

CREDIT BY SPECIAL ASSESSMENT REGULATIONS

Who may special assess courses?

- Some faculties will allow students who feel knowledgeable in the subject matter of a particular course to seek credit through special assessment (i.e., subjecting to an examination only without attending the course and completing all requirements in the normal way during a regular session). Faculties and departments are free to determine which, **if any**, of their courses may be taken by special assessment, by any particular student, and to determine the nature and scheduling of the examination or assessment procedures involved.

When will the grade be reported?

- The evaluation must be completed and a grade reported by the specified deadline for that particular academic session.

Must the course be offered to be “special assessed”?

- Only those courses listed on the master timetable and offered during an academic session may be taken by special assessment.

Procedure for “special assessment”

- To complete a course under this policy, a student must obtain written permission by the registration deadline from the head of the department offering the course and the Dean's Office of the faculty in which the student is registered.

Upon submission of a completed form to the Registrar's Office, students may no longer cancel their registration in the course being taken by special assessment or withdraw from the course being completed in this manner.

Fees?

- It should be noted that in all cases the fees for taking a course by special assessment are the same as regular course fees.

What if I fail?

- Failures in courses completed by special assessment shall be noted on the student's permanent record in the same manner as a course completed by attending lectures.

Can I special assess a course previously taken?

- A course in which the student was previously registered may not be taken subsequently by special assessment, nor may any course be attempted more than once in this way.

Students wishing to seek credit for courses by this method are advised to contact their faculty offices for faculty regulations and to determine the number of courses which may be completed by this method in a given year or program.