



GRADE ASSIGNMENT FORM
(EXTENSION OF INCOMPLETE ("I")
GRADE)

"I" GRADE EXTENSION POLICY: The Instructor of Record may request an extension of the period for the I grade beyond the normal 12-month limit by completing this form and submitting it to the Registrar's Office. This extension will be limited to no longer than an additional 12 months from the end of the original academic term. If the Instructor of Record is not available, the Department Chair or Dean of the College in which the course is offered may complete this form to extend the allowable period for the I grade for a period up to 12 months. All work must be completed, and the grade assigned, by the last day of the semester in which the extension is granted. In the event the grade of I is not replaced by a regular final letter grade within the allowable period, the Registrar shall change the I grade to a grade of E on the student's permanent academic record and adjust the student's GPA accordingly.
UNIVERSITY SENATE RULE POLICY: 5.1.2.2

STUDENT NAME: _____ STUDENT ID: _____
Last First M.I.

EXTENSION REQUESTED FOR COURSE:

COURSE PREFIX-NUMBER: _____ SECTION: _____ CREDIT HR: _____

ORIGINALLY TAKEN IN: YEAR _____ FALL SPRING SUMMER WINTER

INSTRUCTOR OF RECORD NAME: _____

INSTRUCTOR OF RECORD EMAIL: _____

INSTRUCTOR OF RECORD DEPARTMENT: _____

INSTRUCTOR OF RECORD COLLEGE: _____

SIGNATURE:

Instructor of Record

DATE: _____

The Instructor of Record is responsible for ensuring that departmental records reflect exactly what work remains to be completed and the basis for grading the work. This information shall be filed with the Department Chair or Chair's designee.

SUBMISSION: Please submit to studentrecords@uky.edu