Incomplete Grades

An Incomplete grade (designated ‘I’ on the student’s transcript) is essentially an agreement between the student and the course instructor of record to complete course requirements after the last day of classes. The student initiates the request for an Incomplete grade, but the course instructor is in no way obligated to grant the student's request. However, if the instructor deems the student able to complete the requirements successfully within the span of the agreement (which is generally one calendar year after the end of the term in which the student was enrolled in the course), the instructor may post an Incomplete grade via myUK. The ‘I’ grade is not to be used when the student is merely repeating the course in a subsequent semester.

If, within twelve months from the end of the semester in which the student was enrolled in the course the instructor does not change the ‘I’ grade to a letter grade (A, B, C, D), the ‘I’ automatically reverts to an E. The instructor has twelve further months in which to assign a grade change to replace the E or ask for an extension.

An undergraduate student who has an ‘I’ grade in any course cannot have their degree conferred. For graduate and professional programs, please see the Senate Rules for additional details.