GENESEO
Academic Planning & Advising Office

INCOMPLETE GRADE PLAN

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Finishing incomplete coursework requires self-discipline. Outlining a plan for completion can help. This form is a guide to help students and faculty clarify expectations and discuss a mutually agreed upon plan to complete coursework in a timely manner. Both the student and faculty member should retain a copy of this form. Faculty are encouraged to share a copy with Academic Planning & Advising.

When is it appropriate to award a grade of Incomplete?
When circumstances beyond a student's control impact their ability to complete work for a class, a faculty member has the discretion to enter a grade of "I" as a final grade. The Registrar's grade entry system will prompt the faculty member to indicate a "default" grade, which will turn into the course grade if no other grade is submitted by the "grades due" deadline in the following semester. As a general rule, faculty should not award "I" grades if the student is missing more than 1/3 of the assignments for the course or if the student would not be able to pass the courses even if all assignments are completed.

NOTE:

- All incomplete work must be completed within 6 weeks of the following semester. Not doing so will result in the default grade, which may be an E.
- Students with "I" grades are not eligible for the Dean's List during the semester in which the "I" was awarded (see the Dean of Academic Planning & Advising after grades are changed). Students with financial aid awards should contact the Financial Aid Office prior to requesting an extension of the "I" grade.

FOR COMPLETION BY THE STUDENT:

Student's name (Last) _____ (First) _____ G# _____

FOR COMPLETION BY THE INSTRUCTOR:

Course in which the student will be granted a grade of Incomplete:

Course	Credits	Course Title	Instructor	Term/Yr Taken

List all assignments the student must complete.	How will the student complete the work?	When is each assignment due?

Notes:

Student's grade in class to date: _____

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____