

**Department of Curriculum and Instruction  
College of Education  
UNIVERSITY OF KENTUCKY**

**Incomplete (I) Grade Record**

**Student Name** \_\_\_\_\_ **UKID** \_\_\_\_\_

**Course Number** \_\_\_\_\_ **Section** \_\_\_\_\_ **Credit Hrs** \_\_\_\_\_

**Semester** \_\_\_\_\_ **Year** \_\_\_\_\_

**Reason for incomplete grade:**

**Work to be completed:**

**How grade is to be computed:**

**Instructor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I elect to complete the course in order to change the "I" grade to a letter grade, and in so doing, choose not to have the grade as a permanent part of my record. I understand an incomplete grade "I" will automatically be changed to a failing grade "E" if not removed within a year from the date the grade was assigned.

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



NOTE: The completion of this form by the instructor will satisfy a University requirement that the Department maintain a file of specific information on "I" grades. An "I" grade may be assigned by the instructor with or without the written agreement with the student as to how the work is to be completed. In the latter case the student will not sign the form and will retain both the options described in the University Senate Rules, Section V – 1.3.2 (having the "I" grade as a permanent part of his/her record or completing the course to change the "I" grade to a letter grade.)