

Policy on Incomplete Grades
GWS Graduate Program
Approved 10/3/2022

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.