

Requesting an Incomplete (INC) Grade Through MyULV: Student Instructions

Requests for an Incomplete (INC) grade are submitted online through the MyULV system. To request an INC grade, begin by communicating with your professor and explaining the special circumstances that have led to your request for an INC grade. If your instructor is open to considering your request for an INC grade, use the MyULV system to submit an "Incomplete Contract" for your instructor's consideration by following the steps outlined below.

1. Go the ULV Webpage at www.ulv.edu and click on the MyULV icon.
2. Click on **Enter Secure Area** and log in by typing your eight-digit ULV ID number in the **Username** field and your six-character password (alpha or numeric) in the **PIN** field. If you have never logged in to MyULV before, your PIN will be set to your six-digit birthday in the MMDDYY format (no spaces, no punctuation). If you have logged in to MyULV before but have forgotten your **PIN**, enter your **Username** and click on the **Forgot PIN?** button. If you correctly answer the security question you set up when you established your account, the **Forgot PIN?** feature will allow you to assign yourself a new six-character password and log in to the system.
3. Once inside the MyULV system, click on **Student Services and Financial Aid**.
4. From the Student Services and Financial Aid menu, click on **Student Records**.
5. From the Student Records menu, click on **View/Request Incomplete Grade**.
6. From the drop down menu on the Term Selection page, select the appropriate term.
7. From the drop down menu on the CRN Selection page, select the appropriate class.
8. Fill out the Incomplete Contract.
 - a. Explain why you are requesting the incomplete. Be specific about the nature of your circumstances.
 - b. In the "Completed Work" section, type in all of the assignments you have completed in the course, your grade on each of those assignments and the percentage of the total course grade each assignment fulfills. TIP: Do not enter the percentage that corresponds to the grade you received on the assignment. You may need to refer to your course syllabus for information about what percentage of the total course grade each assignment you have completed fulfills.
 - c. In the "Work Required" section, type in all of the assignments you still need to complete in order to finish the course and the percentage of the total course grade each missing assignment will fulfill. You may need to refer to your course syllabus for information about what percentage of the total course grade each assignment you have completed fulfills. TIP: The percentages entered in the "Completed Work" section and the percentages entered for the "Work Required" section should add up to 100% when you add all of the lines together.
 - d. If you intend to complete your work in this class before the standard deadlines described on the contract, enter an earlier date in the MM/DD/YYYY format. Make sure to enter the complete four-digit year or the system will not accept your entry. TIP: You may not enter a date later than the standard deadlines described on the contract.
9. Submit the contract by pressing the **Submit** button at the bottom of the screen. Once you have submitted the contract, your professor will see an **Approve** link to the contract you have submitted when he or she logs in to MyULV to enter the Final Grades for the course. Your instructor will be able to view the contract by clicking on the **Approve** link.
10. In order to determine if your incomplete contract has been accepted, rejected or remains pending, log back in to the system and follow steps 1-7 above. Instead of being presented with a blank contract, when you log back in to check the status of your request your completed contract will display and the status will be either "Accepted", if your professor has approved the contract, "Rejected", if your professor has declined the contract, or "Pending", if your professor has not yet considered your request for an incomplete. TIP: If your contract has been approved, make sure that you read the final version carefully since your professor may have made changes to the information you filled out on the contract before approving your request.

If you have questions about how to submit a request for an INC grade through the MyULV system, please contact the Office of the Registrar at (909) 593-3511 ext. 500. If you have questions about the appropriate circumstances under which an INC grade should be granted or if you need to refer to the deadlines for completing an existing incomplete, please refer to the ULV Catalog.

Creating/Accepting an Incomplete (INC) Grade Through MyULV: Faculty Instructions

In order to give a student an Incomplete grade (INC) on your Final Grade sheet, you must first fill out and accept an Incomplete Contract for that student through the MyULV system. Incomplete Contracts can be initiated by the student and sent to the faculty person for review and approval or they can be initiated and approved by the faculty member alone. If you initiate and approve an INC for a student, that student will be able to view the completed Incomplete Contract online through the MyULV system.

1. Go the ULV Webpage at www.ulv.edu and click on the MyULV icon.
2. Click on **Enter Secure Area** and log in by typing your eight-digit ULV ID number in the **Username** field and your six-character password (alpha or numeric) in the **PIN** field. If you have never logged in to MyULV before, your PIN will be set to your six-digit birthday in the MMDDYY format (no spaces, no punctuation). If you have logged in to MyULV before but have forgotten your **PIN**, enter your **Username** and click on the **Forgot PIN?** button. If you correctly answer the security question you set up when you established your account, the **Forgot PIN?** feature will allow you to assign yourself a new six-character password and log in to the system.
3. Once inside the MyULV system, click on **Faculty Services**.
4. From the Faculty Services menu, click on **Final Grades**.
5. From the drop down menu on the Term Selection page, select the appropriate term.
6. From the drop down menu on the CRN Selection page, select the appropriate class.
7. Find the student you wish to give an INC grade on your class roster.
 - a. If the link on the right hand side of the screen under the “Incomplete Contract” column says “Create” the student has not submitted a contract for your review and you will need to create one from scratch by clicking on the **Create** link.
 - b. If the link on the right hand side of the screen under the “Incomplete Contract” column says **Approve** the student has submitted a contract for your review and you will be able to view the submitted material and make any necessary changes to the contract by clicking on the **Approve** link.
8. After the contract opens, either fill out the blank Incomplete Contract or make changes to the submitted contract as necessary.
 - a. Explain the circumstances that led the student to request the INC grade.
 - b. In the “Completed Work” section, type in all of the assignments the student has completed in the course, the grade on each of those assignments and the percentage of the total possible points in the course that each individual assignment fulfills. TIP: Do not total the percentages as you move from line to line.
 - c. In the “Work Required” section, type in all of the assignments the student still needs to complete in order to finish the course and the percentage of the total possible points in the course that each missing assignment will fulfill.
 - d. If you want the student to complete your work in this class before the standard deadlines described on the contract, enter an earlier date in the MM/DD/YYYY format. Make sure to enter the complete four-digit year or the system will not accept your entry. TIP: You may not enter a date later than the standard deadlines described on the contract.
9. Accept the contract by pressing the **Accept** button at the bottom of the screen. If you wish to reject a contract submitted by a student, click on the **Reject** button at the bottom of the screen. Once you have accepted or rejected the contract a copy of the complete contract will display. You may wish to print this contract for your records, but you will also be able to view it through the MyULV system after the grading period has ended by selecting your Final Grade sheet for the class and clicking on the **View** link in the “Incomplete Contract” column. When you are done viewing the completed contract, return to the Final Grades sheet by clicking on the **Faculty Final Grades** link at the very bottom of the page.
10. When you return to the Final Grades page, you will see that the link in the “Incomplete Contract” column now says **View** instead of **Create** or **Approve**. If you approved the contract, the link will say **View(A)** and if you rejected the contract the link will say **View(R)**. You can always change your mind and accept a contract you have previously rejected by clicking on the **View(R)** link, but you cannot modify an approved contract. Students will be able to view both the status and the complete contract by logging in to MyULV.
11. When you see the **View(A)** link in the Incomplete Contract column, indicating that an approved Incomplete Contract exists for that student, you can use the drop down menu in the Grades column to select the INC grade and officially enter that grade for the student by pressing the **Submit** button at the bottom of the page. If a contract does not exist or if you have rejected a student’s contract, you will receive an error message if you attempt to enter an INC grade and push submit. In such cases the value in the Grade column will revert to NONE.

If you have questions about how to submit an INC grade or INC contract through the MyULV system, please contact the Office of the Registrar at (909) 593-3511 ext. 500. If you have questions about the appropriate circumstances under which an INC grade should be granted or if you need to refer to the deadlines for completing an existing incomplete, please refer to the ULV Catalog.