**Record of Incomplete (I) Grade**

(for graduate students taking political science courses)

Student name: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Student number: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Student email: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Course & section: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Semester & year: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Course credit hrs: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Professor name: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Professor phone: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Professor email: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Statement of reason(s) for recording the Incomplete:

[\_]

Description of the specific work to be completed. Please be specific, assuming that this description represents the actual work that must be completed to be evaluated by the Ombud in a case of appeal.

[\_]

Statement of how grade 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 agreement: The work specific under “Description of the specific work to be completed” (above) must be completed and an appropriate grade change must be submitted by [\_] or the “I” will be replaced by a grade of “E” 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” was awarded or prior to the student’s graduate, whichever occurs first.

Student’s signature: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Date: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Professor’s signature: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Date: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

One copy of this form should be given to the PSCI DGS. If the student is not from the PSCI department, a copy should also be given to the DGS in the student’s department. Both students and instructors are advised to also retain a copy for their records.[[1]](#footnote-1)

1. For specific policies/procedures, see:

(1) Section5.1.3 at <http://www.uky.edu/StudentAffairs/Code/Section%20V.pdf>;

(2) pages 14-15 at <http://www.research.uky.edu/gs/FacultyandStaff/Documents/dgshandbook.pdf>;

(3) Political Science Graduate Student Handbook [↑](#footnote-ref-1)