

## Introduction

An Incomplete Contract is an agreement between the instructor and the student when an Incomplete grade is assigned. It begins with a conversation between the student and the instructor on whether an Incomplete grade is appropriate. If the assignment of the "I" grade is agreed upon, the instructor creates the electronic Incomplete Contract via Faculty Center, then the student accepts the terms of the contract via Student Center.

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."

The date by which the course is to be completed will be stated in the electronic Incomplete Contract; however, no more than one year from the time the class ended will be allowed to complete the requirements (except due to special circumstances as approved by the instructor and submission of a Petition of the Student).

A grade of "I" will be assigned to the student at the end of term once Grade Rosters are posted.

Once the required coursework is completed, the instructor must change the "Incomplete" to an appropriate grade by submitting the "Official Grade Change" form to the Office of the Registrar. In the event that the course requirements are not completed by the deadline, the grade indicated by the instructor will be the grade posted by the Office of the Registrar. If no grade is indicated below, the "I" will administratively be changed to either a letter grade of "F" (Failure) and will be included in the student's grade point average or to a grade of "NC" (No Credit) depending on the grade mode of the course.

This guide shows the step by step directions for students on how to accept the conditions of the Incomplete Contract.

## 1.0 Incomplete Contracts

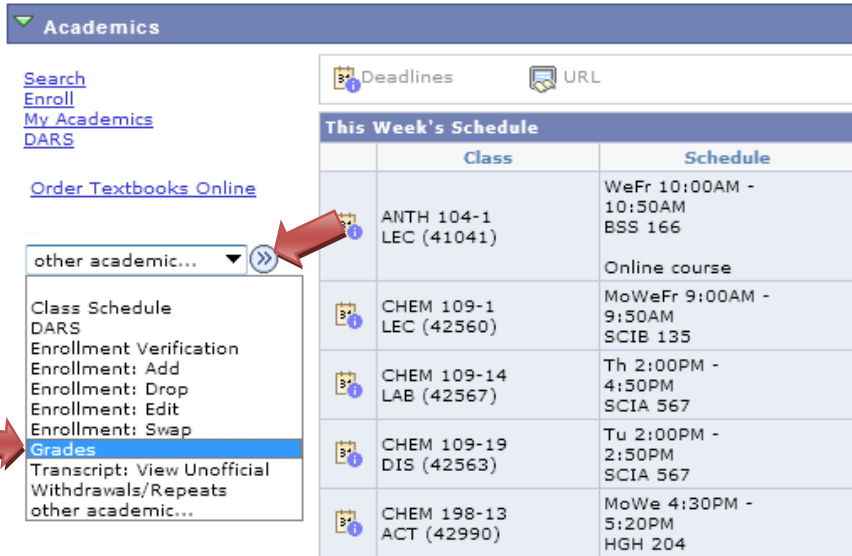
After the instructor has created the Incomplete Contract:

Process Steps	Screen Shot
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Log into your Student Center and follow these steps :

1. From the “other academic” dropdown menu select the “Grades” option.
2. Select the “Go” button

### Fred's Student Center



**Academics**

Search  
 Enroll  
 My Academics  
 DARS

Order Textbooks Online

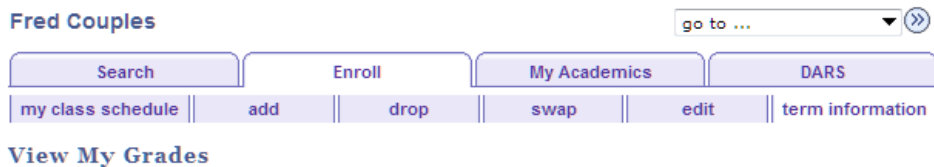
other academic...

- Class Schedule
- DARS
- Enrollment Verification
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Edit
- Enrollment: Swap
- Grades**
- Transcript: View Unofficial
- Withdrawals/Repeats
- other academic...

**This Week's Schedule**

	Class	Schedule
	ANTH 104-1 LEC (41041)	WeFr 10:00AM - 10:50AM BSS 166  Online course
	CHEM 109-1 LEC (42560)	MoWeFr 9:00AM - 9:50AM SCIB 135
	CHEM 109-14 LAB (42567)	Th 2:00PM - 4:50PM SCIA 567
	CHEM 109-19 DIS (42563)	Tu 2:00PM - 2:50PM SCIA 567
	CHEM 198-13 ACT (42990)	MoWe 4:30PM - 5:20PM HGH 204

3. Choose the appropriate semester and then select the “Continue” button.



**Fred Couples**

Search Enroll My Academics DARS

my class schedule || add || drop || swap || edit || term information

**View My Grades**

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	Spring Semester 2013	Undergraduate	Humboldt State University
<input checked="" type="radio"/>	Fall Semester 2012	Undergraduate	Humboldt State University
<input type="radio"/>	Spring Semester 2012	Undergraduate	Humboldt State University
<input type="radio"/>	Fall Semester 2011	Undergraduate	Humboldt State University

4. Select the "Review Contract" link next to the class in which you will receive an "I".


Fred Couples go to ... >>

Search	Enroll	My Academics	DARS
my class schedule	add	drop	swap
	edit	term information	

[View My Grades](#)

Fall Semester 2012 | Undergraduate | Humboldt State University change term

▼ **Class Grades - Fall Semester 2012**

Official Grades						
Class	Description	Units	Grading	Grade	Grade Points	Incomplete Contract
<a href="#">ANTH 104</a>	Cultural Anthropology	3.00	Letter Grade			<a href="#">Review Contract</a> 
<a href="#">CHEM 109</a>	General Chemistry	5.00	Letter Grade			
<a href="#">CHEM 198</a>	Supplemental Instruction	1.00	Mandatory Credit/No Credit			

5. Select the checkbox to acknowledge that you have read and agree to the Terms and Conditions of the Incomplete Contract.

### Assignment of Incomplete Grade Contract

**Name:** Fred Couples  
**Term:** Fall Semester 2012  
**Class:** ANTH 104, Section 1 (3 Units)  
**Instructor(s):** Ima Teacher

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#### Incomplete Contract Data

**Reason Code:** Medical  
**Grade Without Further Work:** C-  
**Deadline For Completion:** 12/09/2013

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

Description	Completed	Date Completed
1. Submit an essay on Prehistoric Evidence of Coastal Peoples	<input type="checkbox"/>	
2. Take the final exam at the end of Spring 2013 semester	<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 the grade indicated above for this course.

Return

6. You will be asked to confirm that you are accepting the terms of the contract. Please keep in mind that after you accept, no electronic changes can be made to the contract.
7. Select the “**Yes**” button to confirm that you want to accept the contract.
8. Notice that the “**Acceptance Date**” is recorded.
9. Select the “**Return**” button to go back to your grades.

**Message** [X]

Are you sure you want to accept this contract?

Yes  No



### Assignment of Incomplete Grade Contract

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**Instructor(s):** Ima Teacher

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**Acceptance Date:** 12/14/2012

Return 

10. You will now notice that the "Review Contract" link has changed to "Accepted".

11. You may view your contract any time by selecting the "Accepted" link in View My Grades page of your Student Center.

12. You can view the contract or track the completion of your contract as it is updated by the class instructor.

**Fred Couples** go to ... ▾ ⏪

Search	Enroll	My Academics	DARS
my class schedule	add	drop	swap
	edit	term information	

**View My Grades**

Fall Semester 2012 | Undergraduate | Humboldt State University change term

▼ **Class Grades - Fall Semester 2012**

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**Assignment of Incomplete Grade Contract**

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**Instructor(s):** Ima Teacher

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**Acceptance Date:** 12/14/2012

Return