

California Polytechnic State University
College of Architecture & Environmental Design

Contract for Incomplete Grade

"An Incomplete ("I" grade) signifies that a portion of required course work has not been completed and evaluated in the prescribed time period due to fully justified reasons and that there is still a possibility of earning credit." (page 79 of 2005-2007 University Catalog).

When an instructor determines that an "I" grade is justified, the instructor is to complete this contract form and forward it to the instructor's department head. It should then be sent to the CAED Advising Center (05-221) for inclusion in the student's advisory file.

To: Department Head _____ Date _____

From: Instructor _____

Course Number _____ Quarter _____ Year _____

Student _____

Major _____ ID Number _____

Reason for issuance of "I" grade:

Statement of work to be completed:

Date all work is to be completed by: _____
(One calendar year is maximum time permitted)

Please read the following before signing:

I understand that failure to complete the work required by the date indicated will result in the "I" grade being changed to an "F" grade. I also understand that until this "I" grade is changed to a passing grade, I am not eligible to enroll in a course for which this course is a prerequisite.

Student Signature

Date

Instructor Signature

Date

Department Head Signature

Date