Use of Withdrawn Incomplete (WI) Grade

To be read in conjunction with: Unit Assessment Procedures (Section H, Part 11)

Scenarios in which a student may apply for a WI Grade

- Student has been granted deferred final assessment but unable to complete (due to extreme circumstances) (see 11.4.1 in Unit Assessment Procedures)
  - Did the student attempt deferred assessment / final exam?
    - Yes
      - Student applies for WI in writing to relevant course managing faculty (application must be lodged within 4 weeks of finalisation of the grade in question) (see 11.4.2 & 11.5)
    - No
      - Student to provide evidence that circumstances resulting in failure to complete deferred final assessment must be provided (see 11.9)

If application concerns a unit for which the student was granted deferred assessment, evidence relating to the circumstances resulting in failure to complete deferred final assessment must be provided (see 11.9).

Has the final grade been recorded?

- Yes
  - Dean of the course managing faculty will determine the outcome of the application within 10 working days of receiving the application (see 11.13 in Unit Assessment Procedures)
  - If the application concerns a unit taught by a faculty other than the course managing faculty, the course managing faculty must inform the Chair of unit teaching faculty’s Board of Examiners and take Chair’s comments into consideration (see 11.13.1)
  - If application is approved, the course managing faculty will complete a ‘Post BOE results Amendment Form’ and upload the amended result, and provide a copy of the form to the teaching faculty (see 11.13.3)
  - Course managing faculty communicates outcome to student or student’s estate (see 11.13.4)

- No
  - Course managing faculty will recommend outcome to the unit teaching faculty’s Board of Examiners within 5 University working days of receiving the application (see 11.12.2)
  - Board of Examiners considers application and communicates outcome to course managing faculty (see 11.12.2)
  - Course managing faculty uploads the result (see 11.12.2)
  - Course managing faculty communicates outcome to student or student’s estate (see 11.12.2)

After finalisation of grade, student has received N or WN (see 11.4.2 in Unit Assessment Procedures)

- Student applies for WI in writing to relevant course managing faculty (application must be lodged within 4 weeks of finalisation of the grade in question) (see 11.4.2 & 11.5)
- Student to provide evidence that circumstances resulting in failure to complete deferred final assessment must be provided (see 11.7)
- Faculty will assess applications to ensure evidence is sufficient, meets relevant criteria, and is submitted within eligible time period (see 11.7 & 11.8)

Circumstances where the University awards a WI Grade without a student application

- Unit teaching faculty judges student was/will be prevented from completing unit assessment due to extreme circumstances (Board of Examiners awards) (see 11.3.1 in Unit Assessment Procedures)
- Course managing faculty judges student has received an N or WN as a result of failing to complete unit assessment due to extreme circumstances (Dean or nominee can alter grade to WI) and notifies unit teaching faculty (see 11.3.2 in Unit Assessment Procedures)

Faculty uploads the result and communicates outcome to student or student’s estate. Note: Where the result is an amended result, a ‘Post BOE results amendment form’ must be completed.

End of Process

See Unit Assessment Procedures for examples acceptable forms of evidence (see 11.11)

See Unit Assessment Procedures for examples of acceptable grounds for a WI grade to be awarded (see 11.6)