Viewing and Accepting Your Incomplete Contract

Locate your contract: Log into Bronco Direct and navigate to your “Student Center”. Click on the Hamburger Menu

Select the “Grades” option in the dropdown menu shown below:

View your contract by clicking the Review Contract link in the line with the class identifying an incomplete.
Review the following elements of the Contract:

- **Grade Without Further Work** – grade you will receive, if you do not do further work in this class
- **Deadline for Completion** – date you must complete and submit proof of completion of coursework to your instructor.
- **Work Required for Removal of “I” Grade** – outlines the coursework you need to complete.

Accept your contract no later than the Last Day of Add/Drop of the next term. Once you have reviewed the contents of the Incomplete Contract and agree with its contents, submit your acceptance of this contract by checking the box **Select**.

A **Message** will pop up, click **Yes** to accept.
Confirmation of the **Assignment of Incomplete Grade Contract**, Acceptance Date will show on the bottom.

<table>
<thead>
<tr>
<th>Reason Code</th>
<th>Medical</th>
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<tbody>
<tr>
<td>Grade Without Further Work</td>
<td>C</td>
</tr>
<tr>
<td>Deadline For Completion</td>
<td>05/21/2022</td>
</tr>
</tbody>
</table>

Work Required for Removal of “Y” Grade:
- Complete remaining coursework

Acceptance Date: 02/19/2021

**Failure to accept the contract in BroncoDirect means:**

- That you will not be completing any further work in the class, and
- Will result in a grade indicated in the “grade Without Further Work” section of the contract.

**Note:**
*If you have questions about any of the elements of this contract or need additional instructions to complete the required coursework, contact your instructor immediately.*