

Graduate Program in French

Policy on the Grade of ‘Incomplete’

Incomplete work for courses can prove a major hindrance to the advancement of graduate students, as well as a considerable burden to faculty. The French Ph.D. program takes measures to minimize their use and duration.

Students should consider that in all phases of their careers, deadlines will tend to group in short periods of time (typically at the end of each semester), and that they must therefore plan to start work on end-of-semester assignments well in advance. Having three papers due in a single week justifies neither an extension nor a grade of “incomplete.”

Instructors have no obligation to accept late work for graded credit. No student may presume a right to receive a grade of incomplete if he or she does not finish the work for a course by the deadline set by the instructor: such students may, at the discretion of the instructor, receive no credit for the work not submitted on time.

An instructor should not agree to give a grade of incomplete without having received a statement from the student of a deadline, agreeable to the instructor, by which the work will be done. The student will communicate the deadline to the Director of Graduate Studies and to his or her advisor, if different. This deadline may be no later than the end of the following semester, for work for a fall course, or the end of the summer, before the start of the fall semester, for a spring course. Instructors who do not receive the work by the agreed-upon deadline may extend the deadline up to the limits specified here, but are not obliged to do so. Having accepted a plan for completing the missing assignments, the instructor will submit a final grade for the class within 30 days of receiving the missing work. In grading this work, instructors should keep in mind whatever extra time the student had to prepare it, from which other students did not benefit. Students who do not meet these deadlines will receive course grades based on whatever work they submitted on time; in a graduate course where a student has not submitted the final paper, this will likely result in a failing grade.

Students may have no more than two incompletes at any given time. The program may recommend for dismissal any student with three or more. Moreover, students may not have more than three incompletes over the entire period of their programs, and the department may recommend for dismissal any student who exceeds three.

Students with incomplete course work will not take their Ph.D. exams until they have received final grades for it. In no case may a student with an outstanding incomplete advance to “ABD” status.

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