

## 4. GRADING SYSTEM

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a. The final grade for a course will be based on the quality of a student's work including, where appropriate, essays and exercises, class tests, end of semester examinations, final examinations, reports, class participation, laboratory work, tutorial sessions, projects and field work.

b. On the first day of class for a course, instructors must provide students with a written copy of the course outline. The outline must conform to the Senate Policy on Course Outlines. In accordance with the Policy, the outline must include the grading system to be used in the course. The grading system includes the relative weight which will be given to class and/or laboratory participation, examinations, tests, written assignments and other means of evaluation. The statement must also show how these evaluations will be used to determine final letter grades. Subsequent changes to this system must also be made available to students in writing. A copy of the course outline and any subsequent changes to it must be placed on file in the office of the Department Chairperson and Dean of the Faculty at the time when they are distributed to the students.

c. Instructors must also inform students in writing on the first day of class of any "in-class" test which will be scheduled outside of the regular instructional hours of the course. Students who cannot write the test outside of class time must be offered reasonable accommodation. Students must give the instructor a minimum of a two calendar-weeks notice.

d. Instructors must also provide feedback to students regarding their progress in the course no less than five working days prior to the final date by which a student may withdraw from the course without academic penalty (see Academic Regulation 16 (<https://smu-ca-public.courseleaf.com/undergraduate/academic-regulations/regulations/withdrawing-course/>)), this feedback must equal a minimum of 15% of the final grade.