

INCOMPLETES, RESCHEDULED EXAMS AND DELAYED SUBMISSION OF COURSEWORK POLICY FOR UNDERGRADUATE STUDENTS

1. Undergraduates may petition to the Academic Progress Committee to complete assignments that they did not submit or assessments that they did not sit due to mitigating circumstances. The second opportunity to sit the exam as if for the first time is known as a “re-sit”.
2. Undergraduates that sit an exam or submit an assessment acknowledge that they are fit to do so and take responsibility for the grade received.
3. Undergraduates are required to petition to 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 a petition is approved, an interim grade of I (Incomplete) is assigned, and the final grade for the course is then revised by the instructor upon completion of the course requirements.
5. Incomplete grades are not factored into an undergraduate’s semester or overall GPA.
6. Rescheduled or “re-sit” examinations are held on the fourth weekend of the semester following the original exams. They must be completed within the official re-sit period; further rescheduling of examinations is not permitted, unless approved by the Academic Progress Committee.
7. Undergraduates given an extension to their coursework submission deadlines are required to submit the coursework in the same timeframes as students permitted a re-sit opportunity (i.e. no later than week 4 of the following Fall or Spring semester). However, the Academic Progress Committee, in consultation with the course instructor, may set an earlier date where deemed appropriate.
8. Undergraduates 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.

9. Undergraduates must be aware that any students delaying the submission of their Senior Projects will not receive supervision from their supervisor. Students needing supervision for a final submission should instead re-take the course.

10. Failure to meet these deadlines will result in the incomplete grade reverting to the original grade submitted by the instructor, or to an F grade if no work was submitted, by the beginning of Week 8 of the same semester. Incomplete grades are not kept on a record beyond this point.

11. A student cannot complete graduation requirements if their transcript contains an Incomplete (I). The student's graduation and completion of degree requirements will be considered at the first appropriate Exam Board following the removal of the Incomplete (I) grade.

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	Title Updates, clarification on Senior Project supervision	11 August 2019	27 August 2019
003	Added point re: undergraduates having one academic year in which to submit coursework approved for extension.	25 June 2020	11 August 2020
		Restricted access? <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	