College of Communication and Information Graduate Program "I" (Incomplete) Grade Record Contract

Note: This form to be completed by faculty member and signed by faculty member and student. Faculty member, not student, should determine date to complete work.

Student Name (last, first): _____

UK Active Directory ID: _____

Course / section: _____ **Hours**: _____ **Semester & Year**: _____

Date for completion of work: _____

Reason for awarding "I" grade:

Manner in which final grade is to be calculated if different from course syllabus:

Instructor comments:

Instructor signature _____ **Date**: _____

Student: Read carefully what follows, sign and date below, make copy for yourself, and submit to the gradcomm@uky.edu.

I (Incomplete) grades for Graduate Students: A grade of I (Incomplete) may be assigned to a graduate student if a part of the work of a course remains undone and there is a reasonable possibility that a passing grade will result from completion of the work. All Incompletes must be replaced by a regular final letter grade within 12 months of the end of the academic terms in which the I grade was awarded or prior to the student's graduation, whichever occurs first. If an I grade has not been replaced within the allowable period, the University Registrar shall change the I grade to a grade of E on the student's permanent academic record and adjust the student's gradepoint standing accordingly, unless otherwise approved because of exceptional circumstances by the Dean of the Graduate School on recommendation of the Director of Graduate Studies in the student's program. (See UK Ombud's resource page for Incomplete grades: https://www.uky.edu/ombud/incomplete-i-grades)

Student signature _____ **Date**: _____