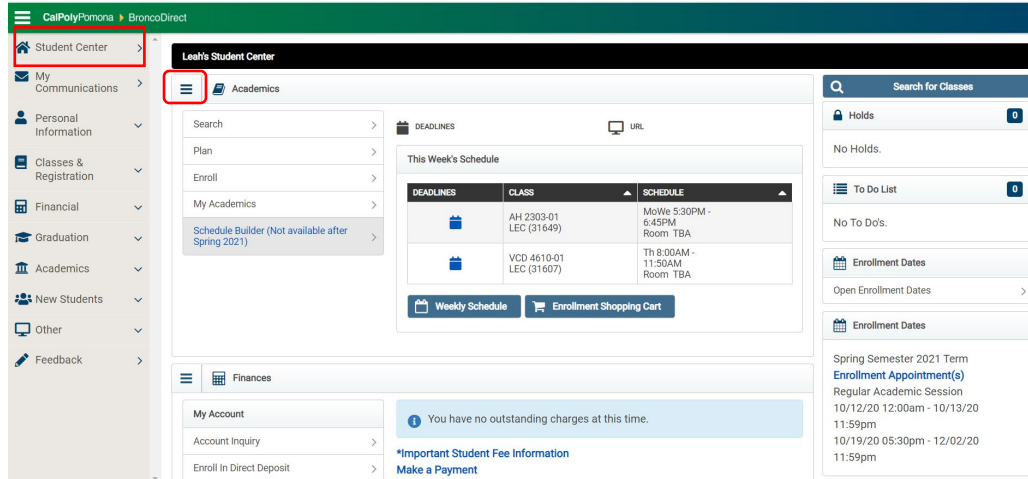
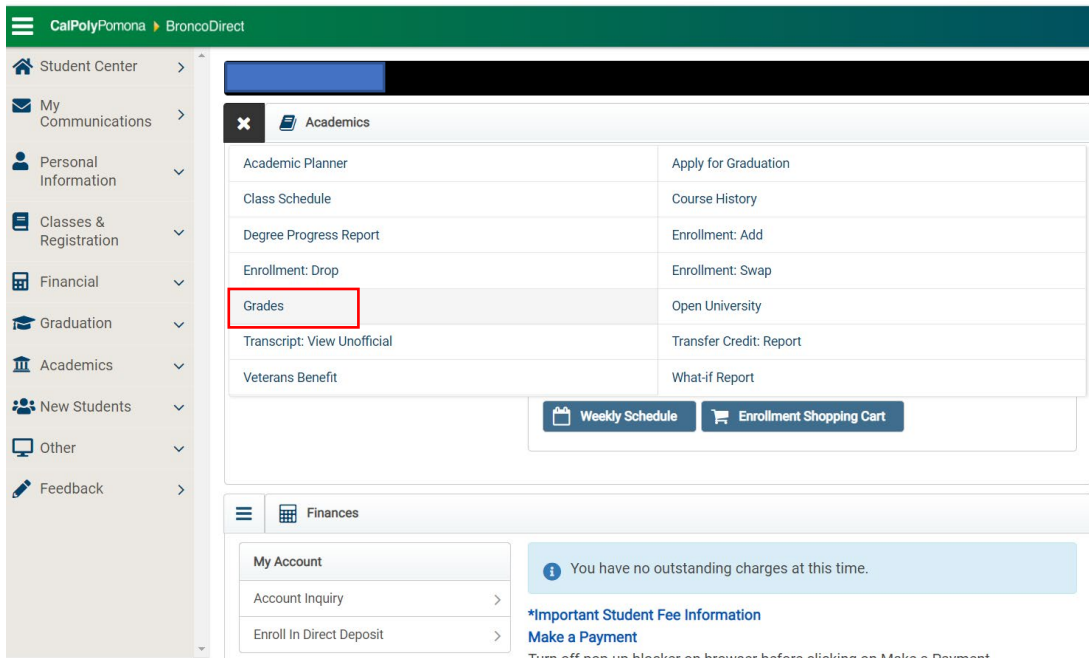


How to Accept an Incomplete Grade Agreement – Student

Log into Bronco Direct and navigate to your “Student Center”. Click on the Hamburger Menu



Select the “Grades” option in the dropdown menu shown below:



On the next screen, Click **Enroll – Term Information**, view your agreement by clicking on the **Review Agreement** link in the line of the class with an incomplete grade.

Search | Plan | **Enroll** | My Academics

My Class Schedule | Add | Drop | Swap | Term Information

View My Grades

Spring Semester 2022 | Cal Poly Pomona Change Term

Class Grades - Spring Semester 2022

Official Grades PDF

Class	Description	Units	Grading	Grade	Grade Points	Incomplete Grade Agreement
ENG 1101	Stretch Composition II	3.00	Graded			
MAT 1050	College Algebra	3.00	Graded			Review Agreement
MU 1100	Introduction to Music	3.00	Graded			

Review the following elements of the Agreement:

- **Grade Without Further Work** – grade you will receive if you do not do further work in this class
- **Deadline for Completion** – date you must complete and submit proof of completion of coursework to your instructor.
- **Work Required for Removal of “I” Grade** – outlines the coursework you need to complete.

Assignment of Incomplete Grade

Name: [Redacted]
 Term: Spring Semester 2022
 Class: MAT1050, Section 01 (3 Units)
 Instructor(s): [Redacted]

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.

Incomplete Agreement Data

Reason Code: Medical
 Grade Without Further Work: C
 Deadline For Completion: 05/20/2023

Work Required for Removal of 'I' Grade

Description	Completed	Date Completed
Must completed the last assignment	<input type="checkbox"/>	

I acknowledge that I have read and agree to the above Terms and Conditions. I understand the requirements for completing this course and that if I fail to meet these requirements, I will receive the grade indicated above for this course.

Return

Accept your agreement as soon as possible, no later than the Last Day of Add/Drop of the next term. Once you have reviewed the contents of the Incomplete Grade Agreement and agree with its contents, submit your acceptance of this agreement by checking the box

I acknowledge that I have read and agree to the above Terms and Conditions. I understand the requirements for completing this course and that if I fail to meet these requirements, I will receive the grade indicated above for this course.

Return

A Message will pop up “Are you sure you want to accept this agreement?”, click “Yes”

The screenshot shows the 'Assignment of Incomplete Grade' form. At the top, there is a checkbox for agreement, which is currently unchecked. A modal message box is overlaid on the form, asking 'Are you sure you want to accept this agreement?' with 'Yes' and 'No' buttons. The form fields include Name, Term (Spring Semester 2022), Class (MAT1050, Section 01 (3 Units)), and Instructor(s). Below these is an explanatory paragraph about the 'I' grade. The 'Incomplete Agreement Data' section shows Reason Code: Medical, Grade Without Further Work: C, and Deadline For Completion: 05/20/2023. A table titled 'Work Required for Removal of 'I' Grade' has one row: 'Must completed the last assignment' with 'Completed' and 'Date Completed' columns. At the bottom, the agreement checkbox is now checked.

Confirmation of the [Assignment of Incomplete Grade Agreement](#), Acceptance Date will show on the bottom

This screenshot shows the same 'Assignment of Incomplete Grade' form, but with the 'Acceptance Date' field highlighted in a red box at the bottom. The 'Acceptance Date' is 04/08/2022. The rest of the form content is identical to the previous screenshot, including the form fields, explanatory text, and the 'Work Required' table.

Click on **Return** to go back to the **My Grades** screen and the “**View Agreement**” status will change to “**Accepted**”

Work Required for Removal of 'I' Grade		
Description	Completed	Date Completed
Must completed the last assignment	<input type="checkbox"/>	

Acceptance Date: 04/08/2022

Return

▼ **Class Grades - Spring Semester 2022**

Official Grades							
Class	Description	Units	Grading	Grade	Grade Points	Incomplete Grade Agreement	
ENG 1101	Stretch Composition II	3.00	Graded				
MAT 1050	College Algebra	3.00	Graded			Accepted	
MU 1000	Introduction to Music	3.00	Graded				
NTR 2180	Ethnc Std Fd, Ntrtn, Hlth Dspr	3.00	Graded				
PHL 2010	Intro to Philosophy	3.00	Graded				
VCD 1321A	Foundations in 2D Design Act	3.00	Graded				

Failure to accept the agreement in BroncoDirect means:

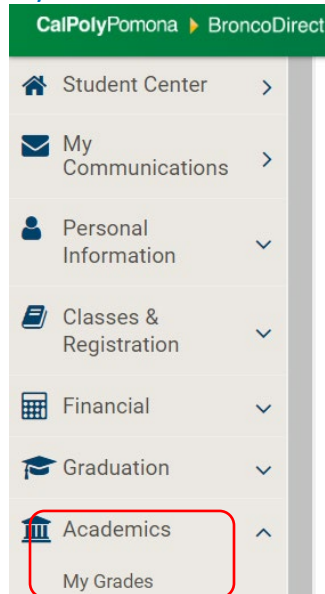
- You will not be completing any further work in the class, and
- You will receive a grade indicated in the “Grade Without Further Work” section of the agreement. If no grade is indicated, the “I” grade will lapse to Incomplete Charged (“IC”) grade.

Note:

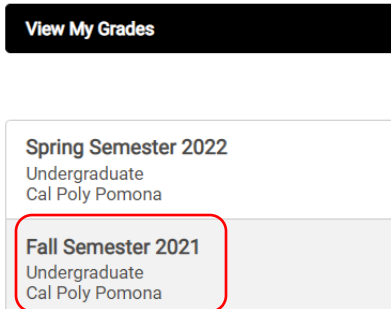
If you have questions about any of the elements of this agreement or need additional instructions to complete the required coursework, contact your instructor immediately.

To review your Incomplete Grade Agreement

Navigate to Student Center > Academics > My Grades



- Select the Term Incomplete Grade Agreement accepted



- Click on [Review Agreement](#)

View My Grades : Fall Semester 2021

Class Grades - Fall Semester 2021

CLASS	DESCRIPTION	UNITS	GRADING	GRADE	GRADE POINTS	INCOMPLETE GRADE AGREEMENT
MAT 3140	Intro to Real Analysis I	4.00	Graded	C	8.000	
MAT 4170	Intro to Abstract Algebra I	4.00	Graded	D	4.000	
MAT 4750	Graph Theory	3.00	Graded	I		Review Agreement

Assignment of Incomplete Grade

Name: [Redacted]
 Term: Fall Semester 2021
 Class: MAT4750, Section 01 (3 Units)
 Instructor(s): Amber Rosin

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.

Incomplete Agreement Data

Reason Code: Other
 Grade Without Further Work: F
 Deadline For Completion: 12/12/2022

Work Required for Removal of I Grade

DESCRIPTION	COMPLETED	DATE COMPLETED
final exam	<input type="checkbox"/>	

I acknowledge that I have read and agree to the above Terms and Conditions. I understand the requirements for completing this course and that if I fail to meet these requirements, I will receive the grade indicated above for this course.