

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

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

Course Subject Code & 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

Please indicate the date you have agreed 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)