

**University of Kentucky College of Medicine
Approval for Incomplete Grade**

An Incomplete grade ("I") represents incomplete work for courses as of the ending date of the course. It is given only when there is a reasonable possibility that a grade of "C" or better will be earned upon completion of the work. An "I" grade may be awarded only under extenuating circumstances and by permission of the course director and acknowledgement by the assistant dean for Student Affairs. Failure to complete a course by the ending date without course director permission may result in a failing grade. All "I" grades in required courses must be removed by a passing grade before a student can be promoted to a subsequent year. If a student later withdraws from the College, an outstanding "I" grade can revert to a "W", "W/P" or "W/F" grade at the discretion of the SPPC.

Student Name (please print)

Course Number	Course Title	Ending Date
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Name of Course Director

Reason(s) for request for incomplete:

Deadline for resolving incomplete
(Unless there are extremely extenuating circumstances, this deadline should be no more than four weeks after the end of the course.)

I understand that failure to resolve my Incomplete in the course listed above may result in a failing grade.

Student's signature	Date
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I approve the award of an incomplete grade for the student named above for the course listed above. If this incomplete is not resolved by the above deadline, this student will receive a failing grade for this course.

Course Director's signature	Date
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I have been informed of the approval of the incomplete specified above.

Dean of Student Affairs' signature	Date
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