

Six Week Incomplete Grade Planner

Name: _____	Course Code: _____
Instructor: _____	Course: _____
Date met with instructor to discuss receiving an incomplete: ____ / ____ / ____	
Date incomplete was granted: ____ / ____ / ____	
Date grades are due: ____ / ____ / ____	Date 6 weeks after: ____ / ____ / ____

Assignments to be completed		
☐	☐	
☐	☐	
☐	☐	
☐	☐	
☐	☐	
☐	Total Assignments: _____	
☐	Color Code Key	
☐	☐ Exam	☐ Quiz
☐	☐ Discussion Post	☐ Discussion Response
☐	☐ Article Readings	☐ Chapter Readings
☐	☐ Paper	☐ Pre/Post Lab
☐	☐	☐

An incomplete grade is a **temporary** grade which may be requested by a student who, for reasons beyond the student's control, is unable to complete the course requirements by the deadline for submitting grades at the end of the semester.

Students are required to meet with the faculty instructor associated with the course the student is seeking an incomplete grade for. The faculty member will determine if the student is eligible to be granted an incomplete based on attendance, performance and progress in the course. At any point prior to the date grades are due, the student and instructor should work out the terms of the incomplete then the student must complete the work within **six weeks** from the grade dates were due or a grade of "F" will be automatically recorded. Please refer to the current academic calendar on mycedarcrest to ensure that you have the correct dates.

Six Week Overview							
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Deadline
Grades Due							
Week 1	Week 2	Week 3	Week 4	Week 5	Week 6		

Week 1 - / / to / /

Assignments to be completed this week	M	T	W	R	F	S	U
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐

Week at a Glance

Monday ☐ ☐ ☐	Tuesday ☐ ☐ ☐	Wednesday ☐ ☐ ☐
Thursday ☐ ☐ ☐	Friday ☐ ☐ ☐	Saturday ☐ ☐ ☐
Sunday ☐ ☐ ☐	If I complete ____ assignments, then I will reward myself with...	

Week 2 - / / to / /

Assignments to be completed this week	M	T	W	R	F	S	U
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
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	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐

Week at a Glance

Monday ☐ ☐ ☐	Tuesday ☐ ☐ ☐	Wednesday ☐ ☐ ☐
Thursday ☐ ☐ ☐	Friday ☐ ☐ ☐	Saturday ☐ ☐ ☐
Sunday ☐ ☐ ☐	If I complete ____ assignments, then I will reward myself with...	

Week 3 - / / to / /

Assignments to be completed this week	M	T	W	R	F	S	U
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
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	☐	☐	☐	☐	☐	☐	☐

Week at a Glance

Monday ☐ ☐ ☐	Tuesday ☐ ☐ ☐	Wednesday ☐ ☐ ☐
Thursday ☐ ☐ ☐	Friday ☐ ☐ ☐	Saturday ☐ ☐ ☐
Sunday ☐ ☐ ☐	If I complete ____ assignments, then I will reward myself with...	

Week 4 - / / to / /

Assignments to be completed this week	M	T	W	R	F	S	U
	☐	☐	☐	☐	☐	☐	☐
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Week at a Glance

Monday ☐ ☐ ☐	Tuesday ☐ ☐ ☐	Wednesday ☐ ☐ ☐
Thursday ☐ ☐ ☐	Friday ☐ ☐ ☐	Saturday ☐ ☐ ☐
Sunday ☐ ☐ ☐	If I complete ____ assignments, then I will reward myself with...	

Week 5 - / / to / /

Assignments to be completed this week	M	T	W	R	F	S	U
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	☐	☐	☐	☐	☐	☐	☐

Week at a Glance

Monday ☐ ☐ ☐	Tuesday ☐ ☐ ☐	Wednesday ☐ ☐ ☐
Thursday ☐ ☐ ☐	Friday ☐ ☐ ☐	Saturday ☐ ☐ ☐
Sunday ☐ ☐ ☐	If I complete ____ assignments, then I will reward myself with...	

Week 6 - / / to / /

Assignments to be completed this week	M	T	W	R	F	S	U
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	☐	☐	☐	☐	☐	☐	☐

Week at a Glance

Monday ☐ ☐ ☐	Tuesday ☐ ☐ ☐	Wednesday ☐ ☐ ☐
Thursday ☐ ☐ ☐	Friday ☐ ☐ ☐	Saturday ☐ ☐ ☐
Sunday ☐ ☐ ☐	If I complete ____ assignments, then I will reward myself with...	