

How to Accept an Incomplete Contract

Incomplete indicates that a portion of required coursework 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 attention of the instructor and to determine from the instructor the remaining course requirements which must be satisfied to remove the Incomplete.

The instructor of the course will complete an Authorized Incomplete form, available online via the Faculty/Student Center. The date by which the course is to be completed will be stated; 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 instructor and submission of a Petition of the Student). Either the instructor will change the Incomplete to an appropriate grade or it 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.

After the instructor has created the Incomplete Contract:

Process Steps	Screen Shot												
<p>Log into your Student Center and follow these steps :</p> <ol style="list-style-type: none"> From the “other academic” drop-down menu select the “Grades” option. Select the “Go” button 	<p>The screenshot shows the 'Fred's Student Center' Academics page. A dropdown menu is open under 'other academic...', with 'Grades' highlighted. A red arrow points to the 'Grades' option. Another red arrow points to the 'Go' button (represented by a right-pointing arrow icon) next to the dropdown. To the right, a table titled 'This Week's Schedule' lists several classes with their respective schedules.</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td>ANTH 104-1 LEC (41041)</td> <td>WeFr 10:00AM - 10:50AM BSS 166 Online course</td> </tr> <tr> <td>CHEM 109-1 LEC (42560)</td> <td>MoWeFr 9:00AM - 9:50AM SCIB 135</td> </tr> <tr> <td>CHEM 109-14 LAB (42567)</td> <td>Th 2:00PM - 4:50PM SCIA 567</td> </tr> <tr> <td>CHEM 109-19 DIS (42563)</td> <td>Tu 2:00PM - 2:50PM SCIA 567</td> </tr> <tr> <td>CHEM 198-13 ACT (42990)</td> <td>MoWe 4:30PM - 5:20PM HGH 204</td> </tr> </tbody> </table>	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
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3. Choose the appropriate semester and then select the "Continue" button.

Fred Couples go to ... 


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

[CONTINUE](#) 

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

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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
ANTH 104	Cultural Anthropology	3.00	Letter Grade			Review Contract
CHEM 109	General Chemistry	5.00	Letter Grade			
CHEM 198	Supplemental Instruction	1.00	Mandatory Credit/No Credit			

How to Accept an Incomplete Contract

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

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; 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). Once the required course work is completed, the instructor will change the "Incomplete" to an appropriate grade through the "Official Grade Change" form. 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.

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"/>	

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.

Message

Are you sure you want to accept this contract?

Yes No

How to Accept an Incomplete Contract

- Notice that the "Acceptance Date" is recorded.
- Select the "Return" button to go back to your grades.

Assignment of Incomplete Grade Contract

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


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; 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). Once the required course work is completed, the instructor will change the "Incomplete" to an appropriate grade through the "Official Grade Change" form. 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.

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Acceptance Date: 12/14/2012

[Return](#) 

- You will now notice that the "Review Contract" link has changed to "Accepted".
- You may view your contract any time by selecting the "Accepted" link in **View My Grades** page of your Student Center.


Fred Couples go to ... 

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[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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CHEM 109	General Chemistry	5.00	Letter Grade			
CHEM 198	Supplemental Instruction	1.00	Mandatory Credit/No Credit			

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

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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Acceptance Date: 12/14/2012

[Return](#)