

THE UNIVERSITY OF THE WEST INDIES
ST AUGUSTINE

FACULTY OF SCIENCE & TECHNOLOGY

Policy on Transfer of Coursework Marks

Academic Advising Committee

September 2023

Guidelines

In accordance with prescribed Faculty regulations, where a student may have failed a course(s) or not written final examinations in a course(s) he/she may request permission to transfer or carry forward the coursework marks obtained in the respective course(s). The following factors are to be considered when reviewing a request for transfer of coursework; individual departments may have different criteria, which are presented in Appendix 1. Where the criteria in Appendix 1 are different from the guidelines below, those in Appendix 1 will apply.

1. The student has previously passed the coursework component(s) (assignment, project, paper, report etc.) for which the transfer is being requested, with a recommended grade of 50% or better.
2. The course(s) is normally to be repeated within one (1) year or at the next available sitting; but must be done within two (2) years of the first attempt for transfer of coursework to be considered. This guideline would not apply to a student with special circumstances who has applied for and been approved to sit 'Examinations Only' for any course.
3. Only one transfer of coursework request for a particular course(s) will be approved.
4. Marks from practical assignments (laboratories) and individually completed, major assignment(s) (project, paper, report etc.) may be transferred, subject to Point 6 below.
5. Marks from coursework examination(s) and group assignment(s) may not be transferred.
6. Each Department may establish customised criteria to guide which type of coursework assignments may have their coursework marks transferred. All Departments must officially communicate these criteria to the Dean's Office, which will be incorporated into the policy document as Appendix 1.
7. The equivalency of the coursework should be determined after discussion between the relevant First and Second Examiners, based on the course objectives and outcomes. The HOD must be made aware of all decisions made.
8. Requests from students returning from RTW to be treated on a case-by-case basis by the Dean's Office, after consultation with the relevant Department.

Appendix 1

Departmental criteria for approval of a request for transfer of coursework marks

Department of Chemistry

1. The student has previously achieved 50% or more of the coursework mark allocation for the course for which the transfer is being requested.
2. Individual coursework component marks may not be transferred.
3. Once the request for transfer of coursework is approved, the total coursework mark will be transferred.

Department of Computing and Information Technology

1. The student has previously achieved 50% or more of the coursework mark allocation in the coursework component(s) for which the transfer is being requested.
2. Only marks from controlled/proctored coursework theory and/or laboratory examinations can be transferred.

Department of Life Sciences

1. The student has previously achieved 50% or more of the coursework mark allocation in the coursework component(s) for which the transfer is being requested.
2. Coursework marks from marked tutorial assignments, multiple choice quizzes or written coursework tests/examinations, synchronous or not, cannot be transferred.
3. Coursework marks from semester-long individual or group assignments can be transferred for the following courses only: BIOC2262 and BIOC3500.
4. Marks from any component of year-long project courses cannot be transferred.

Department of Mathematics and Statistics

1. The transfer of computer lab assignment marks for Level 1 courses, MATH 1192 and MATH 1194 only because these courses are 100% coursework. Hence, the transfer of marks will be for lab assignment component only. The student would have to appear for the coursework exams.
2. For all other courses, including service courses, the transfer of coursework marks will be done subject to the student obtaining a mark of 60% or better in the coursework. It is also subject to the course content not having changed due to curriculum review.

Department of Physics

1. Marks from practical exercises may be transferred once the total practical mark is 50% or better, but First Examiners should have the option to ask the student to repeat failed individual experiments.
2. Individual project assignments may be transferred once the mark is 50% or better.
3. Marks from individual coursework examination(s) and assignment(s) may not be transferred.
4. Coursework marks cannot be transferred in courses whose assessment consists of one project only. (For example, PHYS 3153 and BMET 3000.)



Click the above image to apply for transfer of coursework.