



PACIFIC COAST UNIVERSITY
FOR WORKPLACE HEALTH SCIENCES

Student Evaluation in a Course - Policy 100

Policy Statement

Considering the University's commitment to excellence in teaching and the values enunciated by the Center for Academic Integrity of honesty, trust, fairness, respect and responsibility, Faculty Members will clearly communicate expectations for student performance by providing their students with a course outline prior to the first session

Related Policy

Attendance
Academic Appeals and Complaints
Grading System

Definitions

Deferred final examination means an examination written within six (6) weeks of the original scheduled date of the exam.

University means Pacific Coast University for Workplace Health Sciences, a corporation established under the Act.

Procedures

Faculty members shall provide their students at or prior to the first session with a course outline which will include a clear statement of the contents and methodology of the course, the manner in which grades will be assigned, and the responsibilities of the students with regard to assignments, participation and attendance.

Faculty Members shall decide whether their courses include final examinations and will include this information in their course outline.

PCU-WHS courses that require final examinations shall not allow the final exam to constitute more than thirty-five percent (35%) of the final grade. Deviation from this requires approval of the Chief Academic Officer.

In exceptional circumstances, a student may request a deferred final examination. The Faculty Member will enter a deferred standing on the student's record (DEF). If a deferred examination is not written within six (6) weeks, the Registrar will change the deferred standing to a W (GPA 0). It is the student's responsibility to seek an exam deferral before the last date to complete the course.

A student may appeal a related decision as outlined in the University's policy on Academic Appeals and Complaints.

Approval and Responsibility

Approved by: Board of Governors, March 27, 2012
Approved by: Academic Council, April 12, 2012
Responsibility: Chief Academic Officer