

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 Programme Director or designee 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 Programme Director 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:

	Latest assignment submission date	Latest date to submit first petition	First APC-approved assignment submission date	Latest date to submit second petition	Second APC-approved assignment submission date	Latest date to submit final petition	Third and Final APC-approved assignment submission date
FA	Week 14 Fall (Mid - Late Dec)	Week 2 Spring (Late Jan)	Week 4 Spring (Late Apr - Early May)	Week 2 (Late May)	Week 4 (Early-mid June)	Week 2 Fall (Mid Sept)	Week 4 Fall (Late Sept)
SP	Week 14 Spring (Late Apr - Early May)	Week 2 Summer (Late May)	Week 4 Summer (Early - mid June)	Week 2 Fall (Mid Sept)	Week 4 Fall (Late Sept)	Week 2 Spring (Late Jan)	Week 4 Spring (Early Feb)
SU	Week 0 Fall (Late Aug - Early Sept)	Week 2 Fall (Mid Sept)	Week 14 Fall (Late Apr - Early May)	Week 2 Spring (Late Jan)	Week 14 Spring (Late Apr-Early May)	Week 2 (Late May)	Week 9 (Late July)

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

Responsible Department: Registry Services			
Approving body: Academic Board			
Edition no.	Key Changes	Date of approval	Date of effect
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.	May 2021	01 Sept 2021
005	Adjusted deadlines for original summer work, added deadline table to explicitly state third opportunity within one academic year	August 2022	01 Sept 2022
		Restricted access? <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	