

INCOMPLETE COURSES

If an instructor decides there is sufficient reason to permit a delay in the submission of required term work by a student, they may extend the deadline until after the end of the course. In such cases, the instructor will submit a grade of K (Incomplete/Extension Granted).

- If the instructor submits a grade of K, they will also indicate the date by which you must complete the work. Consult the faculty sections for maximum extensions.
- If the instructor submits a new grade within the deadline, both the new grade and the grade of K will appear on your unofficial and advising transcript. However, the new grade will replace the K on your official transcript.
- If you do not complete the required work by the deadline, a grade of KF will be updated on your record. A KF denotes a failed course and is calculated in the TGPA and CGPA as an F.
- In exceptional circumstances, and with the approval of the Associate Dean or Director, the deadline may be extended further, in which case the grade of KE (further extension granted) appears. If you do not meet the extended deadline, a grade of KF will replace the KE.

Note for the Faculties of Arts and Science (including B.A. & Sc.): An instructor who believes that there is justification for a student to delay submitting term work may extend the deadline until after the end of the course. In this case, the instructor will submit a grade of K (incomplete), indicating the date by which the work is to be completed. The maximum extensions for the submission of grades are as follows:

Students graduating in June

Term	Date
Fall, Winter, and multi-term courses	April 30

Non-graduating students

Term	Date
Fall courses	April 30
Winter and multi-term courses	July 30
Summer courses	November 30

Students' deadlines for submitting their work must be scheduled appropriately before these dates to ensure that the work can be assessed and the grade submitted on time.

It is important to note that instructors may impose earlier deadlines than those listed above.

If grades to clear Ks have not been submitted by the above deadlines, the K is automatically changed to a KF and counts as an F in the GPA.

Students with a grade of K who have serious extenuating circumstances may request an extension of the K deadline (KE) from the Associate Dean or Director of their faculty.

For more information, see Grading and Grade Point Averages (GPA).

Requests must be made to the instructor for consideration. If your request is approved, the instructor will inform you of the extension deadline, and submit a grade of K (incomplete). However, it is important that you also meet with a Faculty advisor in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see the Academic Advising website

If the required work has not been submitted by the deadline, a grade of KF will be updated on the student's record. A KF denotes a failed course and is calculated in the student's TGPA and CGPA as an F. This in turn may impact the student's Academic Standing, changing this to either Probationary or Unsatisfactory and requiring that they immediately follow the outlined conditions.

Note for the Faculty of Agricultural and Environmental Sciences: The maximum extensions for the submission of grades to the Student Affairs Office are as follows:

Students graduating in June

Term	Date
Fall courses	January 15
Winter courses, and courses spanning Fall/Winter	April 30

Non-graduating students

Term	Date
Fall courses	January 15
Winter courses, and courses spanning Fall/Winter	May 15

Students' deadlines for submitting their work must be sufficiently in advance of these dates to ensure that the work can be graded and the mark submitted on time. It is important to note that instructors may impose earlier deadlines than those listed above.

If instructors have not submitted grades to clear Ks to the Student Affairs Office by the above dates, the K is automatically changed to a KF and counts as an F in the GPA.

Students with a grade of K who have serious extenuating circumstances may request an extension of the K deadline (KE) from the Associate Dean (Student Affairs). More information about grading and credit is found under Grading and Grade Point Averages (GPA).

Note 1 for Law students: In the Faculty of Law, permission to delay submission of required term work must be obtained from the Director (Student Life & Learning). It cannot be granted by the instructor. If, in the opinion of the Director (Student Life & Learning), there is sufficient reason to permit a delay in the submission of required term work, the Director may grant you an extension of the deadline after the end of the course. In this case, the instructor will submit a grade of K (incomplete). If an extension of the deadline is granted, the Director (Student Life & Learning) will indicate the date by which you must complete the work. If the instructor submits a new grade within the new deadline, both the new grade and the grade of K will appear on your faculty reports and verification forms. However, on your official transcript the new grade will replace the K. If the required work is not completed before the deadline, a grade of KF will be updated on your record. A KF denotes a failed course and is calculated in the TGPA and CGPA the same as an F. In exceptional circumstances, and with the approval of the Director (Student Life & Learning), the deadline may be extended further, in

which case the grade of KE (further extension granted) will appear. If the extended deadline is not met, a grade of KF will replace the KE.

Note 2 for Law students: If, without a valid excuse, you do not participate in or write a final examination or submit required term work for any courses you were registered in, you will receive a final grade of J (unexcused absence).