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| 2008 SON Logo from Hope | **Report of Incomplete Grade** |

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Prefix, Number, & Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The activities and/or requirements listed below are to be completed and submitted to the Faculty of Record by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) in order for a *Removal of Incomplete* form to be submitted to the OHSU Registrar. If the requirements indicated are met according to the agreed upon date, the Faculty of Record will review the requirements according to the established grading criteria for the course and submit a grade on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ using the *Removal of Incomplete Form.* Students are responsible for understanding the progression, probation, and dismissal criteria as well as the related impact of having Incompletes on transcripts (SON Policy #20-04.13). If the conditions of the contract are not met, the Faculty of Record will submit the following grade: \_\_\_\_\_\_\_\_ (options may include 4.0, 3.0, 2.0, 0.0, or NP)

Activities and/or requirements to be completed include (use additional page(s) if necessary):

**Student's signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Date

**Faculty of Record’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

Faculty:A *Removal of Incomplete* hard copy form is available from the OHSU Registrar or from your teaching team.
**Do not use the Change of Grade form for this activity**

*Copies to:*

🞏 Student 🞏 Faculty of Record 🞏 Student Advisor 🞏 Student File

AND, as appropriate

🞏 Campus Associate Dean or Statewide Director of Undergraduate Program

🞏 Appropriate Program Director