

Subject: Electronic Incomplete Grade Contract – Student Self Service (SIS-Self-Service)

Sent: Wednesday, September 28, 2022

Dear Student:

Effective with the Fall 2022 term, all degree seeking students at JHU will be able to request an 'Incomplete' (I) grade (if applicable) via Student Self Service Portal (SIS Self-Service) after the last day to withdraw from the course. The electronic form will eliminate the need for students to meet with their course instructor in person and allow students and faculty to document mutually agreed upon terms to complete the remaining course work in a timely manner.

The electronic form will be visible in SIS Self-Service beginning November 14, 2022.

Please reach out to us by submitting a [SEAM ticket](#) for any additional questions or assistance.

For more information, please visit the university registrar [website](#).

Sincerely,

Office of the Registrar- Homewood Schools (KSAS & WSE)