



**Contract for Graduate Course Incomplete/In-Progress Grades for Spring 2020**

When assigning final grades to students enrolled in graduate courses at Jackson State University (JSU) for the Spring 2020 semester, Graduate Faculty utilize "Incomplete-I" and "In Progress-IP" grading options for students who have articulated difficulty in completing assignments during the semester due to health concerns, financial hardship, work-related conflicts, electronic access, equipment problems, etc. Both the "I" and "IP" options should be accompanied by a contract that must be signed (electronically or in person via U.S. mail) by the student and graduate professor assigned to the course.

**Grade Options and Due Dates**

**Select the appropriate option:**

\_\_\_ Incomplete Option: For students who have completed more than 50% of the coursework and have maintained satisfactory progress on the assignments completed, it is recommended that the graduate professor use the "I" grade option, providing the student with a specified period of time to complete assignments (November 15, 2020). Professor assigns grade by November 25, 2020.

\_\_\_ In-Progress Option: For students who have completed less than 50% of the coursework and have unsatisfactory progress on 50% or more of the assigned coursework, it is endorsed that the graduate professor use the "IP" grade option, providing the student with a longer but specified period of time to complete assignments (April 15, 2021). Professor assigns grade by April 25, 2021.

**Student/Instructor Contractual Information:**

Student's Name: \_\_\_\_\_ J#: \_\_\_\_\_

Term/Year: Spring 2020 Course: \_\_\_\_\_ CRN: \_\_\_\_\_

**Assignments to be Completed:**

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

The student meets the eligibility criteria, and I agree to the above contract.

_____ Professor's Signature	_____ Print Professor's Name	_____ Date
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I agree to complete the assignments above by the date indicated above.

_____ Student's Signature	_____ Print Student's Name	_____ Date
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_____ Department Chair's Signature	_____ Print Department Chair's Name	_____ Date
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