

## "RP" Grade Request/Agreement for EE299B

**Information for Project/Thesis Advisor:** "RP" grades must be given only when major portion of the thesis work has been completed. "RP" grade should not be given to students solely on the basis of poor performance or for reason of delaying graduation. The student must submit this form to the Graduate Coordinator no later than the thesis report submission due date (department deadline).

**Information below needs to be filled out by thesis student.** Student must discuss with thesis advisor before filling out this form. An unofficial transcript must be attached with this form.

Student's Name \_\_\_\_\_

SJSU ID \_\_\_\_\_ Semester/Year Enrolled: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Project/Thesis Title: \_\_\_\_\_

Advisor's (and Co-Advisor if any) Name(s): \_\_\_\_\_

1. Shortly state the reason that you are not able to complete the thesis by the department and university due dates: \_\_\_\_\_  
\_\_\_\_\_
2. What is the percentage of thesis work that you have completed? \_\_\_\_\_
3. What is the percentage of thesis report that you have completed? \_\_\_\_\_
4. When do you expect that you will complete all the remaining thesis work and remaining thesis (semester/year or month/year)? \_\_\_\_\_

**Note:**

1. *The university allows "RP" grade such that all work is to be completed within two calendar year of the date of first enrollment to EE299B, which may not exceed the overall time limit for completion of all master's degree requirements. You must complete your remaining thesis work and required report/documents within this time limit; otherwise "RP" grade will be changed to "NC" (no credit).*
2. *If you do not have any remaining courses to take, you must enroll into 1-unit EE1290R Special Session course in the following semester in order to continue your remaining project/thesis work. **AFTER the add deadline**, registrar office will notify you via your MySJSU for EE1290R enrollment.*
3. *Attach unofficial transcript with this form.*

Student's Signature: \_\_\_\_\_ **Date:** \_\_\_\_\_

Thesis Advisor's Signature: \_\_\_\_\_ **Date:** \_\_\_\_\_

Comments from thesis Advisor (if any): \_\_\_\_\_