

SM 24/1/66

E
Examination
Grading
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EXAMINATION REGULATIONS

1. Final examinations for courses that require them normally will be held during the last two weeks of each semester.
2. Each student is expected to participate in work assigned during the semester. The marks obtained for work during the semester may be used in determining the final standing for the course. A passing grade in any examination does not ensure a passing grade for the course.
3. Students who miss examinations because of illness or domestic affliction should obtain a physician's certificate or other supporting documents in order to obtain consideration in the course. [Such documents should be filed with the Registrar within four days of the date on which the examination was to have been written.]
4. A course grade of Def. ("Deferred") may be given to a student who, for valid reasons, has been absent from the final examination or has not completed all of the assigned work in a course. The instructor may give a passing grade when the deficiency is removed.
5. Any question concerning the grade in a course should be directed to the Department in which the course has been given.
6. ReReading of Answer Papers:
 - a) Any request for the re-reading of an answer paper must be made in writing to the Registrar within ten days following the announcement of the examination results and must be accompanied by a fee of \$ 5.00 for each paper.
 - b) Students who are prospective applicants should remember that papers are checked carefully, and those for which the mark is a failure will have been re-read. Applicants should state clearly their reasons for believing that the mark does not represent a true evaluation of their efforts.
 - c) Unless the reasons are deemed realistic the application for a re-reading of any paper may be refused.
 - d) Except under special circumstances not more than two papers from any one set of semester examinations may be re-read.
 - e) If, on re-reading a paper, it is found that the mark is increased by such an amount as to raise a failing grade to a passing grade, or from one grade to the next higher classification, the fee will be refunded.

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STANDING AND CREDIT

Examination

The mark for each course will be entered on the student's record by a letter grade:

First Class Standing, A+, A, A-
Second Class Standing, B+, B, B-
Pass Standing, C+, C, D
Failure, F
Deferred, Def.
Did Not Write, N

- a) The letter grade, Def., will be given when a physician's certificate or other document substantiating a request for a deferment on compassionate grounds is received by the Registrar within four days of the date on which the examination was to have been written and when such deferment is agreed to by the instructor involved.
- b) The letter grade N is given when a student registers for a course but does not withdraw before the set date and does not write the examination. An N is considered an F for purposes of scholastic standing.

GRADUATION

- 1. Each candidate for a degree must make formal application for graduation at least seven weeks before the end of the semester in which he will complete the requirements for the degree. Special forms for this purpose are provided by the Registrar's Office.
- 2. The list of successful candidates will be released upon approval by the Senate.