



Contract for Graduate Course Incomplete Grades

When assigning final grades to students enrolled in graduate courses at Jackson State University (JSU), faculty may utilize the "Incomplete-I" grading option, in accordance with the I grade policy (<https://web-tools.one.jsu.edu/TEMP%20POLICY%20FOLDER/Division%20of%20Academic%20Affairs/JSU-AA%20-I%20Grade%20Policy%20approved.6.1.2022.pdf>). The assignment of an I grade must be accompanied by a contract that must be signed (electronically or in person) by the student and the instructor assigned to the course. The department chairperson and college dean must also sign the contract.

Select the appropriate due date:

____ I- Incomplete grades assigned in a Fall semester or Fall Intersession must be resolved by the last day of classes of the next Spring semester.

____ I- Incomplete grades assigned in a Spring semester, Spring intersession, or Summer semester must be resolved by the last day of the next Fall semester.

Student/Instructor Contractual Information:

Student's Name:

J#:

Term & Yr.

Assignments to be Completed by Due Date:

- | | |
|----------|----------|
| 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

I agree to complete the assignments above by the date indicated above.

Student's Signature

Print Student's Name

Date

Department Chair's Signature

Print Department Chair's Name

Date

College Dean's Signature: _____