

‘K’ (INCOMPLETE) CONTRACT

‘K’ Grade Policy: A grade of ‘K’ is recorded on a student’s transcript when course work is incomplete by the end of the term and the Course Instructor has mutually agreed with the student that the deadline be extended for submission of work. Course Instructors are required to complete and submit this contract prior to having a grade of ‘K’ accepted on a student’s record.

Course Instructor, complete this section:

Student name: _____ McGill ID: _____

Instructor name: _____

Course title: _____ Course no./Section: _____ CRN: _____

Reason for grade of ‘K’: _____

Please indicate the assignment(s) required and the date you have agreed to with the student for submission of his/her work below:

Assignment	Weight	Due Date

A grade of ‘KF’ (Incomplete Failure) will be entered if assignments are not submitted and marks received/recorded by the deadline. No extensions past these deadlines may be granted without the approval of the Associate Dean, Academic Programs.

Signature (Instructor): _____ **Date:** _____

*Student declaration of consent and deadlines for grade submission on reverse

*By signing below, I confirm that I have read, understand and agree to the above information and I am aware of the regulations in the Undergraduate Calendar regarding an incomplete grade ('K'). If I was expecting to graduate in Winter, Spring or Fall, I am aware that this request for a 'K' will alter my expected date of graduation. I understand that **I must go IN PERSON to the Internships & Student Affairs Office (Education Building, Room 243)** and request an appropriate change to my graduation flag in Minerva.*

Signature (Student): _____

Date: _____

FALL TERM COURSES

- Non-graduating students: Deadline for submission of marks is no later than **April 30th**
- Graduating students:
 - **Spring** graduation: Deadline for submission of marks is no later than **April 23rd**
 - **Winter** graduation: If the student expects to graduate in Winter and now chooses not to do so in order to have this extension, he/she must inform the Internships & Student Affairs Office **immediately** of this change

WINTER TERM COURSES

- Non-graduating students: Deadline for submission of marks is no later than **July 31st**
- Graduating students:
 - **Spring** graduation: If the student expects to graduate in Winter and now chooses not to do so in order to have this extension, he/she must inform the Internships & Student Affairs Office **immediately** of this change

SUMMER TERM COURSES

- Non-graduating students: Deadline for submission of marks is no later than **November 15th**
- Graduating students:
 - **Fall** graduation: Deadline for submission of marks is no later than **September 15th**; if the student expects to graduate in Fall and now chooses not to do so in order to have this extension, he/she must inform the Internships & Student Affairs Office **immediately** of this change