


Incomplete Contracts

Faculty Center Reference Guide

- Note that when an "I" grade is assigned the On-line Incomplete Grade Contract must be filled in prior to approving the roster. A new field of "incomplete contract" will appear on the roster. The options in this field are Add, Update or View.**

Student Grade 									
		ID	Name	Roster Grade	Official Grade	Incomplete Contract	Program and Plan	Level	Grading Basis
<input type="checkbox"/>	1	2022	Rubble, Barney	I ▼		Add	UGRD Degree and Certificates - Interdisc St:PACE/General	Junior	Graded
<input type="checkbox"/>	2	2015	Jetson, George	▼			GRAD Degrees - Neg Conflict Res&PeaceBuild	Graduate	Graded
<input type="checkbox"/>	3	2021	Flintstone, Fred	▼			UGRD Degree and Certificates - IDS:American Studies/Sociology (Minor)	Junior	Graded

Contracts must be created by the instructor prior to grade roster approval. Instructors will receive a message asking them to add an incomplete contract if they have not done so prior to approval.

ID	Name	Roster Grade	Official Grade	Incomplete Contract	Program and Plan	Level	Grading Basis
1 2022	Rubble, Barney	I		Add	UGRD Degree and Certificates - Interdisc St:PACE/General	Junior	Graded

Incomplete Contract

Empl ID: 2022 Barney Rubble
Career: UGRD Undergrad and Ext Ed Credit
Institution: DHCMP CSU Dominguez Hills
Term: 2124 Spring 2012
Class Nbr: 20520 IDS 326, Section 32 (3 Units)
Instructor(s): Joe Instructor

Incomplete Contract Data

*Reason Code:

Grade Without Further Work:

*Deadline For Completion:

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:

Reason Code: Extenuating, Medical or Other
Grade Without Further Work: enter grade
Deadline for completion: default is one year from current term
Description: free form text of what is required to complete course
Completed: check box when coursework is completed
Date Completed: Enter date final coursework is completed.
 Click on OK or Apply

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.

***Instructor may select a date of completion of less than one year, but not more than one year from current term of incomplete grade being assigned.**

OK
Cancel
Apply

Joe Instructor

Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster

Grade Roster

Spring 2012 | Regular Academic Session | CSU Dominguez Hills | Undergrad and Ext Ed Credit

▶ [IDS 326 - 32 \(20520\)](#) [change class](#)

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

Grade Roster Action:
*Approval Status: Not Reviewed (dropdown menu with 'Approved' selected and 'Not Reviewed' below it) [save](#)

Find | View All | [Print] | [Calendar]

Student Grade [Filter]

	ID	Name	Roster Grade	Official Grade	Incomplete Contract	Program and Plan	Level	Grading Basis
<input type="checkbox"/>	1 2022	Rubble, Barney	I		Update	UGRD Degree and Certificates - Interdisc St:PACE/General	Junior	Graded
<input type="checkbox"/>	2 2015	Jetson, George	C			GRAD Degrees - Neg Conflict Res&PeaceBuild	Graduate	Graded
<input type="checkbox"/>	11 2023	Flintstone, Fred	A			UGRD Degree and Certificates - IDS:Global Studies	Junior	Graded
<input type="checkbox"/>	12 2016	Brown, Charlie	B			UGRD Degree and Certificates - IDS:American Studies	Junior	Graded

View All | [Print] | [Download](#) | Rows 1 - 12 of 12

Select All Clear All [Printer Friendly Version](#)

<- add this grade to selected students

[SAVE](#)