

UNIVERSITY OF PIKEVILLE

INCOMPLETE GRADE REQUEST

I am assigning a grade of "Incomplete" to _____
(Student's Name and ID#)

in _____ for the
(Course Department, Number and Title)

_____ due to _____
(Semester/Year)

The student will have 60 calendar days from the end of the term _____.
End Date of Term

to complete the work required in the course. Upon completion of the course, I will notify the registrar in writing of the grade earned. If the student does not complete the required work within the 60-day time limit, the "I" will be changed to an "F" by the registrar.

Student Signature Date

Signature of Instructor Date

Approved by:

Dean Date

Please outline plans for completing the course:

Incomplete Grade Policy

An incomplete grade ("I") may be given to a student only in the event of serious illness or justifiable hardship. It cannot be given in order to give a student more time to complete a course. Before an incomplete grade can be given, the appropriate form must be completed by the faculty member stating the justification for the grade, signed by the student, and be approved by school or college Dean.

The courses in which a student received a grade of "I" must be completed within 60 calendar days following the term in which an "I" was received; otherwise, these grades become "F". The responsibility rests with the student to complete the required work within the allotted time.

The grade of "I" does not count as credit hours earned and may in some circumstance influence a student's eligibility for financial aid, as well as disqualify a student to be eligible for the President's List and Dean's List.