Incomplete Course Support Plan

- Please complete this form if you will have two or more incomplete courses for the Spring 2022 term, or will have two or more accumulated incompletes over the current and previous semesters. Email the completed form to Dr. Jason Breyan, Academic Standing Coordinator, at jbreyan@sas.upenn.edu

- Students who have multiple incomplete courses at the end of the Spring 2022 term must resolve all work in each course no later than the Multiple-Incomplete Deadline of Wednesday, September 14th, 2022 to remain enrolled in the Fall 2022 semester (or May 23rd, 2022 if planning to take courses for Penn credit in Summer 2022)*

Name ___________________________  Penn ID ___________________________

Last        First

Phone ___________________________. Email ___________________________

(\textit{Cell phone preferred})

Number of incomplete courses: _______

________________________________________________________________________

1. What are the reasons that led to your incomplete work and what resources do you plan to use to finish this work?
2. For each incomplete course, please provide details in the boxes below:

**COURSE #1:**
Course Name and number:  
Instructor/TA name(s):

*Assignments/exams to be completed and timeline planned for completion:*

**COURSE #2:**
Course Name and number:  
Instructor/TA name(s):

*Assignments/exams to be completed and timeline planned for completion:*

**COURSE #3:**
Course Name and number:  
Instructor/TA name(s):

updated jb 5/11/22
Assignments/exams to be completed and timeline planned for completion:

COURSE #4:
Course Name and number: Instructor/TA name(s):

Assignments/exams to be completed and timeline planned for completion:

3. Please read and sign the following:

I understand that if I do not complete all of my incomplete courses with passing grades and have confirmation to that effect reflected on my transcript or sent from the course instructor to Dr. Jason Breyan at jbreyan@sas.upenn.edu by September 14th, 2022, I will be placed on a mandatory leave of absence for the Fall 2022 term. I will remain on leave for the fall semester or longer and will need to complete all remaining coursework before requesting a return from leave 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.

Signature: ____________________________________________ Date: _____ / _____ / _____

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

*Students who accumulate two or more incomplete grades in a single term or over multiple terms and who do not finish the work in each course by the Multiple-Incomplete Deadline will be placed on a Mandatory Leave of Absence by the Committee on Undergraduate Academic Standing until all academic work is finished satisfactorily. This action is not intended to be punitive; rather, it creates an opportunity for students to finish incomplete courses so that they may start a new term without the burden of extra work and address the issues that led to the incomplete work. A student’s academic standing also determines in which semester they are eligible to reenroll. For more information on mandatory leave and academic standing, please refer to the College website (https://www.college.upenn.edu/mandatory-leave).