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 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.]

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

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

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

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.

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