

Consortium of Eastern Ohio Master of Public Health “Incomplete” and “In Progress/Progress/Temporary” Grade Form

Definitions:

- I=Incomplete. A non-credit grade indicating course work not completed. An I grade must be removed within a maximum of one calendar semester or it converts to a grade of F, whether or not the student enrolls. The student has a right to petition for an extension (consult your home institution's graduate bulletin or academic advisor). Applies to MPH core courses.
- IP/PR/T=In Progress/Progress/Temporary. May be used for courses whose format may not permit completion of all requirements within one term such as capstone, practicum, and independent study. This designation would not apply to core courses.

An “incomplete” grade may be assigned under the following conditions:

1. The student's previous work in the course must have been satisfactory.
2. The reason given must be beyond the student's control and deemed justifiable by the instructor.

An “In Progress/Progress/Temporary” grade may be assigned under the following conditions:

1. The student's previous work has been satisfactory.
2. An extension for up to one semester may be granted by the faculty preceptor beyond the original expected completion date. The reason given must be beyond the student's control and deemed justifiable by the instructor.

Each course must have a separate explanation of an “I” or “IP/PR/T” grade.

Semester	_____
Course	_____
Grade to be Assigned	<input type="checkbox"/> Incomplete <input type="checkbox"/> In Progress/Progress/Temporary
Student Name	_____
Home University	_____
Reason	_____ _____ _____
Work that Needs to Be Completed	_____ _____ _____
Expected Completion Date	_____
Additional Comments	_____ _____ _____
Student Signature	_____ Date _____
Course Director Signature	_____ Date _____

This form must be completed with course director agreement by the end of the last day of class. The course director must send a copy of this form to the Consortium of Eastern Master of Public Health program office. The office will send a copy to the student's campus coordinator.