



### Contract for Undergraduate Course Incomplete Grades

When assigning final grades to students enrolled in undergraduate 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: \_\_\_\_\_