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**Request for a KE (further extension) Grade - BSW Program/BSW Courses**

This signed form, along with the supporting document, must be forwarded to the Office of the Associate Dean of the Faculty of

Arts (email: [Assistant-adstudents.arts@mcgill.ca](mailto:Assistant-adstudents.arts@mcgill.ca)) and to [undergraduate.socialwork@mcgill.ca](mailto:undergraduate.socialwork@mcgill.ca)

Please use Email Subject: KE request, student LAST Name, Student Number

**Term/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course Code: SWRK \_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Is there a formal final exam in this course? YES \_\_\_\_ NO \_\_\_\_**

**If yes, has this student written it? YES \_\_\_\_ NO \_\_\_\_**

Please indicate the reason for requesting a “KE” and attach supporting documentation:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Specify the nature of EACH AND EVERY assignment, completed AND yet to be completed, here: | Value –% | Grade Received | Incomplete - deadline |
| Assignment 1 |  |  |  |
| Assignment 2 |  |  |  |
| Assignment 3 |  |  |  |
| Attendance |  |  |  |
| Participation |  |  |  |
| Quizzes/Tests |  |  |  |
| Oral Presentation |  |  |  |
| Other - |  |  |  |
| Other - |  |  |  |

**Note: A grade of “K” is not intended for students who do not write the final exam. See:** [**https://mcgill.ca/study/2019-2020/university\_regulations\_and\_resources/undergraduate/gi\_grading\_and\_grade\_point\_averages#booknode-3792**](https://mcgill.ca/study/2019-2020/university_regulations_and_resources/undergraduate/gi_grading_and_grade_point_averages#booknode-3792)

* K: incomplete; deadline extended for submission of work in a course (maximum one academic term)
* KE: further extension granted (maximum two years).
* KF: failed to meet the extended deadline for submission of work in a course; calculated as a failure in term GPA and CGPA

Note: If the incomplete coursework is not submitted by the below agreed upon deadline, a grade of “KF” (Incomplete Failure) will be entered into MINERVA.

Indicate the agreed upon submission date for outstanding coursework: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Instructor’s Signature) (Date)

Student has read the above information and am aware of the regulations regarding an incomplete grade

(Student’s Signature) (Date)

KE request approved by Associate Dean of Arts \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Associate Dean’s Signature) (Date)