

**San Jose State University
Mechanical Engineering Department
Graduate RP Grade Form**

To the student's committee chair: RP grade must be given only in extenuating circumstances and when a significant part of the project has been completed satisfactorily. A student must submit official written document to qualify for consideration of receiving an RP grade. Student must also submit a written agreement (this form) between the instructor and the student. The Committee Chair must submit all the documents to the Graduate Program Advisor, who will then approve/disapprove and submit the documents to the Department Chair for his/her approval. The completed documents must be submitted to the Graduate Program advisor no later than two weeks before the last class day of the semester. After the Chair's decision, this form will be returned to the Graduate Program advisor, who will notify the final outcome to the course instructor and the Committee Chair.

Student Name _____
Course Number _____

Student ID _____
Semester _____

Student's reason for requesting the RP grade

If an RP grade is approved, state exactly what is required in order to remove the RP grade

State the latest date by which the student will complete all the work and have the RP grade removed

Unacceptable Reasons for requesting an RP grade

- Work related issues: travel, work demands, change in assignment, etc.
- Waiting for software/hardware
- Waiting for ordered parts
- Travel, weddings, and other family obligations

Extenuating Circumstances: Must have a written documentation

- Administrative error
- Military orders (order from CO)
- Death of immediate family member
- Personal, serious health problem

Required Signatures

1. Student: I have read this form and submitting a written document to justify my extenuating circumstance

(Print Name)

(Signature)

2. Committee Chair: I agree with student's extenuating circumstances and approve the RP grade.

(Print Name)

(Signature)

3. Graduate Program Advisor: I agree with student's extenuating circumstances and approve the RP grade.

(Print Name)

(Signature)

4. Department Chair

Approve
Deny