SUPPLEMENTAL PRIVILEGE PROCEDURES (ALSO SEE FAILED COURSES)

A student must apply to the Academic Review Sub-Committee for a supplemental privilege no later than the fifth day of classes of the semester following the failure (see Failed Courses in this section). In considering the request, the Academic Review Sub-Committee will consult with the course faculty to obtain information on the student’s performance during the course, the faculty’s recommendation concerning the appropriateness and feasibility of a supplemental privilege, and the nature of the supplemental privilege. If the Academic Review Sub-Committee approves the request, the faculty (or Program Head in the absence of the faculty) responsible for the course will determine the nature of the privilege, which could be a written exam, an oral exam, an assignment, a laboratory practical, or any other method or combination of methods of evaluation.

Student's Responsibilities

The student must request a supplemental privilege by submitting the request for academic consideration to the Academic Review Sub-Committee no later than the fifth class day of the subsequent semester. Students are encouraged to submit their request before classes begin to allow for receipt of a decision within the add period. The granting of the request is normally limited to the described special circumstances having due regard for the student’s performance in the course. Course requirements and the student’s previous performance may play a significant role in determining whether a privilege is appropriate and/or feasible.

In the case of an examination supervised by the Office of Registrarial Services, it is the student’s responsibility to appear on the correct date and time as designated by the Office of Registrarial Services.

If the requirement is beyond an examination supervised by the Office of Registrarial Services, the student must contact the faculty within five days of notification in order to clarify the details of the condition. Students are advised to have the faculty complete a form indicating the exact nature and due dates of the supplemental requirements, which may also include the satisfactory completion of an examination supervised by the Office of Registrarial Services (refer to Chapter III - Schedule of Dates). If the student is unable to make contact with the faculty, the Program Head responsible for offering the course must be contacted. If the required contact is not made the University will assume that the student does not intend to complete the requirements, and the supplemental privilege will be cancelled.

Academic Review Sub-Committee's Responsibilities

The Academic Review Sub-Committee, upon receiving a request from the student, and after consulting with the faculty and reviewing the student’s course performance, will determine whether a supplemental privilege should be granted. When a supplemental privilege has been requested, but not granted, the Campus Registrar, will inform both the student and the faculty. Similarly, when a supplemental privilege has been requested and granted, the Campus Registrar will advise the student and the faculty of the decision.