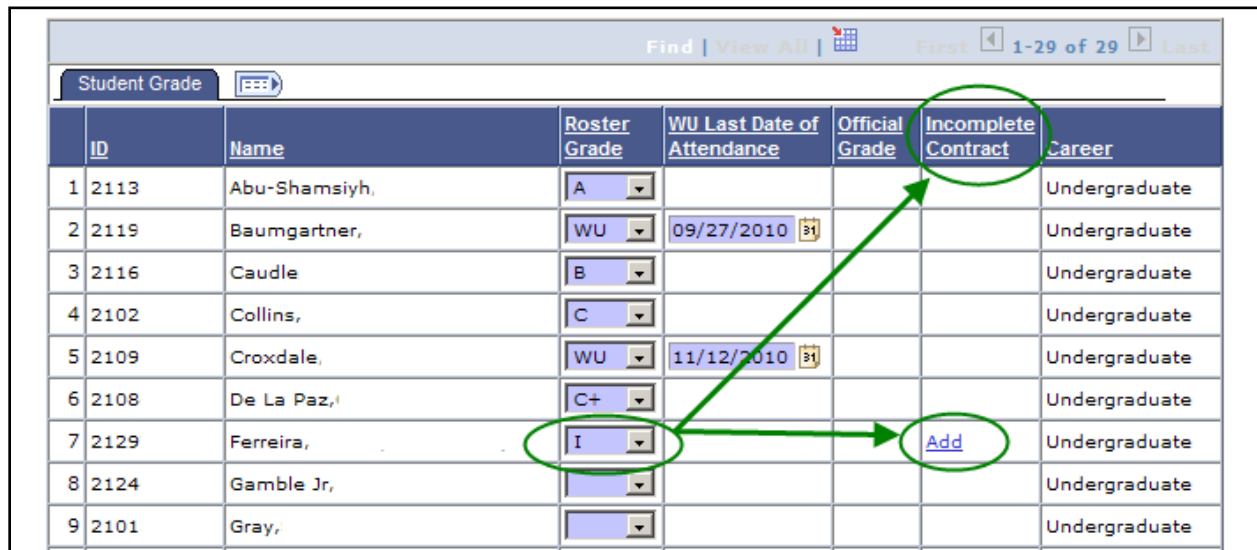


Assigning Incomplete Grades

If you assign an incomplete grade, you also have to assign an incomplete contract. Follow the steps below to complete this process.

1. If you assign an "I" (Incomplete) grade, an Add link will appear.
2. Select the **Add** link in the Incomplete Contract column.



ID	Name	Roster Grade	WU Last Date of Attendance	Official Grade	Incomplete Contract	Career
1 2113	Abu-Shamsiyh,	A				Undergraduate
2 2119	Baumgartner,	WU	09/27/2010			Undergraduate
3 2116	Caudle	B				Undergraduate
4 2102	Collins,	C				Undergraduate
5 2109	Croxdale,	WU	11/12/2010			Undergraduate
6 2108	De La Paz,	C+				Undergraduate
7 2129	Ferreira,	I			Add	Undergraduate
8 2124	Gamble Jr,					Undergraduate
9 2101	Gray,					Undergraduate

The Incomplete Contract page will display. The only field you are required to complete on this page is the Reason Code.

3. Select one of the available **Reason Code** values.

Incomplete Contract

EmplID: 2129 Ferreira
 Career: UGRD Undergraduate
 Institution: SACST Sacramento State
 Term: 2108 Fall 2010
 Class Nbr: 83880 KINS 135, Section 01 (3 Units)
 Instructor(s):

You must select one of the reason codes or you will not be able to approve the grade roster. This is the only required field on the contract.

Incomplete Contract Data

*Reason Code:

Grade Without Further Work:

*Deadline For Completion:

Work Required for Removal of *

*Description	Completed	Date Completed
<input type="text"/>	<input type="checkbox"/>	<input type="text" value="31"/> <input type="button" value="+"/> <input type="button" value="-"/>

Created By: _____ Last Updated: _____

- Grade Without Further Work:** If you choose to use the “Grade Without Further Work” field please be aware that you will still need to submit a Grade Completion form to the Office of the University Registrar to have the student’s Incomplete grade converted to the grade he/she earned.
- Deadline For Completion:** The “Deadline For Completion” field will default to one year later. You can select a different date within that twelve month period.
- Description:** The “Description” field is free-form text and additional rows can be added by using the “plus” sign at the end of the row. Please note that the student will be able to see what you type in the Description field.
- Date Accepted By Student:** The “Date Accepted By Student” field is not being used at this time.



Incomplete Contract Data

*Reason Code:

Grade Without Further Work: ← This field is optional.

*Deadline For Completion: ← The date will default to one year later. You can change this to any date prior to the default date.

*Description	Completed	Date Completed		
	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value="31"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Created By: This feature is not being used. Last Updated:

This is free form text. The student will see what is typed in this box. You can add additional rows by using the "plus" sign at the end of the row on the right.

4. When you are finished click **Apply** to save the contract and then **OK** to return to the grade roster.

*Description	Completed	Date Completed		
Final exam	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value="31"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Created By: Last Updated:

Example: According to CSU policy, the "I" symbol indicates that a portion of the required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified reasons and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the instructor and to determine from the instructor the remaining course requirements that must be satisfied to remove the "Incomplete." An "Incomplete" must be made up by the earliest of the following three dates: (1) one calendar year from the last day of the term in which the "I" grade was assigned, (2) the "Deadline for completion" indicated by the instructor below on this form, or (3) the degree conferral date for a graduating student. In the event that the course requirements are not completed by the deadline, the grade indicated below by the instructor will be the grade posted by Enrollment Services. If no grade is indicated below, the "I" will be converted to an "F." A student may not graduate with an "I" on the transcript, and no posted grade can be changed after a student's graduation date.

After entering the information on the Incomplete Contract use the "Apply" feature to save the contract. Use the "OK" feature to return to your roster.