

Application for a Supplemental Examination

Applications for supplemental examinations must be submitted to the AgBio Dean's Office in Agriculture 2D30 or agbio.studentservices@usask.ca **within 10 working days of the posting of the final course grade**. Applicants must meet the eligibility criteria for supplemental exams as specified in the College of Agriculture and Bioresources' College Regulations (see reverse).

Non-graduates must provide a rationale showing that a lack of supplemental examination will cause extreme academic difficulty.

Students and instructors will be notified by email whether or not their application has been approved. A fee of \$60.00 will be applied to your student account upon approval for a regular supplemental examination. A fee of \$100.00 will be applied to your student account upon approval for a special supplemental examination.

Name: _____ **Student Number:** _____
Phone: _____ **USask Email address:** _____
Course: (e.g. AGRC 111.3) _____ **Current Final Mark:** _____
Name of Instructor _____

Reason for Request: (attach supporting documentation if applicable)

Are you registered with Access and Equity Services and requiring exam accommodations? _____

Signature of Applicant: _____ **Date:** _____

For Special Supplemental Examinations, the date must be chosen in consultation with the instructor.

<i>Date, time and location of special supplemental exam</i>	
Invigilator's signature	Instructor's signature

Eligibility Criteria for Supplemental Examinations:

Supplemental Examinations for Potential Graduates: Diploma and degree students who are otherwise eligible to graduate and who fail one class in their graduating year shall be granted a supplemental examination, provided that a final examination was held in that class. A student who fails more than one class in the graduating year may be considered for supplemental examinations according to the following regulations: Diploma students failing to achieve a Cumulative Weighted Average of 60% on 60 credit units in the Diploma in Agribusiness or Diploma in Agronomy in the graduating year will be permitted to write a supplemental examination in a failed course provided they have achieved a Cumulative Weighted Average of 59%. Supplemental examinations may be granted to degree students in their final undergraduate year (those with potential to graduate in June or October of that year) if the minimal promotion requirements have been met in that year, the mark in the failed course is 40.0% or better, and there is a final examination in the failed course(s). Supplemental examination results replace the previously failed grade(s) for average calculations. When a supplemental examination is granted the only part of the course being rewritten is the final examination. Other determinants (labs, mid-term tests, term papers, etc.) retain their original weight in computing the final grade for the course. Students on Probation are not eligible to write supplemental exams.

Supplemental Examinations for Non-Graduates: Supplemental examinations may be granted to students who are not in their final undergraduate year, in courses taught in the College of Agriculture and Bioresources and for which there is a final examination. To be eligible for consideration, the student must meet the minimum promotion requirements, the final mark in the failed course or courses must be 40.0% or better, and it must be shown that lack of a supplemental examination will cause extreme academic difficulty. For courses taught by other colleges, the supplemental examination regulations of those colleges will prevail, except that the College of Agriculture and Bioresources eligibility requirements must also be met. Students on Probation are not eligible to write supplemental exams.