

**Rollins School of Public Health**  
**RESOLUTION OF INCOMPLETE FORM**

Per RSPH Academic Policy, instructors may award a grade of I (Incomplete) when a student has submitted no less than 75% of graded work in a course AND there is an exigent circumstance at the end of the semester preventing a student from completing work. The student must communicate with the instructor in order to receive an I grade. If the student does not communicate, the instructor is to award the grade earned by the grading deadline. **This form should be completed when an incomplete ("I") grade is assigned and include signatures from both student and instructor.**

**PART A: COURSE INFORMATION**

Student Name:

Student ID:

**PART B: COURSE INFORMATION**

Course Number and Title:

Term:

Instructor Name:

**PART C: PLAN FOR COURSE COMPLETION**

**Details of incomplete work and plans for completion**

*(Outline the outstanding work and the proposed completion plan, % of final grade, and date to be completed).*

Incomplete Work Details	% of Final Grade	Completion Date MM/DD/YYYY

**By signing below,**

The student confirms that 75% or more of the graded coursework has been submitted.

The student understands that an "I" grade will convert to an "IF" (Incomplete Failing) grade if the coursework is not completed by the proposed date of completion.

The student understands they are responsible for communicating with the instructor and submitting the work by the agreed upon date.

**By signing below,**

The instructor understands that incompletes must be resolved within one traditional semester (Fall/Spring) and will enter a grade of "IF" if work is not submitted by the proposed date of completion.

Student Signature: \_\_\_\_\_

Date:

Instructor Signature: \_\_\_\_\_

Date:

\_\_\_\_\_  
**Once signed by the student and instructor, the student is to submit this form to their ADAP and Enrollment Services**([rsphenrollmentsservices@emory.edu](mailto:rsphenrollmentsservices@emory.edu)).

**Failure to submit this form does not alleviate the student's responsibility to finish the incomplete work within one semester.**