
Supplemental Evaluation Measures

Policy Number:	1114
Key Process Area:	Academic Planning & Evaluation
Owner:	VPAR
Current Approved Date:	June 17, 2020

POLICY STATEMENT

New Brunswick Community College (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 an unsuccessful grade. A Supplemental Evaluation Measure may be offered when a student receives an unsuccessful grade in a credit course.

PURPOSE

This policy provides students who were unsuccessful in a credit course with an additional opportunity to demonstrate competence in the unsuccessful course and to achieve a passing grade.

SCOPE AND LIMITATIONS

This policy applies to all students enrolled in a credited course. This policy does not apply to Work Integrated Learning placements.

1.0 DEFINITIONS

Supplemental evaluation measure

-an evaluation providing an eligible student another opportunity to acquire a pass mark for the given course in which the student was unsuccessful.

Final course grade (mark)

- the maximum course mark of a supplemental measure is 60 (or the pass mark as outlined by the program curriculum and posted on the course outline).

Work Integrated Learning

- the process whereby students come to learn from experiences in educational and practice settings and integrate the contributions of those experiences in developing the understandings of the related profession.

2.0 IMPLEMENTATION

2.1 Notification and Timelines

- The instructor notifies eligible students at the end of the course if they were unsuccessful in a course.
- Eligible students are informed of the criteria and requirements for a Supplemental Evaluation Measure.
- Students who meet the criteria and wish to have a Supplemental Evaluation Measure must complete the Application to Write a Supplemental Evaluation Measure form and submit it to the Department Head or designate within five academic days of the end of the course.

- Supplemental evaluation measures are held within 10 academic days following the end of the course. Exceptions may be made depending on the time of year. For example, holidays, spring term of the first year of a multiple year program, Work Integrated Learning placements.

2.2 Fees

- There is no fee or cost to the student for Supplemental Evaluation Measures.

2.3 Qualifications for a Supplemental Evaluation Measure

- The student must have completed all assessment and evaluation measures during the duration of the course.
- The student must have a final course mark within 10 marks of the passing grade as stated on the course outline. (*Example:* pass mark of course is 60, student must make 50 to be eligible).

2.4 Scope of Supplemental Evaluation Measure

- The scope of the Supplemental Evaluation Measure covers the content of the entire course. The content and format will be determined by the instructor. The supplemental evaluation measure must be comprehensive and may include comprehensive examinations, labs, projects, or any combination thereof.

2.5 Number of Allowed Attempts

- A student may apply for two (2) Supplemental Evaluation Measures per term to a maximum of four (4) per academic year of study.
- There is a limit of one (1) Supplemental Evaluation Measure per course. In situations where accreditation or licensing requirements do not allow this number of Supplemental Evaluation Measures, it will be stated on the respective program's course outlines.

2.6 Unsuccessful Prerequisite Courses

- A student may register in courses where they were unsuccessful in completing a prerequisite or co-requisite, pending the outcome of the Supplemental Evaluation Measure.
- The student is withdrawn from the course if unsuccessful in the prerequisite or co-requisite course supplemental evaluation.

2.7 Marks and Transcripts

- The supplemental evaluation mark will replace the original posted mark as the course final grade up to a maximum of 60%.
- In cases where supplemental evaluation mark does not exceed the original mark achieved, the original course mark will prevail.

3.0 OTHER RELATED DOCUMENTS

Application to Write Supplemental Evaluation Measure (1114.4793)

Transcript of Marks and Grading System (1108)

Grade Change Request Form (1109.4753)

Course Change Request Form (1109.4766)