How to Accept an Incomplete Grade Agreement – Student

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

| CalPolyPomona | Broncol | Direct | | | | | |
|----------------------|---------|---|---|-------------------|----------------------------|------------------------------------|---|
| 😭 Student Center | > ^ | Leah's Student Center | | | | | |
| My Communications | > | E Academics | | | | | Q Search for Classes |
| Personal | ~ | Search | > | DEADLINES | | URL | A Holds |
| Classes & | | Plan | > | This Week's Scheo | lule | | No Holds. |
| Registration | ~ | Enroll | > | DEADLINES | CLASS | SCHEDULE | To Do List |
| Financial | ~ | My Academics | > | - | AH 2303-01 | MoWe 5:30PM - | No To Dela |
| 🞓 Graduation | ~ | Schedule Builder (Not available after Spring 2021) | > | - | LEC (31649) | Room TBA | NO TO DOS. |
| Academics | ~ | | | | VCD 4610-01 LEC (31607) | Th 8:00AM - 11:50AM Room TBA | Enrollment Dates |
| 😫 New Students | ~ | | | Weekly Sch | edule 🎾 Enrollment S | Shopping Cart | Open Enrollment Dates |
| Other | ~ | | | | | | Enrollment Dates |
| Feedback | > | | | | | | Spring Semester 2021 Term |
| | | Finances | | | | | Enrollment Appointment(s) Regular Academic Session |
| | | My Account | | You have no | outstanding charges at | this time. | 10/12/20 12:00am - 10/13/20 11:59pm |
| | | Account Inquiry | > | *Important Studer | t Fee Information | | 10/19/20 05:30pm - 12/02/20 |
| | | Enroll In Direct Deposit | > | Make a Payment | a rec montation | | 11:59pm |

Select the "Grades" option in the dropdown menu shown below:

| ≡ | CalPolyPomona 🕨 | BroncoDi | rect | |
|-----|---------------------------|----------|-----------------------------|---|
| * | Student Center | > ^ | | |
| | My Communications | > | X 🗐 Academics | |
| - | Personal Information | ~ | Academic Planner | Apply for Graduation |
| _ | | | Class Schedule | Course History |
| | Classes & Registration | ~ | Degree Progress Report | Enrollment: Add |
| ₽ | Financial | ~ | Enrollment: Drop | Enrollment: Swap |
| - | | | Grades | Open University |
| | Graduation | ~ | Transcript: View Unofficial | Transfer Credit: Report |
| Â | Academics | ~ | Veterans Benefit | What-if Report |
| -23 | New Students | ~ | | Weekly Schedule 📜 Enrollment Shopping Cart |
| Q | Other | ~ | | |
| | Feedback | > | | |
| | | | Finances | |
| | | | My Account | You have no outstanding charges at this time. |
| | | | Account Inquiry > | there should be death free before ation |
| | | - | Enroll In Direct Deposit > | Important student ree information Make a Payment |

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.

| | eaton Eian . | Enroll | My Academics | | | | | |
|-----|--|-------------|--|-----------------------|-----------------------------|-------|-----------------|---|
| My | Class Schedule | Add [| Qrop Swap Term | Informatio | n | | | |
| Vie | ew My Grades | | | | | | | |
| Spr | ring Semester 202 | 2 Cal F | Poly Pomona | | | | C | hange Term |
| - | Official Grades | - m | | | | | | |
| | Official Grades Class | | Description | Units | Grading | Grade | Grade Points | Incomplete Grade Agreement |
| | Official Grades Class ENG 1101 | | Description Stretch Composition II | Units 3.00 | Grading | Grade | Grade Points | Incomplete Grade Agreement |
| * | Official Grades Class ENG 1101 MAT 1050 | 5pring (| Description Stretch Composition II College Algebra | Units 3.00 3.00 | Grading Graded Graded | Grade | Grade Points | Incomplete Grade Agreement Review Agreement |

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.

| Class: MAT1050, Sectio | n 01 (3 Units) | | |
|---|--|--|--|
| Example: According to CSU policy, the evaluated in the prescribed time perilo credit. It is the responsibility of the stu- remaining course requirements that m of the following three dates: (1) one ca "Deadline for completion" indicated by the event that the course requirement grade posted by Enrollment Services, with an "I" on the transcript, and no po | "I" symbol indicates that a portion of the required course d due to unforeseen, but fully justified reasons and that th ident to bring pertinent information to the instructor and to ust be satisfied to remove the "incomplete." An "incompl alendar year from the last day of the term in which the "I" is the instructor below on this form, or (3) the degree confe s are not completed by the deadline, the grade indicated t If no grade is indicated below, the "I" will be converted to sisted grade can be changed after a student's graduation of the student's graduation of the student's grad | work has not ere is still a po determine fro eter must be n grade was ass rral date for a below by the in an "F." A stud late. | been completed and ssibility of earning im the instructor the nade up by the earlies igned, (2) the graduating student. In structor will be the dent may not graduate |
| Incomplete Agreement Data | | | |
| Reason Code: | Medical | | |
| | с | | |
| Grade Without Further Work: | | | |
| Grade Without Further Work: Deadline For Completion: | 05/20/2023 | | |
| Grade Without Further Work: Deadline For Completion: Work Required for Remova | 05/20/2023 | | |
| Grade Without Further Work: Deadline For Completion: Work Required for Remova Description | 05/20/2023 I of 'I' Grade | Completed | Date Completed |

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

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

| erm: Spring Semester | 2022 | | | | |
|--|--|--|--------------------|--------------------|----|
| class: MAT1050, Sectionstructor(s): | in 01 (3 Units) | | | | |
| Example: According to CSU policy. In evaluated in the prescribed time perior | e "I" symbol indicates that a j d due to unforeseen, but full | portion of the required course v v justified reasons and that the | work has not | been completed and | |
| credit. It is the responsibility of the sti remaining course requirements that e | adent to bring pertinent informulation to be satisfied to remove the | nation to the instructor and to a | determine fo | Message | |
| grade posed by Enotiment Services with an "1" on the transcript, and no pr incomplete Agreement Data | If no grade is indicated beix isled grade can be changed | w, the "f" will be converted to a after a student's graduation da | an 'F.' Astu de | Yes | No |
| Reason Code: | Medical | | | | |
| Grade Without Further Work: | C | | | | |
| Deadline For Completion: | 05/20/2023 | | | | |
| | I of 'l' Grade | | | | |
| Work Required for Remova | | | Completed | Date Completed | |
| Work Required for Remova Description | | | | | |

Confirmation of the Assignment of Incomplete Grade Agreement, Acceptance Date will show on the bottom

Assignment of Incomplete Grade

| | EVEL | | |
|--|---|--|---|
| Class: MAT1050, Sectionstructor(s): | n 01 (3 Units) | | |
| Example: According to CSU policy, the evaluated in the prescribed time period credit. It is the responsibility of the shi remaining course requirements that in of the following three dates: (1) one of "Deadline for completion" indicated by the event that the course requirement grade posted by Enrotment Services, with an "t" on the transcript, and no po | e "I" symbol indicates that a portion of the required courd due to unforeseen, but fully justified reasons and that udent to bring pertinent information to the instructor and usst be satisfied to remove the "incomplete." An "Incom sendar year from the last day of the term in which the "in the instructor below on this form, or (3) the degree consist and completed by the deadline, the grade indicate below, the "I" will be converted osted grade can be changed after a student's graduation." | se work has not there is still a pr to determine fro pleter must be r r grade was ass ferral date for a d below by the in to an "F." A stur- t date. | been completed and ossibility of earning in the instructor the nade up by the earlies agned, (2) the graduating student. In structor will be the dent may not graduate |
| | | | |
| Incomplete Agreement Data | | | |
| Incomplete Agreement Data Reason Code: | Medical | | |
| Incomplete Agreement Data Reason Code: Grade Without Further Work: | Medical C | | |
| Incomplete Agreement Data Reason Code: Grade Without Further Work: Deadline For Completion: | Medical C 05/20/2023 | | |
| Incomplete Agreement Data Reason Code: Grade Without Further Work: Deadline For Completion: Work Required for Remova | Medical C 05/20/2023 | | |
| Incomplete Agreement Data Reason Code: Grade Without Further Work: Deadline For Completion: Work Required for Remova Description | Medical C 05/20/2023 | Completed | Date Completed |

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

| Description | | | | | Completed | Date Complete |
|----------------------------|---|----------------------|----------------------------|-------|-----------------|----------------------------------|
| Must comple | eted the last assignment | | | | | |
| | Accepta | ince Dat | e: 04/08/202 | 22 | | |
| Return Class Grades - S | pring Semester 2022 | | % | | | |
| Official Grades | [TTT] | | | | | |
| Class | Description | Units | Grading | Grade | Grade Points | Incomplete Grade Agreement |
| ENG 1101 | Stretch Composition II | 3.00 | Graded | | 0 | |
| IAT 1050 | College Algebra | 3.00 | Graded | | | Accepted |
| 411 1000 | | | - | | | NAMES OF TAXABLE PARTY. |
| 1000 | Introduction to Music | 3.00 | Graded | | | |
| NTR 2180 | Introduction to Music Ethnc Std Fd, Ntrtn, Hlth Dspr | 3.00 3.00 | Graded | | | |
| VTR 2180 PHL 2010 | Introduction to Music Ethnc Std Fd, Ntrtn, Hlth Dspr Intro to Philosophy | 3.00 3.00 3.00 | Graded Graded 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

| C | alPolyPomona > Bro | ncoDirect |
|---|---------------------------|-----------|
| * | Student Center | > |
| | My Communications | > |
| 4 | Personal Information | ~ |
| | Classes & Registration | ~ |
| | Financial | ~ |
| P | Graduation | ~ |
| É | Academics | ^ |
| | My Grades | |

Select the Term Incomplete Grade Agreement accepted ٠

| Spring Semester 2022 Undergraduate Cal Poly Pomona |
|--|
| Fall Semester 2021 Undergraduate Cal Poly Pomona |

View My Grades

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 | С | 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 |

| rm: | Fall Semester 2021 | | | | |
|--|---|--|--|---|--------------------------------|
| ass: | MAT4750, Section 01 (3 Units) | | | | |
| tructor(s): | Amber Rosin | | | | |
| complete" must b (3) the degree cor licated below, the | e made up by the earliest of the following three dates: (1) one calendar year from the last day of nferral date for a graduating student. In the event that the course requirements are not complete "I" will be converted to an "F." A student may not graduate with an "I" on the transcript, and no po | the term in which the 'I' grade was assigned ed by the deadline, the grade indicated below osted grade can be changed after a student? | d, (2) the "Deadline for complet v by the instructor will be the gr s graduation date. | tion" indicated by the instructor belo rade posted by Enrollment Services. | ow on this fo . If no grade |
| Incomplete Agreeme | ent Data | | | | |
| Reason Code: | Other | | | | |
| Grade Without Further Work: | F | | | | |
| Deadline For Completion: | 12/12/2022 | | | | |
| Work Required for | r Removal of 1' Grade | | | | |
| DESCRIPTION | | | OMPLETED | A DATE COMPLETED | • |
| final exam | | | | | |
| | | | | | |