

Incomplete Contract Instructions

1. Grade Roster -- When a grade of "I" is assigned the Incomplete Contract Column becomes available.

Student Grade		ID	Name	Roster Grade	Official Grade	Academic Career	Incomplete Contract	Grading Basis
<input type="checkbox"/>	1	011979593	Student1,Student1	I		Undergraduate	Add	Graded
<input type="checkbox"/>	2	010522033	Student2,Student2			Undergraduate		Graded

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2. Click on the "Add" hyperlink which will take you to the Incomplete Contract.

Incomplete Contract

Empl ID: 011979593 Student1 Student1
Career: UGRD Undergraduate
Institution: HW001 CSU East Bay
Term: 2133 Summer Quarter 2013
Class Nbr: 2045 CS1020, Section 02 (4 Units)
Instructor(s): Instructor Instructor

Incomplete Contract Data			
*Reason Code:	<input type="text"/>		
*Deadline For Completion:	09/08/2014		
Work Required for Removal of 'I' Grade			
*Description	Completed	Date Completed	
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
Created By:		Last Updated:	
<input type="text"/>			

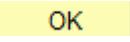
The symbol "I", Incomplete (Authorized), indicates that (1) a discreet portion of the required coursework has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons, (2) attending a future offering of the class is not required to complete the work, and (3) your instructor believes it likely that you will earn credit for the course upon completion of that work. Students who are currently failing a course are not eligible for an Incomplete. It is the student's responsibility to bring pertinent information to the attention of 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 two dates: (1) one calendar year from the last day of the term in which the "I" grade was assigned or (2) the "Deadline for completion" indicated by the instructor on this form. When the required work is completed and it has been evaluated, the instructor will submit a change of grade form and the academic grade will be recorded. If the work is not completed within the allowed time limit, the grade will be recorded as an "IC" (Incomplete Charged). The "IC" replaces the "I" and is counted as a failing grade for computing the grade point average. Students may not repeat a course in which they currently have an incomplete grade. Students can graduate with an "I" grade on their record if the course is not necessary for them to graduate. No grade may be changed once graduation has been posted.

3. Select a reason for the Incomplete Contract. The two available choices are "Medical" or "Other extenuating circumstance".

Incomplete Contract Data	
*Reason Code:	Medical Other Extenuating Circumstance
*Deadline For Completion:	09/08/2014
Work Required for Removal of 'I' Grade	
<input type="text"/>	<input type="checkbox"/> <input type="text"/>

- The deadline date for completion can be changed within the guidelines for Incomplete Grades. The default date is one year later from the end of the current term. Incomplete grades will revert to "IC" automatically after one year unless an extension request is filed.
- List the assignments or work that the student must complete to receive a grade in the class. If there are multiple assignments, add rows by clicking on the  button.

Work Required for Removal of 'I' Grade			
*Description	Completed	Date Completed	
Essay 4	<input type="checkbox"/>	<input type="text" value=""/>	  

- After completing the contract, click on the  button at the bottom of the page. This will save the contract make it visible to the student for acceptance.
- Click on the  button to return to the grade roster.
- The link to the contract will be changed to "Update".

Student Grade 							
	ID	Name	Roster Grade	Official Grade	Academic Career	Incomplete Contract	Grading Basis
<input type="checkbox"/>	1 011979593	Student1, Student1	I		Undergraduate	Update	Graded
<input type="checkbox"/>	2 010522033	Student2, Student2			Undergraduate		Graded

- The student will be able to view the contract in their Student Center under their grades for the term.

 **Class Grades - Summer Quarter 2013**

Official Grades						
Class	Description	Units	Grading	Grade	Grade Points	Incomplete Contract
ANTH 3745	Human Sexuality: Anthro Pers	4.00	Graded			
CS 1020	Introduction to Computers	4.00	Graded			Review Contract
CS 1160	Intro to Computer Science I	4.00	Graded			
CS 1162	Intro Programming Lab	1.00	Credit/ No Credit			
MUS 1006	History of Rock & Roll	4.00	Graded			

Assignment of Incomplete Grade Contract

Name: Student1 Student1
Term: Summer Quarter 2013
Class: CS1020, Section 02 (4 Units)
Instructor(s): Manuel Saldanha

The symbol "I", Incomplete (Authorized), indicates that (1) a discreet portion of the required coursework has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons, (2) attending a future offering of the class is not required to complete the work, and (3) your instructor believes it likely that you will earn credit for the course upon completion of that work. Students who are currently failing a course are not eligible for an Incomplete. It is the student's responsibility to bring pertinent information to the attention of 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 two dates: (1) one calendar year from the last day of the term in which the "I" grade was assigned or (2) the "Deadline for completion" indicated by the instructor on this form. When the required work is completed and it has been evaluated, the instructor will submit a change of grade form and the academic grade will be recorded. If the work is not completed within the allowed time limit, the grade will be recorded as an "IC" (Incomplete Charged). The "IC" replaces the "I" and is counted as a failing grade for computing the grade point average. Students may not repeat a course in which they currently have an incomplete grade. Students can graduate with an "I" grade on their record if the course is not necessary for them to graduate. No grade may be changed once graduation has been posted.

Incomplete Contract Data

Reason Code: Medical
Deadline For Completion: 09/08/2014

Work Required for Removal of 'I' Grade

Description	Completed	Date Completed
Essay #4	<input type="checkbox"/>	

I acknowledge that I have read and agree to the above Terms and Conditions. I understand the requirements for completing this course and that if I fail to meet these requirements, I will receive an "IC" (Incomplete Charged) grade which is calculated as

10. When the student accepts the contract the "Date Accepted By Student" will be populated.

Date Accepted By Student: 07/29/2013

11. Once the student has accepted the contract, it cannot be updated online. The "I" grade also cannot be changed to any other grade.

Student Grade		ID	Name	Roster Grade	Official Grade	Academic Career	Incomplete Contract	Grading Basis
<input type="checkbox"/>	1	011979593	Student1,Student1	I		Undergraduate	View	Graded
<input type="checkbox"/>	2	010522033	Student2,Student2			Undergraduate		Graded

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12. The Grade Roster cannot be approved if a contract has not been created for an "I" grade or the following error message will appear.

Display Options: *Grade Roster Type <input type="text" value="Final Grade"/> <input type="checkbox"/> Display Unassigned Roster Grade Only	Grade Roster Action: *Approval Status <input type="text" value="Approved"/> <input type="button" value="save"/>
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Student Grade

	ID	Name	Roster Grade	Official Grade	Academic Career	Incomplete Contract	Grading Basis
<input type="checkbox"/>	1 011979593	Student1,Student1	I		Undergraduate	Add	Graded
<input type="checkbox"/>	2 010522033	Student2,Student2	C+		Undergraduate		Graded

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