

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

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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. For coursework, undergraduate students may apply to the instructor for an informal extension of up to five working days. Students must request this before the original submission deadline, and evidence is not required for informal extensions. For extensions beyond this, see the next point.
4. Undergraduate students with evidenced mitigating circumstances for failing to submit work, including the dissertation, by the original deadline (or the informal extension deadline for coursework) must petition the Academic Progress Committee for an extension to submission.  
See Mitigating Circumstances Guidance.
5. Undergraduate students with evidenced mitigating circumstances for missing a final exam must petition the Academic Progress Committee to reschedule the exam in Week 4 of the following semester.
6. 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.
7. 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.
8. Incomplete grades are not factored into an undergraduate’s semester or overall GPA.

9. 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.
10. For APC-approved Incomplete coursework deadlines, undergraduate students may apply to the instructor for an informal extension of up to five working days. Students must request this before the APC-approved deadline, and evidence is not required for informal extensions. For extensions beyond this, see the next points.
11. 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:

	<b>Latest assignment submission date</b>	<b>Latest date to submit first petition</b>	<b>First APC-approved assignment submission date</b>	<b>Latest date to submit second petition</b>	<b>Second APC-approved assignment submission date</b>	<b>Latest date to submit final petition</b>	<b>Third and Final APC-approved assignment submission date</b>
<b>FA</b>	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)
<b>SP</b>	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)
<b>SU</b>	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)

12. Undergraduates must be aware that any students delaying the submission of their Senior Projects will not receive extensive supervision from their supervisor. Students needing more than one supervision session for a final submission should instead re-take the course.
13. Failure to meet the deadlines determined by the APC, or a subsequent informal extension of five working days by the instructor, 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 6 of the same semester. Incomplete grades are not kept on a record beyond this point.
14. 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

<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	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
006	Added informal instructor extensions and updated one supervision session for Senior Project extensions.	June 2024	01 Sept 2024
		<b>Restricted access?</b> <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	