Entering Incomplete Grade (I) "Contracts" in PeopleSoft

Instructors are now able to submit incomplete contracts electronically using PeopleSoft.

NOTE: You will not be able to "approve" your grades (final step in grade submission) until you complete the steps below for all I grades on the roster (not RP or WU, just I).

1. Login to PeopleSoft in the Faculty Center as you normally would to enter your grades.
2. Click the "grade roster" image, just as you would usually do.

3. As you enter grades, if you choose **I** from the list, Click save at the bottom of the roster. You will see the word **Add** appear in a separate column called **Incomplete Contract**.

4. When you click on the word **Add**, this screen will appear:

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.

5. Choose a **reason** from the drop-down list (Extenuating, Medical or Other) and enter a **description** of what is needed to complete the class. Use the ⊞ sign to add more lines in the description.
6. You can use the default date which will be one year after the end of the current semester **Deadline for Complete Date** or change it to the agreed date.
7. Enter **Grade Without Further Work**. You can <u>ignore</u> **Date Accepted by Student**.
8. Click **OK** or **Apply** to go back to entering or submitting grades.

| OK | Cancel | Apply |

9. <u>**You will still need to file a Change of Grade Form when the student completes the missing work.**</u>