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**Request for a KE (further extension) Grade - BSW FIELD EDUCATION FORM**

PLEASE FOLLOW THESE STEPS TO REQUEST/SUBMIT A KE GRADE:

1. Field coordinator to submit the OFFICIAL request for KE grade via the Grade Change – Instructor module on Minerva, indicating the reasoning & extension deadline agreed upon by the student and field instructor. When the KE has been resolved, the field coordinator to enter the final grade using the Grade Change – Instructor module on Minerva.

2. Field coordinator, field instructor and student to complete this KE form, and field coordinator to email it to: [undergraduate.socialwork@mcgill.ca](mailto:undergraduate.socialwork@mcgill.ca) and [Julia.krane@mcgill.ca](mailto:Julia.krane@mcgill.ca)

3. 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 grade and attach supporting documentation:

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

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| --- | --- | --- | --- |
| Gaps in Field Education Learning Contract |  | Tasks to complete in order to pass | Deadline |
| Learning Goals |  |  |  |
| Learning Goals |  |  |  |
| Learning Goals |  |  |  |
| Field Placement hours to complete |  |  |  |
| Reflections |  |  |  |
| Process recordings |  |  |  |
| Client progress notes |  |  |  |
| Other |  |  |  |

* K: incomplete; deadline extended for submission of work in a course (maximum one academic term)
* KE: further extension granted
* 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 updated on student’s record.

**Failure to meet the learning objectives by agreed upon due date may result in delays to completion of required field placement hours.**

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

(Field Instructor’s Signature) (Date)

(Field Coordinator’s Signature) (Date)

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

(Student’s Signature) (Date)