Application for Laboratory Carry-Forward

Note: This form is double-sided.

This form must be submitted to the Science Academic Advising Office no later than two weeks after the first day of classes in the fall and winter, and 7 days after the start of classes in the spring/summer. Please provide your UOIT.net email address for notification of the results. Processing can take up to one week.

Student Name:                     Student Number:

UOIT.net e-mail:                     Student Phone Number:

Program:                              Course (Name and Number):

Semester when course was originally taken
(Term/Year):                           Semester when the grade will be used
(Term/Year):

Regulations:

1. You must have completed all of the laboratory work and obtained a passing grade to be considered for a laboratory carry-forward.

2. A laboratory carry-forward will only be considered once and for a first year course which you are repeating. A laboratory carry-forward will not be considered for upper year courses; courses with a laboratory component worth more than 25% of the final grade, or in cases where you dropped/withdrew from the course. CHEM 2020U and CHEM 2120U will also be considered for a laboratory carry-forward when you have a grade of at least 65% or higher in the laboratory.

3. The laboratory carry-forward must be used for the next available offering of the course. If the next offering is in the spring/summer term, you may choose to use the laboratory carry-forward for the spring/summer or the following fall/winter by indicating your choice above. Laboratory grades will be held for no longer than one year from the original offering of the course.

4. The course instructor will set the course grading scheme for the next available offering of the course. This may be different from the scheme used when the course was originally taken. It is your responsibility to obtain information on the new grading scheme and how the laboratory carry-forward will be applied.

5. By completing this application, you acknowledge that the laboratory carry-forward cannot be used as grounds for appeal of a poor final grade in the repeated course.
6. You must submit the completed application form to the Faculty of Science Advising Office no later than the last day to add courses in the term for which you would like to use the grade – this date is two weeks (14 days) after the first day of classes in the fall and winter, and 7 days after the start of classes in the spring/summer. Failure to do so will void the request, and you will be responsible for completing the laboratory in the repeated course.

7. By submitting this form, you indicate that you have made the decision to carry-forward the laboratory grade. Once this decision has been made, and the form has been signed and approved, you will not be permitted to audit or attend the laboratory for credit. You should check Blackboard to determine your lab grade prior to submitting this application.

Student Acknowledgement and Acceptance:

I request a carry-forward of the laboratory for the course stated on side 1 of this form. I hereby acknowledge that I have read and understood the laboratory carry-forward regulations. It is my belief that I qualify for a laboratory carry-forward under the current regulations. I accept the grading scheme to be used by the course instructor in the next available offering of the course.

Student Signature: ___________________________ Date (D/M/Y): ___________________________

Submit your completed application form to the Faculty of Science Advising Office no later than 14 days after the first day of classes in the fall and winter, and 7 days after the start of classes in the spring/summer.

Science Advising
UA 4000
science.advising@uoit.ca
Fax: 905-721-3304

Office Use Only:

Carry-Forward Approval

This carry-forward request is approved/not approved (if not approved, state reasons below and return a copy to the student).

Academic Advisor Name: ___________________________ Signature: ___________________________ Date (D/M/Y): ___________________________

This application has been refused because: