

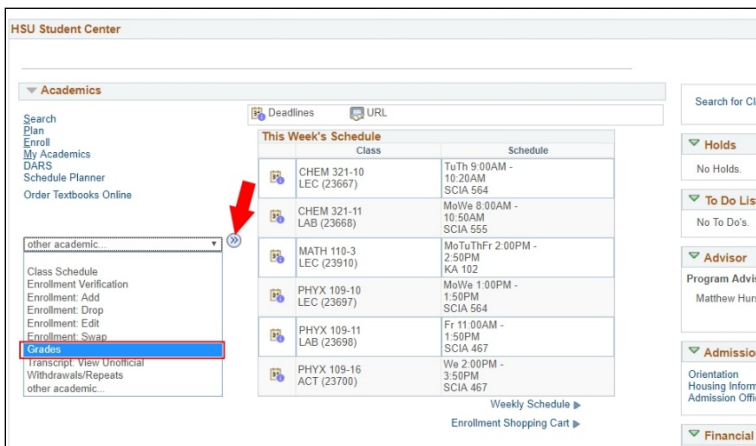
# How to accept an Incomplete Contract

An Incomplete grade indicates that a portion of required coursework 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 your responsibility 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.

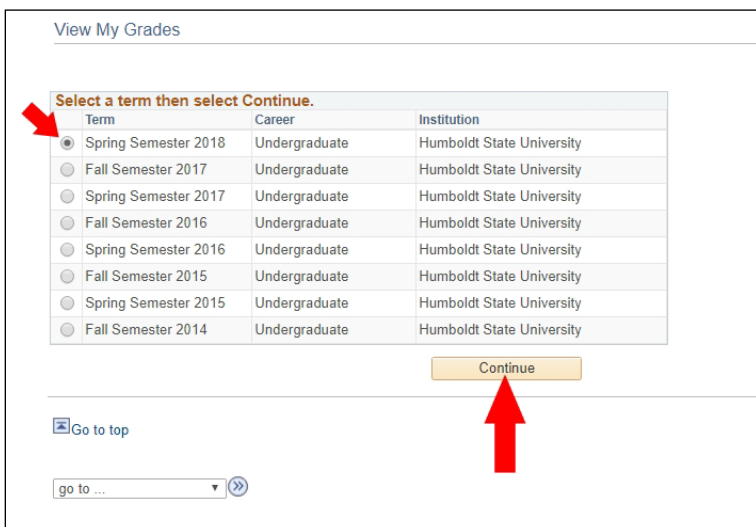
The instructor of the course will complete an Authorized Incomplete form, available online via the Faculty/Student Center. The date by which the course is to be completed will be stated; however, no more than one year from the time the class ended will be allowed to complete the requirements (except due to special circumstances as approved by instructor and submission of a Petition of the Student). Either the instructor will change the Incomplete to an appropriate grade or it will administratively be changed to either a letter grade of F (Failure) and will be included in the your grade point average or to a grade of NC (No Credit) depending on the grade mode of the course.

**After the instructor has created the Incomplete Contract:**

- Step 1:** Sign in to myHumboldt
- Step 2:** Go to: Student Center
- Step 3:** From the “other academic” drop-down menu select **Grades**
- Step 4:** Click >> to go to the grades window.



**Step 5:** Choose the appropriate semester and then select **Continue** button.



**Step 6:** Select the **Review Contract** link. [The link will be next to the course you will receive an Incomplete.

Spring Semester 2018 | Undergraduate | Humboldt State University Change Term

Class Grades - Spring Semester 2018

Official Grades

Class	Description	Units	Grading	Grade	Grade Points	Incomplete Contract
CHEM 321	Organic Chemistry	5.00	Letter Grade			<a href="#">Review Contract</a>
MATH 110	Calculus II	4.00	Letter Grade			
PHYX 109	Gen Phys I: Mechanics	4.00	Letter Grade			

Term Statistics - Spring Semester 2018

	From Enrollment	Cumulative Total
<b>Units Toward GPA:</b>		
Taken		69.000
Passed		65.000
In Progress	13.000	13.000
<b>Units Not for GPA:</b>		
Taken		30.000
Passed		4.000
<b>GPA Calculation</b>		
Total Grade Points		164.900
/ Units Taken Toward GPA		69.000
= GPA		2.389

**Step 7:** Click the **checkbox** to acknowledge that you have read and agree to the Terms and Conditions of the Incomplete Contract.

Assignment of Incomplete Grade Contract

Name: Ima Student  
 Term: Spring Semester 2018  
 Class: CHEM 321, Section 10 (5 Units)  
 Instructor(s): Ima Teacher

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.

Incomplete Contract Data

Reason Code: Other  
 Grade Without Further Work: F  
 Deadline For Completion: 05/06/2019

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

Description	Completed	Date Completed
Must Complete Final Project	<input type="checkbox"/>	
Quiz #9	<input type="checkbox"/>	

I acknowledge that I have read and agree to the above Terms and Conditions. I understand the requirements for completing this course and that if I fail to meet these requirements, I will receive the grade indicated above for this course.

Return

**Step 8:** You will be asked to confirm that you are accepting the terms of the contract. Please note that after you accept, no electronic changes can be made to the contract.

**Step 9:** Click **Yes** to confirm that you want to accept the contract.

Message

Are you sure you want to accept this contract?

Yes No

**Step 10:** Notice that the “Acceptance Date” is recorded.

**Step 11:** Click **Return** to go back to your grades.

Assignment of Incomplete Grade Contract

Name: Ima Student  
Term: Spring Semester 2018  
Class: CHEM 321, Section 10 (5 Units)  
Instructor(s): Ima Teacher

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.

Incomplete Contract Data

Reason Code: Other  
Grade Without Further Work: F  
Deadline For Completion: 05/06/2019

Work Required for Removal of ‘I’ Grade

Description	Completed	Date Completed
Must Complete Final Project	<input type="checkbox"/>	
Quiz #9	<input type="checkbox"/>	

Acceptance Date: 03/21/2018

[Return](#)

**Step 12:** The “Review Contract” link has changed to “Accepted”.

**Step 13:** You may view your contract any time by clicking the **Accepted** link in **View My Grades** page of your Student Center.

Ima Student

Search | Plan | Enroll | My Academics | DARS

My Class Schedule | Add | Drop | Swap | Edit | Term Information

View My Grades

Spring Semester 2018 | Undergraduate | Humboldt State University [Change Term](#)

Class Grades - Spring Semester 2018

Class	Description	Units	Grading	Grade	Grade Points	Incomplete Contract
CHEM 321	Organic Chemistry	5.00	Letter Grade			<a href="#">Accepted</a>
MATH 110	Calculus II	4.00	Letter Grade			
PHYX 109	Gen Phys. I: Mechanics	4.00	Letter Grade			

Term Statistics - Spring Semester 2018

	From Enrollment	Cumulative Total
Units Toward GPA:		

**Step 14:** You can view the contract or track the completion of your contract as it is updated by the class instructor.

Assignment of Incomplete Grade Contract

Name: Ima Student  
Term: Spring Semester 2018  
Class: CHEM 321, Section 10 (5 Units)  
Instructor(s): Ima Teacher

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.

Incomplete Contract Data

Reason Code: Other  
Grade Without Further Work: F  
Deadline For Completion: 05/06/2019

Work Required for Removal of ‘I’ Grade

Description	Completed	Date Completed
Quiz #9	<input checked="" type="checkbox"/>	03/21/2018
Must Complete Final Project	<input type="checkbox"/>	

Acceptance Date: 03/21/2018

[Return](#)