

A. Student Details

Student Name

McGill ID

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Program

B. Course Details

Course Term	Course Number (e.g. ANTH 634)	Grade	Due Date to Submit Outstanding Work (DD-MM-YYYY)
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> KE	<input type="text"/>

Instructor Name

Instructor Email Address

Reason** for KE Grade

Instructor Signature_____
Date_____
Student Signature_____
Date_____
Graduate Program Director (or delegate) Signature_____
Date_____
Associate Dean Graduate & Postdoctoral Studies Signature_____
Date**– ALL SIGNATURES ARE MANDATORY –**

KE – Further Extension – deadline to submit:
Fall/Winter/Summer Term Courses: **maximum of 6 months from the date of signature**

- **If reason for a grade of KE is medical or health-related, supporting documentation must be submitted to associatedeans.gps@mcgill.ca.
- A grade of KE must be approved by an Associate Dean in GPS. Once the form is signed by the student and instructor, submit to associatedeans.gps@mcgill.ca for review.
- **NOTE 1** - If the student does not submit the required work by the date indicated on this form, the grade of KE will be converted to KF-Incomplete/Failed. This grade counts as a failure as per the [Graduate Failure Policy](#).
- **NOTE 2** - If the student withdraws from the university without submitting the required work by the date indicated on this form, the grade of KE will be converted to KF-Incomplete/Failed. This grade counts as a failure as per the [Graduate Failure Policy](#).