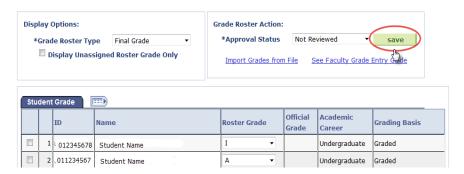


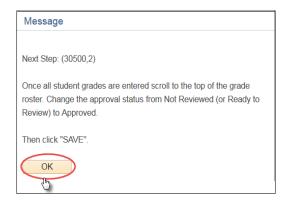
## **Incomplete Contract**

An incomplete contract must be completed for every student where an "I" grade is assigned. Effective for the Spring 2017 grading cycle the "**Grade Without Further Work**" is now a required field. A grade must be entered before the system will allow you to continue.

1. Enter grades and select the **SAVE** button to save the grades entered.



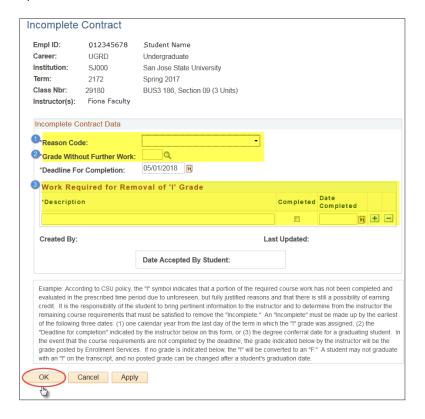
2. The Next Step message will pop up. Click OK.



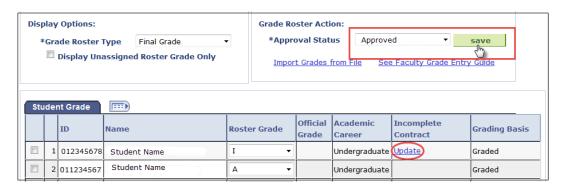
3. If an "I" grade is entered, the "Incomplete Contract" column with the Add link will appear. Click the Add link to display the Incomplete Contract.



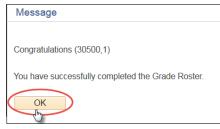
- 4. The highlighted fields are required and must be completed to save the contract. Once completed click **OK.** 
  - 1. Reason Code
  - Grade Without Further Work (new for Spring 2017)
  - 3. Work Required for Removal of "I" Grade



5. When the Incomplete Contract has been completed and you click **OK**, it will return to the Grade Roster page and the link under the Incomplete Contract column will change from **Add** to **Update**. Change the Approval Status from **Not Reviewed** to **Approved** when all grade fields are completed. Select the **SAVE** button to save the grades entered.



6. The Congratulations pop up window displays. You have successfully entered your grades.



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