

Landscape Architecture Department
California Polytechnic State University
Contract for Incomplete Grade

“An incomplete signifies that a portion of required coursework has not been completed and evaluated in the prescribed time period due to unforeseen but fully justified reasons and that there is still a possibility of earning credit. It is the student’s responsibility to bring pertinent information to the instructor who determines the means by which the remaining course requirements are satisfied. A final grade is assigned when the work agreed upon has been completed and evaluated. The student is not permitted to re-enroll in the course to complete course requirements. If the student does re-enroll, the original grade of ‘I’ will be counted as an F (or NC) and the reenrollment is processed as a repeated course.

The instructor designates terms of the contract and length of time allowed to complete work, not to exceed one year. Failure to complete the assigned work results in the ‘I’ being counted as equivalent to an F (or NC) for grade point average computation. All remaining grades of ‘I’ are changed to F (or NC) at the time the student’s degree is awarded.” (Cal Poly Catalog 2017-2019)

To: Department Chair _____ Date: _____

From: Faculty _____

Course Number _____ Section _____ Quarter _____ Year _____

Student: _____ EMPL ID _____

Reason for issuance of “I” grade:

Statement of work to be completed:

Date by which all work is to be completed: _____

Student Signature

Date

Faculty Signature

Date

Department Chair Signature

Date