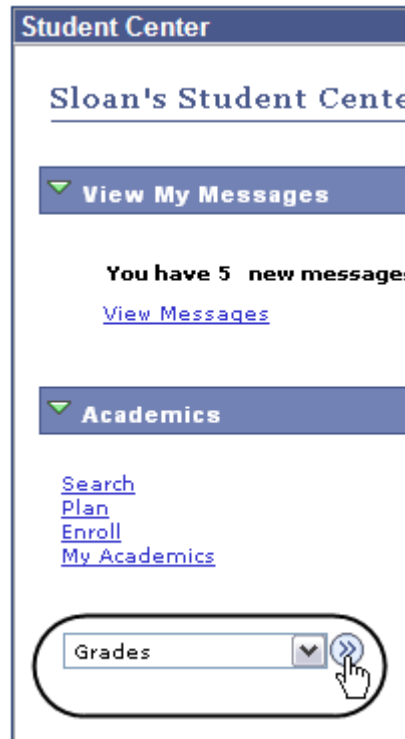


Overview

This guide demonstrates how to review and accept the Incomplete Grade Contract in [MySJSU](http://my.sjsu.edu) (<http://my.sjsu.edu>).

1. From the **Student Center**, select **Grades** from the Academics dropdown menu.
2. Click **Go**.



The Class Grades page displays.

3. Click **Review Contract**.

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Class Grades - Spring 2012

Official Grades						
Class	Description	Units	Grading	Grade	Grade Points	Incomplete Contract
ENGL 1A	Composition I	3.00	Normal Grade Rules	I		Review Contract

The Assignment of Incomplete Grade Contract page displays.

- 4. Check to acknowledge the **Terms and Conditions.**

Assignment of Incomplete Grade Contract

Name: Sloan Spartan
Term: Spring 2012
Class: ENGL 1A, Section 01 (3 Units)
Instructor(s): Fiona Faculty

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.

Incomplete Contract Data

Reason Code: Other
Grade Without Further Work:
Deadline For Completion: 04/30/2013

Work Required for Removal of 'I' Grade

Description	Completed	Date Completed
Needs to finish final paper	<input type="checkbox"/>	

I acknowledge that I have read and agree to the above Terms and Conditions. I understand the requirements for completing this course and that if I fail to meet these requirements, I will receive the grade indicated above for this course.

The Contract Accept or Decline page displays.

- 5. Click the **Yes** button if you accept the conditions of the **Incomplete Contract.**



The Assignment of Incomplete Grade Contract displays.

6. Click the **Return** button.

Assignment of Incomplete Grade Contract

Name: Sloan Spartan
Term: Spring 2012
Class: ENGL 1A, Section 01 (3 Units)
Instructor(s): Fiona Faculty

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.

Incomplete Contract Data

Reason Code: Other
Grade Without Further Work:
Deadline For Completion: 04/30/2013

Work Required for Removal of "I" Grade

Description	Completed	Date Completed
Needs to finish final paper	<input type="checkbox"/>	

Acceptance Date: 02/23/2012

Return

The View My Grades page displays.

The Incomplete Contract status displays as **Accepted**.

View My Grades

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[change term](#)

Class Grades - Spring 2012

Official Grades						
Class	Description	Units	Grading	Grade	Grade Points	Incomplete Contract
ENGL 1A	Composition I	3.00	Normal Grade Rules	I		Accepted