



## REGULATIONS FOR SUPPLEMENTARY EXAMINATIONS (DIPLOMA/CERTIFICATE PROGRAMS)

Supplementary Examinations provide an opportunity for students to improve their standing in a course in which they have attained a failing grade of 40% or 45% in courses for which the pass mark is 50% in any given semester.

For upgrading purposes, in their last semester of studies, students may be given an opportunity to write a supplementary examination for a course in which they have attained a mark of 50% or 55%.

The grade attained in a supplementary examination will replace only the grade attained in the final examination for the course in question and will be combined with marks previously attained for term work.

The following conditions must be met in order to qualify for supplementary examinations:

- a. Students may be eligible to write one supplementary per semester.
- b. Supplementary exams will not apply to any course in which the final exam is worth less than 30%.
- c. Supplementary examinations will be scheduled and should be written during the supplementary period.
- d. Students must apply, in writing, for supplementary examinations. The established standard fee per supplementary examination must accompany the application form. Refunds of such fees will only be permitted if permission to write an examination is not granted.
- e. If the mark obtained in the supplementary is lower than the original mark obtained on the regular examination, the original mark will be included in calculating the grade point average.
- f. When circumstances warrant, supplementary examinations may be written off-campus; the Student Services Office must be contacted for permission and guidelines prior to the examination period. All costs associated with the administration of off-campus supplementary examinations will be borne by the student.
- g. Academically dismissed students are not eligible to write supplementary exams.

## APPLICATION FOR SUPPLEMENTARY EXAMINATIONS

1. Please return this application to the Learner Services Centre promptly. It **must** be received by the office no later than **January 3, 2018**.
2. A fee of **\$25.00** per examination **must** accompany the application or it will not be honoured. Refunds will be issued **only** in cases where permission to write a supplementary examination is **not** granted. In cases where students withdraw their applications, refunds will be denied.
3. Supplementary examinations will be written **January 5, 2018**.

Student Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Program of Studies: \_\_\_\_\_ Year:  1  2  3

Course Delivery Method:  Distributed Learning  Evening  Daytime

Present Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Course Number and Course Name \_\_\_\_\_

Instructor's Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**Application can be mailed to:**

**College of the North Atlantic  
Learner Services  
Engineering Technology Centre  
P. O. Box 1150  
St. John's, NL A1C 6L8**

**Office Use Only:**

**Cashier's stamp:**

Granted	Not Granted	Amount Paid

Official Signature: \_\_\_\_\_

Date: \_\_\_\_\_