

Incomplete Contract

An incomplete contract must be completed for every student where an “I” grade is assigned. Effective for the Spring 2017 grading cycle the “**Grade Without Further Work**” is now a required field. A grade must be entered before the system will allow you to continue.

1. Enter grades and select the **SAVE** button to save the grades entered.

Display Options:

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Not Reviewed save

[Import Grades from File](#) [See Faculty Grade Entry Guide](#)

Student Grade ☰

	ID	Name	Roster Grade	Official Grade	Academic Career	Grading Basis
<input type="checkbox"/>	1 012345678	Student Name	I		Undergraduate	Graded
<input type="checkbox"/>	2 011234567	Student Name	A		Undergraduate	Graded

2. The **Next Step** message will pop up. Click **OK**.

Message

Next Step: (30500,2)

Once all student grades are entered scroll to the top of the grade roster. Change the approval status from Not Reviewed (or Ready to Review) to Approved.

Then click "SAVE".

OK

3. If an “I” grade is entered, the “**Incomplete Contract**” column with the **Add** link will appear. Click the **Add** link to display the Incomplete Contract.

Display Options:

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Not Reviewed save

[Import Grades from File](#) [See Faculty Grade Entry Guide](#)

Student Grade ☰

	ID	Name	Roster Grade	Official Grade	Academic Career	Incomplete Contract	Grading Basis
<input checked="" type="checkbox"/>	1 012345678	Student Name	I		Undergraduate	Add	Graded
<input checked="" type="checkbox"/>	2 011234567	Student Name	A		Undergraduate		Graded

4. The highlighted fields are required and must be completed to save the contract. Once completed click **OK**.

1. Reason Code
2. Grade Without Further Work (**new for Spring 2017**)
3. Work Required for Removal of "I" Grade

Incomplete Contract

Empl ID: 012345678 Student Name
 Career: UGRD Undergraduate
 Institution: SJ000 San Jose State University
 Term: 2172 Spring 2017
 Class Nbr: 29180 BUS3 186, Section 09 (3 Units)
 Instructor(s): Fiona Faculty

Incomplete Contract Data

1 Reason Code:

2 Grade Without Further Work:

*Deadline For Completion: 05/01/2018

3 **Work Required for Removal of 'I' Grade**

Description	Completed	Date Completed
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Created By: Last Updated:
 Date Accepted By Student:

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.

OK Cancel Apply

5. When the Incomplete Contract has been completed and you click **OK**, it will return to the Grade Roster page and the link under the Incomplete Contract column will change from **Add** to **Update**. Change the Approval Status from **Not Reviewed** to **Approved** when all grade fields are completed. Select the **SAVE** button to save the grades entered.

Display Options:

*Grade Roster Type: Final Grade
 Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Approved **save**
[Import Grades from File](#) [See Faculty Grade Entry Guide](#)

Student Grade

ID	Name	Roster Grade	Official Grade	Academic Career	Incomplete Contract	Grading Basis
1 012345678	Student Name	I		Undergraduate	Update	Graded
2 011234567	Student Name	A		Undergraduate		Graded

6. The **Congratulations** pop up window displays. You have successfully entered your grades.

Message

Congratulations (30500,1)

You have successfully completed the Grade Roster.

OK