

## **INCOMPLETES**

The procedures for dealing with incomplete grades are as described by the graduate school at UMD. Course instructors may, at their discretion, place a time limit for the removal of incomplete grades. A form for agreeing to grant an incomplete must be completed by the student prior to receiving the incomplete grade. The faculty has adopted a policy requiring that students accrue no more than six semester credits of incompletes. Students who receive more than this number of incompletes, will have a hold placed upon their registration at the middle of each semester. That hold will remain in effect, and prevent their registering in subsequent semesters, until they reduce their incompletes to a minimum of 6 credits.

### **Policy on Incompletes**

1. If students do not fill out and have instructor sign the “Request for Incomplete Form” they will receive a grade that reflects credit or points lost for work not completed.
2. All assignments for an incomplete must be completed by the end of the following semester.
3. If the incomplete is not made up by that time (the end of the following semester) students will receive the grade they have earned up to that point in the class.
4. It is the student’s responsibility to complete the form requesting an incomplete and it is the student’s responsibility to get the instructors signature on the form and it is the student’s responsibility to give a copy of the signed form to Rita Ohman and to the instructor. The student should also keep a copy for his or her own records.
5. If students do not fill out an incomplete form, obtain the instructor’s signature and get a copy to Rita Ohman and the instructor, that student will receive the grade earned thus far in the class.