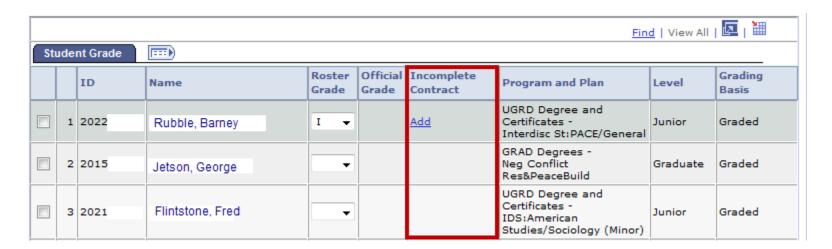


Incomplete Contracts

Facutly 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.



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.



Incomplete Contract

2022 Barney Rubble **Empl ID:** 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: 05/23/2013 *Deadline For Completion: Work Required for Removal of 'I' Grade Date *Description Completed Completed **H** -Created By: Last Updated:

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.

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



^{*}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.

Joe Instructor

