Incomplete Course Support Plan for Spring 2023 Term

Multiple-Incomplete Deadline Wednesday, September 13, 2023

Please fill out this form if you will have two or more incomplete grades in the past two terms. Email the completed form to the Academic Standing Coordinator, Dr. Douglas Paletta (paletta@sas.upenn.edu).

This form is a planning aid to be filled out in consultation with your instructors. 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: __________

Currently you have two or more incompletes from last semester or accumulated over previous semesters. Students with multiple incompletes who do not finish the work in each course by the Multiple-Incompletes Deadline will be placed on a Mandatory Leave of Absence by the Committee on Undergraduate Academic Standing until all academic work is finished satisfactorily. In order to take summer courses or to take courses credit away, all incompletes must be resolved before the first day of that summer session.

This is an opportunity for you to finish incomplete courses so that you may start a new term without the burden of extra work and address the issues that led to the incomplete work. Your academic standing also determines which semester you will be eligible to reenroll if on leave. 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 Fall 2023 semester, all incomplete work in every course for which you received an incomplete must be complete--and confirmed complete by your instructors--no later than the Multiple-Incomplete Deadline of Wednesday, September 13th, 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 or an email from the instructor to the Academic Standing Coordinator.

• If your incomplete work is not confirmed as finished by the September 13th deadline, you will be placed on a Mandatory Leave of Absence for the Fall 2023 semester.

updated dp 5/9/23
1) Fill out a report for each incomplete course.

**COURSE #1:**

<table>
<thead>
<tr>
<th>Professor Name:</th>
<th>Professor Email:</th>
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<tbody>
<tr>
<td>TA Name (if applicable):</td>
<td>TA Email (if applicable):</td>
</tr>
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</table>

Please list each assignment to be finished and exam to be taken for this course, providing clarifying detail.

Please provide a detailed timeline of dates by which you plan to have each component and the course as a whole completed:

What is the responsibility of each person in this agreement (i.e., student and instructors) for communication, guidance, and submitting work?

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**COURSE #2:**

<table>
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<th>Professor Name:</th>
<th>Professor Email:</th>
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<tbody>
<tr>
<td>TA Name (if applicable):</td>
<td>TA Email (if applicable):</td>
</tr>
</tbody>
</table>

Please list each assignment to be finished and exam to be taken for this course, providing clarifying detail.

Please provide a detailed timeline of dates by which you plan to have each component and the course as a whole completed:

What is the responsibility of each person in this agreement (i.e., student and instructors) for communication, guidance, and submitting work?
### COURSE #3:

<table>
<thead>
<tr>
<th>Professor Name:</th>
<th>Professor Email:</th>
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<tbody>
<tr>
<td>TA Name (if applicable):</td>
<td>TA Email (if applicable):</td>
</tr>
</tbody>
</table>

Please list each outstanding assignment left to finish for this course, providing clarifying detail.

Please provide a detailed timeline of dates by which you plan to have each component and the final product completed:

What is the responsibility of each person in this agreement (i.e., student and instructors) for communication, guidance, and submitting work?

### COURSE #4:

<table>
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<th>Professor Name:</th>
<th>Professor Email:</th>
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</thead>
<tbody>
<tr>
<td>TA Name (if applicable):</td>
<td>TA Email (if applicable):</td>
</tr>
</tbody>
</table>

Please note each outstanding assignment left to finish for this course, providing clarifying detail:

Please provide a detailed timeline of dates by which you plan to have each component and the final product completed:

What is the responsibility of each person in this agreement (i.e., student and instructors) for communication, guidance, and submitting work?
*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. Douglas Paletta by September 13th, 2023, I will be placed on a mandatory leave of absence for the Fall 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.)