How to Create an Incomplete Contract

Introduction
This guide illustrates the process used to initiate an incomplete contract and document the tasks the student must complete in order to remove the incomplete grade.

Overview

Login to faculty center  ➔  Access the class roster  ➔  Add an incomplete contract  ➔  Fill out the incomplete contract form  ➔  Notify the student.

Procedure

Process Steps | Screen Shots
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1. Login to the Faculty Center using your HSU ID (abc123). The Faculty Center is located at humboldt.edu/facultycenter.

2. Select the Class Roster Icon.

3. Select Add in the Incomplete Contract column for the student.

[Screen Shots showing the steps]
4. Enter the following information:
   - **Reason Code**: Medical or Other
   - **Grade Without Further Work**: Enter the grade the student will receive if they fail to complete any outstanding requirements listed on the contract. The system will replace the ‘I’ grade with the grade you enter after one year. If the student completes the outstanding assignments and earns a higher grade – you need submit an official grade change form to the Office of the Registrar.
   - **Deadline for Completion**: This defaults to one year. You have the ability to reduce the deadline if you choose. Even if you reduce the deadline, the Incomplete grade will still not lapse until one year. This field is informational only for you and the student.
   - **Work Required for Removal of “I” Grade**: Please enter outstanding requirements that the student must complete to earn a passing grade.
   - **Completed**: Check this box once the student completes the outstanding requirement
   - **Date Completed**: Enter the date that the student completes the outstanding requirement

5. Select OK when the entire incomplete contract is filled out
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<th>Process Steps</th>
<th>Screen Shots</th>
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<tbody>
<tr>
<td>6. Contact the student and let them know to login to the Student Center to accept the “Terms and Conditions” of the incomplete contract.</td>
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<td>Once the student accepts the contract you no longer have the ability to update the following fields:</td>
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<tr>
<td></td>
<td>• Reason Code</td>
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<td></td>
<td>• Grade Without Further Work</td>
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[Link to Student Center Help: How to accept an Incomplete Contract.]