



ACADEMIC NOTATIONS Concordia Student Union

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Winter 2024

Section 16.3.4 Administrative Notations

<https://www.concordia.ca/academics/undergraduate/calendar/current/section-16-academic-information-definitions-and-regulations/section-16-3-evaluation-administrative-notations-examinations-and-performance-requirements.html>

“CODE,” “CUC,” “DEF,” “DISC,” “DNE,” “DNW,” “EREM,” “EX,” “EXCL,” “EXTR,” “INC,” “INIT,” “LATE,” “MED,” “PEND,” “PEX,” “PTR,” “REPT,” “RPT,” “SRCR,” “SREP,” “SUPP,” “TRC,” “TREM,” “VALD,” “WRKT”

1. “CODE” stands for Academic Code of Conduct Decision, and it is a repetition code that appears only on the student record. It indicates that the grade obtained as a result of a penalty for academic misconduct is included in the calculation of the GPAs whether or not the course has been repeated.
2. “CUC” stands for Complementary University Credits and indicates credits earned as part of a Complementary University Credit certificate or individual study skills courses. These credits are not considered as program credits earned in any other degree or Faculty certificate program or Independent studies.
3. “DEF” stands for Deferred and indicates that a student has been unable to write a final examination due to unforeseeable circumstances beyond the student’s control. A “DEF” notation carries no grade point value.
 - A student who has missed a final examination due to unforeseeable circumstances beyond his or her control can apply to have his or her original grade replaced by a temporary “DEF” notation. The original grade assigned must include a “DNW” notation.
 - Note: Unforeseeable and/or extraordinary circumstances may include, but are not limited to, a serious illness or severe injury; a recent death in one’s immediate family; unexpectedly assuming responsibility of an immediate family member due to serious illness; severe emotional stress; fire. Personal travel is not an acceptable reason to be granted a “DEF” notation. In the case of work commitments or religious observations, see Section 16.3.7 Examinations I.4 Final Examinations.

- A “DEF” notation cannot be assigned in a course with an “R,” “NR,” or “NCR” grade, or a “DISC” notation.
 - Applications for a “DEF” notation can be submitted online using the online application form that is accessible from the Exams Office website. Paper-based application forms are also available at the Birks Student Service Centre and must be submitted to the Birks Student Service Centre, not to the instructor, department or faculty, by January 15 for fall courses (term ending in 2), May 10 for fall/winter and winter courses (terms ending in 3 and 4) or August 31 for summer courses (session ending in 1). All applications must be submitted along with a statement explaining the situation and the reasons for the request. Should additional information be required, a member of the Exams Office may be in contact with a student and may request a medical certificate, or if the reasons are not medical, other appropriate documents. By submitting any documents and explanations regarding the application, the student authorizes the University to verify the legitimacy of the information provided.
 - A per-course processing fee will be applied to the students' account for each "DEF" notation application. (See the Tuition and Fees website at concordia.ca/admissions/tuition-fees/how-fees-are-billed/undergraduate/fees for the current fee).
 - The Registration and Examinations Office is entitled to ask the student to provide additional information.
 - When the Registration and Examinations Office approves the awarding of the “DEF” notation, it will temporarily replace the student’s original grade for the course or courses concerned. The student is then entitled to write a deferred examination. For information about deferred examinations, see Section 16.3.7 Examinations II Deferred, Replacement and Supplemental Examinations – Regulations.
 - When the deferred examination has been completed and evaluated, a new grade will replace the “DEF” notation.
 - When a student receiving the privilege of writing a deferred examination does not write the examination during the specified period, the privilege will be withdrawn and a final grade in the course will be recorded by the Office of the Registrar according to the grade achieved by the student before the “DEF” notation was granted.
 - Requests for deferred examinations can be made in a maximum of three (3) exam sessions during a student’s undergraduate or Independent studies at Concordia. Requests that exceed this number will be submitted to the University Examinations Committee for consideration.
4. **“DISC”** stands for Discontinued and indicates that a student has properly withdrawn from a course after the end of the course-change period. The notation appears permanently on the student record and official transcript. It carries no grade point value and does not count in assessments of academic standing, but does count towards a student’s status (i.e. full- and part-time).

5. **“DNE”** stands for Did Not Enter and is a temporary notation indicating that a student has officially withdrawn from a course by the deadline for withdrawal with tuition refund. The course and “DNE” notation are subsequently removed from the student record.
6. **“DNW”** stands for Did Not Write and indicates that a student has not written the final examination for a course. The notation is used only in combination with a letter grade (such as “F/DNW,” “B/DNW”). A student in good standing may write a supplemental examination (if available) in a course with a “DNW” unless the grade is “R/DNW,” “NR/DNW,” “FNS/DNW” or “NCS/DNW.” For information on how to apply for supplemental examinations and the regulations that govern them.
7. **“EREM”** stands for Exemption Received Credit Removed and indicates that the credit earned for this course is not retained because it is a repetition of a course for which the student has already received exemption.
8. **“EX”** stands for Exemption and indicates an exemption awarded for a course completed at another institution (no credit value).
9. **“EXCL”** stands for Exclude and indicates that the grade is excluded from the GPA calculation when a course has been assigned a failing grade and that course is subsequently repeated and assigned a passing grade.
10. **“EXTR”** stands for Extra Credits and indicates that the grade is excluded from the GPA calculation but may be used in a future program.
11. **“INC”** stands for Incomplete and indicates that a student has not completed required course work, such as a term paper, assignment, or laboratory and that the instructor has agreed to accept the work after the due date. The notation is used only in combination with a letter grade (such as “F/INC,” “C/INC”) and is assigned on the basis that the missing work is weighted as zero. When appropriate, “DNW” and “INC” can be used simultaneously (e.g. “F/INC/DNW”).

Late Completion of Courses with “INC” Notations — Procedures and Regulations

- The deadlines for completion of course assignments are given to students on the first day of class. The “INC” notation is assigned when an instructor has agreed that a student may complete work after the deadline.
- A student with an “R” or “NCR” grade or “NR” notation in a course may not apply for late completion in that course.
- Students must apply for late completion of a course. Applications for Late Completion are available at the Birks Student Service Centre. For each course a processing fee applies. (See the Tuition and Fees website at concordia.ca/students/financial/tuition-fees for the current fee.) Completed applications must be returned to the Birks Student Service Centre by:

February	1:	Fall-term	courses
May	15:	Winter-term	and fall/winter courses
September 1:		Summer-session	courses

- The completed work must be submitted by:
February 15: Fall-term courses
May 30: Winter-term and fall/winter courses
September 15: Summer-session courses
 - The instructor is responsible for submitting a final grade within five days of these dates.
12. “INIT” stands for Initial Attempt and indicates the initial attempt of a course that was subsequently repeated.
 13. “LATE” stands for Late Completion Grade Obtained and indicates the final grade that replaces the grade attached to the initial enrolment. Only the final grade is included in the GPA. (Used from 1977-92.)
 14. “MED” stands for Medical and indicates that a student has been unable to write a final examination or complete other assignments due to a long-term medical situation. A “MED” notation carries no grade point value.

Medical “MED” Notations

<https://www.concordia.ca/students/exams/accommodations/med-note.html>

- A student who has missed a final examination and/or been unable to complete course assignments due to a long-term medical situation can apply to have his or her original grade replaced by a “MED” notation. The original grade must include the “DNW” notation for a missed final examination; “INC” for course assignments not completed; “DNW/INC” when both elements are missing.
- A “MED” notation cannot be assigned in a course with an “R,” “NR,” or “NCR” grade, or a “DISC” notation.
- Application forms for a “MED” notation can be submitted online using the online application form that is accessible from the Exams Office website. (https://forms.office.com/Pages/ResponsePage.aspx?id=hfFpVS_SE06YUM5bGrzS6P6en_a22SFKp4E8ShvsyUJUQThCRFFKM0hKSUFFR0dBOUpKRINNRTAxUiQIQCN0PWcu \ <https://www.concordia.ca/content/dam/concordia/offices/registrar/docs/exams/MED-Notation-Form.pdf>) Paper-based application forms are also available at the Birks Student Service Centre and must be submitted to the Birks Student Service Centre, not to the instructor, department, or Faculty, by January 15 for fall courses (term ending in 2), May 10 for fall/winter and winter courses (terms ending in 3 and 4) or August 31 for summer courses (session ending in 1). The application should be accompanied by a medical certificate on a physician’s original letterhead indicating that a long-term medical situation prohibited the student from being able to complete the final examination on the day or days in question.
- All applications must be submitted along with a statement explaining the situation and the reasons for the request. All statements should be a maximum of one page long.

- If you are applying online, you will find space to submit this statement on the online MED notation application form. A member of the Exams Office may be in contact with you to request additional information regarding your application.
 - While the nature of your medical condition does not need to be explained, they do require an indication of the range of dates when you were unable to perform schoolwork during the academic year.
 - If the required documentation is not available before the application deadline, the student should submit the request form and provide the supporting material as soon as possible.
 - You can email any supporting documents to examsoffice@concordia.ca. Make sure you include your full name and student ID number in your email.
 - A per-course processing fee will be applied to the student's account for each "MED" notation application. If you submit your application online, please note that the processing fee of \$39 will be charged to your student account.
 - The Registration and Examinations Office is entitled to ask the student to provide additional medical information.
 - They only begin processing requests as soon as the official examination period is over and your final grade has been recorded. All requests will receive a notice on the decision of the application.
 - When the Registration and Examinations Office approves the acceptance of a medical certificate, the notation “MED” will replace the student’s original grade for the course or courses concerned.
 - If your request is approved, you will receive further information regarding your MED notation and be granted the option of writing a replacement examination. Be sure to review all the university regulations concerning replacement examinations in section 16.3.7 II in the undergraduate calendar.
 - If your request is denied, you will receive information regarding why, and further documentation can be provided. If further documentation is provided, your application will be reassessed.
 - When the replacement examination or missing work has been completed and evaluated, a new grade will replace the “MED” notation. If the student does not write a replacement examination or complete the missing work, the “MED” notation will appear permanently on his or her student record and official transcript (e.g. “MED/DNW” or “MED/INC”). “MED” notations carry no grade point value. Courses with “MED” notations are not included in assessments of academic standing.
 - The University reserves the right to refer a student to a physician appointed by the University for a recommendation when the student repeatedly submits medical certificates.
15. **“PEND”** stands for Pending, is assigned by the University Registrar, and indicates that the grade is not available currently.
16. **“PEX”** stands for Potential Exemption and indicates a potential exemption for a course still in progress at another institution (no credit value).

17. **“PTR”** stands for Potential Transfer Credits and indicates a potential transfer credit for a course still in progress at another institution.
18. **“REPT”** stands for Repeat and indicates that the credit earned for this course is not retained because it is a repetition of a course or of similar course material for which the credit has already been earned.
19. **“RPT”** stands for Report and indicates report work completed by a student in a co-operative education program. These credits are not considered as program credits earned.
20. **“SRCR”** stands for Special Course Permission and indicates that special permission was given to take the same course more than twice where no credits were earned in previous attempts.
21. **“SREP”** stands for Special Course Repetition and indicates that special permission was given to take the same course more than twice where credits are earned at the initial or second attempt.
22. **“SUPP”** stands for Supplemental and indicates that supplemental examination credits and grade obtained are retained and included in the cumulative GPA and assessment GPA.
23. **“TREM”** stands for Transfer Credit Received, Credits Removed and indicates that the credit earned for this course is not retained because it is a repetition of a course for which transfer credit has already been awarded.
24. **“TRC”** stands for Transfer Credits and indicates transfer credit awarded for a course completed at another institution.
25. **“VALD”** stands for Valid and identifies a new course with the same course name and number as other courses previously enrolled in. It is not considered as a repetition.
26. **“WRKT”** stands for Work Term and indicates work completed by a student during a co-operative education work term. These credits are not considered as program credits earned.

Supplemental Examinations — Regulations

- This section applies to Faculties except the Gina Cody School of Engineering and Computer Science. For the Gina Cody School of Engineering and Computer Science, please refer to Supplemental Examinations under [Section 71.10.3 Academic Regulations](#).
- Each Faculty determines the courses it offers where a supplemental examination is available.
- A student must be in acceptable standing to write a supplemental examination.
- A student is permitted to write only one supplemental examination for a course, whether or not the course is being repeated.
- A student who has received a passing grade for a course may not write a supplemental examination for that course.
- A student who has received an “NR,” “R,” or “NCR” grade may not write a supplemental examination for that course.
- Applications to write supplemental examinations can be submitted online using the online application form accessible from the Exams Office website.

https://forms.office.com/Pages/ResponsePage.aspx?id=hfFpVS_SE06YUM5bGrzS6P6en_a22SFKp4E8ShvsyUJUODRVN0ITUkxSUFRRPQIBPNkJMRE1IWUZLRSQIQCN0PWcu

<https://www.concordia.ca/content/dam/concordia/offices/registrar/docs/exams/form10-supplmental-exam.pdf>) Paper-based application forms are also available at the Birks Student Service Centre and must be submitted to the Birks Student Service Centre, not to the instructor, department, or Faculty, by June 15 for fall/winter courses (terms ending in 2, 3 and 4), September 16 for summer courses (session ending in 1) or February 1 for graduating students (fall-term courses [term ending in 2] only).

- A per-course processing fee will be applied to the student’s account for the supplemental examination application. Please note that if you submit your request online, the processing fee of \$40 will be charged to your student account. The supplemental fee is refundable only if the student is denied permission to write the supplemental examination.
- You will receive notification of whether your application has been accepted or refused about two weeks after the deadline.
- You will receive an email informing you of the decision to your SUPP request. Please ensure that your email address on your Concordia Student Service Center is up to date. If your request is approved, information about which exam period you will write your supplemental exam will be included in the email.
- Please follow up if you don’t hear from them within a month of submitting your request. Call them at 848-2424, ext. 2608, 2609 or 2676.
- If your request is refused because you do not satisfy the criteria, they will credit your student account in the amount of the fee paid. You will not get your money back if your request is approved but you decide not to write the supplemental exam.