

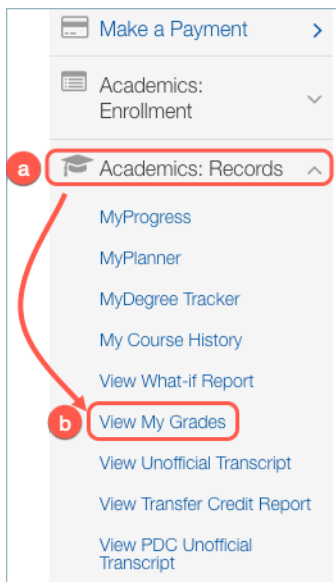
This guide illustrates how a student reviews and accepts the Incomplete Grade Agreement.

Failure to accept the agreement means:

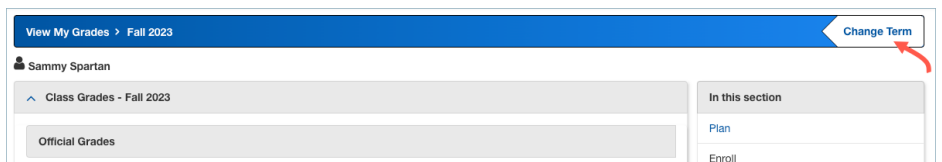
- That you will not be completing any further work in the class, **AND**
- Will result in a grade indicated in the “Grade Without Further Work” section of the agreement. If no grade is indicated, the “I” grade will lapse to a failure grade.

1. Login to MySJSU.

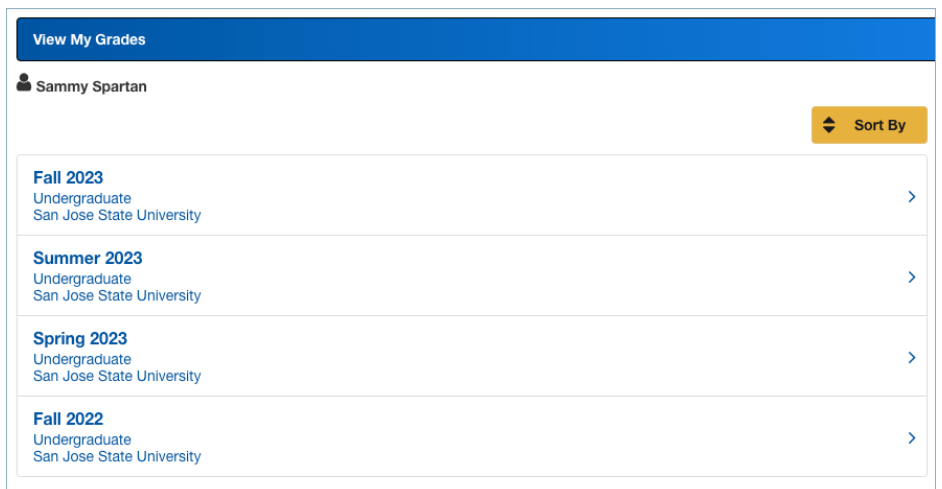
- On the left navigation pane, expand the Academics: Records navigation menu.
- Click the [View My Grades](#) menu item.



2. Click **Change Term** to access grades from a different term.



Select the **Term** and click the **Continue** button.



3. View the agreement by clicking the **Review Agreement** link associated with the class with an incomplete grade.

View My Grades > Spring 2023

Sammy Spartan

Class Grades - Spring 2023

Official Grades

CLASS	DESCRIPTION	UNITS	GRADING	GRADE	GRADE POINTS	INCOMPLETE GRADE AGREEMENT
					6.900	
EDSP 112	Clinical Practice Fundmntls	3.00	Normal Grade Rules	I		Review Agreement
					6.000	
					12.000	
EDSP 176	Guided Observation	3.00	Normal Grade Rules	I		Review Agreement
					8.000	

4. Review the following elements of the Agreement:
 - a. **Grade Without Further Work** – grade you will receive if you do not complete the further work outlined in the agreement.
 - b. **Deadline for Completion** – date you must submit completed coursework to your instructor.
 - c. **Work Required for Removal of “I” Grade** – outlines the coursework you need to complete.

Assignment of Incomplete Grade

Sammy Spartan

Name: Sammy Spartan
 Term: Spring 2023
 Class:
 Instructor(s):

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 Agreement Data

Reason Code: Other

a. **Grade Without Further Work:** D

b. **Deadline For Completion:** 12/29/2023

c. **Work Required for Removal of 'I' Grade**

DESCRIPTION	COMPLETED	DATE COMPLETED
Student needs to complete the April project (25%)	<input type="checkbox"/>	

Select

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.

- 5. Accept your agreement as soon as possible, no later than 30 days after your grades are viewable for the term.

Once you have reviewed and agreed to the contents, submit your acceptance of this agreement by **checking** the box.

Select

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.

- 6. A Message will pop up “Are you sure you want to accept this agreement?”, click the Yes button.

Message: Are you sure you want to accept this agreement?

Buttons: Yes, No

DESCRIPTION	COMPLETED	DATE COMPLETED
Student needs to complete the April project (25%)	<input type="checkbox"/>	

Select

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.

- 7. After clicking yes, you will see the **Acceptance Date** shown on the bottom of the page.

Reason Code: Other

Grade Without Further Work: D

Deadline For Completion: 12/29/2023

DESCRIPTION	COMPLETED	DATE COMPLETED
Student needs to complete the April project (25%)	<input type="checkbox"/>	

Acceptance Date: 10/17/2023

8. Click **Return**.

Assignment of Incomplete Grade Return

Sammy Spartan

Name: Sammy Spartan

Term: Spring 2023

Class:

Instructor(s):

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

In this section

- Plan
- Enroll
- My Class Schedule
- Add

The status of the Agreement is now showing as **Accepted**. The Office of the Registrar will process the grade submitted by the instructor when you complete your coursework in this class, or assign the Grade Without Further Work.

Note:

If you have questions about any of the elements of this agreement or need additional instructions to complete the required coursework, contact your instructor immediately.

View My Grades > Spring 2023

Sammy Spartan

Class Grades - Spring 2023

Official Grades

CLASS	DESCRIPTION	UNITS	GRADING	GRADE	GRADE POINTS	INCOMPLETE GRADE AGREEMENT
EDSP 112	Clinical Practice Fundmntls	3.00	Normal Grade Rules	I	6.900	Accepted
					6.000	
					12.000	
EDSP 176	Guided Observation	3.00	Normal Grade Rules	I		Review Agreement
					8.000	