

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

Session: \_\_\_\_\_

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

Course Subject Code &amp; 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:

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**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 30
Winter Term Courses:	August 31
Summer Term Courses:	November 30

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:

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(Date)

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(Instructor’s Signature)

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(Date)

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

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(Student’s Signature)

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(Date)

Copies: Enrolment Services/ Instructor / Student / Department