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<b>Title:</b>	<b>Course Final Supplemental Exams</b>

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### **GUIDING PRINCIPLE**

The NBCC is committed to assisting students in achieving success in their chosen course of studies and recognizes that there are times when a student's performance may result in a failing grade. Course Final Supplemental Exams provide students with an additional opportunity to demonstrate competence in defined course content and to achieve a passing grade.

### **POLICY STATEMENT**

The provisions of this policy apply to a student enrolled in a credited learning activity.

This policy defines the measure whereby students who have failed a course can demonstrate the level of competency required to continue their studies by writing a Course Final Supplemental Exam.

A Course Final Supplemental Exam can only be administered where a student has failed a formal evaluation.

A student in good or probationary standing may apply for permission to write a Course Final Supplemental Exam for a course in which he/she has received a failing grade.

Eligible students may write two (2) Course Final Supplemental Exam per term to a maximum of four (4) Course Final Supplemental Exam per academic year of study. The student is limited to one Course Final Supplemental Exam per course.

The student is allowed to register in other courses for which the course is not a pre- or co-requisite course. Students are permitted to register in courses where the failed course is a prerequisite or co-requisite, pending the outcome of the Course Final

Supplemental Exam.

The score of the Course Final Supplemental Exam is used to recalculate the final course grade. If the recalculated course grade is a pass for that course, the minimal pass mark for the course is noted on the transcript (ie. in the case of a course pass mark of 60%, the final course grade awarded is a 60%). For the Practical Nurse Program which requires a 75%, the final course grade awarded is a 75%.

No fee is attached to the writing of supplemental exams.

### **SUGGESTION BOX**

*Your suggestions for improvement to this document and/or its content*

### **CONTROLLED REFERENCE DOCUMENTS**

<b>Num</b>	<b>Document Name</b>	<b>Type</b>	<b>Document Custodian</b>	<b>Document Reviewer(s) Stakeholders</b>	<b>Document Approver</b>
Org-4303	<a href="#">Course Pass Mark</a>	Policies	Provincial Management Representative		Assistant Deputy Minister
NBCC-4322.002	<a href="#">Course Final Supplemental Exams</a>	Procedures	Provincial Management Representative		Assistant Deputy Minister

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