

# Viewing and Accepting Your Incomplete Contract

**Locate your contract:** Log into BroncoDirect and navigate to your “Student Center”. Select the “Grades” option in the dropdown menu shown below:

**ORACLE**

my advisees || **student center** || general info || transfer credit || academics

**Advisee Student Center**

**Academics**

[My Class Schedule](#)  
[My Planner](#)  
[Schedule Builder](#)

**Grades** >>

Deadlines URL

**This Week's Schedule**

	Class	Schedule
	GSC 694-P17 SUP (13885)	Room: TBA
	KIN 205-01 LEC (10342)	MoWe 1:00PM - 1:50PM 43 202
	KIN 205A-02 ACT (10344)	We 2:00PM - 3:50PM 43 202

weekly schedule ▶

**Personal Information**

Contact Information

<b>Mailing Address</b>	<b>Home Address</b>
<b>Main Phone</b>	<b>Campus Email</b>

**Holds**  
No Holds.

**To Do List**  
No To Do's.

**Enrollment Dates**  
[Open Enrollment Dates](#)

**Advisor**  
**Program Advisor**  
None Assigned

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[My Advisees](#) [Student Center](#) [General Info](#) [Transfer Credit](#) [Academics](#)

**View your contract** by selecting the appropriate term using the “Change Term” function, and then clicking on the Review Contract link in the line with the class with an incomplete.

## View My Grades

Fall Quarter 2012 | Undergraduate | Cal Poly Pomona [change term](#)

### Class Grades - Fall Quarter 2012

Official Grades						
Class	Description	Units	Grading	Grade	Grade Points	Incomplete Contract
<a href="#">ACC 208</a>	Mngrl Acctg for Decision Mkg	4.00	Graded	W		
<a href="#">BIO 571</a>	Svy Math Mding & Bionformatic	5.00	Graded			<a href="#">Review Contract</a>
<a href="#">COM 351A</a>	Newspaper Practices	2.00	Graded	W		
<a href="#">EWS 450</a>	Multiracial, Hybrid Identities	4.00	Graded			
<a href="#">TH 301</a>	Through Artist's Eyes...	4.00	Graded			

### Review the following elements of the Contract:

- 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

Incomplete Contract Data			
*Reason Code:	Other		
Grade Without Further Work:	<input type="text"/>		
*Deadline For Completion:	12/07/2013		
Work Required for Removal of 'I' Grade			
*Description	Completed	Date Completed	
Final Project	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>
Created By:	Last Updated:		
Date Accepted By Student:			

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 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 the Registrar's Office. If no grade is indicated above, the "I" will be converted to an "IC." A student may not graduate with an "I" on the transcript, and no posted grade can be changed after a student's graduation date.

**Accept your contract no later than the Last Day of Add/Drop of the next term.** Once you have reviewed the contents of the Incomplete Contract and agree with its contents, submit your acceptance of this contract by marking the box next to the “I accept the contract”.

 I accept the contract.

**Failure to accept the contract in BroncoDirect means:**

- That you will not be completing any further work in the class, and
- Will result in a grade indicated in the “grade Without Further Work” section of the contract.

***Note:***

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