



SAN DIEGO STATE UNIVERSITY

INCOMPLETE AGREEMENT TUTORIAL



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 S	ubmission					
Step 3 . Enter grad	les for students in the class you ha	ive selected.				
 The details for 	your class are now displayed along	with the list of students enrolled.				
 Select the grad 	de for each student under the Roster	Grade.				
 Only allowed g 	rades for the student will be displaye	d per the grading method and grading options.				
Your session f	or this page will timeout in 30 minute	s. You will be warned with 5 minutes left. To ave	oid losing any work you should submi	the grades you have filled in a	and navigate back to this course to	o complete
 Click "Submit 	Grades" to post your official grades.	You will proceed to step 4 which confirms your	grade submission.			To acciera are
			Crada Sheet			10 assign an
Course	COMM	350 Section #	01	Title	INVESTIGATING COMMUN	
Instructor	L	000		Faculty ID	xxx-xx-xxxx	incomplete grade
Period	Su 201	5 Open University	Yes	Sess ID	S2	0
Sched #	20088	Admin Unit	R	Day/ Time	08/03/2015 10:25:39	coloct the "I" in the
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Incomplete Agreement Pop-up

I INTRACTOR			
Office of the Registrar			
F	Authorized Incomplete "I	' Agreement	
Student Name: B			Student and cours
Red ID: 8			information will b
Email: M.	.COM		pre-populated
The "I" symbol shall be used only wir requirements cannot be met within th necessary for the student to attend a the normal practice requires extensis such cases use of the "R" symbol is instructor. A copy of this agreement An Incomplete shall be removed with not removed within the prescribed to progress points.	ten the faculty member concludes that the academic term for unforeseen reas major portion of the class when it is no on of course requirements beyond the srequired. The conditions for remove nt will be provided to the student, and hin one year following the end of the te me limit it will be counted as a failing g	a small, clearly identifiable portion of course ons. An Incomplete shall <u>nor</u> be assigned when it is ext offered. An Incomplete is also <u>prohibited</u> where close of a term, e.g., thesis or project-type courses. In al of the Incomplete must be described below by the department/school. erm during which it was assigned. If the Incomplete is rade in calculating grade point averages and	
n accordance with CSUC Executiv	Course #: COMM 0350	Schedule #: 20088	
Reason for assigning Incomplete: Describe reason here			
Reason for assigning Incomplete: Describe reason here			
Reason for assigning Incomplete: Describe reason here	amove the Incomplete (State precise)	under the completed by the student)	
Reason for assigning Incomplete: Describe reason here Describe the conditions in order to re Describe the condition here	emove the Incomplete. (State precisely	what work must be completed by the student.)	
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Fill Out Required Fields

Office of the Registrar			
	Authorized Incomplete "I"	Agreement	
Student Name: B			
Red ID: 8			
Email: M	.COM		
The "I" symbol shall be used only requirements cannot be met within necessary for the student to attend the normal practice requires exten such cases use of the "RP" symbo instructor. A copy of this agreem	when the faculty member concludes that the academic term for unforeseen reasc I a major portion of the class when it is ne sion of course requirements beyond the I is required. The conditions for remova nent will be provided to the student, and	a small, clearly identifiable portion of course ns. An Incomplete shall <u>por</u> be assigned when it is ext offered. An Incomplete is also <u>prohibited</u> where close of a term, e.g., thesis or project-type courses. In 10 of the Incomplete must be described below by the department/school.	
An Incomplete shall be removed w not removed within the prescribed progress points.	vithin one year following the end of the te time limit it will be counted as a failing gr	rm during which it was assigned. If the Incomplete is ade in calculating grade point averages and	
In accordance with CSUC Execu	tive Order No. 268, the student and pro	fessor agree to the following assignment of "I":	
Department: Communication	Course #: COMM 0350	Schedule #: 20088	
Department: Communication Semester/Year: Summer 2015	Course #: COMM 0350 Grade to Date: D •	Schedule #: 20088 Instructor Name: L	
Department: Communication Semester/Year: Summer 2015	Course #: COMM 0350 Grade to Date: D •	Schedule #: 20088 Instructor Name: L	
Department: Communication Semester/Year: Summer 2015 Reason for assigning Incomplete: Missing exam #2	Course #: COMM 0350 Grade to Date: D •	Schedule #: 20088 Instructor Name: L	
Department: Communication Semester/Year: Summer 2015 Reason for assigning Incomplete: Missing exam #2	Course #: COMM 0350 Grade to Date: D V	Schedule #: 20088	
Department: Communication Semester/Year: Summer 2015 Reason for assigning Incomplete: Missing exam #2	Course #: COMM 0350 Grade to Date: D V	Schedule #: 20088	
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Fill out required fields:

• grade to date

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- reason for assigning incomplete
- conditions to remove incomplete
- date conditions must be completed

Select "Submit" to complete form.



Submit Incomplete Agreement and Close Form

Office of the Registrar		
	Authorized Incomplete "I"	Agreement
Student Name: B		
Red ID: 8		
Email: M	.COM	
The "I" symbol shall be used only w equirements cannot be met within 1 recessary for the student to attend he normal practice requires extens uch cases use of the "RP" symbol instructor. A copy of this agreeme	hen the faculty member concludes that the academic term for unforeseen reaso a major portion of the class when it is ne ion of course requirements beyond the s required. The conditions for removal and will be provided to the student, and	a small, clearly identifiable portion of course ns. An incomplete shall <u>nor</u> be assigned when it is xt offered. An incomplete is also <u>prohibited</u> where close of a term, e.g., thesis or project-type courses. In of the incomplete must be described below by the department/school.
An Incomplete shall be removed wit not removed within the prescribed to progress points.	thin one year following the end of the te me limit it will be counted as a failing gr	m during which it was assigned. If the Incomplete is ade in calculating grade point averages and
n accordance with CSUC Executi	ve Order No. 268, the student and pro	essor agree to the following assignment of "I":
Department: Communication	Course #: COMM 0350	Schedule #: 20088
Semester/Year: Summer 2015	Grade to Date: D 🔻	Instructor Name: L
Reason for assigning Incomplete: Missing exam #2		
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Describe the conditions in order to r Make up exam #2 to get lett Date by which course work is to be one year from course end-of-term d	remove the Incomplete. (<i>State precisely</i> er grade completed: 09/02/2015 ate.)	What work must be completed by the student.)
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A success message will indicate that the agreement has been saved.



Fac

Assigning an "I" in Webgrades

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a Out						Agreem	ent is subm	ITTE
gout						the "I" g	rade will ap	ope
Class Grade Submiss	sion					on the W	/eb Grade R	los
Step 3 . Enter grades for stu	adents in the class you have selected	1.				for the e	tudont Foo	-1+
 The details for your class Select the grade for each Only allowed grades for t Additional text can be ad Your session for this pag Click "Submit Grades" to 	s are now displayed along with the list of h student under the Roster Grade. the student will be displayed per the gra dded to the grade sheet below ge will timeout in 30 minutes. You will b o post your official grades. You will pro	of students enrolled. ading method and grading options. be warned with 5 minutes left. To avoi ceed to step 4 which confirms your gr	id losing any work you should subn rade submission.	nit the grades you have filled in	n and navigate back to this c	can then	enter grad	es :
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Course	COMM 350	Section #	01	Title Faculty ID	INVESTIGATING CO	submit a	ind finish ci	ırr
Period	Su 2015	Open University	Yes	Sess ID	S2	1	1	
Sched # Begin Date	20088	Admin Unit End Date	R 08/14/2015	Day/ Time Begin Time	08/03/2015 10:25:39	<u>cnanges</u>	and enter	
Average Class Grade	0//06/2015	Units	3	Degin Time	End Time	<u> </u>	1 1	
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4 8	В	N	+-LETTER (C/N OK)		•			
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After the Incomplete



Assigning an "I" in Webgrades



Faculty | Log Out

San Diego State University

Confirmation of Grades Submission

Step 4. Your grades have been submitted. Review the confirmation.

- · This page displays a confirmation of WebGrades processing with a status result for each student.
- A confirmation number is generated for tracking purposes. Print this page for your records.
- . A message will displayed if there was no grade changes submitted for a student, or if there were any errors resulting from the grade selected for each student.
- The Roster Grade is the grade you submitted. The Official grade is the grade recorded in SIMS/R.
- · You are now finished grading this class. You can submit revisions if necessary up to the last day of the term.
- · Do not post this page for students.

		Grade	Submission Confirmation			
Course	COMM 350	Section #	01	Title	INVESTIGATNG COMMUNICATN	
Instructor	L			Faculty ID	XXX-XX-XXXX	
Period	Su 2015	Open University	Yes	Sess ID	S2	
Sched #	20088	Admin Unit	R	Day/ Time	08/03/2015 10:36:14	
Begin Date	07/06/2015	End Date	08/14/2015	Begin Time	End Time	Meet Days
Average Class Grade		Units	3	-		

Grades for were submitted on August 03, 2015 at 10:10:14 The confirmation number for this submssion is WG01611242





Incomplete Agreement Notification WSGS

SDSU WebPortal <enr.services@sdsu.edu>

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

Dear M

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

Please log in to <u>SDSU Webportal</u> 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

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



Student View in WebPortal

Students can view their Incomplete Agreements in "My Grades" in their WebPortal.

We	b Portal							The Agree	status of the Inco eement is based o lline date set by t	mplete n the he
Undergrad I	og Out							inctr	nice dute set by a	mont
					My Grades				·····	
Name			B		Current			• Act	ive: the deadline has	s not
Period			Summer 2015					pass	sed	
To view grad	les information for a part	icular period, select and sub	bmit					• Exp	ired: the deadline h	as passec
Summer 20	15 🔻	Submit						wit	nout the student con	npleting
* If you are en	rolled in Summer 2015 cl	asses, your academic status r	may change after that	t grading cycle en	ids on Tuesday 25 August 2	2015.		the	work	
				Grades	for the Summer of 2015			• Cor	nnleted: the student	has
Academic O	bjective Period		Fall 2014 to Fall 201	15				com	ploted the work for	a orado
Academic S	tatus		Good Academic Sta	Indina				COII	ipieted the work for	agrade
, toudonino o	utuo		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	l	Units	Grade		
82084	COMM 0424	HEALTH COM& RELATION	NSHIPS	P			3.0	I	Incomplete Agreement (Active)	
82095	COMM 0485	COMMUNICATING LEADE	ERSHIP	S			3.0	В		
If you require	more detail please refer to	o your <u>Unofficial Transcript.</u>								
		GRADING LEGEND								

I Authorized Incomplete



Faculty: Incomplete Agreement Report

Select "Incomplete Agreement" from the WebPortal faculty menu.

Web Port		San Diego State University
Faculty Log Out		
Activate Research Role	Incomplete Agreement Report	
Faculty Evaluation Result FTES	The Incomplete Agreement Report will display students who have an Incomplete Agreement for the selected period.	
Grade Change Incomplete Agreement	Select Period:	
WebGrades	Back Select period	
Message Center		
Change Password		



Web**Portal**



San Diego State University



Faculty: Incomplete Agreement Report

WebPor Faculty Log Out Activate Research Role	Incomplete Agreement Report The report will show all students who have an Incomplete Agreement for the period and course selected.
Faculty Evaluation Result FTES Grade Change Incomplete Agreement WebDrop WebGrades WebGrades WebRoster Message Center Change Password	The Incomplete Agreement Report will display students who have an Incomplete Agreement for the selected period. Select Period: Spring 2015 Select Course: B A 0402 20312 Select Course: B A 0402 20312 First Previous 1 Next Last Stu_name Stu_id Supplies R R 20312 B A 0402 NC May 08, 2015 May 05, 2015 151329 Expired Supplies R B 20152 R R 20312 B A 0402 NC May 06, 2015 May 05, 2015 151329 Expired Supplies R B A 0402 NC May 06, 2015 May 05, 2015 151329 Expired Supplies R B A 0402 NC May 06, 2015 May 05, 2015 151329 Expired Supplies R Back Supplies R
	You can view the Incomplete Agreement by clicking on the student's RedID. The "Complete Date" on the report is the deadlin date of the agreement set by the instructor. When an instructor uses the grade change function in SDSU WebPortal to change an "I" to a letter grad by the deadline date of the agreement, the status the "I" Agreement will be automatically update "completed." After an "I" agreement becomes "expired," faculty should update the "I" to the

"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.



Department: Incomplete Agreement Report

Select "Incomplete Agreement" from the WebPortal department menu.





Web Port	al	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 Chance Research	Incomplete Agreement Report The Incomplete Agreement Report will display students who have an Incomplete Agreement for the selected period. Select Period: Select Faculty ID: Back	
	Department will be able to select "All Faculty" or "Individual faculty" within their department.	



Web Port	a list of students who have an Incomplete Agreement for the selected period and
Department Log Out	for the selected period and
Admission Reports	Incomplete Agreement Report
ATF Course Demand Report Dept WebGrades Dept WebRoster Faculty Accounts Earlity Execution Result	The Incomplete Agreement Report will display students who have an Incomplete Agreement for the selected period. Select Period: Fall 2015 ✓ Select Faculty ID: All Faculty ✓
FTES	Total records 1
Incomplete Agreement WebGrades Reports	First Previous 1 Next Last
Message Center Change Password	Sta_name Sta_nand Sta_name Sta_name Sta_
	Back
	You can view the Incomplete Agreement by clicking on the student's RedID.