

Incomplete Course Support Plan for Fall 2022 Term

Multiple-Incomplete Deadline of Wednesday, January 25th, 2023

Please fill out this form if you will have two or more incomplete grades for the Fall 2022 term, or will have two or more accumulated incompletes over the current and previous semesters. Email the completed form to the Academic Standing Coordinators, Dr. Jason Breyan (jbreyan@sas.upenn.edu) and Dr. Doug Paletta (paletta@sas.upenn.edu).

This form is a planning aid and should be filled out in consultation with each instructor regarding your academic plan in their course and then returned to the Academic Standing Coordinator. It should contain agreed-upon goals and a detailed schedule for finishing any outstanding work.

Name _____ Penn ID _____

Last First Initial

Phone _____ Email _____

(Cell phone preferred)

Number of incomplete courses: _____

You are being asked to fill out this form because you have received or will receive multiple incompletes in the current term, or will have two or more cumulatively over the previous and current terms. 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>).

- **In order to continue your enrollment in the Spring 2023 semester, all incomplete work in every course for which you received an incomplete (regardless of how the grade was entered, eg an "I" or "II") must be complete--and confirmed complete by your instructors--no later than the Multiple-Incomplete Deadline of Wednesday, January 25th, 2023.**
- Confirmation from each instructor that all your work for their class has been finished and received, and that you have earned a passing grade for the course, must be received by the College Office on or before the Multiple-Incomplete Deadline. This instructor confirmation can take the form of a final, passing grade posted on your transcript in Penn InTouch or an email from the instructor to the Academic Standing Coordinator.
- **If your incomplete work is not confirmed as finished by the January 25th deadline, you will be placed on a Mandatory Leave of Absence for the Spring 2023 semester.**

1) Fill out a report for each incomplete course.

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 assignment to be finished and exam to be taken for this course, providing clarifying detail.</i>	
<i>Please provide a detailed timeline of dates by which you plan to have each component and the course as a whole completed:</i>	
<i>What is the responsibility of each person in this agreement (i.e., student and instructors) for communication, guidance, and submitting work?</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 assignment to be finished and exam to be taken for this course, providing clarifying detail.</i>	
<i>Please provide a detailed timeline of dates by which you plan to have each component and the course as a whole completed:</i>	
<i>What is the responsibility of each person in this agreement (i.e., student and instructors) for communication, guidance, and submitting work?</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, providing clarifying detail.</i>	
<i>Please provide a detailed timeline of dates by which you plan to have each component and the final product completed:</i>	
<i>What is the responsibility of each person in this agreement (i.e., student and instructors) for communication, guidance, and submitting work?</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 note each outstanding assignment left to finish for this course, providing clarifying detail:</i>	
<i>Please provide a detailed timeline of dates by which you plan to have each component and the final product completed:</i>	
<i>What is the responsibility of each person in this agreement (i.e., student and instructors) for communication, guidance, and submitting work?</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 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 by January 25th, 2023, I will be placed on a mandatory leave of absence for the Spring 2023 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.

Student Signature: _____ Date: ____ / ____ / ____

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