

Incomplete Grade Form for Graduate Courses
Gender and Women's Studies

Student Information

Student Name	Student's UKID Number
Student's Email	Student's College

Course Information

Course Number and Section	
Semester/Year	Credit Hours

Instructor Information

Instructor	Instructor Email
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Explanation of Incomplete

Reason(s) for assigning an Incomplete grade:

Description of the specific work that needs to be completed:

How grades on the work to be completed will affect the final course grade (e.g., an "A" on this work will result in a final grade of "B"):

Date by which the work must be completed (no longer than 12 months):

Failure to submit the work by the date indicated will result in a grade of "E" to replace the "I" on the student's permanent academic record. This date, as specified by the instructor, shall not exceed 12 months from the end of the term in which the "I" grade was assigned or prior to the student's graduation, whichever comes first.

Student's Signature (or Instructor's Verification of Student's Agreement)

Date

Instructor's Signature

Date