



ENROLMENT SERVICES

SUBMISSION of a “K” or “KE” GRADE in GRADUATE LEVEL COURSES

Session: _____

Course Number: _____

Student Name: _____

Name of Instructor: _____

Student Number: _____

Is there a formal final exam in this course? YES ___ NO ___ If yes, has this student written it? YES ___ NO ___
Warning - If the student has not written the final exam, he/she should not be given a grade of “K”.

Please indicate the reason for recording a “K” ___ or “KE” ___ grade for the abovementioned student:

- K - Incomplete:** deadline extended for submission of work in a course or for the completion of a program requirement (maximum four months)
- KF - Incomplete/Failed:** failed to meet the extended deadline for submission of work in a course or for the completion of a program requirement
- KE - Further Extension*:** further extension granted (maximum two years). Note: a further extension will not be granted by the Graduate and Postdoctoral Studies Office without a detailed explanation of why a further extension is required with the approval of the GPD or Delegate below.

Final Deadline Dates for submission of grades following “K” grades:

Fall Term Courses:	April 30
Winter Term Courses:	August 31
Summer Term Courses:	November 30

Note: A grade of “KF” (Incomplete Failure) will be entered if a grade is not received by the abovementioned dates or by the date agreed to below, if earlier.

Please indicate the date you have agreed to with the student for submission of his/her work:

(Agreed Due Date)

(Instructor’s Signature) _____ (Date)
I have read the above information and I am aware of the regulations regarding an incomplete grade.

(Student’s Signature) _____ (Date)

*Note: Departmental approval required below for “KE – Further Extension” only.

(Graduate Program Director or Delegate’s Signature) _____ (Date)