

WITHDRAWN INCOMPLETE GRADE

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Withdrawn Incomplete

Under some circumstances you MAY be eligible to apply to convert your grade into a 'WI' Withdrawn Incomplete grade. The 'WI' Grade will not be a fail grade, and will not be part of your GPA calculation. To apply for a WI you must contact your faculty within **3** months of the release of finalised results.

The acceptable grounds for a WI are:

- A serious medical condition necessitating hospitalisation
- Death of an immediate family member
- Death of the student
- Obligations to emergency or military service
- Extreme circumstances of comparable gravity and severity.

Applications must provide evidence that the circumstances resulting in the failure to complete unit assessment were beyond the student's control, and either:

- Arose during the withdrawn fail period or later of the relevant semester
- Did not have their full impact until the commencement of the withdrawn fail period or later of the relevant semester, and this impact was not foreseeable earlier
- Prevented the student from withdrawing from the unit prior to the commencement of the withdrawn fail period of the relevant semester.

If you believe you may be eligible for either a Withdrawn (Incomplete) Grade, Or Remission of Debt then you should contact Student Rights and Support to discuss your case.

Caulfield Campus

Level 3, Building S,
2 Princes Ave
Caulfield East, VIC 3145

Peninsula Campus

Ground Floor, Building U,
McMahons Road
Frankston, VIC 3199

Berwick Campus

Building 930, Clyde Road
Berwick, VIC 3806

Parkville Campus

Building 401 (Sissons Building)
Parkville, VIC 3052

Telephone: +61 3 9903 2596

Email: studentrights@monsucaulfield.org.au

Website: www.monsucaulfield.org.au/student-rights.asp