

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

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 given an extension to their coursework submission deadlines beyond the end of semester are normally required to submit their coursework no later than week 4 of the following Fall or Spring semester. However, a different deadline may be set at the discretion of APC in consultation with the instructor and the Associate Dean or designee.
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 grade of F will be entered.

