Incomplete Resolution Plan

For use by faculty issuing an Incomplete (INC).

**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 "INC" (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 at *http://www.citytech.cuny.edu/registrar/academic-calendar.aspx*. If no grade change form is submitted, the grade will convert automatically to an "FIN," a failing grade.
  - *Please note: Because a FIN (fail from incomplete) is not an earned grade, FIN is not eligible for Credit/No Credit or Pass/Fail options.*
- When the course with an "INC" 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 "INC" 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 "INC" is a prerequisite.

ASSIGNMENTS TO COMPLETE	% OF FINAL GRADE	SUBMISSION PROCESS	ASSIGNMENT DEADLINE
EXAMPLE: Exam #4, Robotics in Literature, short essays, take-home	15%	*Submit exam via email to faculty@citytech.cuny.edu & cc lastname@gmail.com*	*Monday, 06/12*
	%		
	%		
	%		

If the student fails to complete any of the required work, the instructor is encouraged to submit a Grade Update with the earned 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