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.
   a. On the left navigation pane, expand the Academics: Records navigation menu.
   b. 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.

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.
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.

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

7. After clicking yes, you will see the Acceptance Date shown on the bottom of the page.
8. Click Return.

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.