

A+	90 - 100	B+	77 - 79	C+	65 - 69	F	< 50
A	85 - 89	B	73 - 76	C	60 - 64	N **	< 50
A-	80 - 84	B-	70 - 72	D	50 - 59		

**** N grades**

Students who have completed the following elements will be considered to have completed the course and will be assigned a final grade:

- *(List all components to be considered, e.g. assignments, midterms, final exam, etc.)*

Failure to complete one or more of these elements will result in a grade of “N” regardless of the cumulative percentage on other elements of the course. An N is a failing grade, and it factors into a student’s GPA as 0. The maximum percentage that can accompany an N on a student’s transcript is 49.

DEPARTMENT INFORMATION AND POLICIES

1. The Department of Biochemistry and Microbiology upholds and enforces the University’s policies on academic integrity. These policies are described in the current University Calendar. All students are advised to read this section.
2. Cell phones, computers, and other electronic devices must be turned off at all times unless being used for a purpose relevant to the class. Students having a cell phone, tablet, or computer on their person during an exam will be assumed to have it for the purpose of cheating.
3. Any recordings of lectures may only be performed with written permission of the instructor, and are for personal use only. The instructor retains copyright to such recordings and all lecture materials provided for the class (electronic and otherwise); these materials must not be shared or reposted on the Internet.
4. Course materials, such as notes, problem sheets, quizzes, examinations, example sheets, or review sheets, may not be redistributed without the explicit written permission of the instructor.
5. Students are expected to be present for the midterm and final exams. Instructors may grant deferrals for midterm examinations for illness, accident, or family affliction, and students must provide appropriate documentation 48 hours after the midterm exam. The Department of Biochemistry and Microbiology considers it a breach of academic integrity for a student taking a deferred examination to discuss the exam with classmates. Similarly, students who reveal the contents of an examination to students taking a deferred examination are considered to be in violation of the University of Victoria policy on academic integrity (see current University Calendar). Deferral of a final exam must be requested with an Academic Concession form and submitted directly to Undergraduate Records. Deferred final exams for fall term courses will be arranged by the instructor. Deferred final exams for spring term courses will be arranged through Undergraduate Records and must be written before the end of the summer term as stipulated in the University Calendar.

6. Multiple choice scan sheets for machine scoring (bubble sheets) are considered the authentic exam answer paper and will be retained by the department for 1 year.
7. Professors may refuse to review/remark exams not written in indelible ink. In addition, requests for review/remark of a midterm exam must be made within one week of the exam being returned. Students are expected to promptly pick up midterm exams after marking has been completed, either in class or from the instructor.
8. Examination papers that have pages removed, or are mutilated will not be marked.

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