Overview
This guide demonstrates how to review and accept the Incomplete Grade Contract in MySJSU (http://my.sjsu.edu).

1. From the Student Center, select Grades from the Academics dropdown menu.
2. Click Go.

The Class Grades page displays.

3. Click Review Contract.
The Assignment of Incomplete Grade Contract page displays.

4. Check to acknowledge the Terms and Conditions.

The Contract Accept or Decline page displays.

5. Click the Yes button if you accept the conditions of the Incomplete Contract.
The Assignment of Incomplete Grade Contract displays.

6. Click the Return button.

The View My Grades page displays.

The Incomplete Contract status displays as Accepted.