

## Incomplete Course Support Plan Spring 2019

Please fill out this form if you will have two or more incomplete grades for the Spring 2019 semester. Email the completed form to Dr. Rebecca Poyourow at [poyourow@sas.upenn.edu](mailto:poyourow@sas.upenn.edu).

Name \_\_\_\_\_ Penn ID \_\_\_\_\_

Last                      First                      Initial

Phone \_\_\_\_\_ Email \_\_\_\_\_

*Cellphone number preferred*

Number of incomplete courses: \_\_\_\_\_

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Students who accumulate two or more incomplete grades in a given term, or across multiple terms, may be placed on a Mandatory Leave of Absence by the Committee on Undergraduate Academic Standing until their coursework is finished satisfactorily. Mandatory Leaves of Absence provide an opportunity for students to finish incomplete courses and to address the issues that led to the incomplete work so that, when students begin courses for a new term, they are not burdened with work from past semesters.

This form should be filled out in consultation with your instructors and represent agreed-upon goals and a schedule for you to finish any outstanding work for your incomplete courses.

**In order to continue your enrollment in the Fall 2019 term, all incomplete work from courses in which you initially received incompletes ("I" or "II") must be confirmed finished and passing by instructors by Wednesday, September 11<sup>th</sup>, 2019.** Your work can be confirmed finished in two ways: 1) a passing grade posted on Penn InTouch or 2) by instructor emails to Dr. Rebecca Poyourow confirming all work is completed and passing.

**If you plan to take summer courses and are eligible for a mandatory leave, you will have an earlier deadline of Wednesday, May 22<sup>th</sup> 2019** to complete your incomplete work. If the only work that remains in the incomplete class(es) is for you to sit for a postponed final exam at the beginning of the fall term, then it is possible to have your instructor(s) provide confirmation that (a) that is the case and (b) that you have scheduled a postponed exam(s) for a specific date in the fall. If this deadline is not met, you will not be eligible to take summer courses at Penn or receive credit away for summer courses taken elsewhere.

If your incomplete work is not confirmed as finished by the September 11<sup>th</sup> deadline, you will be placed on a Mandatory Leave of Absence for the Fall 2019 semester and, depending on your academic standing, you will be eligible to apply to return to Penn when all outstanding work is completed. For more information on mandatory leave and academic standing, please refer to the College website (<https://www.college.upenn.edu/mandatory-leave>).

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**1) Fill out a report for each incomplete course.**

<b>COURSE #1:</b>	
<i>Professor Name:</i>	<i>Professor Email:</i>
<i>TA Name (if applicable):</i>	<i>TA Email (if applicable):</i>
<i>Please list each outstanding assignment left to finish for this course.</i>	
<i>By when do you plan to have the above work completed?</i>	

<b>COURSE #2:</b>	
<i>Professor Name:</i>	<i>Professor Email:</i>
<i>TA Name (if applicable):</i>	<i>TA Email (if applicable):</i>
<i>Please list each outstanding assignment left to finish for this course.</i>	
<i>By when do you plan to have the above work completed?</i>	

<b>COURSE #3:</b>	
<i>Professor Name:</i>	<i>Professor Email:</i>
<i>TA Name (if applicable):</i>	<i>TA Email (if applicable):</i>
<i>Please list each outstanding assignment left to finish for this course.</i>	
<i>By when do you plan to have the above work completed?</i>	

<b>COURSE #4:</b>	
<i>Professor Name:</i>	<i>Professor Email:</i>
<i>TA Name (if applicable):</i>	<i>TA Email (if applicable):</i>
<i>Please list each outstanding assignment left to finish for this course.</i>	
<i>By when do you plan to have the above work completed?</i>	

***\*If you have more than four incomplete courses, please attach the information about the additional courses to this document.***

**2) What are the reasons that led to your incomplete work?**

**3) What resources do you plan to use to finish this work and to avoid incomplete work in the future?**

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**I understand that if I do not complete all of my courses with passing grades and have confirmation to that effect reflected on my transcript or sent from the faculty to Dr. Rebecca Poyourow by September 11<sup>th</sup>, 2019, I will be placed on a mandatory leave of absence for the Fall 2019 term. I will remain on leave for the fall semester and will need to complete all remaining coursework before applying to return to Penn in a future academic term. Additionally, I understand that if I fail one or more of my incomplete courses or my term or cumulative GPA is below a 2.0, additional academic actions may be imposed.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*(Sending this document as an attachment via email will serve as an electronic signature.)*