

Adopted: May 15, 2001

**ACADEMIC SENATE
Of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA**

**AS-569-01/IC
RESOLUTION ON
INCOMPLETE "I" AGREEMENTS**

- 1 WHEREAS, The Cal Poly catalog indicates that an incomplete "I" grade signifies that a portion
2 of the required coursework has not been completed and evaluated in the
3 prescribed time period due to fully justified reasons and there is still a possibility
4 of earning credit; and
5
- 6 WHEREAS, Some students and instructors find the process of converting an "I" grade to a
7 letter grade confusing; and
8
- 9 WHEREAS, An "I" agreement would outline what work the student needs to complete and the
10 date by which it is to be completed in order to have a grade assigned; therefore, be
11 it
12
- 13 RESOLVED: That the Academic Senate strongly encourage the use of the attached "I"
14 Agreement form.

Proposed by: Academic Senate Instruction
Committee
Date: January 24, 2001
Revised: January 30, 2001
Revised: April 24, 2001
Revised: May 15, 2001

California Polytechnic State University, San Luis Obispo

“I” GRADE AGREEMENT

Instructions: This form should be completed by the instructor and submitted to his/her Department Office with the department's copy of the grade roster.

PART I: BASIC INFORMATION		
STUDENT NAME:		STUDENT I.D.:
STUDENT'S ADDRESS:		COURSE/SECTION:
INSTRUCTOR:		QUARTER/YEAR:
PART II: DESCRIBE WHAT THE STUDENT MUST DO TO HAVE THE “I” GRADE CHANGED TO A LETTER GRADE		
<input type="checkbox"/> Final <input type="checkbox"/> Paper/Project <input type="checkbox"/> Mid-term <input type="checkbox"/> Lab <input type="checkbox"/> Quiz <input type="checkbox"/> Homework <input type="checkbox"/> Other (explain in comments area)		Comments:
PART III: BY WHAT DATE MUST THE WORK DESCRIBED IN PART III BE COMPLETED? (MAXIMUM TIME ALLOWED : ONE YEAR FROM LAST DAY OF QUARTER IN WHICH "I" WAS GIVEN)		
PART IV: I acknowledge this agreement and fully understand that my "I" grade expires one year from the date it was given ("I" grade converts to an "F" grade) or the date stated in Part III above (whichever occurs first).		
STUDENT'S SIGNATURE:		Date
Part V: Once the student has met the above terms, I agree to replace the “I” grade with a letter grade.		

Distribution List: Student, Instructor

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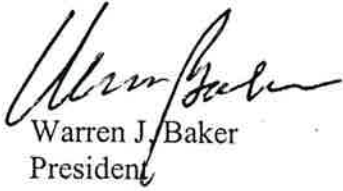
SAN LUIS OBISPO
CA 93407

State of California
Memorandum

ACADEMIC SENATE

To: Unny Menon
Chair, Academic Senate

Date: August 27, 2001

From: 
Warren J. Baker
President

Copies: Paul Zingg
David Conn

Subject: Response to Senate Resolutions:
AS-550-00/CC—Graduate Writing Requirement
AS-553-01/IC—Choice of Catalog Requests Older Than 10 Years
AS-562-01/IC—Update the Campus Administrative Manual Senior Project Section
AS-563-01/IC—Publication of Change of Major Criteria
AS-569-01/IC—Incomplete "I" Agreements

I hereby acknowledge receipt of, and approve, the above-referenced Academic Senate Resolutions, and commend the Curriculum Committee, the Instruction Committee and the Academic Senate for addressing a number of issues relating to students' progress-to-degree.

AS-550-00/CC will increase the options available for students to meet the Graduation Writing Requirement (GWR) and also draws attention to the importance of effective advising in encouraging students to take the GWR early in their junior year.

AS-553-01/IC defines the criteria for determining whether a student should be allowed to complete his/her degree on a catalog older than ten years.

AS-562-01/IC provides for a clarification of the definition, expected outcomes, and requirements for senior projects, giving flexibility to individual departments, and will hopefully, lead to a higher completion rate for these projects. Cal Poly is undertaking a comprehensive review of its administrative policies that will result in a new collection of "Campus Administrative Policies" (CAP), published on the Web and in hard copy format. CAP will take the place of the pre-existing Campus Administrative Manual (CAM). CAM Section 412.2 dealing with Senior Projects has not yet been revised. Suggested changes to this section should be forwarded to the President's Office to be incorporated in the Campus Administrative Policies.

AS-563-01/IC takes an initial step toward addressing the problems associated with change-of-major, in requiring each college to publish applicable criteria as well as past acceptance rates.

Finally, AS-569-01/IC recommends the use of an "I" Agreement form as a means of making the process of converting an "I" grade to a letter grade less confusing for both students and instructors.

In closing, please extend my appreciation to the full Senate for dealing with these very important student and academic issues.