

An Incomplete Grade Agreement **must** be completed when an "I" grade is assigned to a student.

There are two ways you can add an Incomplete Grade Agreement:

- A. Through the Class Roster at any time
- B. Through the Grade Roster during the grading period

Complete step A or B, then proceed to enter the Incomplete Grade Agreement data in step C.

## A. Add an Incomplete Grade Agreement through the Class Roster

 Go to the appropriate Class Roster for the term to add the Incomplete Grade Agreement.

Fac My Se	ulty ( chedu	Cente Ile	Class Roster	Grade Roster				
/ly S	che	dule						
all 2 Inive	022   rsity	San	Jose State			Change Term	ly Exam Schedule	2
elec con l	t disj	Sho	option ow All Classes	Show	w Enrolled C	Classes Only View Classes Only	ew Textbooks	
/ly 1	eacl	ning	Schedule > F	all 2022 > San Jose !	State Unive	ersity		
						Personalize   View All	🕗 🛛 🔜 🛛 🗛	st 🕢 1-3 of 3 🕟 Last
~			Class	Class Title	Enrolled	Days & Times	Room	Class Dates
8	*	4	PHIL 66-80 (44746)	Intro Aesthetics (Lecture)	35	Tu 1:30PM - 2:45PM	On Line	Aug 19, 2022- Dec 6, 2022
î	<b>#</b>	4	PHIL 66-81 (46235)	Intro Aesthetics (Lecture)	34	Th 1:30PM - 2:45PM	On Line	Aug 19, 2022- Dec 6, 2022
ĥ	#	-	PHIL 70B-01 (47648)	Modern Philosophy (Lecture)	33	TuTh 10:30AM - 11:45AM	On Line	Aug 19, 2022- Dec 6, 2022

- 2. Under the Incomplete Grade Agreement column, click Add for the student receiving an incomplete grade.
- 3. Go to step C.

_	Schedule   Class Roster	Grade Roster									
CI	ass Roster										
Fal	1 2022   Regular Academic	Session I San Jo	se State Univers	tv i Undergrag	luate						
-	7			.,,,	Chang	e Class					
	PHIL 66 - 80 (44746) Introduction to Aesthetic	cs (Lecture)									
	Days and Times	Room	In	structor		Dates					
	Tu 1:30PM-2:45PM	On Line	On Line Thor		Thomas Leddy 08/19/2 12/06/2						
	ТВА	On Line	Т	be Announce	d	08/19/2022 - 12/06/2022					
		Grantlad									
Se	*Enroliment Enroliment Ca elect display option	Status Enrolled spacity 35	Enr	olled 35 otos in list		Class I	Permissions				
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Se	*Enrollment Enrollment Ca elect display option	Status Enrolled apacity 35 s Name	Enr Include phe Pronouns	olled 35 otos in list Grade Basis	Units I	Class I Program and Plan	Permissions	Find Academic Level	I   View All   년 Add Dt	지   🔐 Fi Grade Dt	Inst 🕢 1-35 of 35 ( Incomplete Grade Agreement
See Er	*Enrollment Enrollment Ca elect display option © Link to Photo nrolled Students Notify Photo ID	Status Enrolled apacity 35 s Name	Enr Include phe Pronouns	olled 35 otos in list Grade Basis Graded	Units 3.00	Class I Program and Plan UGD - Undergraduate Degrr	Permissions / te - tys	Find Academic Level Freshman	I View All   Add Dt 07/27/2022	I         I         Fi           Grade Dt         02/01/2023	Incomplete Grade Agreement Add

## B. Add An Incomplete Grade Agreement through the Grade Roster

- 1. Go to the appropriate Grade **Display Options** Grade Roster Action \*Grade Roster Type Final Grade × \*Approval Status Not Reviewed Save Roster for the term.  $\mathbf{v}$ Display Unassigned Roster Grade Only Import Grades from File See Faculty Grade Entry Guide Enter grades and select the Save Find | View All | 💷 | 🔣 First 🕢 1-27 of 27 🕟 Last button to save the grades entered. Student Grade ID Name Roster Grade Official Grade Academic Career 1 ¥ Graduate 2 Graduate ~ 3 Graduate 2. The message will pop up. Click **Display Options** Grade Roster Action \*Grade Roster Type Final Grade ~ \*Approval Status Not Reviewed Save OK. Display Unassigned Roster Grade Only Import Grades from File See Faculty Grade Entry Guide Message This Grade Roster is not complete (30500.2) When all grades have been assigned please remember to set the Approval Status field to Approved for your grades to be submitted to the Registrar's Office ОК 3. If an "I" grade is entered, the
  - If an "I" grade is entered, the "Incomplete Grade Agreement" column with the Add link will appear. Click Add.

			Find	View All	a   📑	First 🕢 1-30 of 30 🕟 Last				
Stud	Student Grade									
	ID	Name	Roster Grade	Official Grade	Academic Career	Incomplete Grade Agreement				
	1		I v		Graduate	Add 🔶				
	2		A v		Graduate					
	3		I 🗸		Graduate	Add ←				

## C. Enter Incomplete Grade Agreement Information

- 4. The highlighted fields are required.
  - a. Reason Code reason for the "I" grade
  - b. Grade Without Further Work

     grade the student will
     receive if the student does not
     complete the further work
     outlined in the Agreement.
  - c. **Deadline for Completion** date the student must submit completed coursework.

**Note:** You can **change the Deadline for Completion** to an earlier date.

d. Work Required for Removal of "I" Grade – outlines the coursework the student needs to complete.

ncomplete	Grade Agre	ement			
ID:					
Career:	UGRD	Undergraduate			
Institution:	SJ000	San Jose State University			
Term:	2224	Fall 2022			
Class Nbr: Instructor(s):	44746	PHIL 66, Section 80 (3 Units)			
Incomplete A	Agreement Data				
*Reason Co	de:	×			
*Grade With	out Further Work	:Q			
• *Deadline Fo	or Completion:	11/21/2023			
*Description			Completed	Date Completed	+ -
Created By:		Las	Updated:		
		Date Accepted By Student:			
According to C3 academic term for removal of the from the last da degree conferra dates, the Grad option for the G	SU policy, the "I" gra for unforeseen but ju he Incomplete. An "I yo of the term in whic al date for a graduati le Without Further W rade Without Furthe	de indicates that a clearly identifiable portion of the cc stified reasons and there is still a possibility of earnin ncomplete" must be made up by the EARLIEST of th h the "I" grade was issued, (2) the "Deadline for comp g student. In the event that the course requirements ork on this form will be the grade posted by the Office rWork.	urse requirem g credit. This e following thro letion" indicat are not comp e of the Registr	Agreement states t e dates: (1) one ca ed on this form, or leted by the EARLU rar. An "I" grade is	t within the he condition alendar year (3) the EST of these not a valid
ОК	Cancel App	ly			

5. Click the **OK** button once you have completed entering the information for the Incomplete Grade Agreement.

Reason Code: Other Grade Without Further Work: D Deadline For Completion: 05/31/2023	~
Work Required for Removal of 'I' Grade	
*Description	Completed Date Completed
Complete field trip paper	— — — — — — — — — — — — — — — — — — —

6. After clicking OK, you will return to the Class Roster or Grade Roster page.

The link under the Incomplete Grade Agreement column will change from Add to Update.

			Find	View All	희 🔜	First 🕢 1-30 of 30 🕟 Last					
Stu	Student Grade										
	ID	Name	Roster Grade	Official Grade	Academic Career	Incomplete Grade Agreement					
	1		I		Graduate	Update					
	2		A		Graduate						
	3		1		Graduate	Update					

En	Enrolled Students									Find   View All	2 🔣	First 🕢 1-30 of 30 🕑 Last
	Notify	Photo	ID	Name	Pronouns	Grade Basis	Units	Program and Plan	Academic Level	Add Dt	Grade Dt	Incomplete Grade Agreement
1		<u>8</u> 9				Graded	3.00	MSD - Masters Degree - Counseling and Guidance	Graduate	12/06/2022		Update
2		<u>E</u> q				Graded	3.00	MSD - Masters Degree - Counseling and Guidance	Graduate	12/05/2022		Add
3		<u>8</u> 9				Graded	3.00	MSD - Masters Degree - Counseling and Guidance	Graduate	12/09/2022		Update

 You may continue to add Agreements for students with an "I" grade.