# Faculty of Engineering - Processing (Clearing) Courses for a Failed Term

## E and P Officer Processing:

During the review of Academic Progression (AP) reports at the end of each term, the E and P Officer will identify each core course with grades between 50 and 69 in a failed term(s) for processing as described in the following table. Once the AP report is marked accordingly it should be forwarded to the Registrar’s Office for coding.

**Requirement Designation Table**

| **Requirement  Designation** | **Blank** | | | | **Extras** | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CORE** | | **NOT CORE**  **Either ENG or CSE** | | **NRNA** | | **DRNA**  **Or DRNC** | | **TRIA** | |
| **COURSE GRADE** | **AVG** | **AA** | **AVG** | **AA** | **AVG** | **AA** | **AVG** | **AA** | **AVG** | **AA** |
| **≥70** | IN | IN | IN | IN | OUT | OUT | OUT | IN | IN | OUT |
| **<70 and ≤50** | IN | OUT | IN | IN | OUT | OUT | OUT | IN | IN | OUT |
| **<50** | IN | OUT | IN | OUT | OUT | OUT | OUT | OUT | IN | OUT |

**Definitions:**

**AVG** This column indicates if the course is included in the term average (after it has been cleared)

**AA** This is an indication of the following:

**IN**: the course is treated as a passed, valid attempt on the course, which means that it can be used as a prerequisite for courses, and is the case of Engineering Technical Electives is treated as able to satisfy the AA (Academic Advisement template specifications for the program or option).

**OUT**: the course is not available for use as either satisfying prerequisites or as a valid credit for graduation.

**ENG** Engineering elective courses

| **AVG** | **AA** | **Grading Basis To Be Coded As:** |
| --- | --- | --- |
| In | In | Blank |
| In | Out | CLF |
| Out | In | NRN |
| Out | Out | CLR |

## Registrar Office Processing:

Appropriate clearing in accordance with the Requirement Designation Table will be applied to the courses in the failed term as approved by the E and P Officer.

September 2012