

## Entering Incomplete Grade (I) “Contracts” in PeopleSoft

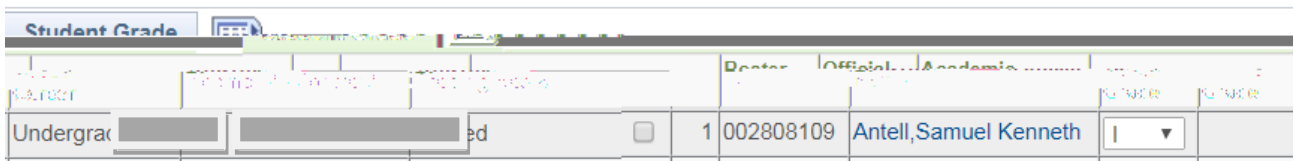
Instructors are now able to submit incomplete contracts electronically using PeopleSoft.

**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.

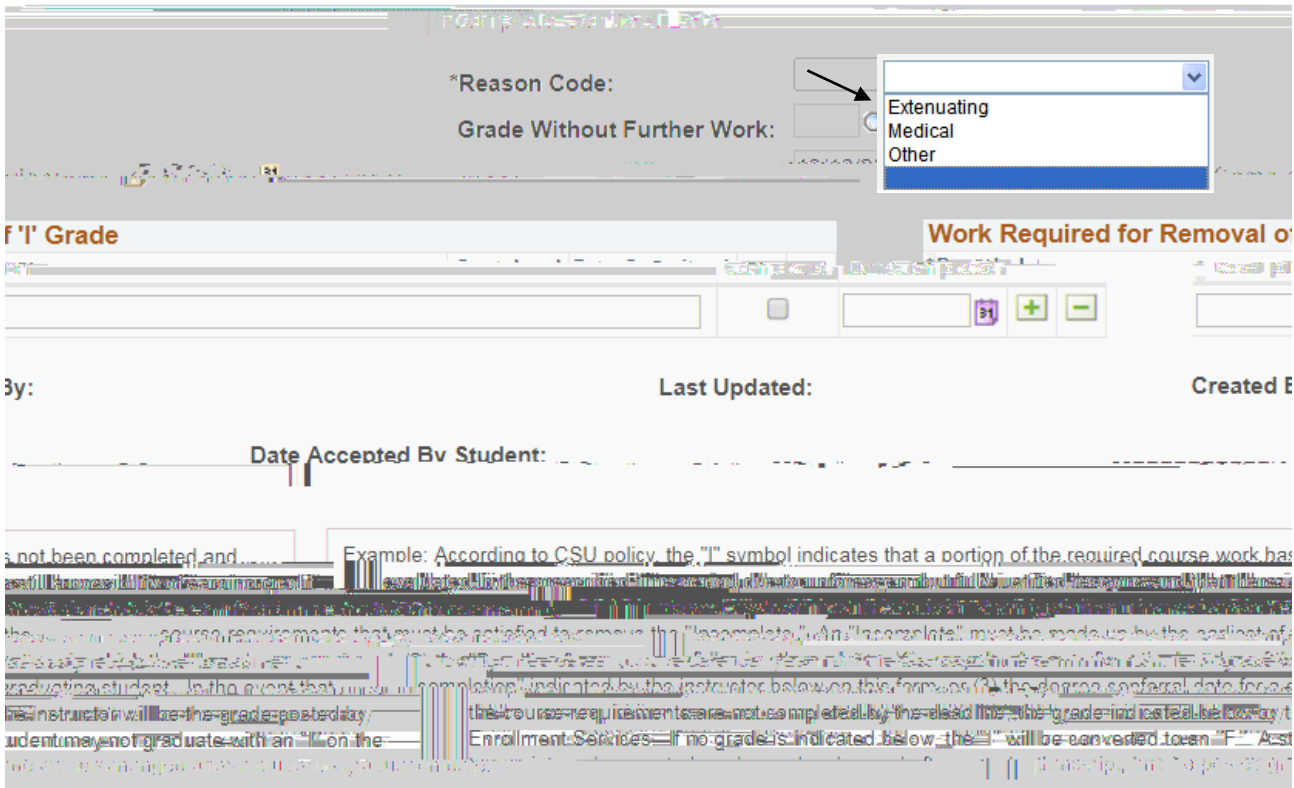


3. As you enter grades, if you choose **I** from the list, Click save at the bottom of the roster. You will see the word **Add** appear in a separate column called **Incomplete Contract**.



Student	Section	Grade	Incomplete Contract
Undergrad			Add

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



\*Reason Code:


Grade Without Further Work:

Work Required for Removal of **I** Grade:

By:  Last Updated:  Created E:

Date Accepted By Student:

Example: According to CSU policy, the "I" symbol indicates that a portion of the required course work has not been completed and... the course requirements that must be satisfied to remove the "incomplete" status must be made up by the student... the instructor will be the grade repeated by... student may not graduate with an "I" on the... Enrollment Services. If no grade is indicated below, the "I" will be converted to an "F".

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 ignore **Date Accepted by Student**.
8. Click **OK** or **Apply** to go back to entering or submitting grades.

OK

Cancel

Apply

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