

# CONDITIONS FOR ACCEPTING LATE WORK AFTER THE LATE DEADLINE HAS PASSED AND THE RULES FOR APPEALING, APPROVING AND CHANGING NC-INCOMPLETE TO R-REFERRED GRADE

## 1. ASSIGNMENTS ARE ACCEPTABLE AFTER THE LATE DEADLINE ONLY WHEN:

- 1.1) you requested special considerations due to extenuating circumstances - such as doctor's report for illness/hospitalization, death of close family, service-man duty etc.- and it's granted. This allows you to submit the affected assignments after the late deadline; and
- 1.2) you submit the Extenuating Request Form and the permission is granted BEFORE the late deadline passes. Do not consider the request approved until you receive written confirmation from the Associate Director Of Students Affairs. Once approved, you must submit the assignments on or before the extension date that you are granted and with the late fee for marking.
- 1.3) you received NC (Not Completed) as a grade on a P task on the unit and you successfully appealed the decision.

## 2. CONDITIONS FOR APPEALING NC GRADE ON YOUR GRADE SHEET

NC (Not Completed) can be reversed to R (Referred) only when:

- 2.1) The final grade that you received for a unit is NC and you can provide us with written evidences showing that another member of the team is the reason that the work was not submitted.
- 2.2) The Associate Director must approve the evidences and authorize the grade administrator to change the NC Grade to R-Referred. If the appeal is rejected, the grade for the task will remain NC and the final grade for the unit will change from Incomplete to Fail.

## 3. EVIDENCES THAT YOU WILL NEED TO PRESENT FOR THE INVESTIGATION AND APPEAL

The evidences that you should provide through iConnect MUST clearly show that:

- 3.1) The work was finished on or before the deadline
- 3.2) The fees and printing costs were agreed and the portion that you are responsible for was paid by you
- 3.3) The member/s responsible for submitting the work failed to do so – without your knowledge.

## 3. RULES AND CONDITIONS FOR THE REQUEST OF NC TO BE CHANGED TO R GRADE

- 4.1) For consideration, the student cannot have more than one learning outcome on the same unit being NC grade - unless the circumstances of the NC are the very same characters and circumstances. Only one learning outcome with NC can be changed to R on a unit - under any circumstances.
- 4.1) For consideration, the student cannot appeal another unit with NC grades on the same semester - unless the conditions of both are the same characters and circumstances. The student cannot appeal more than two units on any one semester for NC to R grade.
- 4.2) For consideration, the student **MUST** request appeal/investigation of the NC grade within four weeks of receiving the results. This information regarding the timeline for the appeal is conveyed with NC grades on the grade sheet.
- 4.3) If the evidences are acceptable and approved by the Academic Committee to change the grade from NC to R, the offending party will retain the same NC grade while the grade for the member who successfully appealed the decision will change to R.
- 4.4) Students can appeal NC grade on the same grounds for no more than one semester for the life of their program.
- 4.5) Students may appeal NC grade any number of time where the error is believed to be made by the college.

## 5. STEPS TO TAKE AFTER THE APPROVAL TO REVERSE THE GRADE FROM NC TO R

If the evidence is acceptable by the Associate Director and approved by the Academic Committee, you will be advised by email to:

- 5.1) Resit the assignment with NC grade using the current term-paper posted to iTutor e.g. P1, P2 etc.
- 5.2) Do the resit as an individual and not part of a team. Submitting any part of the previous work done by teamworking is unacceptable.
- 5.3) Submit the completed work using the distant learning portal.
- 5.4) Submit the payment receipt with the assignment. The cost incurred for appeal/investigation is \$45. Marking the referred work is \$12.00 per AC / \$45 where it is a complete learning outcome irrespective of the number of tasks on the said learning outcome.
- 5.5) Submit the completed assignment before/during the grace period - the semester after the program ends – but not after.

## DISCLAIMER

The final decision for granting special condition for submitting late work or changing NC to R grade lies solely with the Academic Committee. That is, after reviewing the evidences that you submitted. If further information is needed from you, you will be contacted by email and given specific time to submit same. No further appeal can be made after the conclusion of the Academic Board. The decision on the appeal will be communicated to you by email.