

## FACULTY CENTER – INCOMPLETE CONTRACT – REFERENCE GUIDE

### INTRODUCTION

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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>. Pop-up blockers should be disabled to allow error messages to display. The system will time-out after 10 minutes of inactivity.

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### Accessing the Faculty Center

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1. Go to: <http://www.csun.edu>
2. Select the **MYNORTHRIDGEPORTAL** link.
3. Sign In to the **myNorthridge Portal** with your username and password.
4. On the **Faculty** tab, from the **Student Administration** pagelet, select **Faculty Center**.

Figure – Faculty Center Link



5. The **Faculty Center: My Schedule** page displays (Figure 3).



Figure – Faculty Center: My Schedule Page

**Faculty Center**

**My Schedule**

Fall Semester 2011 | CSU Northridge [change term](#) [My Exam Schedule](#)

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster

**My Teaching Schedule > Fall Semester 2011 > CSU Northridge**

Class	Class Title	Cap	Tot Enrl	Rem Seats	Days & Times	Room	Class Dates
<a href="#">MATH 92-08 (15002)</a>	DEVELOP MATH I (Lecture)	35	30	5	MoWe 12:30PM - 1:45PM	Sierra Hall 268	Aug 29, 2011 - Dec 9, 2011
<a href="#">MATH 92-11 (15735)</a>	DEVELOP MATH I (Lecture)	30	27	3	MoWe 9:30AM - 10:45AM	Juniper Hall 1107	Aug 29, 2011 - Dec 9, 2011
<a href="#">MATH 93-33 (15632)</a>	DEVELOP MATH II (Lecture)	32	27	5	MoTuWe 8:00AM - 9:25AM	Sierra Hall 285	Aug 29, 2011 - Dec 9, 2011

[Weekly Teaching Schedule \(Calendar View\)](#) [Go to top](#)

**My Exam Schedule > Fall Semester 2011 > CSU Northridge**

Class	Class Title	Exam Date	Exam Time	Exam Room	Enrolled
<a href="#">MATH 92-08 (15002)</a>	DEVELOP MATH I (Lecture)	12/10/2011, Saturday	9:00AM - 11:00AM		30
<a href="#">MATH 93-33 (15632)</a>	DEVELOP MATH II (Lecture)	12/10/2011, Saturday	9:00AM - 11:00AM		27
<a href="#">MATH 92-11 (15735)</a>	DEVELOP MATH I (Lecture)	12/10/2011, Saturday	9:00AM - 11:00AM		27

[Weekly Exam Schedule \(Calendar View\)](#) [Go to top](#)

**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.

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

Figure – My Schedule: Class Roster Icon

**Class Roster Icon**

**My Teaching Schedule > Winter Session 2011 > CSU Northridge**

Class	Class Title	Cap	Tot Enrl	Rem Seats	Days & Times	Room	Class Dates
 <a href="#">PSY 382-01 (10063)</a>	PRIN HUMAN FACTOR (Lecture)	48	43	5	MoTuWeTh 9:00AM - 12:30PM	Sierra Hall 380	Jan 3, 2011 - Jan 20, 2011

- The class roster displays. In the **Incomplete Contract** column, **Add**, **Update** or **View** displays depending on the student's current status (Figure 4).

Figure – Class Roster: Add, Update & View

Enrolled Students										
Notify	ID	Name	Grade Basis	Units	Program - Plan - Subplan	Academic Level	Add Dt	Grade	Grade Dt	Incomplete Contract
1	<input type="checkbox"/>	XXXXXXXXXX	Graded	3.00	Undergraduate Credit - Psychology	Senior	10/18/2010	C	01/21/2011	<a href="#">Add</a>
15	<input type="checkbox"/>	XXXXXXXXXX	Graded	3.00	Undergraduate Credit - Psychology	Junior	10/26/2010	I	01/21/2011	<a href="#">Update</a>
38	<input type="checkbox"/>	XXXXXXXXXX	Graded	3.00	Undergraduate Credit - Psychology	Senior	11/29/2010	I	01/21/2011	<a href="#">View</a>

- 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

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

Figure – Incomplete Contract Page (Add)

**Incomplete Contract**

EmplID: 101122222      Reason Code:  
 Career: UGRD      Undergraduate  
 Institution: NRCMP      CSU Northridge  
 Term: 2111      Winter Session 2011  
 Class Nbr: 10063      PSY 362, Section 01 (3 Units)  
 Instructor(s): Robert Thomas

**Incomplete Contract Data**

\*Reason Code:   
 Grade Without Further Work:    
 \*Deadline For Completion: 01/20/2012

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

Description	Completed	Date Completed
<input type="text"/>	<input type="checkbox"/>	<input type="text"/> <input type="text"/>

Created By:       Last Updated:   
 Date Accepted By Student:

Example: According to CSUN 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.

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).

Figure – Incomplete Contract Page (Update)

### Incomplete Contract

EmpID: [REDACTED] [REDACTED]  
Career: UGRD Undergraduate  
Institution: NRCMP CSU Northridge  
Term: 2111 Winter Session 2011  
Class Nbr: 10063 PSY 382, Section 01 (3 Units)  
Instructor(s): [REDACTED]

#### Incomplete Contract Data

\*Reason Code:   
Grade Without Further Work:    
\*Deadline For Completion:

#### Work Required for Removal of 'I' Grade

*Description	Completed	Date Completed		
Successful Completion of Final Exam	<input type="checkbox"/>	<input type="text" value=""/> <input type="button" value="B"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Created By: 102071773 01/20/2011 Last Updated:  
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 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.

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**

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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?**

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Contact the IT Help Center by phone (818-677-1400), online at (<https://csun.topdesk.net/>) or in person in (University Library, First Floor, Learning Commons).