

P09: INCOMPLETE UNITS

Overseer: PBC Dean of Academics and Research
 Approval Authority: PBC Academic Council
 Review Schedule: 3 yearly Next Review Due: May 2020

Review Table			
Date	Review Type <ul style="list-style-type: none"> • Scheduled • Policy amendment • Admin update 	Summary of Changes	Review person/group
29/06/09	Admin Update	Conversion from Policy Manual to new format.	Adam Niven
27/02/14	Scheduled	Unit lecturer replaced by Dean of Studies to reflect process.	Adam Niven
5/5/17	Scheduled	Changes to student requirements 2.1	Academic Council

1. Notification of Students

- 1.1. All students who receive a grade of IC (incomplete) on their semester transcript will be referred to this policy outlining their requirements to complete the unit.

2. Student Requirements

- 2.1. Students will be required to make contact with the Dean of Studies within 7 days of receiving the transcript to discuss completing the unit. Students who fail to have made arrangements with the Dean of Studies within 14 days of receiving the transcript will receive a grade of N (fail) for the unit, unless there are exceptional circumstances.
- 2.2. All outstanding and supplementary work must be completed by the end of week 3 of the following semester.
- 2.3. If there are circumstances which would prevent a student from completing outstanding or supplementary work by the end of week 3 of the following semester they will need to organise a meeting with the Dean of Studies and the Academic Dean to seek approval to defer the unit before this date.
- 2.4. Any units with a grade of IC after the end of week 3 of the next semester will receive a grade of N (fail).

3. Recording of Incomplete Grades

- 3.1. All students who have received a grade of IC will be recorded in the end of semester Incomplete Units table.
- 3.2. All units which have not been signed off by the end of week three of the following semester will be graded as N (fail).
- 3.3. The Incomplete Units table contains:
 - 3.3.1. Student Name
 - 3.3.2. Incomplete Unit
 - 3.3.3. Lecturer name
 - 3.3.4. Assessment Item outstanding or Supplementary Assessment required
 - 3.3.5. A signature box to indicate that the student has made arrangements with the Dean of Studies to complete or defer the unit.
 - 3.3.6. A signature box for the Dean of Studies to sign when the unit is completed and the mark has been updated or the unit has been deferred.