Office of the Registrar


How to see where your form is in the workflow

To see where your form is in the workflow, log in to myUNT. Click on my forms. Here you will see your forms "Pending Approval".

Form	Description	Approval Status	Created Datetime	Submitted Datetime
GradeChange	Grade Change Request	Pending	06/30/23 4:39PM	06/30/2023 4:40PM

Click on the form. Then hit "Pending Approval" next to the "Approval Status" heading on the top left.

[Instructions](#) [Cancel Approval](#)

Description: Grade Change Request
 Approval Status: Pending Approval  Created On: 06/30/2023

Class Information

Term: 1231 Class Number: 9475

Student Information

EMPLID (Student ID Number): 1131... Degree Level: UGRD
 First Name: Kobe Middle Name: D.
 Last Name: ... Email: nobody@unt.edu
 Credit Hours: 3 Graduation Appl: Yes

Grade Change

New Grade: A Previous Grade:
 More Information:

Attachments

There is no attachment uploaded.

From here you can see the path the form needs to take in the workflow and where the form currently is. If you need to see the approver for the pending stage, you can click on the arrow in the box and the name(s) of the approver will appear. Click on the name to see contact information.

[Cancel](#) **Approval** [Done](#)

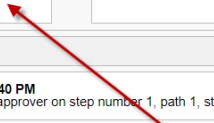
Review/Edit Approvers

GradeChange: 19 Pending

[Start New Path](#)

Pending

Multiple Approvers
 Department Chair Approval
 06/30/23 4:40 PM



Not Routed

Multiple Approvers
 Dean Approval Grade Change

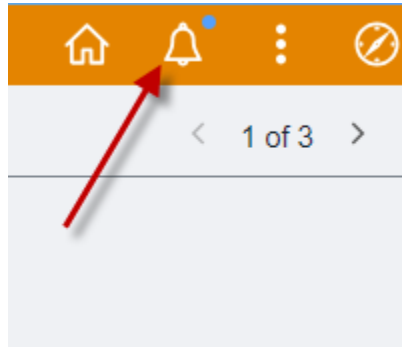
Comments

System at 06/30/23 - 4:40 PM
 Requester (alw0390) is approver on step number 1, path 1, stage 10, which has self-approval disabled! (18081,1031)

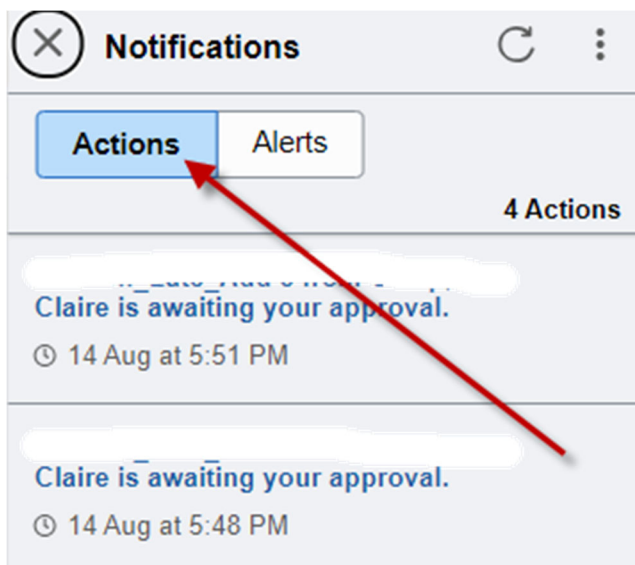
I Extension Approve or Deny Reviewer

Once the instructor has submitted their I Extension form, it will route forward for approval. If you are an approver you will need to review the form information and confirm your approval or denial of the form.

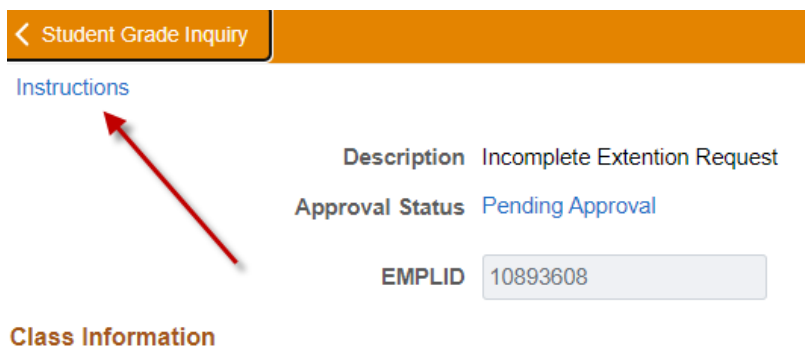
- 1) Log in to EIS. In the top right-hand corner, you will see a bell icon. Here you will find notifications of forms you need to review.



- 2) Once you click on the bell icon, you will see the forms for your review under Alerts. Select the form you wish to review.



- 3) If needed, instructions for the form can be found by clicking "Instructions" in the top left-hand corner.



The below pop-up message will appear.

Instructions ✕

Select term and class by clicking on the search tool. Once the course is populated select the student by searching EMPLID. Enter the new date the student must finish their incomplete in the "Extension of Incomplete Date" and any additional information that may be necessary. Notes indicated in "more information" are viewable but anyone able to access the form.

4) Once at the form, review the information including:

- Term
- Course Information
- Student Information
- Extension of Incomplete Date
- More Information (if applicable)

The screenshot shows a form titled "Incomplete Extension Request" with the following sections and fields:

- Instructions:** Description: Incomplete Extension Request; Approval Status: Pending Approval; Created On: 08/23/2023. Buttons: Approve, Deny.
- Class Information:** Institution: NT752; Term: 1231; Class Information: CHEM 2380.002; Class Number: 10070.
- Student Information:** EMPLID (Student ID Number): 11495912; Degree Level: UGRD; First Name: [red arrow]; Last Name: [red arrow]; Middle Name: [red arrow]; Email: nobody@unt.edu; Credit Hours: 3.
- Incomplete Extension Information:** Extension of Incomplete Date: 08/23/2023; More Information: [red arrow].

5) After review, hit "Approve" or "Deny" in the top right corner. A pop-up box will appear if you would like to add any comments. Hit submit.

The screenshot shows a pop-up box titled "Approve" with the following elements:

- Buttons: Cancel, Approve, Submit.
- Text: Comment
- Text Area: A large empty text area for entering comments.

Workflow Communications

Requestor

Requestors will get notified when their form has been approved or denied. Emails will be sent to UNT email and push notifications will appear in EIS (under the bell icon).

Action	Workflow Email	Workflow Push Notification	Max # of Reminders	Hours Between Reminders
On Final Approval	Yes	No	1	N/A
On Final Denial	Yes	Yes	1	N/A

How do I update or gain access?

If faculty or an approver needs access to the I Extension Workflow, they will need to notify the Registrar's Office. Contact Information can be found on the [Registrar's Office SharePoint site](#).