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

Select Term

Select a term from the list and then click the "Submit" button.

Select a Term: Fall 2010

Submit

RELEASE: 8.4
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 not completed by the deadline. 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

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 Worksheet, 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

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

3. Click on the Create New Contract Tab

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