



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

Student Name: _____ Instructor Name: _____

Student Number: _____ Department: _____

Term: _____ Course Subject Code & 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.

Final Deadline Dates for submission of grades following "K" grades:

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

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

Please enter the date agreed upon with the student for submission of his/her work:

(Date)

(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)