Graduate students are strongly encouraged to complete all required work for their courses during the
semester in which they are enrolled in those courses. However, students can request an incomplete (I
grade) if extenuating circumstances (e.g., illness, family emergencies) prevent them from finishing their
assignments by the end of the semester.

A student seeking an incomplete grade should talk with the course instructor. If the instructor agrees to
the incomplete, the student and instructor need to fill out the Incomplete Form for GWS. Both parties
should retain a copy of the form, and a copy should be sent to the GWS Department Manager.

Consistent with University of Kentucky policy (https://www.uky.edu/ombud/incomplete-i-grades),

[Incomplete grades] shall be conferred only when there is a reasonable possibility that the student
can complete the work within the allowable period of time for removal of an I grade and that a
passing grade will result from completion of the work. ... An I grade shall not be conferred when the
student's reason for incompleteness is unsatisfactory to the Instructor of Record. A grade of I must
be replaced by a regular final letter grade not later than 12 months from the end of the academic
term in which the I grade was awarded or prior to the student's graduation, whichever occurs first.

Although University policy allows up to 12 months to resolve an Incomplete grade, students and
instructors will set an individualized deadline. The department encourages students to resolve
incompletes as quickly as possible.

Requests to extend the 12 month period must be approved by the Graduate School by submitting this
form: https://gradschool.uky.edu/sites/gradschool.uky.edu/files/Forms/StudentForms/IncompleteExtend_9-
18-20.pdf. Extensions will only be granted under exceptional circumstances, and only one semester of
additional time will be given.

Consistent with UK policy, any incomplete that is not resolved within the allotted time will be replaced
with a failing grade (E).

Having multiple grades of I, especially if they occur in different semesters, may negatively impact
evaluations of graduate students’ progress toward their degree.