**Policy on Incomplete Grades**

As outlined by University policy, incomplete grades will be given only in exceptional circumstances, at the discretion of the faculty member, and upon the request of the student.

1. Faculty are strongly encouraged to design courses so that students are able to complete courses within the semester in which they are offered. Faculty who propose course requirements that generally cannot be completed during the semester in which the course is offered are expected to discuss the rationale for these course requirements with the Graduate Program Director (GPD).

2. When students take an incomplete in a class, they are expected to negotiate a written contract with the instructor in which a schedule for the completion of the work required for the course is specified. Students are accountable to the faculty member to satisfy the terms of the contract.

3. At the end of each semester, the GPD will review student transcripts to identify any students who have two or more grades of "incomplete." The GPD will notify the students with two or more grades of "incomplete" that they are to meet with their faculty advisor to develop a plan for the timely completion of the courses. A copy of the notification will also be sent to the GPD.

4. Each year, the number of courses with a grade of "incomplete" on student transcripts will be taken into consideration by the GPD in reviewing student applications for continued assistantship support.

5. Consistent with University Graduate Studies policies, grades that remain "incomplete" after one year will automatically be reassigned as failing grades.