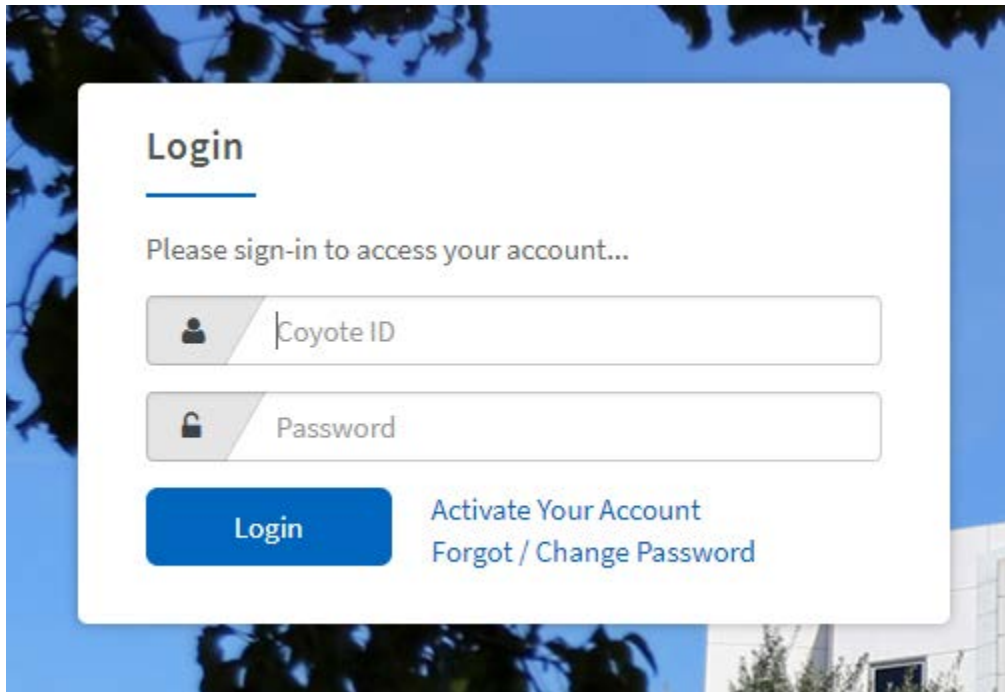
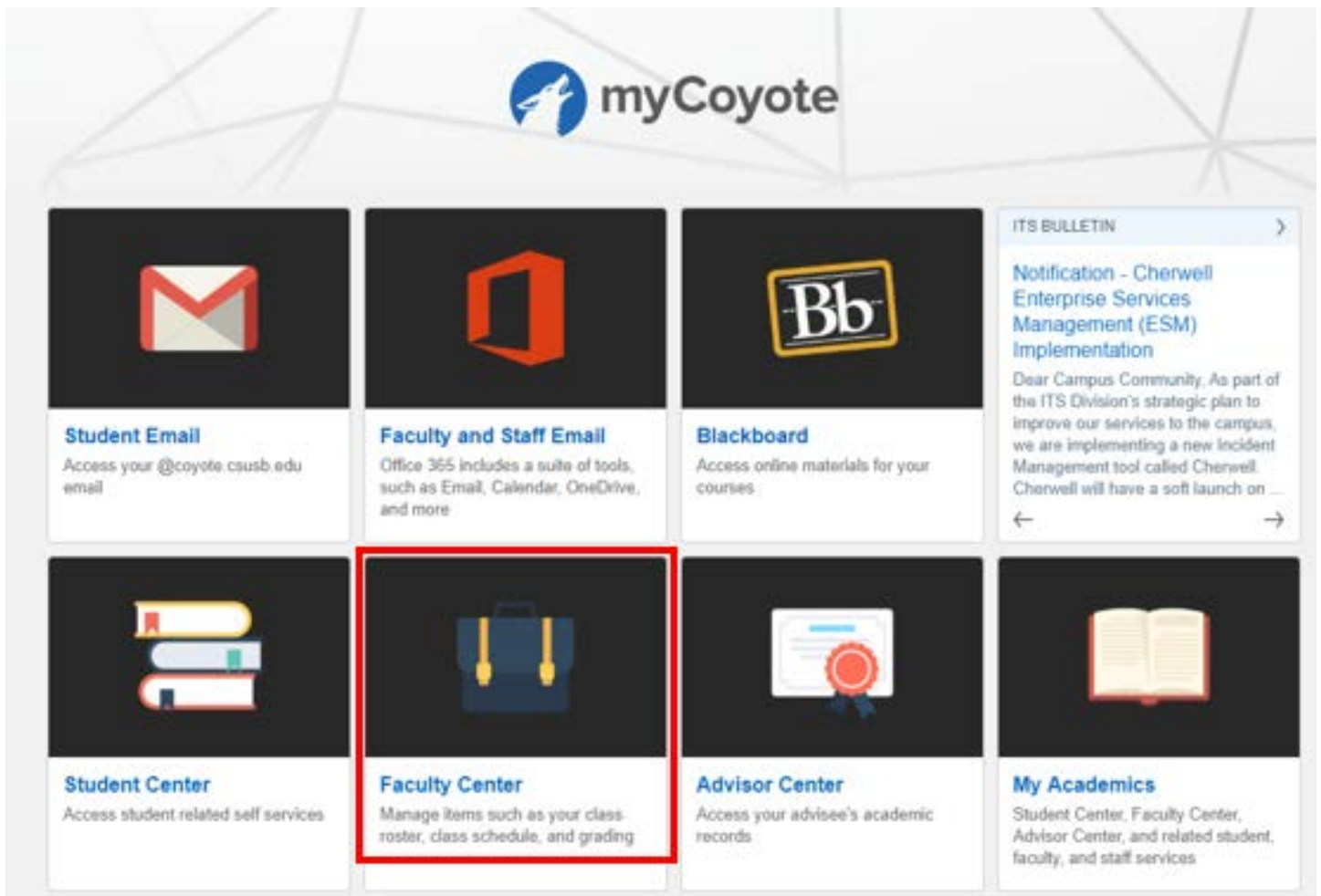


Faculty Center - Incomplete Contract Quick Guide

1. Login to myCoyote.



2. From the myCoyote Portal navigate to the **Faculty Center** link.



The image shows the myCoyote portal dashboard. At the top center is the myCoyote logo, which consists of a blue circle containing a white silhouette of a coyote's head, followed by the text "myCoyote" in a bold, sans-serif font. Below the logo is a grid of service tiles. The tiles are arranged in two rows. The first row contains three tiles: "Student Email" (with an envelope icon), "Faculty and Staff Email" (with an Office 365 icon), and "Blackboard" (with a Bb icon). The second row contains four tiles: "Student Center" (with a stack of books icon), "Faculty Center" (with a briefcase icon, highlighted by a red border), "Advisor Center" (with a certificate icon), and "My Academics" (with an open book icon). To the right of the grid is a "ITS BULLETIN" section with a right-pointing arrow. The bulletin title is "Notification - Cherwell Enterprise Services Management (ESM) Implementation". The text below the title reads: "Dear Campus Community, As part of the ITS Division's strategic plan to improve our services to the campus, we are implementing a new Incident Management tool called Cherwell. Cherwell will have a soft launch on ...". There are left and right arrows at the bottom of the bulletin section.

myCoyote

ITS BULLETIN

Notification - Cherwell Enterprise Services Management (ESM) Implementation

Dear Campus Community, As part of the ITS Division's strategic plan to improve our services to the campus, we are implementing a new Incident Management tool called Cherwell. Cherwell will have a soft launch on ...

Student Email
Access your @coyote.csusb.edu email

Faculty and Staff Email
Office 365 includes a suite of tools, such as Email, Calendar, OneDrive, and more

Blackboard
Access online materials for your courses

Student Center
Access student related self services

Faculty Center
Manage items such as your class roster, class schedule, and grading

Advisor Center
Access your advisee's academic records

My Academics
Student Center, Faculty Center, Advisor Center, and related student, faculty, and staff services

Creating an Incomplete Contract through the Class Roster:

1. Select the appropriate **Class Roster** icon.
 - a. **Note:** Once Grade Rosters are available for use, create the Incomplete Contracts through the Grade Roster instead of the Class Roster.

Faculty Center Search

my schedule class roster grade roster

Faculty Center

My Schedule

Winter 2016 | CSU San Bernardino









change term

[My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster  Learning Management  Class Permissions

My Teaching Schedule > Winter 2016 > CSU San Bernardino

View All   First  1-4 of 4  Last							
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	
	ACCT 211-01 (20725)	INTRO ACCT I (Lecture)	58	MoWe 8:00AM - 9:50AM	Jack Brown Hall 111	Jan 9, 2016- Mar 21, 2016	
	ACCT 211-02 (20726)	INTRO ACCT I (Lecture)	63	TuTh 8:00AM - 9:50AM	Jack Brown Hall 111	Jan 9, 2016- Mar 21, 2016	
	ACCT 211-03 (20727)	INTRO ACCT I (Lecture)	66	MoWe 10:00AM - 11:50AM	Jack Brown Hall 140	Jan 9, 2016- Mar 21, 2016	
	ACCT 211-04 (20728)	INTRO ACCT I (Lecture)	67	TuTh 10:00AM - 11:50AM	Jack Brown Hall 111	Jan 9, 2016- Mar 21, 2016	

- In order to produce an Incomplete Contract for a student, the Incomplete Contract column has been added to the class roster.

2. To create an Incomplete Contract, select the **Add** link for the appropriate student.

Winter 2016 | Regular Academic Session | CSU San Bernardino | Undergraduate

▼ **ACCT 211 - 01 (20725)** change class

Introductory Accounting I (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 8:00AM-9:50AM	Jack Brown Hall 111	Wafaa Ambrossi	01/09/2016 - 03/21/2016

*Enrollment Status Enrolled ▼

Enrollment Capacity 60 Enrolled 58

Select display option: Link to Photos Include photos in list

Enrolled Students										
Find View All First 1-58 of 58 Last										
	Notify	Photo	ID	Name	Units	Program - Plan - Subplan	Academic Level	Add Dt	Grade Dt	Incomplete Contract
1	<input type="checkbox"/>				4.00	Undergraduate - Admn-Human Resource Conc	Junior	11/12/2015		Add ←
2	<input type="checkbox"/>				4.00	Undergraduate - Hlth Sci - Health Care Mgmt	Sophomore	11/17/2015		Add
3	<input type="checkbox"/>				4.00	Undergraduate - Admin - Management Conc	Junior	11/10/2015		Add

3. Enter the Reason Code – select one of the following reasons from the drop down menu.
 - a. Extenuating
 - b. Medical
 - c. Other
4. Enter the Grade Without Further Work – enter the grade to be assigned to the student if no further work is completed.
5. Enter the Deadline for Completion – the date automatically defaults to the 1 year maximum for the completion of work. If the date is less than one year, the date needs to be modified.
6. Enter the Description – the work required to complete the incomplete.

Incomplete Contract

Empl ID:
Career: UGRD Undergraduate
Institution: SBCMP CSU San Bernardino
Term: 2162 Winter 2016
Class Nbr: 20725 ACCT 211, Section 01 (4 Units)
Instructor(s):

Incomplete Contract Data

*Reason Code:

Grade Without Further Work:

*Deadline For Completion:

Work Required for Removal of 'I' Grade

*Description	Completed	Date Completed		
Needs to complete Final Exam	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Created By: _____ Last Updated: _____

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.

←

7. Select **Apply**.
8. Select **OK**.
9. The Add link will change to Update. This indicates that the incomplete contract has been created.

Enrolled Students										
	Notify	Photo	ID	Name	Units	Program - Plan - Subplan	Academic Level	Add Dt	Grade Dt	Incomplete Contract
1	<input type="checkbox"/>				4.00	Undergraduate - Admn-Human Resource Conc	Junior	11/12/2015		Update ←
2	<input type="checkbox"/>				4.00	Undergraduate - Hlth Sci - Health Care Mgmt	Sophomore	11/17/2015		Add
3	<input type="checkbox"/>				4.00	Undergraduate - Admin - Management Conc	Junior	11/10/2015		Add

Note: Remind the student to go to his/her myCoyote Student Center to accept the incomplete contract. Otherwise, there will be a hold placed on the student's record.

Creating Incomplete Contracts through the Grade Roster:

1. Select the appropriate **Grade Roster** icon.

Faculty Center Search

my schedule class roster grade roster

Faculty Center



My Schedule

Winter 2016 | CSU San Bernardino





change term





[My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster  Learning Management  Class Permissions

My Teaching Schedule > Winter 2016 > CSU San Bernardino


View All   First  1-4 of 4  Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ACCT 211-01 (20725)	INTRO ACCT I (Lecture)	58	MoWe 8:00AM - 9:50AM	Jack Brown Hall 111	Jan 9, 2016 - Mar 21, 2016
	ACCT 211-02 (20726)	INTRO ACCT I (Lecture)	63	TuTh 8:00AM - 9:50AM	Jack Brown Hall 111	Jan 9, 2016 - Mar 21, 2016
	ACCT 211-03 (20727)	INTRO ACCT I (Lecture)	66	MoWe 10:00AM - 11:50AM	Jack Brown Hall 140	Jan 9, 2016 - Mar 21, 2016
	ACCT 211-04 (20728)	INTRO ACCT I (Lecture)	67	TuTh 10:00AM - 11:50AM	Jack Brown Hall 111	Jan 9, 2016 - Mar 21, 2016

- If an Incomplete Grade was assigned during the grading process, this will trigger you to add an incomplete contract for the student.


2. Select the **Add** link.

Display Options:


*Grade Roster Type 





Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status 

[Import Grades from File](#)

Student Grade 

	ID	Last Name	First Name	Roster Grade	Official Grade	Academic Career	Incomplete Contract
<input type="checkbox"/>	1		Melisa	I 		Undergraduate	Add 
<input type="checkbox"/>	2		Serena	A 		Undergraduate	
<input type="checkbox"/>	3		Joshua	A 		Undergraduate	

3. Complete the Incomplete Contract as previously shown for the Class Roster.

Incomplete Contract

Empl ID:
Career: UGRD Undergraduate
Institution: SBCMP CSU San Bernardino
Term: 2162 Winter 2016
Class Nbr: 20725 ACCT 211, Section 01 (4 Units)
Instructor(s):

Incomplete Contract Data

*Reason Code: Extenuating
Grade Without Further Work: F
*Deadline For Completion: 03/06/2017

Work Required for Removal of 'I' Grade

*Description	Completed	Date Completed		
Needs to complete Final Exam	<input type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

Created By:

Last Updated:

Date Accepted By Student:

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.

OK

Cancel

Apply

Note: If the incomplete contract is not added and the Approval Status is set to "Approved", an error message will instruct you to complete the contract before approval. However, you will need to set the Approval Status back to "Not Reviewed" to add the contract.

Display Options:

*Grade Roster Type Final Grade
 Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Approved

[Import Grades from File](#)