## **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#			
OR COMPLET	TON BY THE	INSTRUCTOR					
		e granted a grade					
Course Credits		Co	ourse Title	Instru	ctor	Term/Yr Taken	
List all assignments the student must complete.			How will the student complete the work?		When is each assignment due?		
lotes:							
udent's grade in	class to date:						
udent's Signatur	e:			D	ate:		
structor's Signature:				Date:			