

 <b>UCN</b> University College of the North	<b># Pages:</b> <b>1 of 1</b>	<b>Policy Number:</b> <b>AC-01-05</b>
	<b>Approved by:</b> <b>Learning Council</b>	
<b>Policies &amp; Procedures Manual</b>		
<b>Section:</b> <b>ACADEMIC - Students</b>	<b>Effective Date:</b> <b>February 22, 2022</b>	
<b>Title:</b> <b>Supplemental Examinations</b>	<b>Replaces:</b> <b>February 25, 2014</b>	

## **POLICY STATEMENT**

The privilege of writing a supplemental examination is program and course specific. A student who receives a failing grade in a course may be provided the option to write a supplemental examination only if a supplemental examination is permitted for the course in which the failure occurred.

## **PURPOSE OF POLICY**

Supplemental examinations provide students with an alternative means to successfully complete a course.

## **PROCEDURES**

1. The privilege of a supplemental examination for a course will be determined by the individual program and approved by the applicable Dean.
2. The availability of a supplemental exam will be articulated on the course outline to be circulated to students at the start of the course.
3. The individual program shall establish the regulations, eligibility criteria, and procedures for supplemental examinations for courses within their program, which will be approved by the applicable Dean.