Submission of a “K” or “KE / K*” Grade
Graduate Level Courses

Session: ______________________________ Student Name: ______________________________

Course Subject Code & Number: ________ ________ 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 ____

Note: A grade of K is not intended for students who do not write the final exam.

Please indicate the reason for recording a “K” ____ or “KE / K*” ____ 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 / K* - 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.

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

Fall Term Courses: April 15
Winter Term Courses: August 15
Summer Term Courses: November 15

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

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

________________________________________________________________________________________

________________________________________________________________________________________

(Instructor’s Signature) (Date)

(Graduate Program Director’s Signature) (Date)

***I have read the above information and am aware of the regulations regarding an incomplete grade.***

(Student’s Signature) (Date)

Copies: Enrolment Services/ Instructor / Student / Department