



SAN DIEGO STATE
UNIVERSITY



SAN DIEGO STATE
UNIVERSITY

INCOMPLETE AGREEMENT
TUTORIAL

New Incomplete Agreement Process

New Process for assigning an Incomplete (“I”) with an Incomplete Agreement to uphold the Senate Policy:

Senate Policy:

“An incomplete shall signify that a portion of 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 shall be the student’s responsibility to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements shall be satisfied.”

Outline of new functionality in SDSU WebPortal:

- New process for how to assign an “I” with an Incomplete Agreement.
- New process for how students are informed, and how they can view the Incomplete Agreement.
- New process for how faculty can view / track their Incomplete Agreements.
- New process for how departments can view / track the Incomplete Agreements for their faculty.

Assigning an "I" in Webgrades

Class Grade Submission

Step 3 . Enter grades for students in the class you have selected.

- The details for your class are now displayed along with the list of students enrolled.
- Select the grade for each student under the Roster Grade.
- Only allowed grades for the student will be displayed per the grading method and grading options.
- Additional text can be added to the grade sheet below.
- Your session for this page will timeout in 30 minutes. You will be warned with 5 minutes left. To avoid losing any work you should submit the grades you have filled in and navigate back to this course to complete.
- Click "Submit Grades" to post your official grades. You will proceed to step 4 which confirms your grade submission.

Course		Section #		Grade Sheet	
Course	COMM 350	Section #	01	Title	INVESTIGATING COMMUNICATN
Instructor	[REDACTED]	Faculty ID	xxxx-xx-xxxx	Sess ID	S2
Period	Su 2015	Open University	Yes	Day/ Time	08/03/2015 10:25:39
Sched #	20088	Admin Unit	R	Begin Time	End Time
Begin Date	07/06/2015	End Date	08/14/2015	Begin Time	End Time
Average Class Grade		Units	3		

Upload a .csv file which was exported from Blackboard to automatically input grades

Step 1. Choose file to upload No file chosen

Step 2. Click on Upload

Student Information							
#	ID	Last	First	Grading Option/Method	Open U	Roster Grade	Grade
1	[REDACTED]	[REDACTED]	[REDACTED]	+LETTER (C/N OK)		I	--
2	[REDACTED]	[REDACTED]	[REDACTED]	+LETTER (C/N OK)		--	--
3	[REDACTED]	[REDACTED]	[REDACTED]	+LETTER (C/N OK)		A	--
4	[REDACTED]	[REDACTED]	[REDACTED]	+LETTER (C/N OK)		A-	--
5	[REDACTED]	[REDACTED]	[REDACTED]	+LETTER (C/N OK)		B+	--
6	[REDACTED]	[REDACTED]	[REDACTED]	+LETTER (C/N OK)		B	--
7	[REDACTED]	[REDACTED]	[REDACTED]	+LETTER (C/N OK)		B-	--
8	[REDACTED]	[REDACTED]	[REDACTED]	+LETTER (C/N OK)		C+	--
9	[REDACTED]	[REDACTED]	[REDACTED]	+LETTER (C/N OK)		C	--
10	[REDACTED]	[REDACTED]	[REDACTED]	+LETTER (C/N OK)		C-	--
11	[REDACTED]	[REDACTED]	[REDACTED]	+LETTER (C/N OK)		D+	--
12	[REDACTED]	[REDACTED]	[REDACTED]	+LETTER (C/N OK)		D	--
13	[REDACTED]	[REDACTED]	[REDACTED]	+LETTER (C/N OK)	Yes	D-	--
14	[REDACTED]	[REDACTED]	[REDACTED]	+LETTER (C/N OK)		F	--
15	[REDACTED]	[REDACTED]	[REDACTED]	+LETTER (C/N OK)		IC	--
16	[REDACTED]	[REDACTED]	[REDACTED]	+LETTER (C/N OK)		WU	--
						RD	--

To assign an incomplete grade, select the "I" in the drop-down menu of the course roster.

Incomplete Agreement Pop-up

✕



Office of the Registrar

Authorized Incomplete "I" Agreement

Student Name: E [REDACTED]
Red ID: 8 [REDACTED]
Email: M [REDACTED].COM

The "I" symbol shall be used only when the faculty member concludes that a small, clearly identifiable portion of course requirements cannot be met within the academic term for unforeseen reasons. An Incomplete shall not be assigned when it is necessary for the student to attend a major portion of the class when it is next offered. An Incomplete is also prohibited where the normal practice requires extension of course requirements beyond the close of a term, e.g., thesis or project-type courses. In such cases use of the "RP" symbol is required. **The conditions for removal of the Incomplete must be described below by the instructor. A copy of this agreement will be provided to the student, and department/school.**

An Incomplete shall be removed within one year following the end of the term during which it was assigned. If the Incomplete is not removed within the prescribed time limit it will be counted as a failing grade in calculating grade point averages and progress points.

In accordance with CSUC Executive Order No. 268, the student and professor agree to the following assignment of "I":

Department: Communication	Course #: COMM 0350	Schedule #: 20088
Semester/Year: Summer 2015	Grade to Date: <input type="text"/>	Instructor Name: L [REDACTED]

Reason for assigning Incomplete:
Describe reason here...

Describe the conditions in order to remove the Incomplete. (State precisely what work must be completed by the student.)
Describe condition here...

Date by which course work is to be completed: (Faculty can assign a deadline of any date within one year from course end-of-term date.)

If the Incomplete is not removed within one (1) calendar year following the end of the term during which it was assigned, it will be counted as a failing grade in calculating grade point average and progress points.

*** Note to Student:** If your instructor agrees to assign an Incomplete by approving this agreement, *do not re-enroll in the class.* Work directly with the instructor to complete the specified work by the deadline.

Student and course information will be pre-populated.

Fill Out Required Fields

x

 SAN DIEGO STATE UNIVERSITY

Office of the Registrar

Authorized Incomplete "I" Agreement

Student Name: B [REDACTED]
 Red ID: 8 [REDACTED]
 Email: M [REDACTED]@SDSU.EDU.COM

The "I" symbol shall be used only when the faculty member concludes that a small, clearly identifiable portion of course requirements cannot be met within the academic term for unforeseen reasons. An Incomplete shall not be assigned when it is necessary for the student to attend a major portion of the class when it is next offered. An Incomplete is also prohibited where the normal practice requires extension of course requirements beyond the close of a term, e.g., thesis or project-type courses. In such cases use of the "RP" symbol is required. **The conditions for removal of the Incomplete must be described below by the instructor. A copy of this agreement will be provided to the student, and department/school.**

An Incomplete shall be removed within one year following the end of the term during which it was assigned. If the Incomplete is not removed within the prescribed time limit it will be counted as a failing grade in calculating grade point averages and progress points.

In accordance with CSUC Executive Order No. 268, the student and professor agree to the following assignment of "I":

Department: Communication Course #: COMM 0350 Schedule #: 20088
 Semester/Year: Summer 2015 Grade to Date: Instructor Name: L [REDACTED]

Reason for assigning Incomplete:

Describe the conditions in order to remove the Incomplete. (State precisely what work must be completed by the student.)

Date by which course work is to be completed: (Faculty can assign a deadline of any date within one year from course end-of-term date.)

If the Incomplete is not removed within one (1) calendar year following the end of the term during which it was assigned, it will be counted as a failing grade in calculating grade point average and progress points.

* **Note to Student:** If your instructor agrees to assign an Incomplete by approving this agreement, *do not re-enroll in the class.* Work directly with the instructor to complete the specified work by the deadline.

- Fill out required fields:
- grade to date
 - reason for assigning incomplete
 - conditions to remove incomplete
 - date conditions must be completed

Select "Submit" to complete form.

Submit Incomplete Agreement and Close Form





SAN DIEGO STATE
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Office of the Registrar

Authorized Incomplete "I" Agreement

Student Name: E [REDACTED]
Red ID: 8 [REDACTED]
Email: M [REDACTED].COM

The "I" symbol shall be used only when the faculty member concludes that a small, clearly identifiable portion of course requirements cannot be met within the academic term for unforeseen reasons. An Incomplete shall not be assigned when it is necessary for the student to attend a major portion of the class when it is next offered. An Incomplete is also prohibited where the normal practice requires extension of course requirements beyond the close of a term, e.g., thesis or project-type courses. In such cases use of the "RP" symbol is required. **The conditions for removal of the Incomplete must be described below by the instructor. A copy of this agreement will be provided to the student, and department/school.**

An Incomplete shall be removed within one year following the end of the term during which it was assigned. If the Incomplete is not removed within the prescribed time limit it will be counted as a failing grade in calculating grade point averages and progress points.

In accordance with CSUC Executive Order No. 268, the student and professor agree to the following assignment of "I":

Department: Communication	Course #: COMM 0350	Schedule #: 20088
Semester/Year: Summer 2015	Grade to Date: <input type="text" value="D"/>	Instructor Name: L [REDACTED]

Reason for assigning Incomplete:

Describe the conditions in order to remove the Incomplete. (State precisely what work must be completed by the student.)

Date by which course work is to be completed: (Faculty can assign a deadline of any date within one year from course end-of-term date.)

If the Incomplete is not removed within one (1) calendar year following the end of the term during which it was assigned, it will be counted as a failing grade in calculating grade point average and progress points.

*** Note to Student:** If your instructor agrees to assign an Incomplete by approving this agreement, *do not re-enroll in the class.* Work directly with the instructor to complete the specified work by the deadline.

Your Incomplete Agreement has been saved successfully. Your receipt code is VHNVBW15104.

A success message will indicate that the agreement has been saved.

Assigning an "I" in Webgrades

After the Incomplete Agreement is submitted, the "I" grade will appear on the Web Grade Roster for the student. Faculty can then enter grades for remaining students, or submit and finish current changes and enter remaining grades later by the Web Grades deadline.

WebPortal
Faculty | Log Out

Class Grade Submission

Step 3 . Enter grades for students in the class you have selected.

- The details for your class are now displayed along with the list of students enrolled.
- Select the grade for each student under the Roster Grade.
- Only allowed grades for the student will be displayed per the grading method and grading options.
- Additional text can be added to the grade sheet below.
- Your session for this page will timeout in 30 minutes. You will be warned with 5 minutes left. To avoid losing any work you should submit the grades you have filled in and navigate back to this course page.
- Click "Submit Grades" to post your official grades. You will proceed to step 4 which confirms your grade submission.

Course		Section #	Grade Sheet	
Instructor	COMM 350	01	Title	INVESTIGATING CO...
Period	Su 2015	Open University	Faculty ID	xxxx-xxx-xxxx
Sched #	20088	Admin Unit	Sess ID	S2
Begin Date	07/06/2015	End Date	Day/ Time	08/03/2015 10:25:39
Average Class Grade		Units	Begin Time	End Time
		3		

Upload a .csv file which was exported from Blackboard to automatically input grades

Step 1. Choose file to upload No file chosen

Step 2. Click on Upload

#	ID	Last	First	Grading Option/Method	Open U	Roster Grade	Grade	Grade Date
1		B	M	+LETTER (C/N OK)		I	--	--
2		B	K	+LETTER (C/N OK)		--	--	--
3		B	S	+LETTER (C/N OK)		--	--	--
4		B	N	+LETTER (C/N OK)		--	--	--
5		C	R	+LETTER (C/N OK)		--	--	--
6		C	C	+LETTER (C/N OK)		--	--	--
7		D	Is	+LETTER (C/N OK)		--	--	--
8		D	C	+LETTER (C/N OK)		--	--	--
9		D	C	+LETTER (C/N OK)		--	--	--
10		F	A	+LETTER (C/N OK)		--	--	--
11		G	C	+LETTER (C/N OK)		--	--	--
12		G	C	+LETTER (C/N OK)	Yes	--	--	--
13		H	E	+LETTER (C/N OK)		--	--	--

Include any additional information necessary for this grade sheet.
(A maximum of 500 characters)

Check here if this memo contains info about missing or extra students on the roster.

[Return to Web Grades Menu](#) | [Return to Course List](#)

Select "Submit and Finish" to complete.

A notification email will be sent to the student after the Incomplete Agreement has been submitted.

Incomplete Agreement Notification WSGS

SDSU WebPortal <enr.services@sdsu.edu>

Sent: Mon 8/3/2015 10:33 AM

To: M [REDACTED]

Dear M [REDACTED],

An Incomplete Agreement has been submitted by your instructor for your Summer 2015 COMM 0350 class, schedule number 20088.

Please log in to [SDSU Webportal](#) to review the Incomplete Agreement under "My Grades" for the term and class specified above. If you have any questions regarding the agreement, please contact your instructor.

Office of the Registrar

Student View in WebPortal

Students can view their Incomplete Agreements in “My Grades” in their WebPortal.

WebPortal

Undergrad | [Log Out](#)

My Grades

Current

Name: E [REDACTED]
 Period: [Summer 2015](#)

To view grades information for a particular period, select and submit

* If you are enrolled in Summer 2015 classes, your academic status may change after that grading cycle ends on Tuesday 25 August 2015.

Grades for the Summer of 2015

Academic Objective Period: [Fall 2014 to Fall 2015](#)
 Period: [Summer 2015](#)
 Academic Status: [Good Academic Standing](#)

	UA	UE	GP	GPA
Term				0.00
Campus	31.0	31.0	96.6	3.11
Transfer	61.0	61.0	222.0	3.63
Total	92.0	92.0	318.6	3.46

Sched #	Course Name	Title	Instructor	Units	Grade
82084	COMM 0424	HEALTH COM& RELATIONSHIPS	[REDACTED]	3.0	I Incomplete Agreement (Active)
82095	COMM 0485	COMMUNICATING LEADERSHIP	[REDACTED]	3.0	B

If you require more detail please refer to your [Unofficial Transcript](#).

GRADING LEGEND

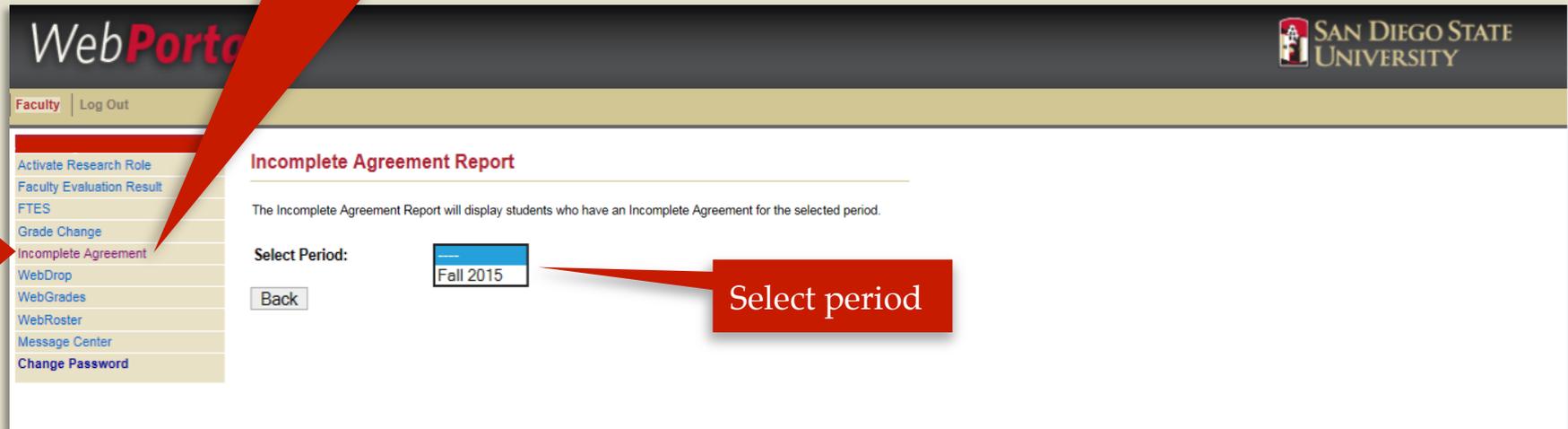
I [Authorized Incomplete](#)

The status of the Incomplete Agreement is based on the deadline date set by the instructor in the agreement:

- **Active:** the deadline has not passed
- **Expired:** the deadline has passed without the student completing the work
- **Completed:** the student has completed the work for a grade

Faculty: Incomplete Agreement Report

Select "Incomplete Agreement" from the WebPortal faculty menu.



WebPortal

SAN DIEGO STATE UNIVERSITY

Faculty | Log Out

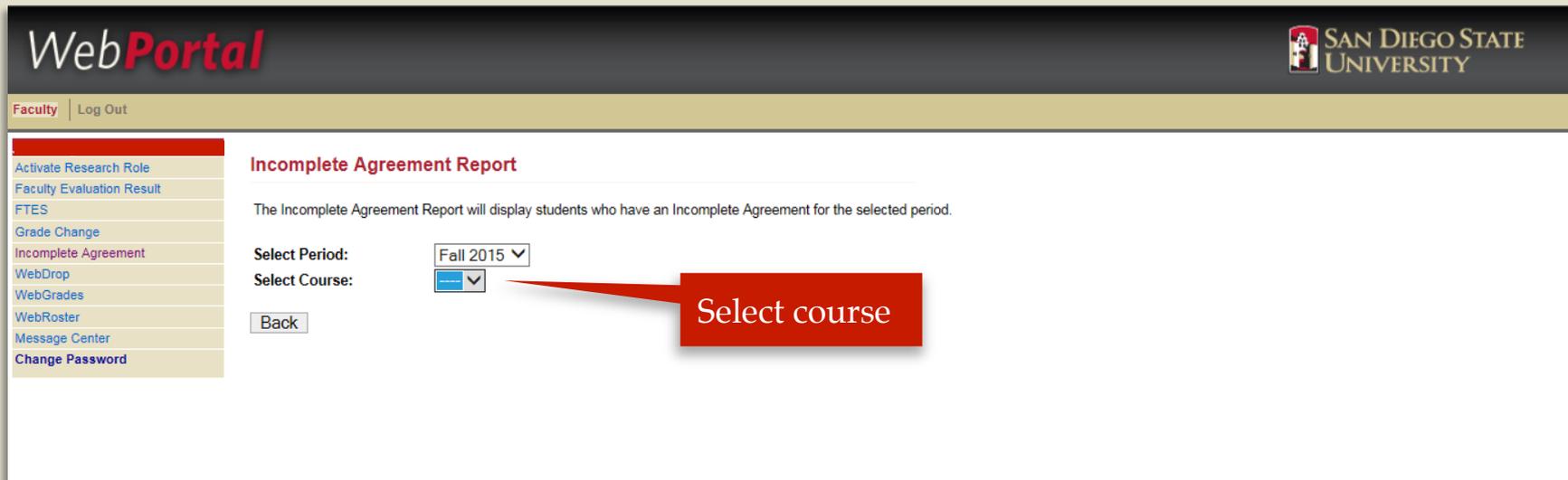
- Activate Research Role
- Faculty Evaluation Result
- FTES
- Grade Change
- Incomplete Agreement**
- WebDrop
- WebGrades
- WebRoster
- Message Center
- Change Password

Incomplete Agreement Report

The Incomplete Agreement Report will display students who have an Incomplete Agreement for the selected period.

Select Period:

Select period



WebPortal  SAN DIEGO STATE UNIVERSITY

Faculty | Log Out

- Activate Research Role
- Faculty Evaluation Result
- FTES
- Grade Change
- Incomplete Agreement**
- WebDrop
- WebGrades
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- Change Password

Incomplete Agreement Report

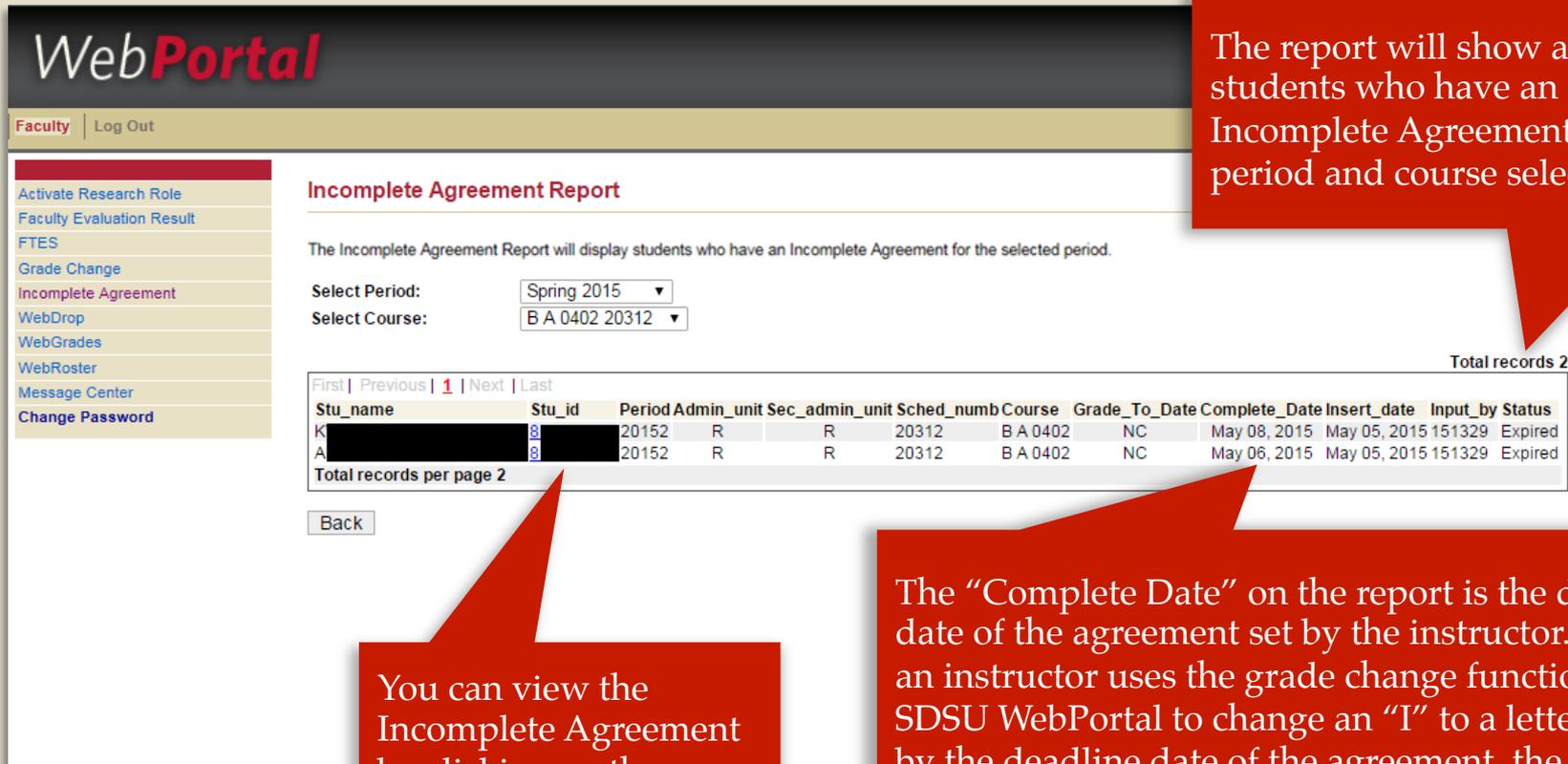
The Incomplete Agreement Report will display students who have an Incomplete Agreement for the selected period.

Select Period:

Select Course:

Select course

Faculty: Incomplete Agreement Report



WebPortal

Faculty | Log Out

- Activate Research Role
- Faculty Evaluation Result
- FTES
- Grade Change
- Incomplete Agreement**
- WebDrop
- WebGrades
- WebRoster
- Message Center
- Change Password

Incomplete Agreement Report

The Incomplete Agreement Report will display students who have an Incomplete Agreement for the selected period.

Select Period:

Select Course:

Total records 2

Stu_name	Stu_id	Period	Admin_unit	Sec_admin_unit	Sched_num	Course	Grade_To_Date	Complete_Date	Insert_date	Input_by	Status
K [redacted]	8 [redacted]	20152	R	R	20312	B A 0402	NC	May 08, 2015	May 05, 2015	151329	Expired
A [redacted]	8 [redacted]	20152	R	R	20312	B A 0402	NC	May 06, 2015	May 05, 2015	151329	Expired

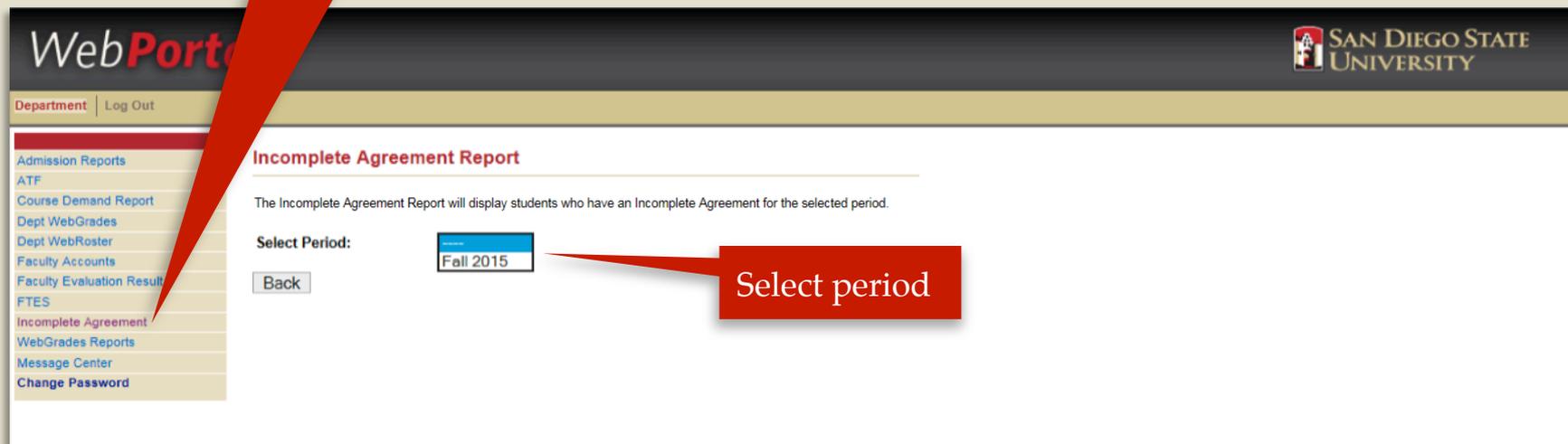
Total records per page 2

The report will show all students who have an Incomplete Agreement for the period and course selected.

You can view the Incomplete Agreement by clicking on the student's RedID.

The "Complete Date" on the report is the deadline date of the agreement set by the instructor. When an instructor uses the grade change function in the SDSU WebPortal to change an "I" to a letter grade by the deadline date of the agreement, the status of the "I" Agreement will be automatically updated to "completed." After an "I" agreement becomes "expired," faculty should update the "I" to the grade-to-date reported on the agreement using the grade change function in the SDSU WebPortal within the one calendar year deadline.

Select "Incomplete Agreement" from the WebPortal department menu.



WebPortal

Department | Log Out

Admission Reports
ATF
Course Demand Report
Dept WebGrades
Dept WebRoster
Faculty Accounts
Faculty Evaluation Result
FTES
Incomplete Agreement
WebGrades Reports
Message Center
Change Password

Incomplete Agreement Report

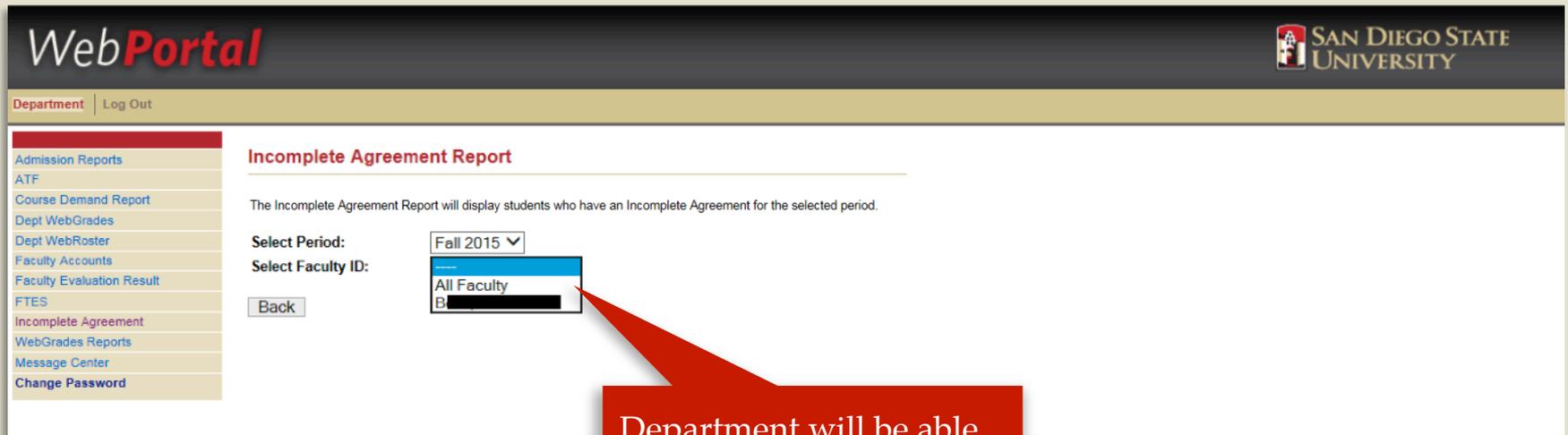
The Incomplete Agreement Report will display students who have an Incomplete Agreement for the selected period.

Select Period:

Back

Fall 2015

Select period



WebPortal  SAN DIEGO STATE UNIVERSITY

Department | Log Out

- Admission Reports
- ATF
- Course Demand Report
- Dept WebGrades
- Dept WebRoster
- Faculty Accounts
- Faculty Evaluation Result
- FTES
- Incomplete Agreement
- WebGrades Reports
- Message Center
- Change Password

Incomplete Agreement Report

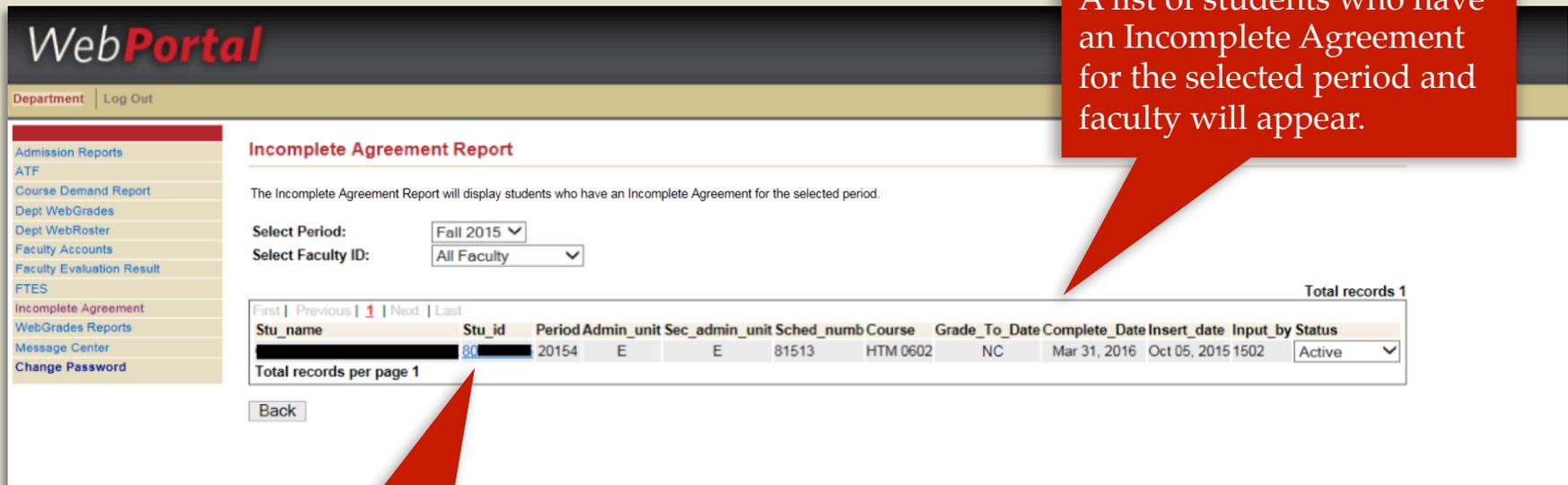
The Incomplete Agreement Report will display students who have an Incomplete Agreement for the selected period.

Select Period:

Select Faculty ID:

Department will be able to select "All Faculty" or "Individual faculty" within their department.

Department: Incomplete Agreement Report



WebPortal

Department | Log Out

- Admission Reports
- ATF
- Course Demand Report
- Dept WebGrades
- Dept WebRoster
- Faculty Accounts
- Faculty Evaluation Result
- FTES
- Incomplete Agreement**
- WebGrades Reports
- Message Center
- Change Password

Incomplete Agreement Report

The Incomplete Agreement Report will display students who have an Incomplete Agreement for the selected period.

Select Period:

Select Faculty ID:

Total records 1

Stu_name	Stu_id	Period	Admin_unit	Sec_admin_unit	Sched_num	Course	Grade_To	Date	Complete_Date	Insert_date	Input_by	Status
[REDACTED]	80 [REDACTED]	20154	E	E	81513	HTM 0602	NC	Mar 31, 2016	Oct 05, 2015	1502		Active

Total records per page 1

A list of students who have an Incomplete Agreement for the selected period and faculty will appear.

You can view the Incomplete Agreement by clicking on the student's RedID.