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

To assign an incomplete grade, select the “I” in the drop-down menu of the course roster.
Incomplete Agreement Pop-up

Student and course information will be pre-populated.

Authorized Incomplete "I" Agreement

Student Name: [Redacted]
Red ID: [Redacted]
Email: [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 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 "RF" symbol is required. The conditions for removal of the Incomplete must be described by the instructor. A copy of this agreement must 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: [Department Name]
Course #: COMM 0350
Schedule #: 20088
Semester/Year: Summer 2015
Grade to Date: [Redacted]
Instructor Name: [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: [Input Completed Date] (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 averages 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.

Submit
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

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

Select “Submit and Finish” to complete.
Assigning an “I” in Webgrades

The status will display “Success” when the “I” has successfully been submitted.
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 10:53 AM
To: [Redacted]

Dear [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
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

Students can view their Incomplete Agreements in “My Grades” in their WebPortal.
Select “Incomplete Agreement” from the WebPortal faculty menu.

Select period
Select course
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.

Select period
Department will be able to select “All Faculty” or “Individual faculty” within their department.
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.