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**Request for a K (incomplete/extension) Grade – FIELD EDUCATION FORM**

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

**Course Number: 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 \_\_\_\_**

Indicate the reason for recording a “K”: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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 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 (maximum two years). Note: a request for a further extension must be made to the Associate Dean, Faculty of Arts, with supporting documentation.
* KF: failed to meet the extended deadline for submission of work in a course; calculated as a failure in term GPA and CGPA

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

Fall Term Courses: April 30

Winter Term Courses: July 30

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. If you need a further extension you will need to complete a KE request form.

**Failure to meet the learning objectives by agreed upon due dates 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)

IMPORTANT: It is the MSW field coordinator’s responsibility to enter the K grade on Minerva

Copies: / Instructor / Student / ALSO send by email the signed agreement to [graduate.socialwork@mcgill.ca](mailto:graduate.socialwork@mcgill.ca), [fieldeducation.socialwork@mcgill.ca](mailto:fieldeducation.socialwork@mcgill.ca), Nicole.mitchell2@mcgill.ca

USE EMAIL SUBJECT: K form, Student Last name, Student number