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:

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

| Eav | outtor. | Contor | Contra Contra | | | | |
|-------------------|----------|--|---|---------------------------|--|--|---|
| Fa | cuity | Center Adviso | or Center Search | | | | |
| My S | Sched | ule Class Roste | er Grade Roster | | | | |
| My s | Sche | dule | | | | | |
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| Sprir | ng 20 | 23 C SU San | | l | Change Term | | |
| Bern | ardin | 0 | | | M | y Exam Schedule | |
| Sele | ct dis | play option | | | | | |
| | | | | | d Classes Only | | |
| | | Show All Clds | | | u classes only | | |
| Icon | Lone | nd else | Class Roster 🗐 Grade R | ostor 🔲 | Learning Management | e Permissions | |
| TCON | Leye | | | | Learning Management | 55 1 611115510115 | |
| | | | | | | | |
| Му | Teac | hing Schedule | > Spring 2023 > C SU S | an Berna | irdino | | |
| | | | | | | | |
| | | | | | Personalize View All | 🛛 📑 🛛 First | 1-4 of 4 Last |
| | | Class | Class Title | Enrolled | Personalize View All Days & Times | I I First Room | I-4 of 4 Last Class Dates |
| å | F | Class ACCT 2110-07 (43626) | Class Title INTRO ACCT I (Lecture) | Enrolled 20 | Personalize View All Days & Times MoWe 10:30AM - 11:45AM | Image: Boom Jack Brown Hall 109 | 1-4 of 4 Last Class Dates Jan 21, 2023- May 12, 2023 |
| ñî ñî | 말 | Class ACCT 2110-07 (43626) ACCT 3720-03 (40856) | Class Title INTRO ACCT I (Lecture) INTERMEDIATE ACCT I (Lecture) | Enrolled 20 7 | Personalize View All Days & Times MoWe 10:30AM - 11:45AM MoWe 9:00AM - 10:15AM | First Room Jack Brown Hall 109 Jack Brown Hall 140 | 1-4 of 4 Last Class Dates Jan 21, 2023- May 12, 2023 Jan 21, 2023- May 12, 2023 |
| 876 876 876 | 5 7 | Class ACCT 2110-07 (43626) ACCT 3720-03 (40856) ACCT 3720-70 (45151) | Class Title INTRO ACCT I (Lecture) INTERMEDIATE ACCT I (Lecture) INTERMEDIATE ACCT I (Lecture) | Enrolled 20 7 15 | Personalize View All Days & Times MoWe 10:30AM - 11:45AM MoWe 9:00AM - 10:15AM TBA | Image: Book and the second | 1-4 of 4 Last Class Dates Jan 21, 2023- May 12, 2023 Jan 21, 2023- May 12, 2023 Feb 27, 2023- Mar 30, 2023 |

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

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

| | | Chan | ge Class |
|--|-----------------------------------|----------------|-------------------------|
| ACCT 3470 - 60 (600) Management Account | 32) ting and Ethics in Busines | ss (Lecture) | |
| Days and Times | Room | Instructor | Dates |
| тва | ONLINE | Mohammad Bazaz | 07/10/2023 - 08/15/2023 |

O Include photos in list

| *Enrollment Status | Enrolled | ~ |
|--------------------|----------|---|
|--------------------|----------|---|

Enrollment Capacity 30 Enrolled 28

Select display option

Link to Photos

| E | Enrolled Students | | | | | | | | Find View Al | 🛛 🔜 | 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 | | ŝ | | | | 3.00 | Undergraduate - Admin - Accounting Conc | Senior | 04/18/2023 | | Add |
| 2 | | ŝ | | | | 3.00 | Undergraduate - Admin - Finance Conc | Senior | 07/03/2023 | | Add |
| 3 | | ŝ | | | | 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: | Extenuating F 08/15/2024 | | | |
| Work Required for Remova | I of 'I' Grade | | | |
| *Description | | Completed | Date Completed | |
| Needs to complete final exam | | | 31 | + - |
| Created By: | Last | Updated: | | |
| | Date Accepted By Student: | | | |

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.

OK Cancel Apply

7. Select Apply.

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

| E | rolled | l Stud | lents | | | | Find Vie | ew All 🛃 | 📑 First | 1-28 of 2 | 8 🕑 Last |
|---|--------|----------|-------|------|----------|-------|--|-------------------|------------|-----------|----------------------------------|
| | Notify | Photo | ID | Name | Pronouns | Units | Program and Plan | Academic Level | Add Dt | Grade Dt | Incomplete Grade Agreement |
| 1 | | ŝ | | | | 3.00 | Undergraduate - Admin - Accounting Conc | Senior | 04/18/2023 | | Update 🗲 |
| 2 | | <u>.</u> | | | | 3.00 | Undergraduate - Admin - Finance Conc | Senior | 07/03/2023 | | Add |
| 3 | | ŝ | | | | 3.00 | Undergraduate - Admin - Accounting Conc | Senior | 07/06/2023 | | Add |

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.

| Fa | culty | Center <u>A</u> dviso | or Center Search | | | | |
|------------|--------|---------------------------|----------------------------------|------------|------------------------------|------------------------|-------------------------------|
| My S | Sched | ule <u>C</u> lass Roste | er <u>G</u> rade Roster | | | | |
| My s | Sche | edule | | | | | |
| | | | | | | | |
| Sprir | ng 20 | 23 C SU San | | (| Change Term | | |
| Bern | ardin | 10 | | | My | / Exam Schedule | |
| Sele | ct dis | play option | | | | | |
| | | Show All Class | sses O She | ow Enrolle | d Classes Only | | |
| | | | | | | | |
| Icon | Lege | end 🌇 | Class Roster 🔄 Grade Ro | oster 😞 | Learning Management 🛛 🎆 Clas | s Permissions | |
| | | | | | | | |
| Му | Teac | hing Schedule | > Spring 2023 > C SU S | an Berna | irdino | | |
| | | | | | Personalize View All [| 계 🔣 🛛 First | 🕙 1-4 of 4 🕑 Last |
| | | Class | Class Title | Enrolled | Days & Times | Room | Class Dates |
| | R | ACCT 2110-07 (43626) | INTRO ACCT I (Lecture) | 20 | MoWe 10:30AM - 11:45AM | Jack Brown Hall 109 | Jan 21, 2023- May 12, 2023 |
| â | 3 | ACCT 3720-03 (40856) | INTERMEDIATE ACCT I (Lecture) | 7 | MoWe 9:00AM - 10:15AM | Jack Brown Hall 140 | Jan 21, 2023- May 12, 2023 |
| 8 8 | 3 | ACCT 3720-70 (45151) | INTERMEDIATE ACCT I (Lecture) | 15 | ТВА | ТВА | Feb 27, 2023- Mar 30, 2023 |
| sis. | 3 | ACCT 5390-60 | ADVANCED | 20 | ТВА | ONLINE | Jan 21, 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 | | | | | Gr | ade Ros | ster Acti | on | | | |
|--|-----|----|----------|-----------|------------|----------|-------------------|-------------------|-----------------|----------------------------------|-------------------------|
| *Grade Roster Type Final Grade ✓ □ Display Unassigned Roster Grade Only | | | | • | | *Appro | val Status Not Re | eviewed | ✓ Save | | |
| | | | | | | | | | | | Import Grades from File |
| | | | | | F | ind Vi | ew All (| a 🌉 | First 🕚 1-2 | 28 of 28 🕑 La | st |
| | Stu | de | nt Grade | | | | | | | | |
| | | | ID | Last Name | First Name | Rost | er Grade | Official Grade | Academic Career | Incomplete Grade Agreement | |
| C | | 1 | | | Priyansy | 1 | ~ | | Undergraduate | Add 🔸 | - |
| C | | 2 | | | Moe | Α | ~ | | Undergraduate | | |
| C | כ | 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 | Agreemen | t Data | |
| *Reason Co | ode: | Extenuating | ▼ |
| *Grade Wit | hout Furthe | r Work: F | |
| *Deadline F | For Complet | tion: 08/15/2024 | |
| | | | |
| Work Red | uired for F | Removal of 'I' Grade | |
| *Description | n | | Completed Date Completed |
| Needs to c | omplete fina | il exam | |
| Created By | : | | Last Updated: |
| | | Date Accepted By Stud | ent: |
| Example: Accu evaluated in th It is the respon course require following three completion" in the course req Enrollment Se | ording to CSU ne prescribed sibility of the ements that m dicated by the uirements are revices. If no c | policy, the "I" symbol indicates that a p time period due to unforeseen, but fully student to bring pertinent information to ust be satisfied to remove the "Incomple e calendar year from the last day of the e instructor below on this form, or (3) the e not completed by the deadline, the gra grade is indicated below, the "I" will be c | ortion of the required course work has not been completed and justified reasons and that there is still a possibility of earning creater the instructor and to determine from the instructor the remaining ete." An "Incomplete" must be made up by the earliest of the term in which the "I" grade was assigned, (2) the "Deadline for e degree conferral date for a graduating student. In the event that ade indicated below by the instructor will be the grade posted by converted to an "F." A student may not graduate with an "I" on the |
| transcript and | no nosted or | ade can be changed after a student's or | aduation date |
| transcript, and | I no posted gr | ade can be changed after a student's gr | raduation 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.

| | Message | | | | | | | |
|--------------|---|---------------------|--|--|--|--|--|--|
| | Agreement Created Message (30515,6) | | | | | | | |
| | Grade Rosters cannot be approved for classes which do not have Incomplete Agreements for incomplete grades. | | | | | | | |
| Display Opti | ons | Grade Roster Action | | | | | | |

| Display Options | Grade Roster Action |
|--------------------------------------|----------------------------------|
| *Grade Roster Type Final Grade 🗸 🗸 | *Approval Status Approved V Save |
| Display Unassigned Roster Grade Only | |
| | Import Grades from File |