

## MEMORANDUM

**Date:** October 18, 2010

**To:** Karen Roche, Secretary of Senate

**From:** Brenda Winter, University Registrar

**Subject:** Proposed Change to Regulation VII (h) Special Examinations

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According to Regulation V (h) *Repeating Courses* undergraduate students are allowed to repeat a course twice. If a student chooses to write a Special Examination, the result must be recorded as a separate transcript entry and therefore has been counted as an additional 'attempt'.

Since this is not, in fact, a retake of the course, I would like to propose to Senate a change to the Regulations on Special Examinations that would clearly indicate that we **not** count Special grades as a course attempt.

I have attached the proposed Calendar change.

## University Regulations

### VII Special Examinations

Current wording:

(h) The final letter grade and the revised letter grade will appear on the student's record. The revised final grade shall be counted in any subsequent assessment of standing. Engineering Degree students please note that any passing Special Examination mark shall carry the letter grade of "D" for application to Faculty of Engineering Academic Regulation #6.

Proposal for revised wording:

(h) The final letter grade and the revised letter grade will appear on the student's record. The revised final grade shall be counted in any subsequent assessment of standing. ***Only the revised final grade, not the original grade shall count as an attempt for purposes of Regulation V(h) Repeating Courses.*** Engineering Degree students please note that any passing Special Examination mark shall carry the letter grade of "D" for application to Faculty of Engineering Academic Regulation #6.