

## INCOMPLETES, RESCHEDULED EXAMS, AND DELAYED SUBMISSION OF COURSEWORK: POSTGRADUATE

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1. Postgraduate students with evidenced mitigating circumstances for missing a final exam must inform the appropriate Associate Dean or designee (e.g. Programme Director) and petition the Academic Progress Committee to reschedule the exam in Week 4 of the following semester.
2. Postgraduate students with evidenced mitigating circumstances for failing to submit work, including the dissertation, by the deadline must inform the appropriate Associate Dean or designee and petition the Academic Progress Committee for an extension to submission.  
See [Mitigating Circumstances Guidance](#).
3. Postgraduate students are expected to petition APC as soon as possible after the exam has taken place, or as soon as possible after the final deadline for grade submission in a semester has passed. Petitions received after Week 2 of the semester following that in which the course was originally taken are not normally considered.
4. If the petition is approved an interim grade of I (incomplete) is assigned. Incomplete grades have no quality points and are not factored into a postgraduate's semester or overall GPA.
5. Rescheduled examinations are completed in the official re-sit period, which is the fourth weekend of the semester following the original exam date. Further rescheduling of examinations is not ordinarily permitted.
6. Postgraduate students will only have one academic year in which to submit coursework approved for an extension by the Academic Progress Committee. For the avoidance of doubt:  
A petition for an incomplete grade in the Fall semester will usually have a deadline of Week 4 in Spring. If a student is still facing mitigating circumstances in the Spring, they can re-petition to submit in Week 4 of the following Fall semester, or earlier in the summer if the committee deems a shorter deadline is appropriate. Week 4 of the Fall semester will be their final opportunity to submit. The final opportunity to re-submit is always the same semester in which they took the course, but in the next academic year.
7. Failure to meet the deadlines determined by the APC will result in the grade of 'I' removed and the instructor's original grade being restored. If no work was submitted by the beginning of week eight a failing grade will be entered.

## VERSION MANAGEMENT

<b>Responsible Department: Registry Services</b>			
<b>Approving body: Academic Board</b>			
<b>Edition no.</b>	<b>Key Changes</b>	<b>Date of approval</b>	<b>Date of effect</b>
001		24 July 2018	28 August 2018
002	Amendments to contacts/titles	25 Jan 2019	27 August 2019
003	Added point re: postgraduate students having one academic year in which to submit coursework approved for extension.	25 June 2020	11 August 2020
004	Removed references to F grades.		
		<b>Restricted access?</b> <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	