HOW TO CREATE INCOMPLETE CONTRACTS IN BRONCO DIRECT

1. Click on the Faculty Center/Roster/Grades link under “Learning Management” in BroncoDirect.
2. Access the class or grade roster of the class wherein the student receiving an Incomplete grade is enrolled.
3. Click the Add link located at the rightmost column associated with the student for whom you are creating the Contract.

4. An online Incomplete Contract will be displayed.
   - **Reason Code**: Select from the drop-down list the reason for issuing the student an incomplete grade.
   - **Grade Without Further Work**: Enter the grade that you would assign in the event the student does not complete the remaining coursework.
   - **Deadline For Completion**: This field is pre-filled with a date equal to four quarters after the course enrollment.
   - **Work Required**: Type in a brief description of the coursework that needs to be completed. Use the “+” button to add more rows.

5. Click on the “Apply” button to submit the Incomplete Contract. Then click on the OK button to exit the page.
6. Upon creating the Incomplete Contract, an “Update” link appears under the Incomplete Contract column for that student. Use this link to make changes to existing contracts. Changes to the contract can be made to contracts only if the student has not accepted the contract.
7. Once the contract has been accepted by the student, the “Update” link on the roster changes to “View”.

8. The Incomplete Contract will display the date when the student accepted the contract.
STUDENT VIEW OF INCOMPLETE CONTRACTS IN BRONCO DIRECT

Assignment of Incomplete Grade Contract

Name: 
Term: Fall Quarter 2012
Class: BIO 571, Section 01 (5 Units)
Instructor(s): 

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 Contract Data

Reason Code: Medical
Grade Without Further Work: D
Deadline For Completion: 12/07/2012

Work Required for Removal of “I” Grade

<table>
<thead>
<tr>
<th>Description</th>
<th>Completed</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Paper</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I accept the contract.
Registrar’s Office, Nov. 2012

Incomplete Contract Data

Reason Code: Medical
Grade Without Further Work: D
Deadline For Completion: 12/07/2012

Work Required for Removal of 'D' Grade

<table>
<thead>
<tr>
<th>Description</th>
<th>Completed</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Paper</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Acceptance Date: 11/15/2012

Class Grades - Fall Quarter 2012

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Units</th>
<th>Grading</th>
<th>Grade</th>
<th>Grade Incomplete Points Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 200</td>
<td>Microeconomics for Decision Makers</td>
<td>4.00</td>
<td>Graded</td>
<td>W</td>
<td>Accepted</td>
</tr>
<tr>
<td>BIO 271</td>
<td>Microbiology &amp; Biotechnology</td>
<td>5.00</td>
<td>Graded</td>
<td>D</td>
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</tr>
<tr>
<td>BIO 272</td>
<td>Introductory Biology &amp; Pharmacology</td>
<td>5.00</td>
<td>Graded</td>
<td>C</td>
<td></td>
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<tr>
<td>COU 251A</td>
<td>Consumer Practices</td>
<td>2.00</td>
<td>Graded</td>
<td>W</td>
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<tr>
<td>CS 472</td>
<td>Systems Analysis &amp; Design</td>
<td>5.00</td>
<td>Graded</td>
<td>D</td>
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</tr>
<tr>
<td>EKT 459</td>
<td>Multicultural, Scientific</td>
<td>4.00</td>
<td>Graded</td>
<td>W</td>
<td></td>
</tr>
<tr>
<td>TH 201</td>
<td>Through Aristotle's Eyes</td>
<td>4.00</td>
<td>Graded</td>
<td>W</td>
<td></td>
</tr>
</tbody>
</table>

View My Grades

Fall Quarter 2012 | Undergraduate | Call Pomona | change term