

**Grades for Students Who Withdraw or Take Leave Near End of Term**

1. Normally, the Graduate School will not record any grade for that term for any student who withdraws or takes leave before the last day of the term.
2. If special circumstances warrant, the teacher concerned may assign a grade for a postgraduate course to a postgraduate student who withdraws or takes leave near the end of the term, but an explanatory note must be sent to the Graduate School. For example, if the course requires a project and it has already been handed in, or if the course is a seminar and the student has already made his presentation, a grade (which may be a passing grade or a failure) may be given.