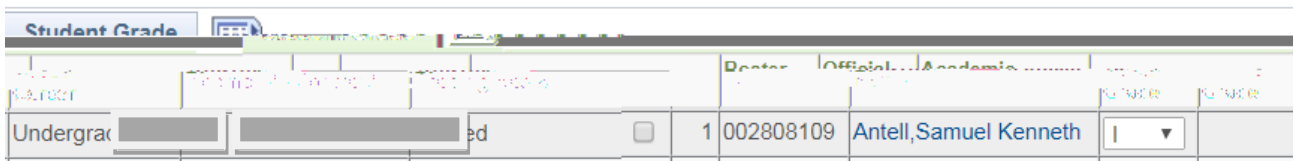# Entering Incomplete Grade (I) "Contracts" in PeopleSoft

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 <u>all</u> 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.
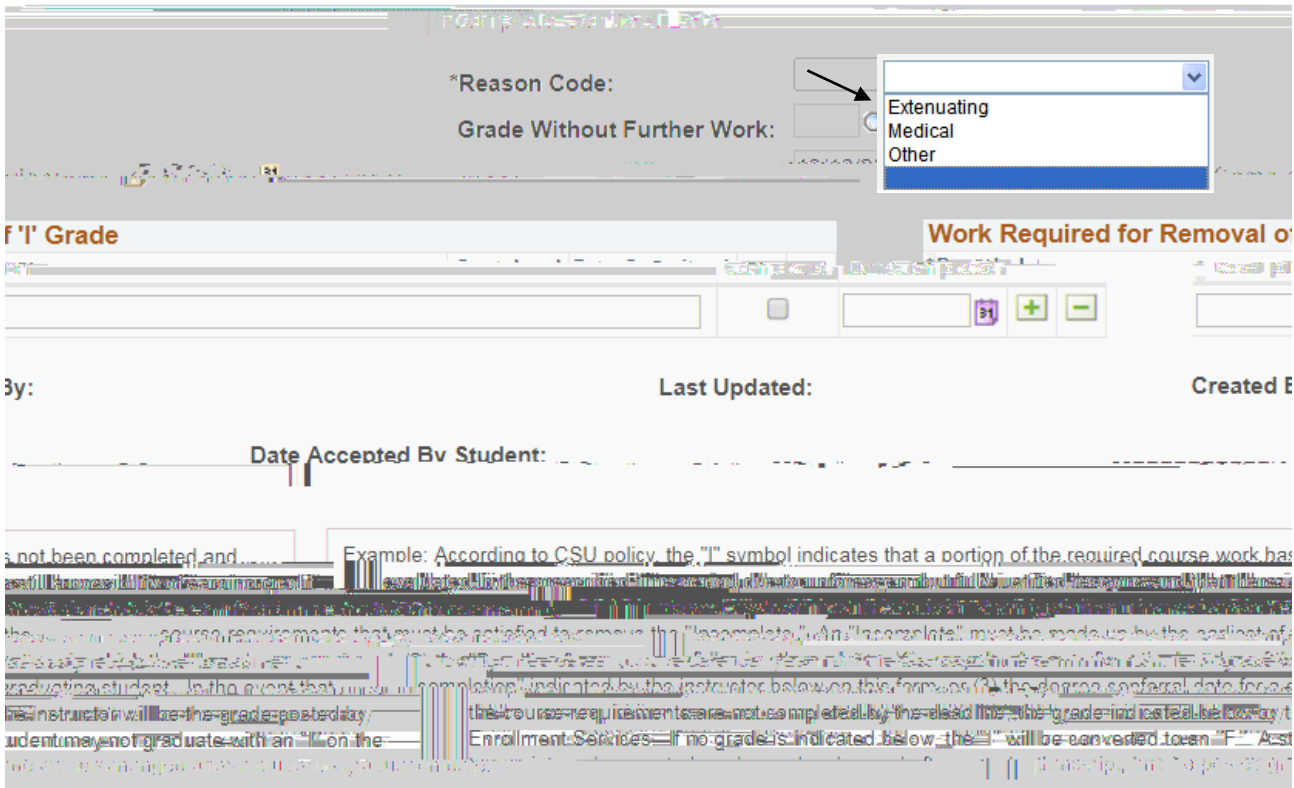2. Click the "grade roster" image, just as you would usually do.

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:

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>