FACULTY CENTER - INCOMPLETE CONTRACT - REFERENCE GUIDE

INTRODUCTION

An incomplete grade should be assigned only when the faculty member concludes that a substantial portion of the work has already been completed and that only one or two assignments have not been finished. The student should be able to complete the remaining work independently within one year with minimal assistance from the instructor. **Executive Order 1037** requires faculty to create a contract when assigning an “I” (Incomplete) grade. This contract should include the conditions required for removal of the Incomplete.

To facilitate this process, an Incomplete Contract feature has been added to SOLAR SA. **Instructors should continue the practice of manually filing separate, incomplete forms with their department office in addition to documenting the reasons for the incomplete in SOLAR.**

The student, not the instructor, should initiate the request for a grade of Incomplete. Student approval of the incomplete contract (online) is not required.

**Note:** When completing the contract online, a current browser should be used. A list of compatible browsers can be found at: [http://www.csun.edu/sites/default/files/browsers.pdf](http://www.csun.edu/sites/default/files/browsers.pdf). Pop-up blockers should be disabled to allow error messages to display. The system will time-out after 10 minutes of inactivity.

**Accessing the Faculty Center**

1. Go to: [http://www.csun.edu](http://www.csun.edu)
2. Select the MYNORTHRIDGEPORTAL link.
3. Log In to the myNorthridge Portal with your username and password.
4. Select the Login button.

![Figure 1 – myNorthridge Portal Login](image)

5. On the Faculty tab, from the Student Administration pagelet, select Faculty Center.

![Figure 2 – Faculty Center Link](image)
6. The Faculty Center: My Schedule page displays (Figure 3).

Accessing the Incomplete Contract Component

The Incomplete Contract component is available from either the Class Roster or Grade Roster (if available). However, if you are in the middle of a grading period, access the component via the Grade Roster and not the class roster. For more information, visit the Information for Faculty & Staff page to view the Faculty Center – Recording Grades guide: http://www.csun.edu/solarsupport/information-faculty-staff.

7. From the Faculty Center – My Schedule Page, select the Class Roster icon next to the class you want to work with (Figure 3).

Figure 3 – My Schedule: Class Roster Icon
8. The class roster displays. In the **Incomplete Contract** column, **Add**, **Update** or **View** displays depending on the student’s current status (Figure 4).

**Figure 4 – Class Roster: Add, Update & View**

- **Add** – add a brand new contract.
- **Update** – make changes to an existing contract.
- **View** – a “view-only” view of the contract that has been created.

**Adding a New Contract**

1. To add a new contract, select the **Add** link, located in the **Incomplete Contract** column.
2. The **Incomplete Contract** page displays (Figure 5).

**Figure 5 – Incomplete Contract Page (Add)**

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*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 circumstances or that there is a possible 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 conferred date for a graduating student. In the event that the course requirements are not completed by the deadline, the grade initiated below by the instructor will be the grade posted by Enrollment Services. If no grade is initiated below, the "I" will be converted to an "F." A student may not graduate with an "I" on the transcript and no posted grades can be changed after a student’s graduation date.*
3. Complete the following fields:

a. **Reason Code** (Faculty should use his/her own judgment on which code to use).
   - Extenuating
   - Medical
   - Other

b. **Grade Without Further Work** – Enter the grade that the student would earn if the missing work is not completed. Grades entered here are for documentation purposes only; these grades will NOT be applied to a student’s record. Manually enter a grade or use the **Magnifying Glass** icon to select from a list of available options.

c. **Deadline for Completion** – Enter a date or use the **Calendar** icon to select a date. Although students can be encouraged to finish work earlier, the official time limit is one year from the last day of the term in which the grade of Incomplete was assigned. This date cannot be altered by entering an earlier date.

d. **Description** – Enter a description.

e. **Completed Checkbox** – When the work is completed, the instructor is expected to return to this panel in order to mark the **Completed** checkbox and enter the completion date. The instructor will then sign a completed grade change form and route the form through the academic department for proper handling and submission to Admissions & Records. The form can be obtained from your department.

f. **Date Completed** – Select a date.

**Note:** Additional rows can be added (if needed) to the description field by selecting the + or – buttons.

4. Select the **Apply** button to apply the changes.
**Updating a Contract**

1. To update the contract, select the **Update** link in the **Incomplete Contract** column of the class roster.

2. The **Incomplete Contract** page displays (Figure 6).

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**Figure 6 – Incomplete Contract Page (Update)**

### Incomplete Contract

<table>
<thead>
<tr>
<th>EmpId:</th>
<th>[Redacted]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career:</td>
<td>UGRD Undergraduate</td>
</tr>
<tr>
<td>Institution:</td>
<td>NRCIP CSU Northridge</td>
</tr>
<tr>
<td>Term:</td>
<td>2111 Winter Session 2011</td>
</tr>
<tr>
<td>Class Nbr:</td>
<td>10053 PSY 382, Section 01 (3 Units)</td>
</tr>
<tr>
<td>Instructor(s):</td>
<td>[Redacted]</td>
</tr>
</tbody>
</table>

### Incomplete Contract Data

- **Reason Code:** Medical
- **Grade Without Further Work:** F
- **Deadline For Completion:** 01/20/2012

### Work Required for Removal of 'T' Grade

<table>
<thead>
<tr>
<th>Description</th>
<th>Completed</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Successful Completion of Final Exam</td>
<td>[ ]</td>
<td></td>
</tr>
</tbody>
</table>

- **Created By:** 102071773 01/20/2011
- **Last Updated:** [Redacted]

Example: According to CSU policy, the 'T' 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." As "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 'T' 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 'T' will be converted to an 'F.' A student may not graduate with an 'T' on the transcript, and no posted grade can be changed after a student's graduation date.

[OK] [Cancel] [Apply]
3. Update the following fields as needed:

   a. **Reason Code** (Faculty should use his/her own judgment on which code to use).
      - Extenuating
      - Medical
      - Other

   b. **Grade Without Further Work** – Enter the grade that the student would earn if the missing work is not completed. Grades entered here are for documentation purposes only; these grades will NOT be applied to a student’s record. Manually enter a grade or use the Magnifying Glass icon to select from a list of available options.

   c. **Deadline for Completion** – Enter a date or use the Calendar icon to select a date. Although students can be encouraged to finish work earlier, the official time limit is one year from the last day of the term in which the grade of Incomplete was assigned. This date cannot be altered by entering an earlier date.

   d. **Description** – Enter a description.

   e. **Completed Checkbox** – When the work is completed, the instructor is expected to return to this panel in order to mark the Completed checkbox and enter the completion date. The instructor will then sign a completed grade change form and route the form through the academic department for proper handling and submission to Admissions & Records. The form can be obtained from your department.

   f. **Date Completed** – Select a date.

**Note:** Additional rows can be added (if needed) to the description field by selecting the + or – buttons.

4. Select the Apply button to apply the changes.

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**Viewing a Contract**

1. To view the contract, select the View link, located in the Incomplete Contract column of the class roster. The contract displays and all of the edit fields are grayed out. This is a view-only view.

2. Select the OK button to return to the class roster.

**NEED HELP?**

Contact the IT Help Center by phone (818-677-1400), online at (http://techsupport.csun.edu) or in person in (Oviatt Library, First Floor, Learning Commons).