Overview
This guide demonstrates how a student reviews and accepts the Incomplete Grade Contract in https://one.sjsu.edu.

1. Navigate to MySJSU and 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.
Complete Contract

February 2019

Page 3

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.