

Introduction

Starting Spring 2011 Humboldt State University students will be able to accept Terms and Conditions of Incomplete Contracts electronically via Student Center.

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 Incomplete Contract, then the student accepts the terms of the contract.

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).

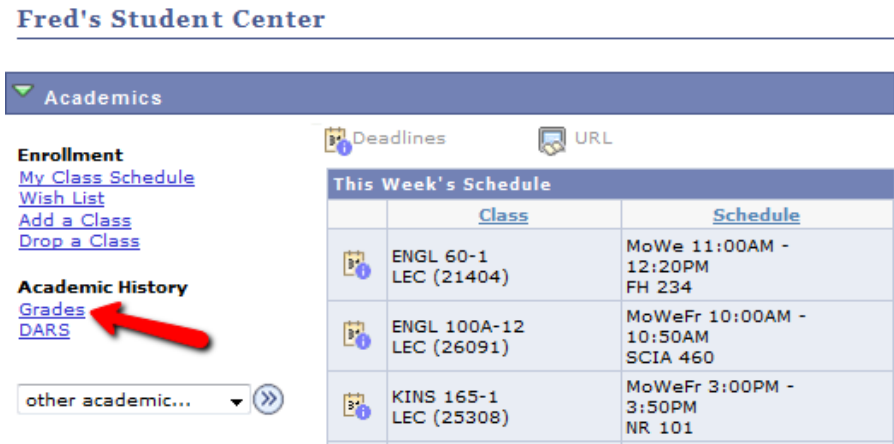

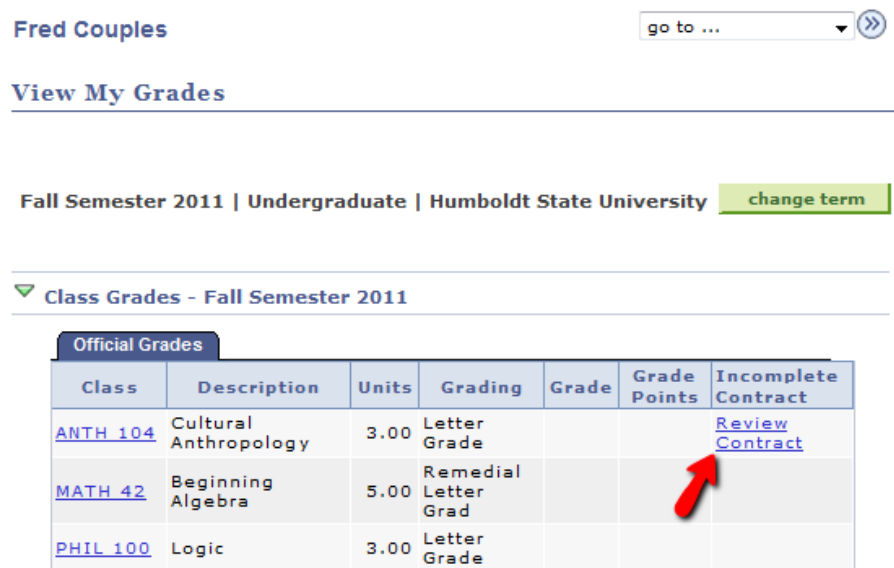



A grade of "I" will be assigned to the student at the end of term once Grade Rosters are posted.

Once the required coursework is completed, the instructor must change the "Incomplete" to an appropriate grade 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.

This guide shows the step by step directions on how to create an Incomplete Contract and how to track student's coursework completion.

1.0 Incomplete Contracts

After the instructor has created the Incomplete Contract:

Process Steps	Screen Shot																												
<p>Log into your Student Center and follow these steps :</p> <p>1. Select the "Grades" link.</p>	 <p>Fred's Student Center</p> <p>Academics</p> <p>Enrollment My Class Schedule Wish List Add a Class Drop a Class</p> <p>Academic History Grades  DARS</p> <p>other academic... >></p> <p>Deadlines URL</p> <p>This Week's Schedule</p> <table border="1"> <thead> <tr> <th></th> <th>Class</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td></td> <td>ENGL 60-1 LEC (21404)</td> <td>MoWe 11:00AM - 12:20PM FH 234</td> </tr> <tr> <td></td> <td>ENGL 100A-12 LEC (26091)</td> <td>MoWeFr 10:00AM - 10:50AM SCIA 460</td> </tr> <tr> <td></td> <td>KINS 165-1 LEC (25308)</td> <td>MoWeFr 3:00PM - 3:50PM NR 101</td> </tr> </tbody> </table> <p>go to ... >></p>		Class	Schedule		ENGL 60-1 LEC (21404)	MoWe 11:00AM - 12:20PM FH 234		ENGL 100A-12 LEC (26091)	MoWeFr 10:00AM - 10:50AM SCIA 460		KINS 165-1 LEC (25308)	MoWeFr 3:00PM - 3:50PM NR 101																
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<p>2. Select the "Review Contract" link.</p>	 <p>Fred Couples</p> <p>View My Grades</p> <p>Fall Semester 2011 Undergraduate Humboldt State University change term</p> <p>Class Grades - Fall Semester 2011</p> <p>Official Grades</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Description</th> <th>Units</th> <th>Grading</th> <th>Grade</th> <th>Grade Points</th> <th>Incomplete Contract</th> </tr> </thead> <tbody> <tr> <td>ANTH 104</td> <td>Cultural Anthropology</td> <td>3.00</td> <td>Letter Grade</td> <td></td> <td></td> <td>Review Contract</td> </tr> <tr> <td>MATH 42</td> <td>Beginning Algebra</td> <td>5.00</td> <td>Remedial Letter Grad</td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHIL 100</td> <td>Logic</td> <td>3.00</td> <td>Letter Grade</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Class	Description	Units	Grading	Grade	Grade Points	Incomplete Contract	ANTH 104	Cultural Anthropology	3.00	Letter Grade			Review Contract	MATH 42	Beginning Algebra	5.00	Remedial Letter Grad				PHIL 100	Logic	3.00	Letter Grade			
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3. 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 2011
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 coursework 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: F
Deadline For Completion: 12/15/2012

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 2012 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](#)

4. 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.
5. Select the "Yes" button to confirm that you want to accept the contract.

Are you sure you want to accept this contract?

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

Assignment of Incomplete Grade Contract

Name: Fred Couples
Term: Fall Semester 2011
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 coursework 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: F
Deadline For Completion: 12/15/2012

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 2012 semester	<input type="checkbox"/>	

Acceptance Date: 04/08/2011

[Return](#)

8. You will now notice that the "Review Contract" link has changed to "Accepted".
9. 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 ... 

[View My Grades](#)

Fall Semester 2011 | Undergraduate | Humboldt State University [change term](#)

Class Grades - Fall Semester 2011

Official Grades						
Class	Description	Units	Grading	Grade	Grade Points	Incomplete Contract
ANTH 104	Cultural Anthropology	3.00	Letter Grade			Accepted
MATH 42	Beginning Algebra	5.00	Remedial Letter Grad			
PHIL 100	Logic	3.00	Letter Grade			

10. 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 2011
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 coursework 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: F
Deadline For Completion: 12/15/2012

Work Required for Removal of 'I' Grade

Description	Completed	Date Completed
1. Submit an essay on Prehistoric Evidence of Coastal Peoples	<input checked="" type="checkbox"/>	04/08/2012
2. Take the final exam at the end of Spring 2012 semester	<input type="checkbox"/>	

Acceptance Date: 04/08/2011

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