

EXTENSION OF INCOMPLETE ("I") GRADE

"I" GRADE EXTENSION POLICY: The Dean of the Graduate School will consider extensions of "I" grades beyond the normal 12month limit *only* under exceptional circumstances. If approved, this extension will be limited to *one additional semester (and adjoining Summer semester if applicable)*. In order to request the extension, the student must obtain 1) A letter from the course instructor that describes the work remaining and provides a timetable for completion of the work and 2) A letter of support from the Director of Graduate Studies providing justification for the extension. All work must be completed and the grade assigned by the last day of the final exams for the semester in which the extension is granted.

NAME:				STUDENT ID:
	Last	First	M.I.	
E-MAIL ADDRESS	3:			
EXTENSION REQUESTED FOR COURSE(S):				INSTRUCTOR
PREFIX-NUMBER	(XXX-123):	SECTION:	CREDIT HR:	
PREFIX-NUMBER (XXX-123):		SECTION:	_ CREDIT HR:	
PREFIX-NUMBER	(XXX-123):	SECTION:	CREDIT HR:	
ORIGINALLY TAKEN IN:				
YEAR	FALL	SPRING	SUMMER	
SIGNATURES:		Type/Print Name	DATE:	
	Course Instructor		Type/Print Name	DATE:
			Department	
	Director of Graduate Studies		Type/Print Name	DATE:
			Department	
SUBMISSION: Please email to your Academic Affairs Officer.			https://gradschool.uky.edu/	academic-affairs-officers-0

Print Form