

Request for K Grade (Incomplete) in a Graduate Level Course

A. Student Details

Student Name

McGill ID

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Program

B. Course Details

Course Term	Course Number (e.g. ANTH 634)	Is there a formal final exam in this course?	If yes, has this student written it?	Grade
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> K

A grade of K is not intended for students who did not write the final exam.

Instructor Name

Instructor Email Address

Due Date to Submit Outstanding Work
(DD-MM-YYYY)

Reason for K Grade**

Instructor Signature

Date

Student Signature

Date

Graduate Program Director (or delegate) Signature

Date

– ALL SIGNATURES ARE MANDATORY –

K – Incomplete -- deadline to submit:

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

- **If reason for K grade is medical or health-related, supporting documentation must be submitted to gradstudentrecords.es@mcgill.ca.
- For a K grade, once the student and instructor have signed the form, the instructor must submit the grade change in *Minerva* -> *Faculty Menu* -> *Instructor Grade Change*
- **NOTE 1** - If the student does not submit the required work by the date indicated on this form, the grade of K 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 K will be converted to KF-Incomplete/Failed. This grade counts as a failure as per the [Graduate Failure Policy](#).
- **NOTE 3** - A grade of K cannot be submitted for students who [did not write the final exam](#).
- **NOTE 4** - A grade of K cannot be submitted for projects or comprehensive exams. A grade of **HH-To be continued** must be submitted for a project or comprehensive exam.