

NOTICE OF AN INCOMPLETE GRADE

Semester and Year _____ Date Filed _____
Name of Student _____ SJSU ID # _____
Mailing Address (Must be completed) _____
_____ Street
_____ City _____ State _____ Zip Code _____
Phone _____ Email _____
Course: Department CE No. 105 Code No: _____
Title: Professional Design I Units 1

An incomplete may be assigned only when a portion of required course work 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 responsibility of the student to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied. An incomplete should not be assigned when it is necessary for the student to attend a major portion of the class when it is next offered. An incomplete may not be assigned when it would be necessary for the student to attend a major portion of the class when it is next offered.

An incomplete may not be assigned when it would be necessary for the student to re-enroll in the course.

An incomplete must be made up within *one calendar year* immediately following the end of the term in which it is assigned. This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work will result in an incomplete being counted as equivalent to an "F" (or an "NC" for nontraditionally graded courses) for grade point average and progress point computation.

- 1. Give a list of all test grades and others of like importance which are recorded in your class book.

- 2. Compute or estimate a **tentative final grade** based upon these known grades. _____

- 3. **Give detailed instructions** concerning the requirements for removing the incomplete. If the final examination is involved, file it with the Department Chair or indicate where it may be found. If projects remain to be finished, indicate how they are to be graded. These directions should enable your department chair to complete the grade if you should not be available. Use the back of this sheet or make attachments if necessary.

Signature of Student _____ Date _____

Signature of Instructor _____ Date _____

THIS REPORT IS TO BE FILED WITH THE GRADE ROSTER

THE SIGNATURE OF BOTH THE STUDENT AND THE INSTRUCTOR MUST APPEAR ON THIS FORM.