


# Completing Incomplete Contracts

Step 1: Sign in to Faculty Center via My Fresno State

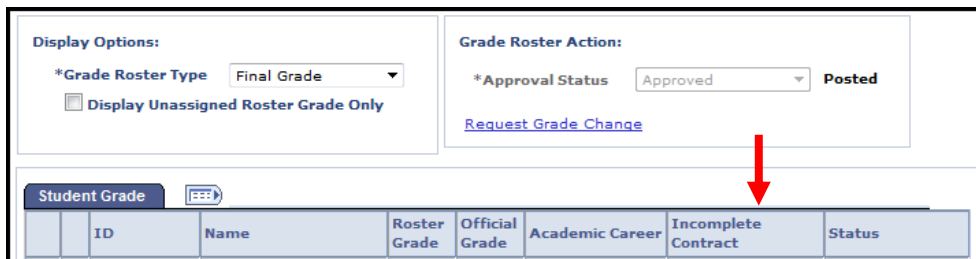


Step 2: Go to Main Menu > Self Service > Faculty Center > Grade Roster > My Schedule



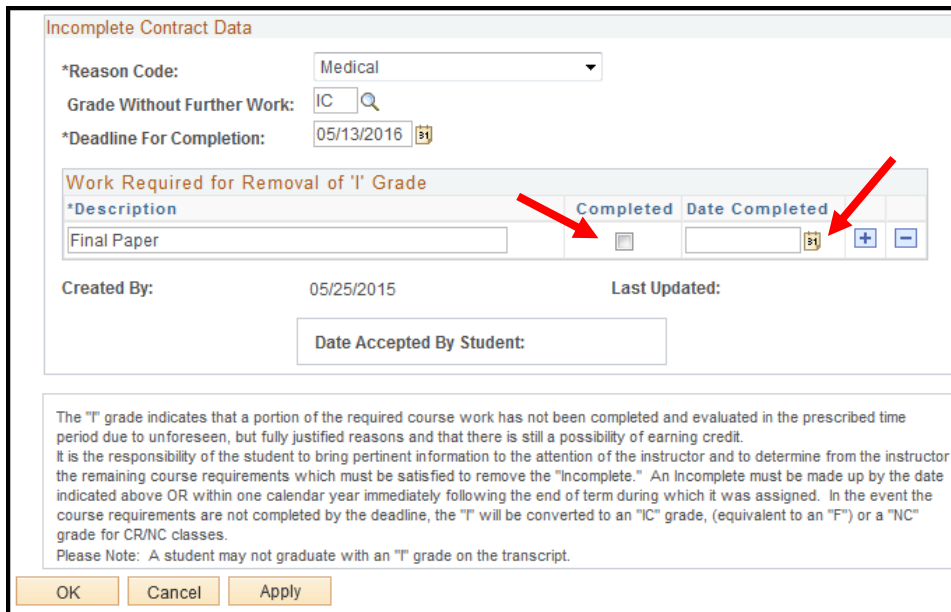
Step 3: Click on grade roster for course 

Step 4: Find student and click on individual Incomplete Contract column



For students who have been assigned a grade of Incomplete, it should indicate View or Update.

Step 5: Under Incomplete Contract Data, check Completed box and enter Date Completed for each item



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Step 6: When you check all Completed boxes and enter Date Completed for all items, a Completion Grade box will appear, enter appropriate grade.

**Incomplete Contract Data**

\*Reason Code: Medical


Grade Without Further Work: IC

\*Deadline For Completion: 05/13/2016

Work Required for Removal of 'I' Grade		
*Description	Completed	Date Completed
Final Paper	<input checked="" type="checkbox"/>	02/15/2016

Created By: 05/25/2015      Last Updated:

Date Accepted By Student:

Completion Grade:        Completion Date: 02/15/2016

The "I" grade 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 attention of the instructor and to determine from the instructor the remaining course requirements which must be satisfied to remove the "incomplete." An Incomplete must be made up by the date indicated above OR within one calendar year immediately following the end of term during which it was assigned. In the event the course requirements are not completed by the deadline, the "I" will be converted to an "IC" grade, (equivalent to an "F") or a "NC" grade for CR/NC classes.

Please Note: A student may not graduate with an "I" grade on the transcript.

OK    Cancel    Apply

Step 7: Verify entered grade

**Message**

I verify this grade should officially be changed to: B (30515,0)

Yes    No

Step 8: Once you verify, Apply changes at the bottom of page.

OK    Cancel    Apply

Step 9: Confirmation message will appear, click OK.

**Message**

Grade Officially Changed to B on 2016-02-15 (0,0)

OK

Step 10: Official grade should now be reflected on Grade Roster.

Once the official grade is reflected on the Grade Roster, it can only be corrected by submitting a Grade Correction Form.