

# Incomplete Grade Agreement Faculty - How To Guide

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

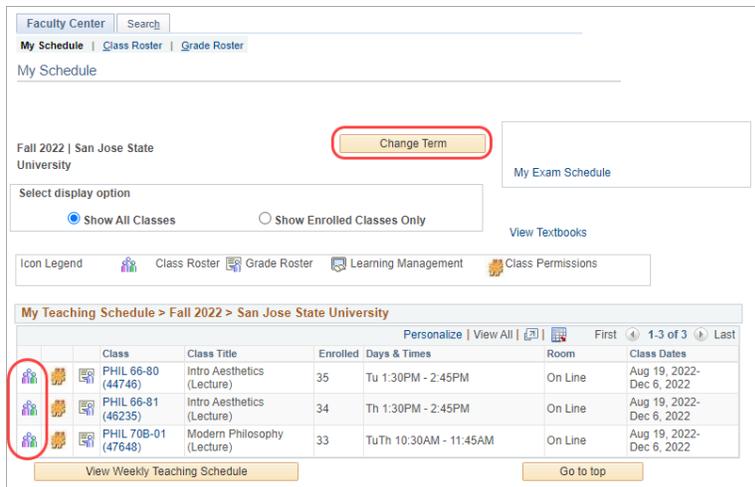
There are two ways you can add an Incomplete Grade Agreement:

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

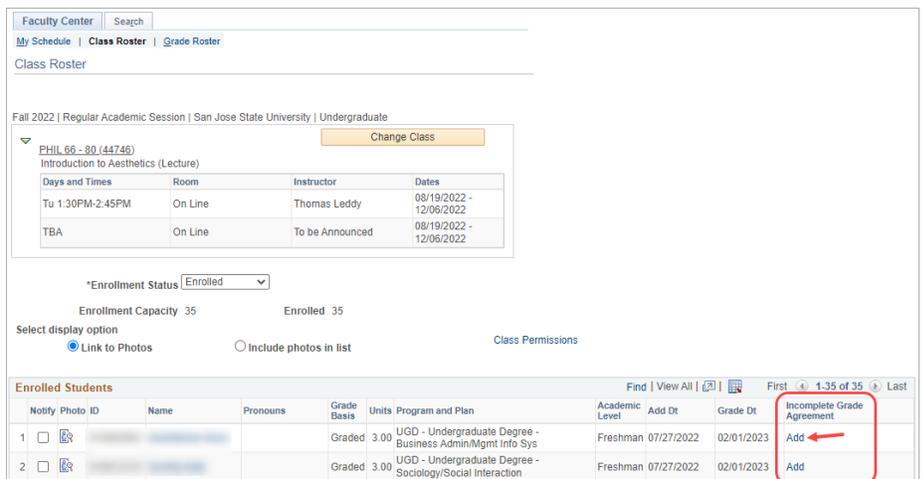
Complete step A or B, then proceed to enter the Incomplete Grade Agreement data in step C.

## 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.



- Under the Incomplete Grade Agreement column, click **Add** for the student receiving an incomplete grade.



- Go to step C.

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

1. Go to the appropriate Grade Roster for the term.

Enter grades and select the **Save** button to save the grades entered.

Student Grade	ID	Name	Roster Grade	Official Grade	Academic Career
<input type="checkbox"/>	1	[REDACTED]	I		Graduate
<input type="checkbox"/>	2	[REDACTED]	A		Graduate
<input type="checkbox"/>	3	[REDACTED]	I		Graduate

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

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.

OK

3. If an "I" grade is entered, the "Incomplete Grade Agreement" column with the **Add** link will appear. Click **Add**.

Student Grade	ID	Name	Roster Grade	Official Grade	Academic Career	Incomplete Grade Agreement
<input type="checkbox"/>	1	[REDACTED]	I		Graduate	Add
<input type="checkbox"/>	2	[REDACTED]	A		Graduate	
<input type="checkbox"/>	3	[REDACTED]	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.

**Incomplete Grade Agreement**

ID: [REDACTED]  
 Career: UGRD Undergraduate  
 Institution: SJ000 San Jose State University  
 Term: 2224 Fall 2022  
 Class Nbr: 44746 PHIL 66, Section 80 (3 Units)  
 Instructor(s): [REDACTED]

**Incomplete Agreement Data**

a \*Reason Code: [REDACTED]

b \*Grade Without Further Work: [REDACTED]

c \*Deadline For Completion: 11/21/2023

d **Work Required for Removal of "I" Grade**

*Description	Completed	Date Completed
[REDACTED]	<input type="checkbox"/>	[REDACTED]

Created By: [REDACTED] Last Updated: [REDACTED]

Date Accepted By Student: [REDACTED]

According to CSU policy, the "I" grade indicates that a clearly identifiable portion of the course requirements cannot be met within the academic term for unforeseen but justified reasons and there is still a possibility of earning credit. This Agreement states the conditions for removal of 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 issued, (2) the "Deadline for completion" indicated 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 EARLIEST of these dates, the Grade Without Further Work on this form will be the grade posted by the Office of the Registrar. An "I" grade is not a valid option for the Grade Without Further Work.

OK Cancel Apply

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

**Incomplete Agreement Data**

\*Reason Code:

\*Grade Without Further Work:

\*Deadline For Completion:

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

*Description	Completed	Date Completed
Complete field trip paper	<input type="checkbox"/>	<input type="text" value=""/>

Created By: \_\_\_\_\_ Last Updated: \_\_\_\_\_

Date Accepted By Student:

According to CSU policy, the "I" grade indicates that a clearly identifiable portion of the course requirements cannot be met within the academic term for unforeseen but justified reasons and there is still a possibility of earning credit. This Agreement states the conditions for removal of 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 issued, (2) the "Deadline for completion" indicated 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 EARLIEST of these dates, the Grade Without Further Work on this form will be the grade posted by the Office of the Registrar. An "I" grade is not a valid option for the Grade Without Further Work.

- 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**.

Student Grade						
ID	Name	Roster Grade	Official Grade	Academic Career	Incomplete Grade Agreement	
1		I		Graduate	<a href="#">Update</a>	
2		A		Graduate		
3		I		Graduate	<a href="#">Update</a>	

Enrolled Students											
Notify	Photo	ID	Name	Pronouns	Grade Basis	Units	Program and Plan	Academic Level	Add Dt	Grade Dt	Incomplete Grade Agreement
<input type="checkbox"/>					Graded	3.00	MSD - Masters Degree - Counseling and Guidance	Graduate	12/06/2022		<a href="#">Update</a>
<input type="checkbox"/>					Graded	3.00	MSD - Masters Degree - Counseling and Guidance	Graduate	12/05/2022		<a href="#">Add</a>
<input type="checkbox"/>					Graded	3.00	MSD - Masters Degree - Counseling and Guidance	Graduate	12/09/2022		<a href="#">Update</a>

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