

**CT State Community College  
Electronic Incomplete Request Form Training  
April 25, 2024**

**Per the CT State Catalog:**

An Incomplete is used as a temporary grade assigned by a faculty member when coursework is missing, and the student agrees to complete the requirements.

A student may request an Incomplete from the faculty member; that faculty member is not required to agree to the request. Faculty members should assign an Incomplete when there are extenuating circumstances, such as illness, that prevent a student from completing the assigned work on time. Further consideration should be given to determine if the student has participated in and completed at least 61% of the course, and, in the judgment of the faculty member, the student can complete the remaining work no later than the tenth week of the next standard semester.

Any faculty member that assigns an Incomplete shall document such an activity, and inform the student, the campus Dean of Faculty or campus dean responsible for faculty affairs, and other appropriate parties, as needed, using a common email sent via the Hyland OnBase System. Supporting documentation, agreed upon by both the faculty and student, must include:

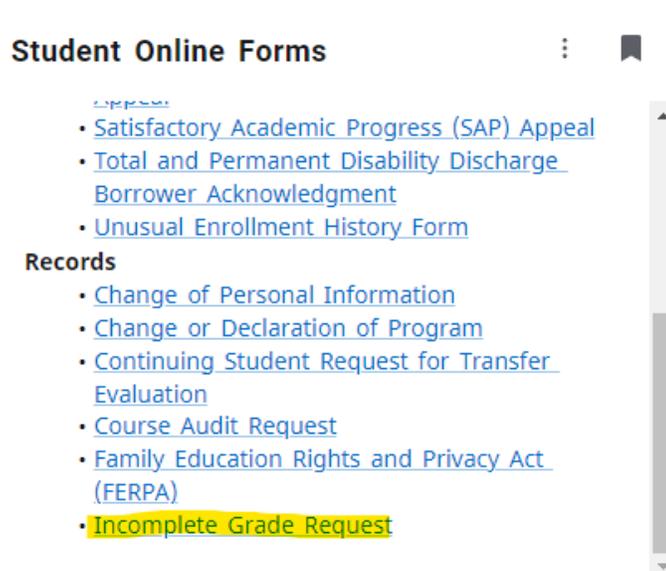
- A brief description of the requirements to be completed;
- The date by which the coursework must be submitted to the faculty member;
- A statement that the Incomplete will change to a specific letter grade if the work is not completed by the tenth week of the next standard semester.

If a student fails to complete the required work or fails to submit the work by the specified time, or if the faculty member fails to submit a replacement grade, the Director of Registration and Academic History or their designee shall convert the Incomplete on the student's transcript to the letter grade specified on the original paperwork. Specially accredited programs may have specific progression criteria where a student cannot progress in their program with an Incomplete on their transcript.

Students with an Incomplete are temporarily ineligible for semester or graduation honors. Upon conversion of the Incomplete to a letter grade, students may retroactively receive semester or graduation honors, and such recognition shall appear on the transcript, provided the student has earned the required GPA.

# Online Form Instructions for Faculty

1. Student accesses the Incomplete Grade Request Form via MyCTState Student Online Forms Card.



2. Student enters their Student ID and Home Campus. Once home campus is selected, the "course details" section appears.



The screenshot shows the "Incomplete Grade Form" interface. At the top, there is a blue header with the title "Incomplete Grade Form". Below the header, there is a paragraph of text: "A student may request an Incomplete from the faculty member; that faculty member is not required to agree to the request. Faculty members should assign an Incomplete when there are extenuating circumstances, such as illness, that prevent a student from completing the assigned work on time. Further consideration should be given to determine if the student has participated in and completed at least 61% of the course, and, in the judgment of the faculty member, the student can complete the remaining work no later than the tenth week of the next standard semester." Below this text, there are several input fields: "Student Id (i.e. #00000001)\*" with a red arrow pointing to the field containing "001xxxx"; "College Email Address" with a field containing "JMAIN1@COMMNET.EDU"; "First Name" with a field containing "JEAN"; "Middle Name/Initial" with an empty field; "Last Name" with a field containing "JEAN"; and "CT State Campus\*" with a dropdown menu showing "MAIN" and a red arrow pointing to it. Below the dropdown menu, there is a red arrow pointing to the text: "When the home campus is selected from the dropdown, the 'course details' section appears".

## Online Form Instructions for Faculty

3. Student enters the required fields in the "Course Details" section, and clicks submit. If course detail fields are not completed, the student receives a message and is not allowed to submit the form. Students will be instructed to check the accuracy of faculty email address.



**Incomplete Grade Form**

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Student Id (i.e. @00000001) \*  ←

College Email Address

First Name  Middle Name/Initial  Last Name

CT State Campus \*  ←

**Course Information**

Course CRN \*  Course Subject \*  Course Number \*

Semester \*  Course Year \*

Course Title \*

Justification \*

Faculty Name \*

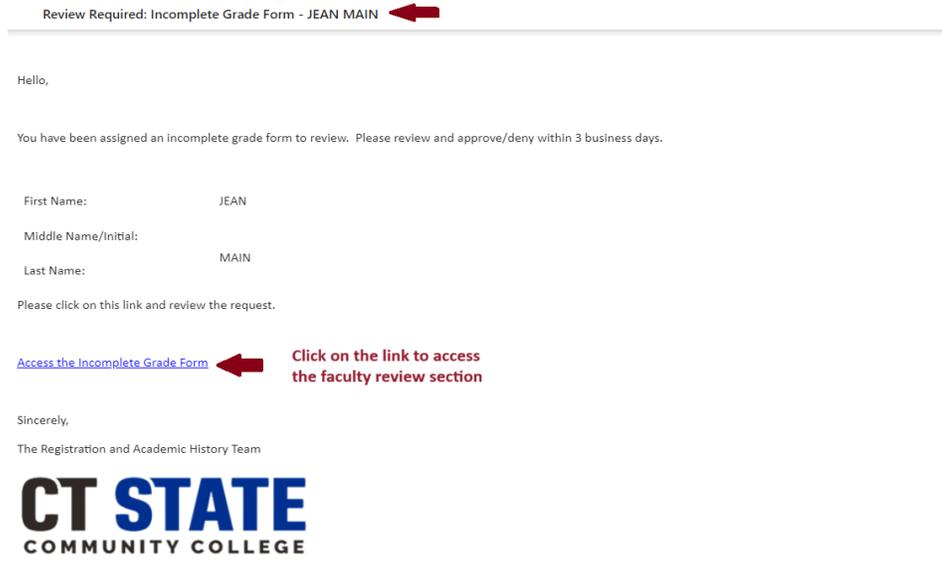
Faculty Email Address (i.e. name@email.com) \*

Certification (Authentication through Self Service):  
I certify the information provided is accurate. \*

Date Submitted

4. The instructor named by the student will receive an email requesting that they review the form. The email subject line will read "Review Required: Incomplete Grade Form <Student Name>."

# Online Form Instructions for Faculty



5. Click on the “[Access the Incomplete Grade Form](#)” link in the email. Review the information provided by the student. Enter the default grade (capital letters suggested) and last date of attendance. Itemize assignments that the student is required to complete (numbered list referencing the syllabus is suggested) and sign. Approve or deny the request and enter the name & email of the campus Dean of Faculty or Dean of Students and Faculty (spelling matters). Click Submit.

Browser address bar: cscuu1.hylandcloud.com/221appnet/docpop/FormPop.aspx

Navigation: Calendar, CollegeSource, Course Desc, CT State Degree Pro..., ClassFA23, Dashboard, CORE, One College Curriu..., CT Comm College, CSCU HR FORMS, NV REG, CSCU HR Job Descri...

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### Incomplete Grade Form

A student may request an Incomplete from the faculty member; that faculty member is not required to agree to the request. Faculty members should assign an Incomplete when there are extenuating circumstances, such as illness, that prevent a student from completing the assigned work on time. Further consideration should be given to determine if the student has participated in and completed at least 61% of the course, and, in the judgment of the faculty member, the student can complete the remaining work no later than the tenth week of the next standard semester.

|  |   |
|--|---|
| Student Id (i.e. @00000001)*<br>8018: xxxxxx | College Email Address<br>JMAIN1@COMMNET.EDU |
| First Name<br>JEAN                           | Middle Name/Initial<br>Last Name<br>MAIN    |
| CT State Campus*<br>NK - NORTWALK            |   |

### Course Information

|  |                        |                        |
|--|------------------------|------------------------|
| Course CRN*<br>43036   | Course Subject*<br>BIO | Course Number*<br>1005 |
| Semester*<br>SPRING  | Course Year*<br>2024   |                        |
| Course Title*<br>Introduction to Bio   |                        |                        |
| Justification*<br>I had a auto accident & missed some classes and assignments, including the Final |                        |                        |
| Faculty Name*<br>Marisol Lopez-Castro  |                        |                        |
| Faculty Email Address (i.e. name@email.com)*<br>MLOPEZ-CASTRO@NWCC.COMMNET.EDU                     |                        |                        |

# Online Form Instructions for Faculty

Certification (Authentication through Self Service): I certify the information provided is accurate. \* \* \* Date Submitted: 04/02/2024

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**Faculty Approval**

If a student fails to complete the required work or fails to submit the work by the specified time, or if the faculty member fails to submit a replacement grade, the grade on the student's transcript will convert to the default grade indicated below.

Default Grade \*  Last Date of Participation \*

Requirements  
To complete the course requirements, the student must complete the following \*  
1. Paper Due 4/1/24,  
2. Final Exam

**RECOMMENDATION: Enter assignments that are required as a numbered list, consider referencing the syllabus, as this information will be pulled into an email to the student**

Faculty Electronic Signature \*  Date:

Approved? \*  Yes  No

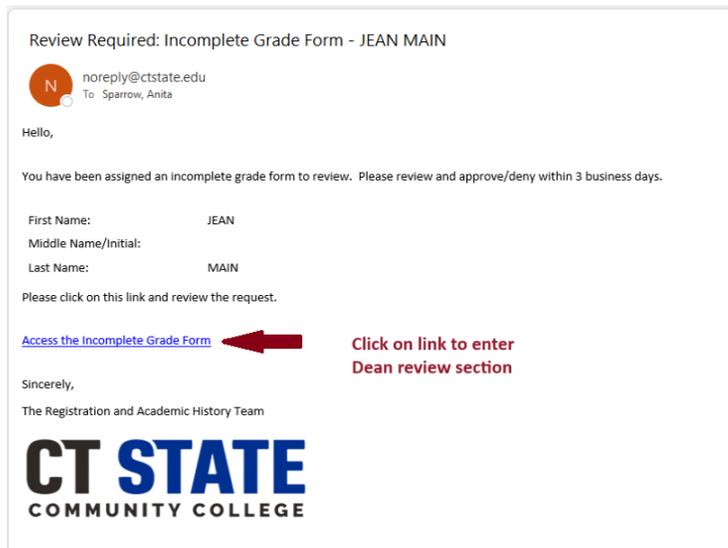
Notes:

Assign to Dean of Faculty or Dean of Students & Faculty \*  
   
Check email spelling and email domain accuracy

**Click submit and then close the window if it doesn't close automatically.**

**IMPORTANT** – after clicking submit, close the form's browser so the next approver/user can open it.

- Dean of Faculty or Dean of Students and Faculty will receive an email requesting that they review the information completed by the student and instructor. The subject line will read "Review Required: Incomplete Grade Form <Student Name>".



- Click on the "Access the Incomplete Grade Form" link. Review the information provided by the student & instructor. Approve or deny the request, enter your electronic signature, and click submit.

# Online Form Instructions for Faculty

This screenshot shows the top portion of an online form. It includes fields for course information (e.g., Course Number, Section Number), student information (e.g., Student ID, Name), and faculty information (e.g., Faculty Name, Email Address). There are also several text input fields for additional details.

This screenshot shows the 'Faculty Approval' section of the form. It includes a 'Default Grade' dropdown, a 'Last Date of Participation' date field, and a 'Requirements' section with a list of items. A red box highlights the requirements list, and a callout box with red text says 'This information will appear in the correspondence to students'. Below this are fields for 'Faculty Electronic Signature', 'Date', 'Approved?' (Yes/No), and 'Notes'. At the bottom, there are fields for 'Assign to Dean of Faculty or Dean of Students & Faculty', 'Dean Sponsor', 'Dean of Faculty or Dean of Students & Faculty Email Address', and 'Campus Dean of Faculty or Dean of Students & Faculty Approval' with an 'Approved?' field and a 'Submit' button.

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8. The form is routed to a work queue for the Registration and Academic History (R & AH) team and they enter the Incomplete grade into Banner. Communication is automatically sent out by the Hyland OnBase system after the R & AH team completes their work.
9. Incomplete grade *approval email* goes to student, faculty and dean. The approval communication includes CRN, Dept designation, and course number in the subject line. In addition, this correspondence advises the student to reference the academic calendar via the live link provided to determine the final date to complete outstanding work. The communication will list the faculty’s requirements (see requirements section), and identifies the “default grade” as noted in the faculty section.

## Online Form Instructions for Faculty

Incomplete Grade Form Request for 43036 BIO 1005 

 noreply@ctstate.edu  
To: Main, Jean; Sparrow, Anita; Lopez-Castro, Marisol Fri 04/05/2024 1:19 PM

Dear Jean Main,

Your instructor has agreed to give you an Incomplete grade in Introduction to Bio for the SPRING, 2024 term. It is your responsibility to work with your instructor and to complete the agreed upon coursework listed below. All coursework should be completed no later than the tenth week of the next standard semester based on the CT State [Academic Calendar](#).

Below please find the details of the coursework that you must complete. If you have questions please contact your instructor directly.

1. paper due 4/1/24  
2. Final Exam

**These items will appear how they are written in the "requirements" field in the faculty review section**

If you do not complete the required work by the specified time, or if the instructor does not submit a replacement grade, the grade on your transcript will convert to a **D**. Please contact your instructor for information about your grade.

Sincerely,

The Registration and Academic History Team

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10. When incomplete requests are denied, students receive a denial email and are referred to their instructor.

 noreply@ctstate.edu  
To: Main, Jean  
Cc: Lopez-Castro, Marisol Wed 04/03/2024 9:41 AM

Dear Jean Main,

Your request for an incomplete grade has has been denied. Please see your Instructor for details and to discuss your options.

Sincerely,

The Registration and Academic History Team

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