Requesting an Extension (to get an “Incomplete” grade)

Requesting an extension is a multi-step process, requiring students to interact with ISIS multiple times to complete the process. Students start by contacting their Academic Dean, the director of the Health Service or the director of the Counseling Service to request an extension.

Step 1 – Student is Authorized to Request an Extension

When the director of the Health Service, the director of the Counseling Service, or an academic dean authorizes an extension to complete course work beyond the end of the final examination period, the student will receive an email confirming the authorization. It will contain instructions as to how to access the form on ISIS that allows the student to enter information about the work that needs to be completed and the deadline for completing it. The student is advised to be in touch with the professor to discuss the terms of the extension before she “submits” the information on ISIS.

The subject of the e-mail to the student:

The subject of the e-mail to the Authorizer:

After the student receives the email, the student can log into ISIS, select “Grade Point Average by Term” on the menu and see a link called “Current Requests for Incompletes”. It looks like this:

If no authorizations of requests for extensions have been made, the link to the “Current Requests for Incompletes” form will not be displayed.

Step 2 - Student enters the list of outstanding work and expected completion date

When the student clicks on “Current Requests for Incompletes”, the student will be able to see all of the courses for which requests for incompletes have been authorized. Clicking on a circle next to one of the courses and pressing Submit will take the student to the form in which the information about the extension can be entered.
The student enters the information about the extension in the following form and submits it.

Once this data is entered by the student and the form is submitted, an e-mail is sent to the instructor notifying the instructor of this request and instructing the instructor to respond to it using the faculty ISIS form.
Step - 3 The Instructor vets the student’s request and updates the request accordingly

The instructor logs in to ISIS and selects “Request for Incompletes” from the ISIS for Faculty menu. If the student has not yet entered the information in Step 2, the “request for Incompletes” will have no information and appears as follows:

<table>
<thead>
<tr>
<th>Section</th>
<th>Section Title</th>
<th>Student</th>
<th>Student Email</th>
<th>Outstanding Work Due Date</th>
<th>Request Status</th>
<th>Guaranteed Grade</th>
<th>Date Grade Due to Registrar</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

If the student has completed Step 2, the instructor of her course will see this:

<table>
<thead>
<tr>
<th>Section</th>
<th>Section Title</th>
<th>Student</th>
<th>Student Email</th>
<th>Outstanding Work Due Date</th>
<th>Request Status</th>
<th>Guaranteed Grade</th>
<th>Date Grade Due to Registrar</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 100</td>
<td>Introduction to Microeconomics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

By clicking on the box to the left of the course and submitting the form, the faculty member will access the Request for Incomplete form and see the information the student has submitted.

Upon initial entry, the instructor may modify the list of outstanding work and the completion date previously entered by the student. The instructor can also enter a Guaranteed Grade and should set the Extension Request Status. If the instructor feels that the student has not met class obligations to the best of the student’s abilities throughout most of the semester, the instructor may decide that the extension is not warranted. If so, the instructor should communicate the reasons for denying the extension to the student.

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Once the instructor has set the Request Status and submitted the form, the list of outstanding work, the completion date, the guaranteed grade, and the request status can no longer be changed by the instructor or student.

**Step 4  Student finalizes the extension request**

Once Step 3 has been completed by the instructor, the student form will now display finalization options. The displayed options depend on whether or not the instructor has assigned a guaranteed grade as well as the request status that has been set by the instructor.

The student is presented with one of three possible options regarding how to finalize her extension request.

1. **The instructor assigns a guaranteed grade and grants the extension**

   ![Finalization options]

   Your extension has been approved by your instructor and the information entered can no longer be changed.

   List the outstanding work (paper, examination, etc.) that you will need to complete.

   - Final two papers and quizzes
   - Final exam

   Enter the date by which you will be able to complete the work

   [01/20/2010]

   **Submit**
2. The instructor does not assign a guaranteed grade but does grant the extension

Instructor: (Name)
Guaranteed Grade: None Entered

I accept the terms of the extension and plan to complete the outstanding work by the deadline

Your extension has been approved by your instructor and the information entered can no longer be changed.

List the outstanding work (paper, examination, etc.) that you will need to complete.

Final two papers and quizzes.
Final exam.

Enter the date by which you will be able to complete the work

01/20/2010

Submit

3. If the instructor does not grant the extension, the student does not need to take any action to complete the extension.

Instructor: (Name)
Guaranteed Grade: None Entered

Your extension has NOT been approved by your instructor. The information entered can no longer be changed.

List the outstanding work (paper, examination, etc.) that you will need to complete.

Final two papers and quizzes.
Final exam.

Enter the date by which you will be able to complete the work

01/20/2010

Submit
Once the student has chosen a finalization option, the extension request is complete and the data can no longer be changed. An e-mail is sent to the student, instructor, and authorizer notifying them of the finalization of the request.

Presentation of the student form once the extension request is complete