

PROCEDURES FOR WITHHOLDING GRADES

Section	Academic
Contact	Academic Strategy Manager
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Preamble:

The prompt reporting of grades upon the conclusion of the learning period is important to:

- provide summative feedback to students as to their performance in the paper,
- enable University-wide feedback to students on their overall academic performance;
- inform awards and scholarships processes;
- inform the enrolment process so that students are assisted to make appropriate choices;
- fulfil the University's reporting obligations to the Ministry of Education and the Tertiary Education Commission;
- minimise the administrative burden associated with managing delayed or deferred grades.

Grades will be reported as close to the conclusion of the paper (as defined by the published paper end dates) as practicable. All students who enrol for a paper, pay their fees and do not withdraw, will be awarded a grade in that paper; where required components have not been completed a Did Not Complete (DNC) will be awarded.

The Procedures ensure that:

- a DNC or other failing grade is not recorded in situations where it would be unfair to do so. Grades may only be withheld (delayed or deferred) where justified under exceptional circumstances and in accordance with an approved process.
- The University minimises the administrative and financial burden of withheld grades and fulfils its reporting obligations to the MoE/TEC.

Grades may be withheld in accordance with the following processes and timeframes:

Circumstance	Deadline for Grade Submission
Non-PBRF eligible research papers taught as part one and part two	Upon completion of the Part Two paper
PBRF eligible research papers/ theses	In accordance with the Time to Completion regulations for the qualification

An approved extension for the submission of a thesis, research report or similar under the Carry Forward of Postgraduate Regulations;	At the discretion of the relevant Pro Vice-Chancellor
An approved extension for the submission of a thesis, research report or similar under the Fee Regulations;	One month after the paper end date
An approved extension for submission of an assessment component;	Two Months after the paper end date
An alternative assessment or the CoCA Retrieval Process;	Two months after the paper end date
An Aegrotat Resit granted under the Aegrotat and Impaired Performance Regulations (for fixed time/place assessments);	Next available offering of the paper if distance, or internal on the same campus; if the cycle of offerings does not permit this (e.g. biennial offerings) then an alternative assessment may be offered.
An approved extension for the completion of practica components in the School of Aviation because flying conditions did not allow a student to complete the required flying hours in the normal semester timetable;	Twelve months from the specified Semester end-date.
A Carry Forward of Enrolment granted under the Fee Appeal Regulations;	Next available offering of the paper if distance or internal on the same campus
When matters of academic integrity or student disciplinary matters are in the process of being investigated;	As dictated by the process
When Exceptional Personal Circumstances prevent a student from completing an internship or placement by the end date of the paper.	By the end of the subsequent semester/ summer school.

Procedures:

- To be considered for withholding of a grade a student must have demonstrated sufficient academic progress in the paper concerned (e.g., by achieving an overall pass in the components of the assessment for the paper which she or he has completed).
- A recommendation that a grade for a paper be withheld must be made by the paper coordinator to the appropriate College Office at the time the results for the paper are submitted, and must be supported by the Head of Department/School/Institute (or Programme Director where relevant).
- A grade may only be awarded in accordance with established College processes, including where relevant, consideration by an Examinations Committee.
- The College will advise the student and Student Administration in writing of the requirements for finalisation of the grade and time limit.
- The entry of NF (Not Finalised) should be entered into the Results Processing Software for taught and non-PBRF research papers; the entry of CONT should be entered for PBRF-eligible papers.

- All assessment information, including assignments, submitted work, and examination scripts, for the student must be retained for a period of twelve months from the release of the final grade/s to the students.
- When the requirements for the paper have been completed the paper coordinator must send notification to the appropriate College Office, who will forward the information to Student Administration, stating the name and ID number of the student, the paper number and offering details, and the (revised) mark for component of the paper that has been completed.
- If the requirements are not completed within the specified timeframe the mark that would originally have been assigned is returned.

Audience:

All staff

Relevant Legislation:

None

Legal Compliance:

None

Related Procedures/Documents:

[Assessment Strategy, Principles and Guidelines](#)
[Assessment and Examination Regulations](#)
[CoCA Retrieval Process](#)

Document Management Control:

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