



Enrollment Management Department  
Registration Support Section

# Incomplete Grade Request System User Guide

May 2022



# 1. Student Pages

## 1.1. My Dashboard Overview: The Dashboard is structured into three main areas:

- **Student Grades:** This section displays the student's grades for the selected term. By default, it is set to the most recent term in which the student has received grades.
- **Student Grades Statistics:** Here, students can view their grade distribution from the start of their academic journey at QU. Clicking on a grade letter opens a detailed page showing courses corresponding to that grade.
- **Incomplete Grade Applications:** This area lists all the student's incomplete grade applications, providing essential details and a download link for any submitted medical excuse documents.

The screenshot displays the student dashboard interface. At the top, there are navigation links for 'My Dashboard' and 'My Services', along with user information 'Role: Student' and 'Log Out'. The dashboard is divided into three main sections:

- Student Grades:** This section shows a table of grades for the selected term 'Fall 2014'. The table includes columns for CRN, Subject Code, Course No., Course Title, and Final Grade. The data is as follows:
 

CRN	Subject Code	Course No.	Course Title	Final Grade
17806	CHME	201		F
11777	PHYS	192		B+
13908	MATH	102		A
14545	CHEM	241		A
18270	PHYS	191		A
- Student Grades Statistics:** This section displays a grade distribution chart with 17 data points across grade categories: A (11), B (5), B+ (7), C (10), C+ (8), D (12), D+ (7), F (13), and W (1).
- Incomplete Grade Applications:** This section shows a table of applications with columns for Request Date, Term, CRN, Course, Status, Original Document Status, Staff Note, Attend Final Exam, Exceed Absence Limit, Overall Grade, Instructor Decision, Instructor Note, Dept. Head Decision, Dept. Head Note, Assistant Dean Decision, Assistant Dean Note, New Grade, and Medical Excuse Document. The data is as follows:
 

Request Date	Term	CRN	Course	Status	Original Document Status	Staff Note	Attend Final Exam	Exceed Absence Limit	Overall Grade	Instructor Decision	Instructor Note	Dept. Head Decision	Dept. Head Note	Assistant Dean Decision	Assistant Dean Note	New Grade	Medical Excuse Document
24-MAY-23	Fall 2014	11777	PHYS 192	Reject	Reject	manually added	-	-	-	-	-	-	-	-	-	-	View
24-MAY-23	Fall 2014	18270	PHYS 191	Approve	Approve	approve docs	No	No	100	Final Approval	last one	Final Approval	OK	Final Approval	OK FINAL	A	View
24-MAY-23	Fall 2014	17806	CHME 201	Reject	Approve	good	No	No	300	Reject	TEST	-	NO	-	NO	-	View



## Student Grades Page

This page, accessible from the "Student Grades Statistics" section under "My Dashboard" page, provides detailed information on courses corresponding to a specific grade.

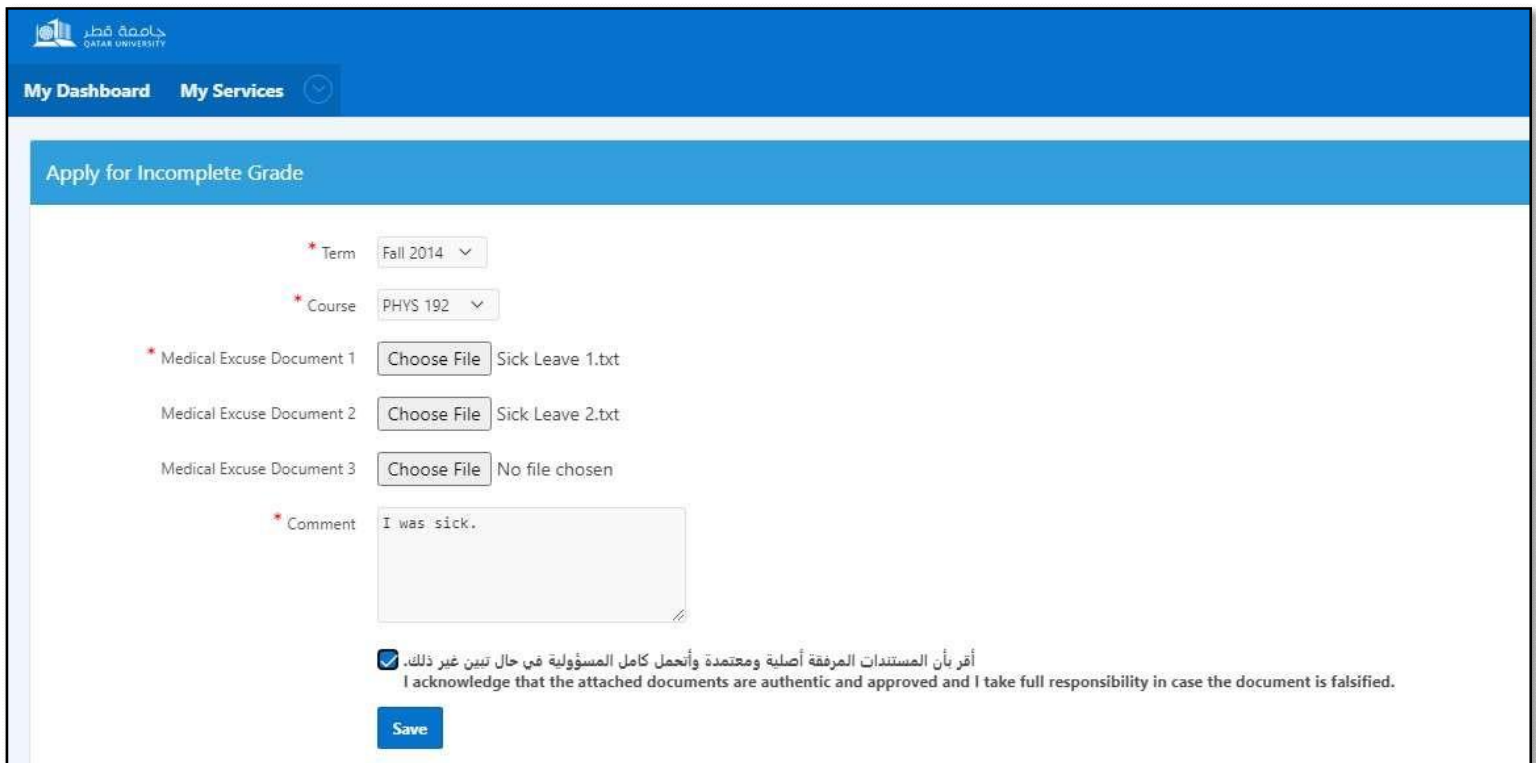
CRN	Subject Code	Course No.	Course Title	Final Grade
10404	COMP	001		A
20076	COMP	002		A
15256	DAWA	111		A
13908	MATH	102		A
14545	CHEM	241		A
24877	HIST	222		A

## 1.2. My Services

### 1.2.1. Apply for Incomplete Grade Page

This feature allows students to apply for an incomplete grade. The following information is required:

- **Term:** Lists all terms but only terms open for incomplete grade applications should be selected.
- **Course:** Lists eligible courses for the selected term, excluding grades W, FB, IP, and I.
- **Medical Excuse Document:** Students must upload their medical excuse documents (maximum three). At least one document is mandatory.
- **Comment:** A field for student comments.
- **Save:** Clicking "Save" submits the request and triggers an email notification to both the student and the Registration Support Section.



The screenshot shows the 'Apply for Incomplete Grade' form in the Datar University portal. The form is titled 'Apply for Incomplete Grade' and is located under the 'My Services' menu. The form fields are as follows:

- Term:** A dropdown menu with 'Fall 2014' selected.
- Course:** A dropdown menu with 'PHYS 192' selected.
- Medical Excuse Document 1:** A 'Choose File' button next to the text 'Sick Leave 1.txt'.
- Medical Excuse Document 2:** A 'Choose File' button next to the text 'Sick Leave 2.txt'.
- Medical Excuse Document 3:** A 'Choose File' button next to the text 'No file chosen'.
- Comment:** A text area containing the text 'I was sick.'

At the bottom of the form, there is a checkbox that is checked, with the text: 'أقر بأن المستندات المرفقة أصلية ومعتمدة وأنحمل كامل المسؤولية في حال تبين غير ذلك.' Below this is the English translation: 'I acknowledge that the attached documents are authentic and approved and I take full responsibility in case the document is falsified.' A blue 'Save' button is located at the bottom left of the form.

## 1.2.2. Update Medical Excuse Document Page

This page enables students to update their medical excuse documents marked as 'Need to be Modified' by the staff. The following information is required:

- **Term:** Displays terms currently open in the incomplete grade service calendar.
- **Course:** Lists courses returned by the registration support staff only.
- **Medical Excuse Document:** Students can upload new documents (up to three). If three documents are already present, one must be deleted before uploading another.
- **Save:** Submitting the new document sends notifications to the student and the Registration Support Section.

Update Medical Excuse Document

\* Term: Fall 2014

\* Course: PHYS 192

Maximum 3 documents can be uploaded, delete any document from the list before upload any new document.

Content	File Name	User Id	Activity Date	Delete
Download	Sick Leave 1.txt	IF1101222	25-MAY-23	
Download	Sick Leave 2.txt	IF1101222	25-MAY-23	
Download	Sick Leave 3.txt	IF1101222	25-MAY-23	

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Update Medical Excuse Document

\* Term: Fall 2014

\* Course: PHYS 192

\* Medical Excuse Document:  Sick Leave 4.txt

أقر بأن المستندات المرفقة أصلية ومعتمدة وأنعمل كامل المسؤولية في حال تبين غير ذلك.  
I acknowledge that the attached documents are authentic and approved and I take full responsibility in case the document is falsified.

Content	File Name	User Id	Activity Date	Delete
Download	Sick Leave 1.txt	IF1101222	25-MAY-23	
Download	Sick Leave 2.txt	IF1101222	25-MAY-23	

1 - 2

### 1.2.3. Incomplete Grade Applications Page

This section displays all of a student's incomplete grade applications, including detailed information and a link to download and view any submitted medical excuse documents.

Request Date	Term	CRN	Course	Status	Student Note	Medical Excuse Document	Original Document Status	Staff Note	Attend Final Exam	Exceed Absence Limit	Overall Grade	Instructor Decision	Instructor Note	Dep. Head Decision	Dept. Head Note	Assistant Dean Decision	Assistant Dean Note	New Grade
25-MAY-23	Fall 2014	11777	PHYS 192	Pending	I was sick.	<a href="#">View</a>	Need to be Modified	Sick leave 2 is not accepted, please attach another document	-	-	-	-	-	-	-	-	-	-
24-MAY-23	Fall 2014	18270	PHYS 191	Approve	test 4	<a href="#">View</a>	Approve	approve docs	No	No	100	Final Approval	last one	Final Approval	OK	Final Approval	OK FINAL	A
24-MAY-23	Fall 2014	17806	CHME 201	Reject	test 3	<a href="#">View</a>	Approve	good	No	No	300	Reject	TEST	-	NO	-	NO	-
24-MAY-23	Fall 2014	14545	CHEM 241	Approve	test 2.	<a href="#">View</a>	Approve	good 2	No	No	777	Final Approval	AGAIN APPR	Final Approval	OK	Final Approval	OK	A
23-MAY-23	Fall 2014	13908	MATH 102	Approve	-	<a href="#">View</a>	Approve	-	-	-	-	Final Approval	-	Final Approval	OK	Final Approval	OK FINAL	A

