

Incomplete Course Support Plan

Fall 2019

Please fill out this form if you will have two or more incomplete grades for the Fall 2019 semester. Email the completed form to the Academic Standing Coordinator, Dr. Rebecca Poyourow at poyourow@sas.upenn.edu or to your College Contact.

Name _____ **Penn ID** _____

Last **First** **Initial**

Phone _____ **Email** _____

Cellphone number preferred

Number of incomplete courses: _____

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 all 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 enrollment for the Spring 2020 semester, **all incomplete work from all initially incomplete courses must be confirmed as finished by Wednesday, January 29th, 2020.** This work can be confirmed as finished in two ways: 1) a passing grade updated in Penn in Touch or 2) an email to Dr. Rebecca Poyourow from your professor that confirms all work is complete and that a passing grade is expected.

If all your incomplete work from all initially incomplete classes is not confirmed as finished by the January 29th deadline, you will be placed on a Mandatory Leave of Absence for the Spring 2020 semester and 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 (<http://www.college.upenn.edu>).

1) Fill out a report for each incomplete course on the following pages.

COURSE #1:	
<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>	

COURSE #2:	
<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>	

COURSE #3:	
<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>	

COURSE #4:	
<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?

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 January 29th, I will be placed on a mandatory leave of absence for the Spring 2020 term. I will remain on leave for the rest of that term and will need to complete all remaining coursework before applying to return to Penn in a future academic semester.

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, I may be placed on academic probation that can include a drop for one year.

Student Signature: _____ Date: ____ / ____ / ____

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