



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