



Incomplete Resolution Plan

For use by faculty issuing an Incomplete (I).

The completed form, with signatures, must be on file with the Academic Department by the final grade submission deadline.

SEMESTER: _____ YEAR: _____

STUDENT: _____ CUNYfirst (EMPL) ID: _____
(LAST NAME) (FIRST NAME)

COURSE: _____ SECTION: _____ INSTRUCTOR: _____

An incomplete is typically assigned when a student has satisfactorily completed a majority of the coursework, but for reasons beyond their control cannot complete the entire course.

- An "I" (Incomplete) indicates there is a reasonable expectation that a student can successfully complete the remaining work; usually representing 1-2 assignments or exams that amount to 25% or less of the final grade.
- When the missing work has been submitted and graded, the instructor must complete a Grade Update and submit to the Registrar's Office by the deadline found on academic calendar, generally one month after the beginning of the following semester (for Spring 2020 and Summer 2020, the deadline for changing the "I" to a grade is extended until Monday, December 21, 2020). If no grade change form is submitted, the grade will convert automatically to an "FIN," a failing grade.
- When the course with an "I" is a prerequisite for another needed course, students are strongly urged to submit work at least a month prior to the start of the following semester. If the "I" is not replaced with a passing grade by two weeks before the start of the semester, the student will be dropped from any courses for which the course with an "I" is a prerequisite.

ASSIGNMENTS TO COMPLETE	% OF FINAL GRADE	SUBMISSION PROCESS	TIME REQUIRED TO GRADE ASSIGNMENT
<i>EXAMPLE: Exam #4, Robotics in Literature, short essays, take-home</i>	15%	Submit exam via email to faculty@citytech.cuny.edu & cc lastname@gmail.com from 06/01 to 07/31.	Approximately 1 week

If the student fails to complete any of the required work, the instructor is encouraged to submit a Grade Update with the earned grade, especially if it is a passing grade.

EARNED GRADE IF NO ADDITIONAL WORK IS SUBMITTED: _____.

By signing this form, the student indicates they understand what work needs to be completed. The instructor agrees to review the work submitted, complete the Grade Update, and submit it to their chairperson for signature in a timely fashion.

THE FINAL GRADE IS DUE TO THE OFFICE OF THE REGISTRAR ON: _____.

Please see the Academic Calendar at <http://www.citytech.cuny.edu/registrar/academic-calendar.aspx>

Signature of Instructor

Date

Signature of Student

Date