

May 5, 2011

To : All Faculty

From : Marian Sofish, University Registrar

Re : **Incomplete Contracts in Faculty Self-Service**

As you may know, the Incomplete Contract in Peoplesoft Faculty-Service was rolled out for faculty to use in Fall 2010. The contract replaces the hard copy of Incomplete contracts that instructors keep in the department.

For those of you who may wish to assign an Incomplete Contract now for this semester's grading, I encourage you to login in to the Faculty-Self Service and create the Incomplete Contract via the class roster. See attached document entitled "Incomplete Contract Off and On" for a screen shot of where to find the Incomplete Contract. However, if you plan to create the Incomplete Contract via the grade roster, you must wait until the grade rosters are generated on Wednesday, May 18.

For the navigation instructions on the Incomplete Contract via the grade roster, please look up the detailed process guide on page ten in http://my.sjsu.edu/docs/sa/self_service_faculty/BPG_SR_FSS_Faculty_Grading_With_Incomplete.pdf

In addition to the business navigation guides to the Incomplete Contract, I would like to stress the following steps as it pertains to grade posting.

1. After the grade submission deadline, if the grade roster is fully completed with either an Incomplete or other letter grades, and the instructor of record may have forgotten to change from Not Reviewed to Approved status, the Registrar's Office will put the grade roster on approved status for posting. The Registrar's Office will turn off the Incomplete contracts. At this point, faculty cannot create the contract via the grade or class rosters.
2. Once grades are posted, the Incomplete Contract is turned on to allow faculty to create a contract at any time via the class roster only.
3. For grade rosters with missing grade (s), the Registrar's Office will assign an RD (Report Delayed) grades. For Incomplete grades submitted on a Change of grade form, there will be no Incomplete contracts generated. Faculty will need to create the Incomplete contract through the class roster only.

4. Communication to students: In communicating to students about the assignment of the Incomplete grade and the acceptance of the Incomplete Contract, the instructor of record will take responsibility in contacting the student about his/her grade.

5. Grading labs as posted on the Grading Bulletin are available for you to attend whether you need a refresher course on grading or to learn how to use the Incomplete Contract in faculty self-service.

6. Finally, please read the incomplete grade policy in Section 1.B of S09-7, Policy Recommendation, Grading Symbols, Drop and Withdrawal; Retroactive Drop and Retroactive Withdrawal; Assignment of Grades and Grade Appeals; Change of Grade; and Integrity of the Academic Record.

I (Incomplete Authorized). The "I" symbol shall be used only when the faculty member concludes that a clearly identifiable portion of course requirements cannot be met within the academic term for unforeseen reasons. An Incomplete shall not be assigned when it is necessary for the student to attend a major portion of the class when it is next offered. An Incomplete is also prohibited where the normal practice requires extension of course requirements beyond the close of a term, e.g., thesis or project type courses. In such cases, use of the "RP" symbol is required. The conditions for removal of the Incomplete shall be specified in writing by the instructor and given to the student with a copy placed on file with the Registrar until the Incomplete is removed or the time limit for removal has passed. Clearing an incomplete grade does not permit retaking previously completed portions of the course, nor does it permit assignment of additional graded work (e.g., extra credit) that was not available to other students in the class.

A student may not re-enroll in a course for which he or she has received an "I" until that "I" has been converted to a grade other than "I"; e.g., A-F, IC, or NC.

An Incomplete shall be converted to the appropriate grade or symbol within one year following the end of the term during which it was assigned provided, however, an extension of the one-year time limit may be granted by petition for contingencies such as intervening military service and serious health or personal problems. A faculty member may submit a letter grade to be assigned in the event the Incomplete is not made up within one year. If the Incomplete is not converted to a credit-bearing grade within the prescribed time limit, or any extension thereof, it shall be counted as a failing grade in calculating grade point average and progress points unless the faculty member has assigned another grade in accordance with campus policy.

The following statement shall appear in the campus catalog:

The symbol "I" (Incomplete Authorized) indicates that a portion of 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. The student cannot reenroll in the course. It is the responsibility of the student to bring pertinent information to the attention of the instructor (regarding the unforeseen reason(s) for requesting an Incomplete) and to

determine from the instructor the remaining course requirements that must be satisfied to remove the Incomplete. A final grade is assigned when the work agreed upon has been completed and evaluated. Clearing an incomplete grade does not permit retaking previously completed portions of the course, nor does it permit assignment of additional graded work (e.g., extra credit) that was not available to other students in the class.

An "I" must normally be made up within one calendar year immediately following the end of the term during which it was assigned.

This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work will result in an "I" being converted to an "IC" symbol, or an "NC" for non-traditionally graded courses, unless the faculty member assigns a specific letter grade at the time the Incomplete is assigned, which would replace the "I" in the student's record after the calendar year deadline.