

"I" GRADE EXTENSION POLICY: The Dean of the Graduate School will consider extensions of "I" grades beyond the normal 12-month limit *only* under exceptional circumstances. If approved, this extension will be limited to *one additional semester*. 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.

CURRENT ADDRESS: _____

E-MAIL ADDRESS: _____ TELEPHONE #: _____

EXTENSION REQUESTED FOR COURSE(S):

INSTRUCTOR

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

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

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

ORIGINALLY TAKEN IN:

YEAR _____ FALL SPRING 1ST SUMMER SESSION 2ND SUMMER SESSION

SIGNATURES: _____ DATE: _____
Student

_____ DEPT.: _____ DATE: _____
Course Instructor

_____ DEPT.: _____ DATE: _____
Director of Graduate Studies

Return the completed form to The Graduate School, Room 202, The Gillis Building, University of Kentucky, Lexington, KY 40506-0033

APPROVED: YES NO _____ DATE: _____
Senior Associate Dean

ENTERED: _____ NOTIFIED: _____