

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 resit 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:

	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 (Early Feb)	Week 2 (Late May)	Week 4 (Early June)	Week 2 Fall (Mid Sept)	Week 4 Fall (Late Sept)
SP	Week 14 Spring (Late Apr-Early)	Week 2 Summer (Late May)	Week 4 Summer (Early June)	Week 2 Fall (Mid Sept)	Week 4 Fall (Late Sept)	Week 2 Spring (Late Jan)	Week 4 Spring (Early Feb)
SU	Week 9 Summer (Mid-July)	Week 2 Fall (Mid Sept)	Week 4 Fall (Late Sept)	Week 2 Spring (Late Jan)	Week 4 Spring (Early Feb)	Week 2 Summer (Late May)	Week 4 Summer (Early June)

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 a failing 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
004	Removed references to F grades.		
005	Added submission deadline table to clarify summer deadlines	August 2022	01 September 2022

		Restricted access?	
		<i>Tick as appropriate</i> <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No