Memo

To: Graduate Administrators  
From: Josie Lalonde, Director, Student Academic Services  
Date: April 16, 2019  
Re: Time limit for course work extensions (2018 Fall Session)

The deadline for grade submissions to replace SDF reports assigned at the end of the 2018 Fall Session is May 10, 2019.

Fall course extensions beyond the May 10 deadline require the approval both of the graduate unit and the SGS Admissions and Programs Committee. Proposing the continuation of an extension beyond May 10 requires the submission of an additional coursework extension request to SGS, together with supporting documentation.

Graduate units must submit a grade to replace the SDF by May 10 – unless:

1. The graduate unit has entered a final grade report in ROSI to replace the SDF, or
2. The SGS Admissions and Programs Committee has approved a coursework extension request to continue the extension.

Please note that a report of INC is a final and permanent transcript entry which may only be granted upon approval of the Graduate Unit Review Committee and SGS. In all cases of incomplete course work, instructors should submit to their graduate unit whatever grade has been earned; blanks, NGA, or INC notations should not be accepted. For further information, please refer to the SGS Guidelines on the use of INC, SDF, & WDR on the SGS website.

If you have any questions, please do not hesitate to contact your Student Services Assistant.

Thank you.