



Incomplete. The grade of I (Incomplete) is assigned when a student's work is of passing quality but incomplete for good cause. Assignment of an Incomplete grade is at the discretion of the course instructor, and should not be assigned unless the student is unable to complete the work because of good cause outside of the control of the student.

Criteria

A student may be assigned a grade of Incomplete by the Instructor when all of the following criteria apply:

1. Quality of work in the course up to that point is at a "P" or "C" level or above.
2. Reasons for assigning an "I" are acceptable to the Instructor. The student does not have the right to demand an "I." The circumstances must be unforeseen or beyond the control of the student. The Instructor may request appropriate medical or other documentation. In no case is an "Incomplete" grade given to enable a student to do additional work to raise a deficient grade.
3. A written agreement, signed by both the student and the Instructor, should include a statement of the remaining work to be done to remove the "I" grade, and the date, not to exceed one term from the end of the term of enrollment for the course, by which work must be completed in order to earn credit toward the degree. The Instructor may specify the highest grade to be awarded upon completion. The written agreement form is shown on the next page, and **should be submitted no later than end of business day on the last day of the term.** Copies of the signed agreement should be retained by the Instructor/Course Director, the student, and the Graduate Registration Specialist.

Procedure

1. The student and instructor must complete and sign the attached Incomplete Agreement Form.
2. Submit the Incomplete Agreement Form to the Graduate Registration Specialist at the address below **no later than end of business day on the last day of the term.**
3. To remove the Incomplete, the Instructor must contact the SPH Graduate Registration Specialist to obtain a "Removal of Incomplete" form. An Incomplete grade that has not been amended by the Instructor within one term will be converted to an F (or NP for P/NP courses) by the Registrar.

The Instructor may not approve requests for extension of the one-term limit. Requests for extension of the one-term limit must be approved in writing by the student's Program Director and forwarded to the the Graduate Registration Specialist at the address below. Requests for extension are due on or before the originally agreed upon date for completion of student work.

SPH Education Office, GH 233
3181 SW Sam Jackson Park Road
Mail Code CB 669
Portland, Oregon 97239
sphregistration@ohsu.edu



SCHOOL OF
PUBLIC HEALTH

Written Agreement between Instructor
and Student for Assigning an Incomplete Grade

INCOMPLETE AGREEMENT FORM

Student Name

Student ID

Degree Program

Instructor Name

Course CRN

Term

Credits

Course Number and Title

Due to extenuating circumstances, and for reasons that are acceptable to the Instructor, a grade of Incomplete (I) will be assigned for the course shown above. To remove the Incomplete, the student named above must complete the following assignment(s) by the specified deadline(s). If the student fails to complete the assignment(s) by the deadline(s), the student will receive an F or NP for the course.

Assignment(s) – REQUIRED (use separate sheet if necessary)

Deadline date(s) for completing assignments – REQUIRED (must be within one term)

Highest grade that will be awarded [Optional]: _____

Student Agreement: I agree to complete the assignment(s) above and to submit them to the Instructor by the date(s) specified. I understand that if I fail to complete the assignment(s) by the deadline(s), I will receive an F or NP for this course.

Student Signature

Date

Instructor Statement: I accept this student’s reason(s) for requesting an Incomplete. The work of the student to date is at or above a “C” or “P” level.

Instructor Signature

Date

EDUCATION OFFICE USE ONLY:
Date received: _____

Date sent to Registrar’s Office: _____