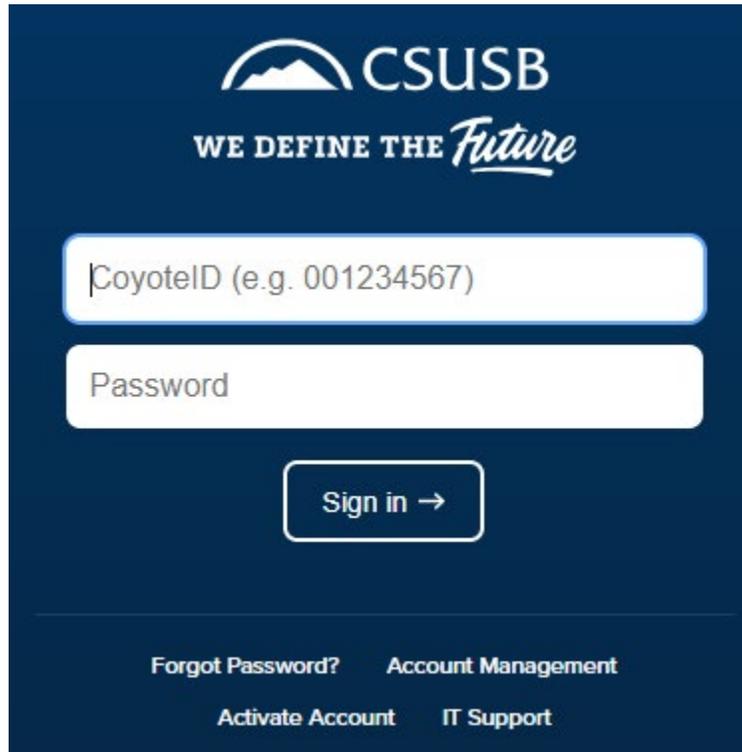
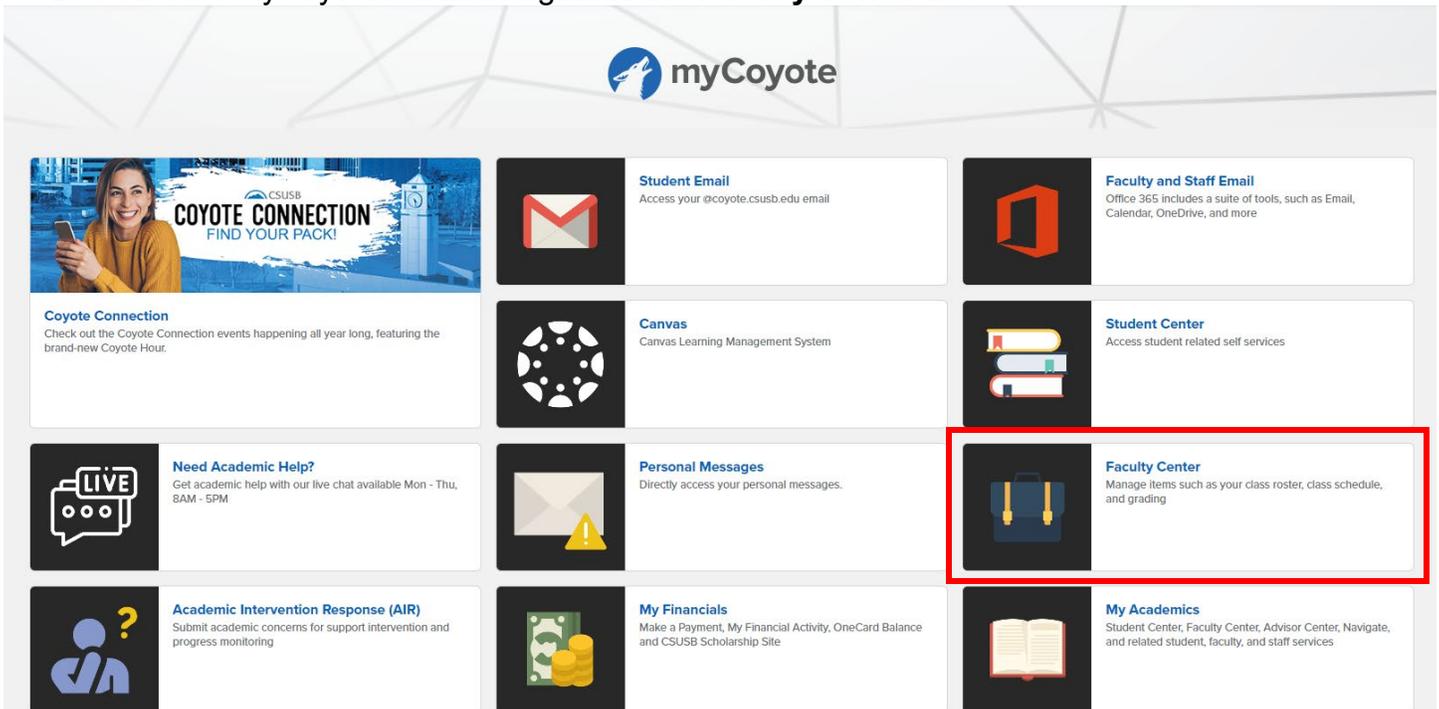


# Faculty Center - Incomplete Grade Agreement Quick Guide

1. Login to myCoyote.



2. From the myCoyote Portal navigate to the **Faculty Center** tile.



## Creating an Incomplete Grade Agreement through the Class Roster:

- Select the appropriate **Class Roster** icon.
  - Note:** Once Grade Rosters are available for use, create the Incomplete Grade Agreement through the Grade Roster instead of the Class Roster.

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | Grade Roster

My Schedule

---

Spring 2023 | CSU San Bernardino Change Term

My Exam Schedule

Select display option

Show All Classes  Show Enrolled Classes Only

Icon Legend Class Roster Grade Roster Learning Management Class Permissions

My Teaching Schedule > Spring 2023 > CSU San Bernardino

Personalize | View All | First 1-4 of 4 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ACCT 2110-07 (43626)	INTRO ACCT I (Lecture)	20	MoWe 10:30AM - 11:45AM	Jack Brown Hall 109	Jan 21, 2023-May 12, 2023
	ACCT 3720-03 (40856)	INTERMEDIATE ACCT I (Lecture)	7	MoWe 9:00AM - 10:15AM	Jack Brown Hall 140	Jan 21, 2023-May 12, 2023
	ACCT 3720-70 (45151)	INTERMEDIATE ACCT I (Lecture)	15	TBA	TBA	Feb 27, 2023-Mar 30, 2023
	ACCT 5390-60 (40876)	ADVANCED ACCOUNTING (Lecture)	20	TBA	ONLINE	Jan 21, 2023-May 12, 2023

- In order to produce an Incomplete Grade Agreement for a student, the Incomplete Grade Agreement column has been added to the class roster.

- To create an Incomplete Grade Agreement, select the **Add** link for the appropriate student.

Summer 2023 | Six Week - Second | CSU San Bernardino | Undergraduate

ACCT 3470 - 60 (60032) Change Class

Management Accounting and Ethics in Business (Lecture)

Days and Times	Room	Instructor	Dates
TBA	ONLINE	Mohammad Bazaz	07/10/2023 - 08/15/2023

\*Enrollment Status

Enrollment Capacity 30      Enrolled 28

Select display option

Link to Photos  Include photos in list

Enrolled Students Find | View All | First 1-28 of 28 Last

	Notify	Photo	ID	Name	Pronouns	Units	Program and Plan	Academic Level	Add Dt	Grade Dt	Incomplete Grade Agreement
1	<input type="checkbox"/>					3.00	Undergraduate - Admin - Accounting Conc	Senior	04/18/2023		Add
2	<input type="checkbox"/>					3.00	Undergraduate - Admin - Finance Conc	Senior	07/03/2023		Add
3	<input type="checkbox"/>					3.00	Undergraduate - Admin - Accounting Conc	Senior	07/06/2023		Add

3. Enter the Reason Code – select one of the following reasons from the drop down menu.
  - a. Extenuating
  - b. Medical
  - c. Other
4. Enter the Grade Without Further Work – enter the grade to be assigned to the student if no further work is completed.
5. Enter the Deadline for Completion – the date automatically defaults to the 1 year maximum for the completion of work. If the date is less than one year, the date needs to be modified.
6. Enter the Work Required for Removal of "I" Grade – the work required to complete the incomplete.

### Incomplete Grade Agreement

ID:

Career: UGRD Undergraduate  
 Institution: SBCMP CSU San Bernardino  
 Term: 2236 Summer 2023  
 Class Nbr: 60032 ACCT3470, Section 60 (3 Units)  
 Instructor(s):

#### Incomplete Agreement Data

\*Reason Code:    
 \*Grade Without Further Work:    
 \*Deadline For Completion:  

#### Work Required for Removal of 'I' Grade

*Description	Completed	Date Completed		
<input type="text" value="Needs to complete final exam"/>	<input type="checkbox"/>	<input type="text" value=""/> 		

Created By:

Last Updated:

Example: According to CSU policy, the "I" symbol indicates that a portion of the 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 is the responsibility of the student to bring pertinent information to the instructor and to determine from the instructor the remaining course requirements that must be satisfied to remove the "Incomplete." An "Incomplete" must be made up by the earliest of the following three dates: (1) one calendar year from the last day of the term in which the "I" grade was assigned, (2) the "Deadline for completion" indicated by the instructor below on this form, or (3) the degree conferral date for a graduating student. In the event that the course requirements are not completed by the deadline, the grade indicated below by the instructor will be the grade posted by Enrollment Services. If no grade is indicated below, the "I" will be converted to an "F." A student may not graduate with an "I" on the transcript, and no posted grade can be changed after a student's graduation date.



7. Select **Apply**.

8. Select **OK**.

9. The Add link will change to Update. This indicates that the incomplete grade agreement has been created.

Enrolled Students												Find	View All			First	1-28 of 28	Last
	Notify	Photo	ID	Name	Pronouns	Units	Program and Plan	Academic Level	Add Dt	Grade Dt	Incomplete Grade Agreement							
1	<input type="checkbox"/>					3.00	Undergraduate - Admin - Accounting Conc	Senior	04/18/2023		<a href="#">Update</a>							
2	<input type="checkbox"/>					3.00	Undergraduate - Admin - Finance Conc	Senior	07/03/2023		<a href="#">Add</a>							
3	<input type="checkbox"/>					3.00	Undergraduate - Admin - Accounting Conc	Senior	07/06/2023		<a href="#">Add</a>							

**Note: Remind the student to go to his/her myCoyote Student Center to accept the incomplete grade agreement.**

## Creating an Incomplete Grade Agreement through the Grade Roster:

1. Select the appropriate **Grade Roster** icon.

Faculty Center | Advisor Center | Search

My Schedule | [Class Roster](#) | [Grade Roster](#)

My Schedule

Spring 2023 | CSU San Bernardino

Change Term

My Exam Schedule

Select display option

Show All Classes

Show Enrolled Classes Only

Icon Legend



Class Roster



Grade Roster



Learning Management



Class Permissions

My Teaching Schedule > Spring 2023 > CSU San Bernardino

Personalize | View All | First 1-4 of 4 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ACCT 2110-07 (43626)	INTRO ACCT I (Lecture)	20	MoWe 10:30AM - 11:45AM	Jack Brown Hall 109	Jan 21, 2023-May 12, 2023
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	ACCT 5390-60 (40876)	ADVANCED ACCOUNTING (Lecture)	20	TBA	ONLINE	Jan 21, 2023-May 12, 2023

- If an incomplete grade was assigned during the grading process, this will trigger you to add an incomplete grade agreement for the student.

2. Select the **Add** link.

Display Options

\*Grade Roster Type

Display Unassigned Roster Grade Only

Grade Roster Action

\*Approval Status

Save

[Import Grades from File](#)

Find | View All | First 1-28 of 28 Last

Student Grade	ID	Last Name	First Name	Roster Grade	Official Grade	Academic Career	Incomplete Grade Agreement
<input type="checkbox"/>	1		Priyansy	I		Undergraduate	<a href="#">Add</a>
<input type="checkbox"/>	2		Moe	A		Undergraduate	
<input type="checkbox"/>	3		Anton	A		Undergraduate	

3. Complete the Incomplete Grade Agreement as previously shown for the Class Roster.  
**Incomplete Grade Agreement**

ID:  
 Career: UGRD Undergraduate  
 Institution: SBCMP CSU San Bernardino  
 Term: 2236 Summer 2023  
 Class Nbr: 60032 ACCT3470, Section 60 (3 Units)  
 Instructor(s):

**Incomplete Agreement Data**

\*Reason Code:

\*Grade Without Further Work:

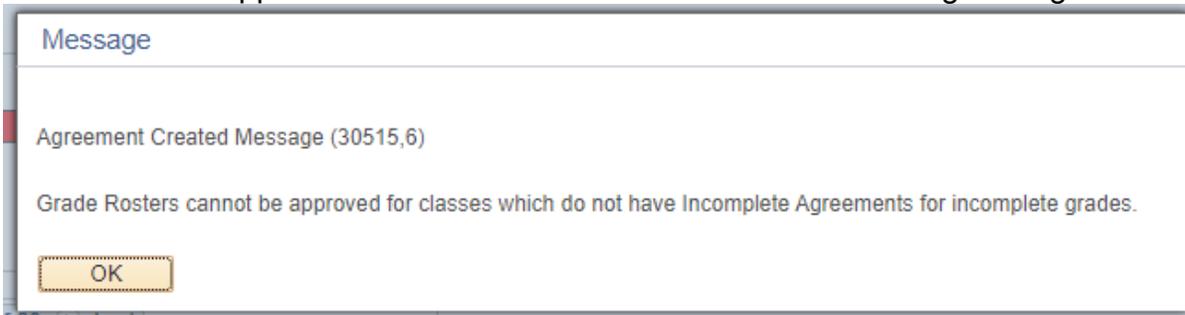
\*Deadline For Completion:

Work Required for Removal of 'I' Grade			
*Description	Completed	Date Completed	
Needs to complete final exam	<input type="checkbox"/>	<input type="text" value=""/>	<input type="button" value="+"/> <input type="button" value="-"/>

Created By: \_\_\_\_\_ Last Updated: \_\_\_\_\_

Example: According to CSU policy, the "I" symbol indicates that a portion of the 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 is the responsibility of the student to bring pertinent information to the instructor and to determine from the instructor the remaining course requirements that must be satisfied to remove the "Incomplete." An "Incomplete" must be made up by the earliest of the following three dates: (1) one calendar year from the last day of the term in which the "I" grade was assigned, (2) the "Deadline for completion" indicated by the instructor below on this form, or (3) the degree conferral date for a graduating student. In the event that the course requirements are not completed by the deadline, the grade indicated below by the instructor will be the grade posted by Enrollment Services. If no grade is indicated below, the "I" will be converted to an "F." A student may not graduate with an "I" on the transcript, and no posted grade can be changed after a student's graduation date.

**Note:** If the incomplete grade agreement is not added before setting the Approval Status to "Approved", an error message will instruct you to complete the contract before approval. However, you will need to set the Approval Status back to "Not Reviewed" to add the grade agreement.



Display Options

\*Grade Roster Type

Display Unassigned Roster Grade Only

Grade Roster Action

\*Approval Status