



<b>SUBJECT</b>	<b>Supplementals</b>
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**BACKGROUND**

From time to time and for a variety of reasons, students do not successfully complete requirements of a given course. In these instances, a supplemental may be granted at the discretion of the faculty member who taught the particular course, pursuant to the following policy.

For purposes of clarity, a supplemental can be taken to include the granting of a (supplemental) test, exam, lab, assignment, project or additional time.

**POLICY**

1. Supplementals may be granted:

A student who does not meet the minimum requirements of a course, but has a term mark of "C" (60-69%) or better in that course prior to any other form of final evaluation and who does not succeed in the course as a result of the final evaluation **may** be eligible for a supplemental. The decision will be made based on the student's performance in class during the term, and attendance, where attendance is a critical component in a course (i.e. labs, practicums, etc.).

The maximum final grade attainable in this case is 60% (C). If the student does not successfully complete the supplemental, the grade prior to the supplemental will stand and the student may be required to retake the course.

The following programs are regulated through provincial examinations and require a passing grade of "B" (70-79%):

- Primary Care Paramedic
- Fire to Paramedic Bridging
- Pre-Service Firefighter Training & Education.

A student enrolled in one of these programs who does not meet the minimum requirements of a course, but has a term mark of "B" (70-79%) or better in that course prior to any final form of evaluation and who does not succeed in the course as a result of the final evaluation **may** be eligible for a supplemental. The decision will be made based on the student's performance in class during the term and attendance, where applicable.

The maximum final grade attainable in this case is 70% (B). If the student does not

ISSUE DATE	SUPERSEDES	REFERENCE	SECTION	PAGE OF
2008-03-28	2006-06-15	C-8	ACADEMIC	1 2



# NORTHERN COLLEGE

SUBJECT	Supplementals
	<p>successfully complete the supplemental, the grade prior to the supplemental will stand and the student may be required to retake the course.</p> <p>In any semester, no more than two (2) supplementals may be completed.</p> <p>A fee of \$20 per supplemental must be paid prior to being allowed the supplemental.</p> <p><b><u>Procedure</u></b></p> <ul style="list-style-type: none"> <li>• The student must pay a \$20 fee at Student Services and present the receipt to the professor prior to the supplemental.</li> <li>• The student will confirm his/her intention to proceed with the supplemental five (5) days prior to the date of the supplemental.</li> <li>• The supplemental must be undertaken, evaluated, and processed by the date stipulated in the Academic Calendar for adding courses or prior to graduation if the course is a requirement for graduation.</li> <li>• If a student fails a supplemental he/she may not challenge the course through Challenge By Examination until one (1) full academic semester has passed.</li> </ul> <p>2. A supplemental, specifically additional time, may also be granted to students who, for reasons beyond their control (e.g. death in a family, illness, other emergencies) are unable to complete the course within the allotted timeframe.</p> <p><b><u>Procedure</u></b></p> <p>There is no limit to the number of supplementals in this case.</p> <p>There is no fee in this case.</p> <p>Additional time granted to finish a course must be completed by the late registration deadline of the next scheduled academic term of the student's program. Failure to do so will result in a grade of "zero" (Fail) in the course.</p>

ISSUE DATE	SUPERSEDES	REFERENCE	SECTION	PAGE OF
2008-03-28	2006-06-15	C-8	ACADEMIC	2   2