

Incomplete Grades Policy - Landscape Architecture Department

The Cal Poly catalog, under “Grading” explains the policy on the Incomplete (‘I’) grade (see item Incomplete (Authorized) at the end of this document). The following guidelines are used by the Landscape Architecture Department to implement that policy.

- Before a student requests an Incomplete Grade, he/she will obtain the form “Contract for Incomplete Grade” from the Landscape Architecture office or department website and will review the university policy under which an ‘I’ grade is issued. The student should discuss this policy with his/her advisor, if necessary.
- The student, in consultation with the course faculty, will complete the “Contract for Incomplete Grade” form, which will spell out the specifics of the required work to be completed, and the deadline for the completion of work.
- The student will provide written, verifiable documentation of the unforeseen event that caused the delay in completing the assignment, i.e. a doctor's note or death certificate in case of a death of a family member.
- Faculty will notify the Landscape Architecture office that an Incomplete Grade has been assigned by providing a copy of the “Contract for Incomplete Grade” so that office staff can monitor the number and status of incompletes for each student.
- An ‘I’ is allowed only as a last resort. It is issued only if there is proof of missed time due to an unforeseen event and if, in the judgment of the faculty, there is a reasonable possibility and expectation that if the missing work is completed, the student may earn sufficient credit to pass the course. If the faculty member determines that too much work or time is missed, an ‘I’ will not be issued.
- The submission of the completed work by the deadline does not guarantee a passing grade. The work will be graded using the same standards as described in the course syllabus. Grades assigned for work to be completed in the course will be compiled with the grade(s) earned prior to the granting of the ‘I’ as described in the course syllabus, to establish the final grade.
- A student may have on their academic record a maximum of two (2) incomplete grades within the Landscape Architecture curriculum (LA prefix) at any given time. If a student has two incomplete grades, one must be removed or resolved and the new grade must be recorded in the grade roster before another incomplete can be issued.
- If an incomplete grade is given for a class that serves as a prerequisite for a subsequent class, the incomplete for the prerequisite class must be converted to a letter grade before the start of the requisite course. This includes terms that start mid-week (i.e. Fall Quarter as a Thursday start).
- When an incomplete grade is issued for courses not affected by the above prerequisite requirement, the incomplete grade should be cleared by the end of the 7th week of the following quarter. If two incomplete grades are issued to a student in one quarter, the student has until the 7th week of the second term following the granting of these incomplete grades to remove them. A full year will be granted only in extreme circumstances and at the discretion of the instructor.
- All decisions regarding the granting and management of incomplete grade status remains at the discretion of the department and faculty.

Incomplete (Authorized)

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.