

**OLDS COLLEGE  
POLICIES AND PROCEDURES MANUAL**

CATEGORY: **D. Student and Academic**

SUBJECT: **Supplemental Evaluation**

POLICY NUMBER: **D16**

CROSS REFERENCE: D19 - Grading Policy

APPROVALS: New/Revision

Board of Governors	Academic Council	Academic Coordinating Committee	Administrative Services	Executive Committee
Date: 2006/11/23	Date: 2006/11/09	Date: 2006/10/30	Date:	Date:
Next Review: 2008				

**POLICY STATEMENT**

This policy provides Olds College students with an opportunity to improve their Final Grade of “D” or “D+” to a C- in order to advance to the next level (C- or better is required if a course is a pre-requisite for another course) without repeating a course.

**SPECIFIC GUIDELINES**

Students who receive a grade of “D” or “D+” on the Olds College grading system are eligible to request a Supplemental Evaluation. The final approval of whether a course is eligible for a Supplemental Evaluation will be made by the Chair and instructor. It is unlikely that courses with a considerable hands-on learning component would be eligible for a Supplemental Evaluation. Courses open to Supplemental Evaluation are so designated on the official Course Outline held in ‘Merlin’. The highest grade awarded would be a C- which is the standard grade required if a course is a pre-requisite for another course.

**DEFINITIONS**

Final Grade: A final grade is determined to be the overall final grade awarded for a course

A grade received as a result of a Supplemental Evaluation will be based entirely on the student’s performance on the Supplemental Evaluation and if higher than the previous grade for the course, will contribute to the recalculation of the student’s cumulative Grade Point Average (GPA).

## **PROCEDURES**

1. Faculty will designate the availability of a supplemental evaluation by (SUP) on the course outline.
2. A student wishing to write a supplemental exam for a course should determine if a supplemental evaluation applies to the course in question by reviewing the course outline and by contacting the instructor of the course. Course outlines are available through the Olds College web site.
3. If a supplemental exam is available for a course, the student must complete an 'Application for Supplemental Evaluation Form' available at Student Services or from Department Secretaries. The form must then be signed by the course instructor and the Program Coordinator. The time and date of the supplemental evaluation must be noted on the application.
4. For all instances other than outlined in Point #5 below, applications for a supplemental examination must be received no later than the end of the second day of the term immediately following the term when the D or D+ was received. Supplemental examinations will normally occur within the next three (3) working days.
5. For courses that end within the last term of the academic year, the application for a Supplemental Examination must be received no later than ten (10) days after the date of the scheduled final examination as outlined in the calendar of events. The Supplemental Examination will normally occur within five (5) days of the date of the deadline.
6. Any exceptions to points 5 and 6 above must be approved by the Chair.
7. Following appropriate authorizations the student must pay the non-refundable fee of \$20.00 to the Cashier in Duncan Marshall Place and return the form confirming payment, to the instructor before the evaluation is held.
8. Once the Supplemental evaluation has been completed and graded, the instructor must send the "Application for Supplemental Evaluation" form and a "Grade Change Form" to a Student Services Officer for processing of the grade indicating the final grade for the course.
9. Students will be allowed to remain registered in and begin the subsequent course(s) for which the pre-requisite course is required until the result of the Supplemental Evaluation is available.
10. The grade indicating improved performance will replace the original grade of that course and be indicated on the student's transcript as D+ or C- .

11. If the student's grade on the supplemental exam is the same or lower than their final grade for the course, then the original final grade shall stand.

It is the student's responsibility to complete an Add/Drop form to remove them from the next level of the course. Upon receipt of the Add/Drop form, the Office of the Registrar will remove the student from the next level of the course by entering a grade of "DD" which initiates a refund for the course and removes any reference to that course in the student record/transcript.

12. A student will be allowed one supplemental evaluation for each course in which they are enrolled if designated as having a "Supplemental".

#### **IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY**

VP Academic Services & Registrar/Associate Registrar, Student Services and Records. This policy will be reviewed at least every two years.