I Extension Workflow

Table of Contents

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.
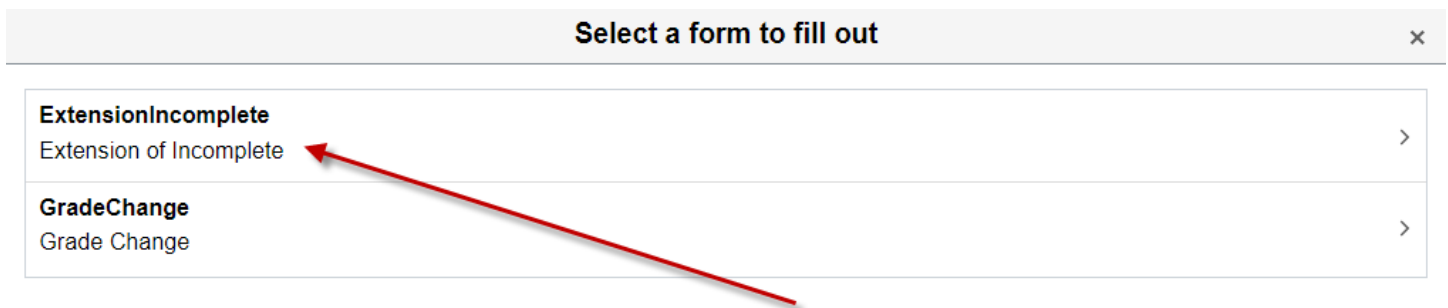
Process in EIS

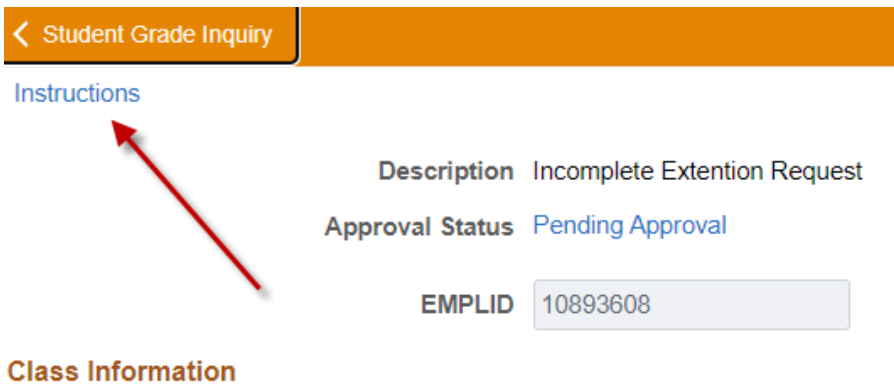1) To begin, login to myUNT and click on your "My Forms" tile.
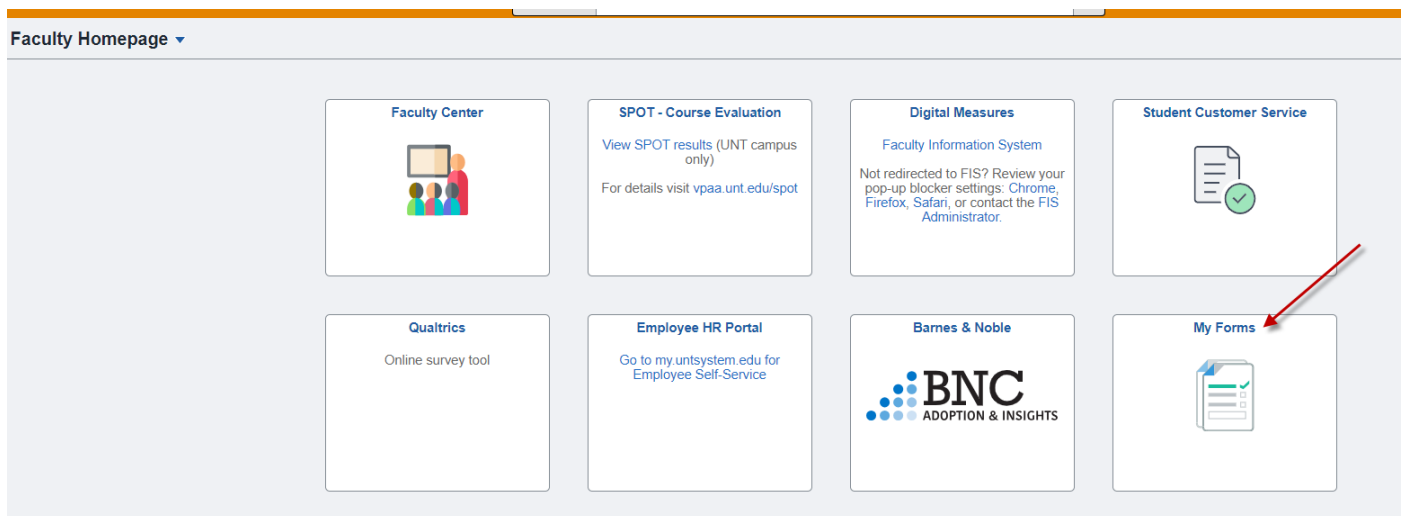
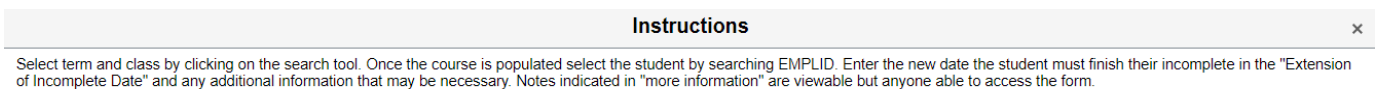2) Click on "Fill out a new form" in the top left-hand corner.

Faculty Homepage

Fill out a new form
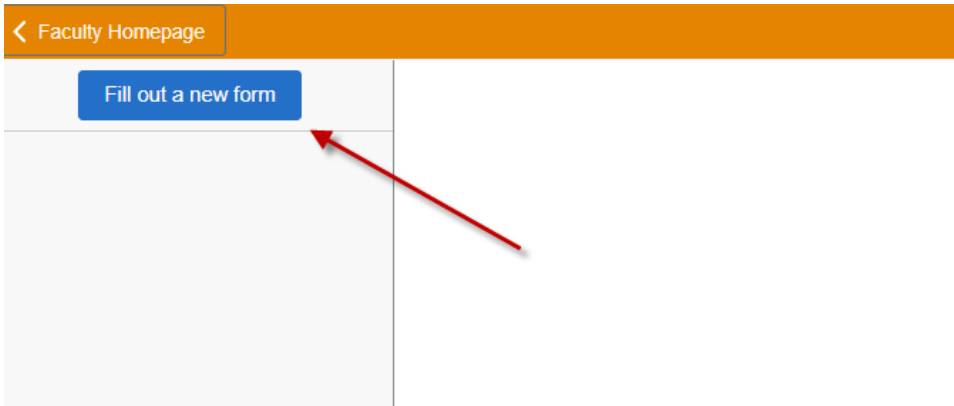
3) Select the Extension Incomplete Form.

Select a form to fill out   ×

ExtensionIncomplete
Extension of Incomplete   >

GradeChange
Grade Change   >

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

Student Grade Inquiry

Instructions

Description Incomplete Extention Request

Approval Status Pending Approval

EMPLID 10893608

Class Information

The following 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.

5) Click the magnifying glass to select your term. Only the terms you have been the instructor of record should appear.
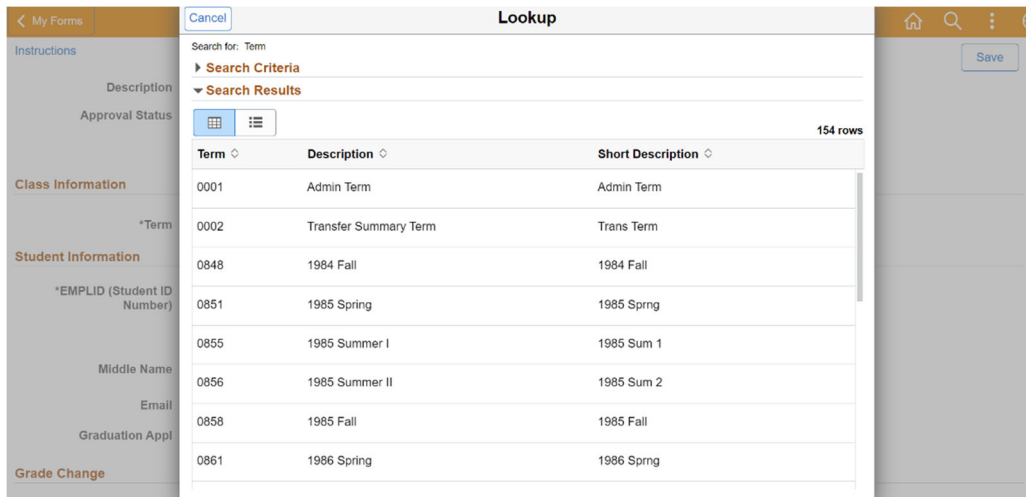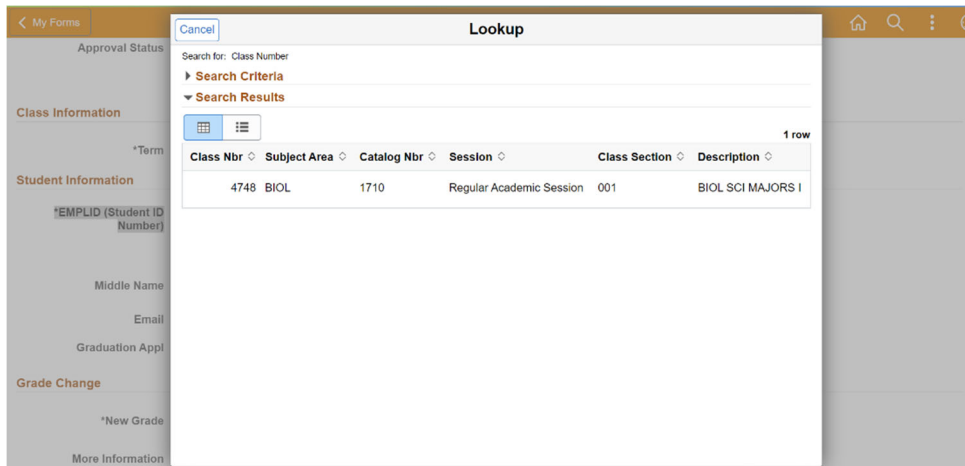
You may also enter the term. Standard term logic is as follows:

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.

Lookup

Search for: EMPLID (Student ID Number)

▸ Search Criteria

▾ Search Results

Empl ID ⬦	First Name ⬦	Middle Name ⬦	Last Name ⬦
	Josh		
	Jamar		
	Cody		
	Rebecca-Ann		
	Kobe		
	Marjorie		
	Julie		
	Sloan		
	Edwin		
	Richie		
	Jonathan		

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   ⌂ Q ⋮ ⊘

Instructions   Save

Description Incomplete Extention Request

Approval Status Initial   Created On

Class Information

*Term 1231   *Class Number 9475

Student Information

*EMPLID (Student ID Number) 1132....   Degree Level

First Name   Middle Name

Last Name   Email

Credit Hours

Incomplete Extension Information

*Extension of Incomplete Date 06/06/2024

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".

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

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.
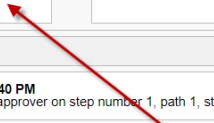
I Extension Approve or Deny Reviewer

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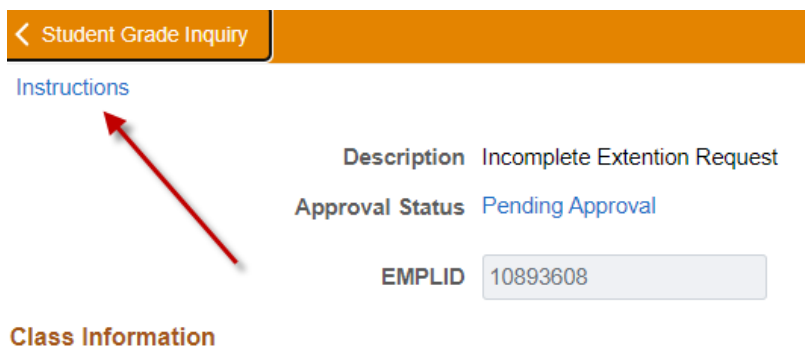
1) Log in to EIS. In the top right-hand corner, you will see a bell icon. Here you will find notifications of forms you need to review.

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.

4) Once at the form, review the information including:
   - Term
   - Course Information
   - Student Information
   - Extension of Incomplete Date
   - More Information (if applicable)

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.

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](#).