



جامعة البحرين  
UNIVERSITY OF BAHRAIN

# SIS Incomplete Grades (Head of Department)

BY

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# Incomplete Grades

- Only the instructor of the course can change the incomplete grades.
- If **not all** the grades for one section will be **submitted** then, the instructor will submit a **manual change grade form** for the registration.
- Approving incomplete is **different** than approving the semester grades.



# Incomplete Grades – Instructor Side

No. of results 3 [Select] [Refresh] [Print] [Export]

Student ID	Student Name	Academic Year / Semester	Course Code	Course	Status	Grade	Assessments
[Redacted]	[Redacted]	2016/2017 (First)	[Redacted]	SENIOR RESEARCH PROJECT	I ▼	[Select] ▼	...
[Redacted]	[Redacted]	2016/2017 (First)	[Redacted]	SENIOR RESEARCH PROJECT	I ▼	[Select] ▼	...
[Redacted]	[Redacted]	2016/2017 (First)	[Redacted]	SENIOR RESEARCH PROJECT	I ▼	[Select] ▼	...

Save Send

Send for approval by Head of Department

No. of results 3 [Select] [Refresh] [Print] [Export]

Student ID	Student Name	Academic Year / Semester	Course Code	Course	Status	Grade	Assessments
[Redacted]	[Redacted]	2016/2017 (First)	[Redacted]	SENIOR RESEARCH PROJECT	I ▼	B ▼	... Waiting To Approved
[Redacted]	[Redacted]	2016/2017 (First)	[Redacted]	SENIOR RESEARCH PROJECT	I ▼	A- ▼	... Waiting To Approved
[Redacted]	[Redacted]	2016/2017 (First)	[Redacted]	SENIOR RESEARCH PROJECT	I ▼	D+ ▼	... Waiting To Approved

Waiting To Approved

Waiting to be approved by HOD



# Incomplete Grades – HOD Side

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- 
- » Viewing
  - » Schedule Affairs
  - » Course Result
  - » Incomplete Course Grading
  - » Approve Course Result
  - » Students Follow up
  - » Faculty Follow Up
  - » Training
  - » My E-Services



# Incomplete Grades – HOD Side

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↳ Incomplete Course Grading

Only Students have incomplete Courses Appear In Search

College: [Redacted] Department: [Redacted]  
 Academic Year: 2016/2017 Semester: First  
 Scientific Degree:  UG  PG  
 Instructor: [Redacted] Section: 01  
 Course Code: [Redacted]

First Choose the Instructor

Second Choose the Course

Third Choose the Section

**Please Note that the above search steps are mandatory**

2	[Redacted]	2016/2017 (First)	[Redacted]	SENIOR PROJECT	I	B-	...
2	[Redacted]	2016/2017 (First)	[Redacted]	SENIOR PROJECT	I	C+	...
	[Redacted]	2016/2017 (First)	[Redacted]	SENIOR PROJECT	I	D+	...