

INCOMPLETES

At the discretion of the instructor, a mark of K (Incomplete) may be given to a student who, due to extenuating circumstances, has not finished the coursework on time. The deadline for completion and submission of the required work shall be set by the instructor but may not be later than four months after the K was given. If the final grade is not received within the specified timeline (as agreed by the instructor and student), the mark will be changed to KF (Incomplete Failed), unless an extension has been granted (KE). Completion of the course will cause the K to be replaced on official transcripts by the mark earned. Courses marked with a K do not get counted towards eligible credits for in-course scholarships consideration.

Students who did not withdraw from a course before the course withdrawal deadline, or abandon a course without formally withdrawing, will receive a grade of J; a failing grade for not successfully meeting the course requirements.

In exceptional cases, when research or an assignment cannot be completed for reasons beyond the student's control, students may be given permission by the Associate Dean (Academic and Student Affairs) to leave a course permanently Incomplete (without penalty). The symbol K will be replaced by KK, in which case the student's grade point average will be calculated without the inclusion of this course.