

# UNDERGRADUATE COURSE REGULATIONS

## Departments of Biomedical and Molecular Sciences, Pathology and Molecular Medicine, and Public Health Sciences Undergraduate Course Regulations and University Policies

In all regulations that refer to decisions made by the instructor, the instructor may choose to delegate responsibility for those decisions as appropriate.

The following is a summary of the Undergraduate Course Regulations with references to University Policies for the Departments of Biomedical and Molecular Sciences, Pathology and Molecular Medicine, and Public Health Sciences (herein referred to as QHS Departments):

### Course Regulation 1: Use of These Regulations

All students, regardless of their home faculty, are required to follow the regulations outlined in this document, with the exception of appeals. Students from other Faculties or Schools registered in a course offered through the Faculty of Health Sciences are governed by the academic regulations of their home Faculty, School, or program, with the exception of any academic regulations of that Faculty or School pertaining to academic integrity. In accordance with the Senate Policy on Academic Integrity Procedures, the initial investigation of the departure and any referral of the case to the Associate Director (Studies) will take place under the Academic Integrity Regulations. In the case of a finding of a departure from academic integrity, the Health Sciences Academic Integrity Lead will disclose such finding to the appropriate authority in the student's home Faculty or School and will consult with that authority before imposing any sanction.

### Course Regulation 2: Courses Spanning More Than One Term

#### 2.1 – Nomenclature

Courses that span more than one term (multi-term courses) shall be divided into separate classes for each term in which they are offered. The class offered in the first term shall be denoted with the suffix "A" and the class offered in the second term shall be denoted with the suffix "B".

#### 2.2 – Prerequisites and Registration

##### 2.2.1 – Prerequisites

The prerequisite, if any, for the first half of the course shall be that indicated in the Courses of Instruction section of the Academic Calendar. When students enrol in the first half of the course using the online student centre (SOLUS), they will be automatically enrolled in the second half of the course.

##### 2.2.2 – Registration

Students must be enrolled in both halves of the course to be deemed to have registered in the course. Students who have

failed to register in both halves of the course shall, following the deadline to add classes, have the section in which they have registered removed from their academic record by the Office of the University Registrar and shall be required to appeal to their Faculty/Program for late registration.

### 2.3 – Dropping Multi-Term Courses

Students who wish to drop a multi-term course must drop the classes denoted with both the A and the B suffix on or before their Faculty/Program's published Fall Term Academic Calendar Dates for dropping a course without academic penalty; otherwise a grade of NG (not graded) shall be assigned to the A suffix. If a student wishes to drop a multi-term course after the deadline to drop Fall Term classes without academic penalty, but prior to the deadline to drop Winter Term classes without academic penalty, only the B suffix shall be expunged from the transcript. Students wishing to drop a multi-term course after the deadline to drop Winter Term classes without academic penalty must appeal/petition according to their Faculty/Program processes. If the appeal is granted, a DR designation shall be placed on the transcript for the B suffix, and an NG designation shall remain on the A suffix. If the appeal is denied, the final grade earned shall remain on the transcript. A student may not appeal to remove a DR grade from the transcript. The chart below shows the impact of dropping multi-term courses on the academic transcript.

Timing of Multi-Term Course	Drop Grade on Transcript: A Suffix	Drop Grade on Transcript: B Suffix
a) By Fall Term deadline to drop without academic penalty	Expunged	Expunged
b) After Fall Term deadline to drop without academic penalty (upon successful appeal initiated before the Winter Term deadline to drop without academic penalty)	DR	Expunged



c) After Fall Term deadline to drop without academic penalty but before the Winter Term deadline to drop without academic penalty

NG

Expunged

d) After Winter Term deadline to drop without academic penalty (upon successful appeal)

NG

DR

## 2.4 – Credit and Grading

The first half of a multi-term course shall earn 0.0 units and may not be used to meet the degree requirements of the student's academic program, or any prerequisite, corequisite, or exclusion requirement. The earned units for the multi-term course shall be placed on the second half of the course. Upon successful completion of a multi-term course, the first half of the course shall be assigned a grade of NG (Not Graded) (see Academic Regulation 8). The final grade for the course, including any incomplete (IN) or grade deferred (GD) status shall be assigned to the second half of the course. Note that for the purposes of determining the student's academic load, half of the units assigned to the full-year course will be applied toward the academic progress units for each term in which the course is offered (see Academic Regulation 2).

Students who drop a multi-term course, even after successfully completing the first half of the course, must enrol in and complete both halves of the course in a subsequent academic period in order to earn credit for the course.

## 2.5 – Appeals

No part of Academic Regulation 2 may be appealed.

## Course Regulation 3: Auditors

### 3.1 – Audit Policies

Students may not audit courses offered by the QHS departments.

### 3.2 – Appeals

No part of Academic Regulation 3 may be appealed.

## Course Regulation 4: Attendance, Course Work, and Conduct

### 4.1 – Participation and Conduct in Courses

Students must be enrolled in a course to be eligible to participate in lectures, laboratories, tutorials, discussions, tests, and examinations associated with the course. Students are responsible for material covered in all modules and laboratories sessions and are expected to participate in

all tutorials, discussions, tests, and examinations in their courses. Students are also responsible for submitting essays, exercises, reports, and laboratory work at the prescribed times. Student conduct in tutorials, discussions, tests, and examinations must conform to the Code of Conduct. Students whose conduct does not conform to the Code of Conduct will be reported to the appropriate Non-Academic Misconduct (NAM) Unit.

### 4.2 – Submission of Course Work

For purposes of evaluation, assignments, and other course work must be submitted in a readable format. All due dates are in Eastern Time (ET).

### 4.3 – Absence and Missed Course Work

A student who requires rescheduling of deadlines for course work, assignments, or tests for extenuating circumstances is responsible for submitting the appropriate forms and additional paperwork (if required) to their home Faculty/Program as outlined by the Senate policy on Academic Consideration for Students in Extenuating Circumstances (<https://www.queensu.ca/secretariat/policies/senate/>).

If there is a significant effect on engagement in coursework or academic performance such that the student may wish to request an incomplete grade, Aegrotat or Credit standing, the student is responsible for obtaining appropriate documentation at the time of treatment. Refer to Faculty/Program Academic Regulations for further information about Aegrotat and Credit standing and appeal/petition processes for these notations.

### 4.3.1 Participation in Significant Events

Students participating in a significant event at the provincial, national, or international level that is either a Queen's Varsity Athletics event or an event to which you were invited as a distinguished guest must complete a Request for Excused Absence for Significant Events (<https://www.queensu.ca/studentwellness/home/forms/extenuating-circumstances/>) and submit this to their Faculty/Program Office.

## Course Regulation 5: Assessment of Performance

### 5.1 – Determination of the Final Grade for a Course

The choice of the elements to be used in determining the final grade for a course and the weighting of these elements are decided by the QHS Department instructors. The following elements may be used: the work of the term, including, where appropriate, essays and exercises, class tests, reports, seminar and online participation, laboratory work, and a final examination. Students who feel their final examination or final grade has not been accurately assessed may request a review of their work.

## **5.2 – Scheduling of Course Elements**

### **5.2.1 – Provision of a Written Outline**

Before the end of the first week of the term in which a course starts, instructors must provide students with a written outline of the basic features of the course. At a minimum, the course outline should include a description of the course objectives and a clear statement of the basis on which final marks are assigned. Instructors should specify the term work expected and weight, if any, that it will contribute to the final mark.

### **5.2.2 – Restrictions on Assessment**

Major tests and de facto examinations are strictly prohibited in the last two course weeks and in the study period designated by Senate prior to the examination period.

#### **5.2.2.1 – Major Tests or Quizzes**

A test or quiz is deemed to be major if it:

1. covers more than the work of the preceding six weeks, or
2. counts for more than 10 per cent of the final mark in a 6.0 unit class or 20 per cent of the final mark in a 3.0 unit class.

#### **5.2.2.2 – De Facto Examinations, Major Term Essays, and Seminar Presentations**

De facto examinations are essentially replacements for final examinations or end-of-term tests for which the Senate provides a schedule. A major term essay – one that conforms to (ii) above – should be assigned in the first half of the term if it is due any time between the beginning of the 11th week of classes and the end of the examination period. A seminar presentation that conforms to (i) or (ii) above should be assigned in the first half of the term if it is to be held in the last two weeks of term or the final examination period.

### **5.2.3 – Exceptions to the Restrictions on Assessment**

Requests for exceptions must be made annually by instructors and must be approved by the relevant QHS Department Head. (Exceptions to the above guidelines might include laboratory examinations requiring the hands-on use of apparatus or materials.)

## **5.3 – Submission of Mid-Year Grades**

At the end of the Fall Term, instructors of multi-term classes may submit mid-year grades. These grades will be made available to students in January as an indication of their progress. Mid-year grades do not appear on official transcripts.

## **Course Regulation 6: Examinations**

### **6.1 – Supplemental Examinations**

There are no supplemental examinations in courses offered by the QHS Departments.

## **6.2 – Scheduling of Exams for Online Courses**

### **6.2.1 – Scheduling of Online Proctored Examinations**

It is the student's responsibility to schedule their proctored assessment and this must occur at a minimum of 24 hours prior to the time the proctored assessment opens. Students who schedule their proctored assessment within this final 24-hour period, or students who reschedule their proctored assessment during this period, will be assessed a fee of \$40 CAD. If a student-side event occurs during an examination that requires rescheduling, such as accidentally submitting their quiz, test, or exam or technical/bandwidth issues, the student will be assessed a fee of \$40 CAD. Students who do not cancel within the 24-hour period, or do not show up to their scheduled exam are also subject to a \$40 CAD fee. Students unable to complete an examination and seeking to defer it for reasons not classified as extenuating circumstances, verified by their home faculty, or accessibility related, are also subject to a rescheduling fee of \$40 CAD fee.

### **6.2.2 – Examination Delivery Methods**

An examination for any course offered in any term or session (including Summer Term) must be written on your computer using an approved secure online proctoring software.

Exam delivery method will vary, depending on the course. Students are expected to review the course syllabus in the course onQ page during the first week of class to confirm the exam delivery method.

#### **6.2.2.1 Hybrid Examination Delivery**

An online course may choose to offer a hybrid exam, whereby students are able to write the exam online using a remote exam software or in-person. In courses using this method, it will be assumed that online program students are writing remotely (during a time period of at least 24 hours) and on-campus students are writing in-person (at a specified date/time). The exam location may be changed prior to your faculty's add/drop deadline. Online students choosing to write on-campus can do so at no extra charge. On-campus students choosing to write online using remote proctoring software will be charged a fee per exam.

#### **6.2.2.2 Remote Examination Delivery**

Fully online courses may select a remote examination. In such instances, no on-campus exam delivery method will be made available. No fee will be incurred for on campus program students should a course have no on campus exam delivery method. Exams written remotely will be written during a designated time period of at least 24 hours.

#### **6.2.2.3 On-campus Examination Delivery**

All students registered in on-campus courses will be required to write their computer-based proctored assessments in-



person at a dedicated time and location using an approved secure proctoring system. This includes students registered in an Undergraduate Online program career.

#### **6.2.2.4 Appeals**

No part of Academic Regulation 6.2.2 can be appealed.

#### **6.2.3 Timing of Examinations**

This time period for final examinations will occur during the University Exam Period. All times are in Eastern Time (ET). The final examination schedule may not be changed once the schedule is posted. Final examinations may not last longer than 3 hours, except in the case of exchange students (see Academic Regulation 8.5) or students who require accommodation requested through Queen's Student Accessibility Services.

##### **6.2.3.1 – Schedule Conflicts**

A student discovering a conflict (two examinations at the same hour, three consecutive examinations in a 24-hour period, or an examination at the same hour as a religious observance) should report the conflict to the instructor and the exams support team (for mid-course and final examinations) and the University Exams Office (for final examinations), as soon as possible.

#### **6.3 – Scheduling of Exams for Blended On-Campus Courses**

##### **6.3.1 Scheduling and Location of On-Campus Midterm Exams for Blended Courses**

Scheduling and location of on-campus midterm exams for blended courses may proceed as described in 6.2 for online courses or as described in 6.3.2 for final exams for blended courses. This will be outlined for students at the beginning of the course. This decision is at the discretion of the exam support team and relevant QHS Department.

##### **6.3.2 Scheduling and Location of On-Campus Final Exams for Blended Courses**

Examinations for on-campus blended courses will be scheduled by the University Exams Office. Examinations will be completed on a computer using a proctoring software on Queen's University campus with the presence of a proctor.

The final examination schedule may not be changed once the schedule is posted. Final examinations do not normally last longer than 3 hours, except in the case of students who require accommodation requested through Queen's Student Wellness Services.

##### **6.3.3 – Schedule Conflicts**

A student discovering a conflict (two examinations scheduled at the same time, three consecutive examinations in a 24-hour period, or an examination at the same hour as a religious observance) should report the conflict to the exam

support team and the University Exams Office (for final examinations), as soon as possible.

#### **6.4 – Extenuating Circumstances affecting Examinations**

Students who are unable to write an examination during the scheduled time period due to extenuating circumstances beyond their control (such as serious illness, death in the family), should either make arrangements with the instructor (for midterm examinations) or write the final examination during the Deferred Exam Period. For final examinations, a student may consider a request for an incomplete grade, Aegrotat, or credit standing. Students who find themselves in such circumstances may seek permission to write the examination at a later time by submitting a Request for a Deferred Exam Form to the instructor of the course. Students should refer to the Academic Consideration procedures of their home Faculty/Program.

##### **6.4.1 Extenuating Circumstances Warranting an Early Examination**

Such students seeking permission to write the examination at an earlier time than the scheduled time due to exceptional circumstances must appeal/petition in writing to their home Faculty/Program. Note that personal plans do not qualify as extenuating circumstances under this Regulation. Normally students are not permitted to write an examination at a time earlier than the scheduled time.

##### **6.4.2 – Extenuating Circumstances Occurring Immediately Prior to an Examination**

Students who experience sudden illness or other extenuating circumstances beyond their control, immediately prior to a scheduled examination, should not write the examination. Instead, students in such circumstances are responsible for submitting the appropriate form(s) and additional paperwork (if required) to their home Faculty/Program prior to the examination start time, as outlined by the Senate policy on Academic Consideration for Students in Extenuating Circumstances (<https://www.queensu.ca/secretariat/policies/senate/>). Once the request has been made and as soon as they are able, students must contact their instructor(s) to make arrangements to write a deferred examination either at a mutually agreed upon time (for mid-course examinations) or during the Deferred Exam Period (for final examinations).

##### **6.4.3 – Extenuating Circumstances Occurring During an Examination**

Students who experience sudden serious illness during the course of writing a scheduled examination that prevents them from completing the examination, must verbally indicate as much to the online proctoring system or their proctor (whichever is applicable), as well as notify their instructor by email to the course email address upon exiting the exam. The exams support team will liaise with the instructor of the course to determine if the examination



attempt is considered valid. If a student exits an online examination session without appropriately emailing the course email address as well as verbally indicating this to the online proctoring system, the examination attempt will be considered valid and no retroactive consideration will be possible.

If, after consultation with the instructor, the examination attempt is not considered to be valid, permission for the student to re-write the examination, either at a mutually agreed upon time (for mid-course examinations) or during the Deferred Exam Period (for final examinations) may be granted for documented cases at the discretion of the instructor(s) and the student's home Faculty/Program). Alternatively, other options for the student to complete the course may be provided.

Please note that it is the responsibility of the student to follow up with their instructor(s) to arrange the appropriate consideration, but it is up to the instructor(s) to determine the date of the deferred examination within the Deferred Exam Period for final examinations, as defined by the exam support team. Any further extensions based on continued or new extenuating circumstances will require a written appeal/petition to the student's home Faculty/Program.

## **6.5 – Formal Review of Final Examinations**

Students who feel their final examination has not been accurately assessed may request a formal review of the examination through the course instructor.

## **Course Regulation 7: Examination Conduct**

### **7.1 – Admission to and Dismissal from the Examination**

Students are required to provide their Queen's Photo ID (note: if your student ID card does not have a photo on it, you need to provide a government-issued photo ID) to the examination. You will be prompted to capture images of your workspace. This entails photographing the desk, the area beneath the desk, the computer screen using a reflective device, in some cases you may be asked to do a live scan of your workspace. Note: It is important that these scans are done slowly and clearly enough for your instructor to review them properly. If requested by the online proctor, students will be required to complete additional scans throughout the exam. If a student is absent during any amount of time after starting their exam, they should expect to be asked to perform another room scan. Not performing a proper room scan may compromise the academic integrity of your exam. Any candidate logging into the exam software with insufficient time left to complete the examination will receive only the remaining time in which to write the examination. The late candidate's examination will be marked only at the discretion of the course instructor.

Any student that becomes disconnected from the online proctoring system during the examination will compromise the academic integrity of their examination and their examination may or may not be considered a valid attempt. Exam attempt validity will be determined on a case-by-case basis.

### **7.2 – Restrictions on Articles Taken into the Examination Location**

No articles such as smart devices, textbooks, notes, books of tables, data sheets, graphs, paper, written material, calculators, etc., may be used during the exam unless authorized by the instructor.

Students should have only essential items on hand for the examination. Use of electronic devices with memory capabilities or web-access will be outlined for each exam held. Non-authorized device use including communication devices (eg, cell phones, smartphones, media players, smart watches etc.) during the exam period will otherwise be prohibited. The use of a headset or ear buds is not permitted.

### **7.3 – Restrictions on Computer Use during an Examination**

Students are not permitted to open any computer software or programs other than the examination. Tools such as grammar and spell-check are also not permitted.

### **7.4 – Examination Regulations**

A student is responsible for adhering to all Examination Regulations as published by the Office of the University Registrar and/or the Senate. All examination irregularities will be reported by proctors to the instructor of the course. Normally, such irregularities will be dealt with under the regulations pertaining to departures from academic integrity (see Academic Integrity Regulations).

### **7.5 – Additional Examination Time for Official Exchange Students**

Students studying at Queen's on an official exchange and whose first language is not English may apply to the University Examinations Office or to the exam support team, as appropriate, for additional time of 0.5 hour to write each final examination and to bring one language translation dictionary to the examination.

## **Course Regulation 8: System of Grading and Transcript Notations**

### **8.1 – Evaluative Grades**

Normally, students receive letter grades for performance in courses offered by the Bachelor of Health Sciences program. The evaluative grades for all courses offered by the Bachelor of Health Sciences program are:



Letter Grade	Description
A+	Exceptional
A	Outstanding
A-	Excellent
B+	Very Good
B	Good
B-	Reasonably Good
C+	Acceptable
C	Minimally Acceptable (Honours)
C-	Minimally Acceptable (General)
D+	Unsatisfactory Pass
D	Unsatisfactory Pass
D-	Unsatisfactory Pass
F	Failure - No Course Credit

### 8.1.1 – Long Descriptors

The long descriptors provide a more detailed guide to what each letter grade signifies:

Letter Grade	Description
A+	Indicates exceptional performance that exceeds the highest standards. The course content has been mastered, the ability to apply the material in new ways has been demonstrated, and an understanding of the wider context is evident, all to an exceptional degree. Consistent performance at this level leads to placement on the Dean's Honour List with Distinction
A	Indicates outstanding performance that meets the highest standards. The course content has been mastered, the ability to apply the material in new ways has been demonstrated, and an understanding of the wider context is evident. Consistent performance at this level leads to placement on the Dean's Honour List.

A-	Indicates excellent performance that meets very high standards. Mastery of the course material and ability to apply the material in new ways have been demonstrated. Consistent performance at this level leads to placement on the Dean's Honour List.
B+	Indicates very good performance that meets high standards. The course content has been mastered, with a comprehensive understanding of concepts and techniques.
B	Indicates good comprehension of the course material. The expectations set for the course have been met.
B-	Indicates reasonably good comprehension of the course material. Most expectations set for the course have been met.
C+	Indicates an acceptable comprehension of the course material, meeting and in some cases exceeding basic standards.
C	Indicates a generally acceptable comprehension of the course material, meeting basic standards. Consistent performance at this level is acceptable for an Honours Degree.
C-	Indicates a minimally acceptable comprehension of the course material while falling short of basic standards in some areas. Consistent performance at this level is acceptable for a General degree, but not for an Honours degree.

D+	Comprehension of the course material was unsatisfactory, but sufficient for credit to be granted. Consistent performance at this level will lead to placement on Academic Probation and, potentially, further sanctions.
D	Comprehension of the course material was unsatisfactory, but sufficient for credit to be granted. Consistent performance at this level will lead to placement on Academic Probation and, potentially, further sanctions.
D-	Comprehension of the course material was unsatisfactory; barely sufficient for credit to be granted. Consistent performance at this level will lead to an automatic requirement to withdraw.
F	Indicates that the minimum standards have not been met. Credit has not been granted. Consistent performance at this level will lead to an automatic requirement to withdraw.

## 8.2 – Pass/Fail Grades

### 8.2.1 – Course Designated as Pass/Fail by the Academic Unit

A pass standing (P) is reserved for a course in which a student successfully completes all the requirements in a course designated as Pass/Fail. A course that has been designated Pass standing will not be included in the student's GPA but can be counted for credit towards a degree program. A course that is designated as Fail will be included in the student's GPA.

## 8.3 – Non-Evaluative Grades

### 8.3.1 – Aegrotat Standing (AG)

Aegrotat estimated standing in a course is reserved for situations in which a student, who has completed and passed at least 60 per cent of the work for a course, but because of illness or other extenuating circumstances beyond their control, is unable to complete all the work of the course. Aegrotat grades (AG) will be included in the student's grade point average (GPA) and can be used as credit earned towards a degree program. An appeal/petition to the student's home Faculty/Program is required for this notation.

### 8.3.2 – Credit Standing (CR)

Credit standing (CR) in a course is reserved for situations in which a student, who has completed and passed all of the work of the course including the final examination, but because of illness or other extenuating circumstances beyond their control, earned a substantially lower grade than might have been expected, normally a grade of C or lower. A course with CR will not be included in the student's GPA but can be used as credit earned towards a degree program. Students who wish to use a course in which they have CR as a prerequisite for registering in a further class may need to appeal to the instructor of the class if the prerequisite requirement includes a minimum grade. The instructor has the authority to waive this prerequisite at their discretion. An appeal/petition to the student's home Faculty/Program is required for this notation.

### 8.3.3 – Grade Deferred (GD)

Grade deferred standing (GD) is a temporary designation reserved for circumstances in which:

1. a student has submitted all the work in a course, but the final grade is not available (eg late assignments not yet marked), or
2. a suspected departure from academic integrity is under investigation or under appeal and a final grade for the course cannot yet be determined.

The instructor shall indicate to the Department Head (or delegate) the special circumstances under which the GD is being assigned, and in the case of (i) above, shall provide a timeline for submission of the final grade.

A grade of GD will not be included in the determination of a student's GPA, and any course with a GD designation may not be counted for credit towards a degree program.

NOTE: GD differs from the notation IN, which indicates that a student has not submitted all the work assigned and the instructor has agreed to accept the outstanding work.

### 8.3.4 – Incomplete (IN)

Incomplete standing (IN) is a temporary designation reserved for a course in which a student who, because of extenuating circumstances beyond their control, has not completed all term work for a course or requests permission to defer the writing of a final examination.

A student seeking incomplete standing should first complete a Request for Academic Consideration for Extenuating Circumstances and submit it to their home Faculty/Program along with appropriate documentation (if appropriate).

In cases where a student will receive a failing grade if all outstanding work is not completed or the exam is not written, an IN grade will be submitted by the instructor. A grade of IN



will not be included in the determination of a student's GPA, and any course with an IN designation may not be counted for credit towards a degree program. If the outstanding work is not submitted by the end of the subsequent term, the IN grade will lapse to an F (Fail) and will be included in the student's GPA.

In cases where a student will pass the course even if the outstanding work is not completed or the exam is not written, the actual earned letter grade will be assigned. The letter grade shall be included in the student's GPA and may be counted for credit towards a degree program. If the outstanding work is not submitted by the end of the subsequent term, the original letter grade shall stand.

Any extensions beyond either the date of the first agreement or the end of the subsequent term must be based on further extenuating circumstances and will require an appeal/petition to the student's home Faculty/Program.

### 8.3.8 – Not Graded (NG)

The not graded (NG) designation indicates the completion of the first half of a multi-term course. A student will receive an NG designation at the end of the first term in which the class was in progress. At the end of the second term in which the course is offered a letter grade or other appropriate designation shall be entered.

Not graded designations will not be included in the student's GPA and will not be counted for credit towards a degree program. No course with an NG designation may subsequently be counted as partial or full credit towards completion of another course at Queen's University, or as transfer credit.

### 8.4– Courses in Progress (no designation)

Transcripts shall note all courses in progress during the academic term in which they are offered. Such courses in progress shall have no designations attached to them.

## 8.5 – Grade Point Average (GPA)

### 8.5.1 Letter Grade/Grade Point Table

All letter grades shall have grade points associated with them, according to the following table:

Letter Grade	Grade Points
A+	4.3
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0

C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

The grade point average (GPA) shall be calculated by multiplying the grade points earned in a course by the unit value of that course, then dividing by the total number of units attempted during the period of time over which the GPA is being determined. Grade point averages may be determined over three periods for evaluative purposes.

### 8.6 – Change of Grade

The deadline for submission of a change of final grade by an instructor can be no later than the end of the term following that in which the class was offered. If the change of grade is not submitted within that timeline, the existing grade in the course shall stand. Any extensions beyond the end of the subsequent term must be based on extenuating circumstances and will require an appeal/petition from the student to their home Faculty/Program.

## Course Regulation 9: Review of Graded Work in a Course

Students have the right to review all graded work in a course, including the final examination. All graded material that is not returned to the student must, according to Senate policy, be retained for a period of 12 months.

Information about appeals/petition of instructors' decisions on grading can be found in the student's home Faculty/Program's academic regulations.