Memo

To: Graduate Administrators
From: Josie Lalonde, Director, Student Academic Services
CC: SGS
Date: December 6, 2018
Re: Time limit for course work extensions (2018 Summer Session)

The deadline for grade submissions to replace SDF reports assigned at the end of the 2018 Summer Session is January 11, 2019. The submitted grade should be the actual grade earned in the course, calculated with zero assigned to any coursework that is still incomplete.

Course extensions beyond the January 11, 2019 deadline require the approval of both the graduate unit and SGS. Graduate units proposing the continuation of an extension beyond January 11, 2019 must submit a request for course work extension on behalf of the student to SGS, together with supporting documentation.

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, the graduate unit must submit whatever grade has been earned; blanks, NGA, or INC notations should not be accepted. For more information on the guidelines for the correct use of INC, please review the Guidelines on the Use of INC, SDF, & WDR posted on the SGS website.

If you have any questions, please contact your Student Services Assistant.

Thank you.