**Art History Incomplete Policy**

**Please note: The Graduate Program Director must sign as the Dean’s Designee.**

**Incomplete Course Work**

When a student requests to take an incomplete in a graduate course, the student and the instructor should agree, at the time the extension is requested, when the assignment is due and a default grade if the deadline is not met: a form (available from the Tyler website) should be filled out, and copies kept by the instructor and in the student’s file. See “Directed Research” for a different policy for incompletes.

**Directed Research**

Registration for Directed Research in the first year of either program is not **normally** permitted. Students have one year from the time they should have received a grade for Directed Research to complete their projects: after this point an “I” (incomplete) will be changed to an “F” by the Graduate School. Registration for Directed Research requires that the student propose a course of study and the number of credit hours necessary to carry it out to a member of the faculty. With that faculty member’s approval, the student may register.

**MFA/MED Incomplete Policy**

**INCOMPLETE COURSE WORK**

An instructor may assign an incomplete “I” to a student who does not complete all coursework.

When a student requests to take an incomplete in a graduate course, the student and the instructor should agree, at the time the extension is requested, when the assignment is due and a default grade if the deadline is not met: a form (available from the secretary) should be filled out, and copies kept by the instructor and in the student’s file.