Incomplete Grade Contract Entry
# Instructions for Faculty

Incompletes should be mutually agreed upon by the instructor and student. An incomplete contract must be created between the student and instructor to outline what work must be completed to earn a higher grade than the incomplete grade. The incomplete must be submitted first before an Incomplete Contract can be entered. Incompletes should be assigned as soon as the contract is created so that the contract can be stored correctly.

There are two parts to the process. The process for assigning an incomplete and creating a contract can both be completed as soon as grading opens for the term

Part I: Assigning the Incomplete Grade

1. Log into My Chemeketa
2. Click on Assign final grades from the Faculty Grading menu inside My Chemeketa
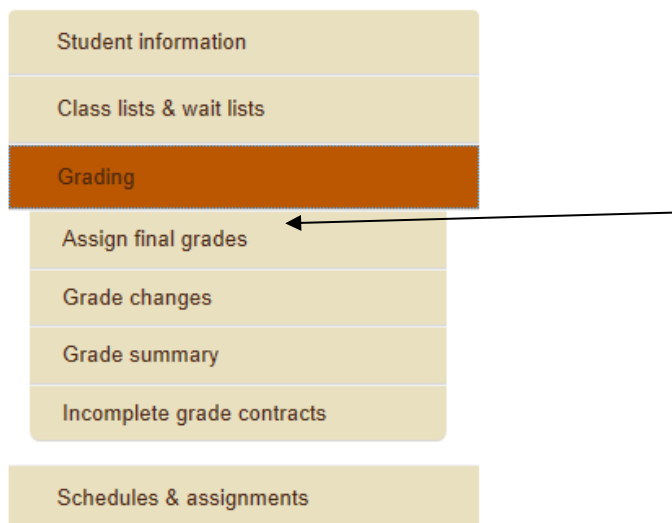
3. Select the term and click submit

4. Select the CRN from the drop down list and click submit

Select CRN

ⓘ Please enter the CRN you wish to access, or select a different term from the menu.

CRN: [WR 121 99: English Composition-Exposition, 42007 (1) ▾]

[Submit]

5. Select the appropriate final grade from the drop down list

*The grade chosen should be the grade that the student receives if they do **not** complete the contract*

- An "IB", "IC", "ID", "IF" will revert respectively to a "B", "C", "D", "F" if the outstanding work is <u>not completed by the deadline</u>. So choose the incomplete grade combination where the letter grade corresponds with the grade the student will receive if he/she completes no additional work.

6. Submit your selection

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ⓘ Enter any changes to final grades and then click "Submit Grades."

Click on a student's name to view address and phone number information.

⚠ **FERPA Reminder:** All student personal information is confidential. If the word "Confidential" appears next to a student's name, you are not to release **any** inform student--including directory information.

Course Information
English Composition-Exposition - WR 121 99
CRN: 42007
Students Registered: 1

⚠ Please submit the grades often. There is a 45 minute time limit starting at 04:08 pm on Dec 02, 2010 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1	Finance, Fannie Q.	K00124631	4.000	**Registered Dec 01, 2010	IB ▾	N			1	✉

[Submit] [Reset]

⚠ Please submit the grades often. There is a 45 minute time limit starting at 04:08 pm on Dec 02, 2010 for this page.

7. On the Incomplete Final Grades page you confirm that the Incomplete Final Grade is the final grade the student should receive if they do not complete their missing work and it is where you designate how much additional time the student will have to complete the work.

- The Incomplete Final Grade will default to match the incomplete grade option you selected (e.g. for an IF it will default to F if a higher grade is never given). If you realize this is the wrong grade you must select "Cancel", return to the Final Grade Work sheet, and assign the appropriate incomplete grade.

- The Extension Date defaults to one term out. It can remain as is or can be extended to one year out (the date cannot be less than the default one-term), though you can have an earlier deadline in your contract—it will not revert until the end of the following term.

10. When you've finished making all necessary changes click Submit

Incomplete Final Grades

Review and maintain, when allowed, incomplete final grades and extension dates for incomplete grades.

Course Information
English Composition-Exposition - WR 121 99
CRN: 42007
Students Registered: 1

⚠ Please submit the grades often. There is a 45 minute time limit starting at 04:14 pm on Dec 02, 2010 for this page.

⚠ The extension date default is Mar 21, 2011. The extension date may have constraints according to level.

Incomplete Final Grades

Record Number	Student Name	ID	Grade	Rolled	Incomplete Final Grade	Extension Date MM/DD/YYYY	Extension Date Constraints
1	Finance, Fannie Q.	K00124631	IB	N	B ▾	03/21/2011	On or after default date.

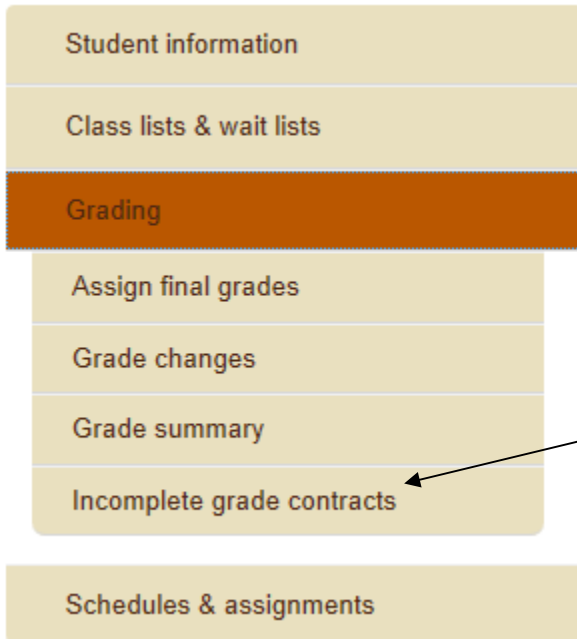[Submit] [Cancel] [Reset]
⚠ Please submit the grades often. There is a 45 minute time limit starting at 04:14 pm on Dec 02, 2010 for this page.

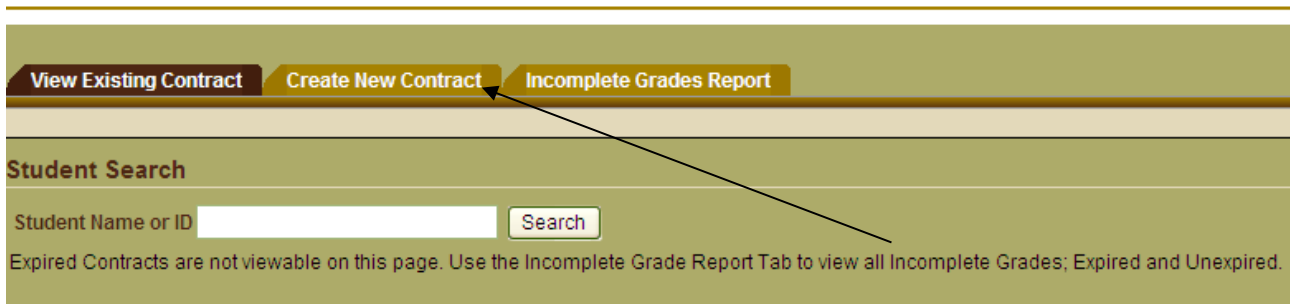11. You will be returned to the Final Grade Worksheet.

12. You should now proceed to creating an incomplete grade contract for the student

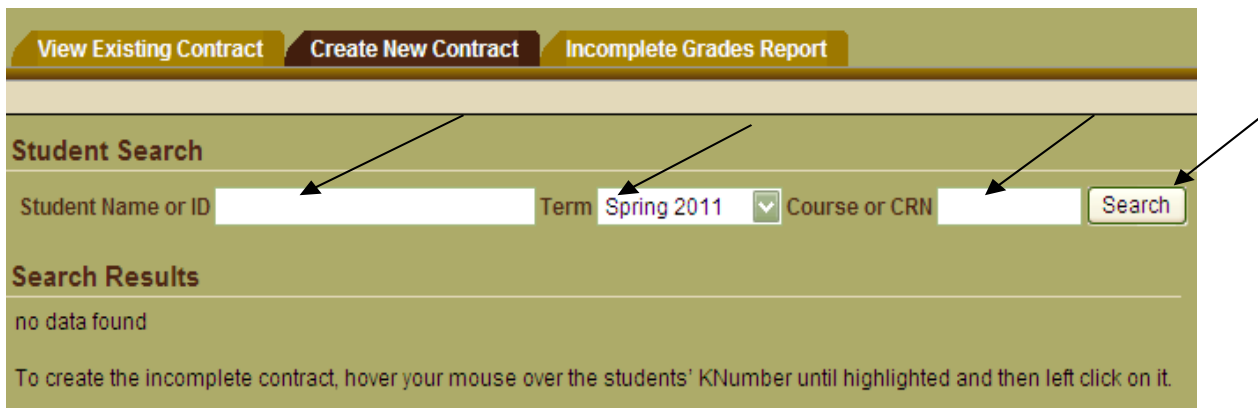# Part II: Submitting the Incomplete Grade Contract

1. Log into My Chemeketa
2. Click on Incomplete Grade Contracts from the Faculty Grading menu inside My Chemeketa

Student information

Class lists & wait lists

Grading

Assign final grades

Grade changes

Grade summary

Incomplete grade contracts

Schedules & assignments

3. Click on the Create New Contract Tab

View Existing Contract | **Create New Contract** | Incomplete Grades Report

Student Search

Student Name or ID [   ] Search

Expired Contracts are not viewable on this page. Use the Incomplete Grade Report Tab to view all Incomplete Grades; Expired and Unexpired.

4. Enter the Student Name or ID, select the term, enter the course or CRN and click "Search"

View Existing Contract | **Create New Contract** | Incomplete Grades Report

Student Search

Student Name or ID [   ] Term Spring 2011 ⌄ Course or CRN [   ] Search

Search Results

no data found

To create the incomplete contract, hover your mouse over the students' KNumber until highlighted and then left click on it.

5. The search results should appear if the Incomplete Grade was assigned. Click on the student's K# under "Search Results."

6. In the text box provided entre the items that the student must complete in order to have the incomplete grade be replaced with a different grade (e.g final exam, term paper, project, essay, etc.)

7. Click to Create Contract and you are done

To view all existing active Incomplete Contracts click on the View Existing Contracts tab and then search for the student by their name or ID.

To view every incomplete contract that you have ever input click on the Incomplete Grades Report tab. The report will automatically load and you can filter as needed.

If you do not see any contracts in your list, then the contract may not have been correctly created.

For any questions regarding these steps, please call Enrollment Services at 503-399-5001 or email registrar@chemeketa.edu.