

SIR SANDFORD FLEMING COLLEGE

POLICY MANUAL

POLICY NO. <u>2-201</u> SUPERCEDES: _____ DATE APPROVED: February 5, 1997 #3 REVISED: May 26, 2004 #6 May 24, 2006 #7 June 25, 2008 #2	APPROVED BY: <u>Board of Governors</u> PAGE NO. <u>1 OF 17</u>
SUBJECT: ACADEMIC REGULATIONS	

Revised policy takes effect September 1, 2008.

The College shall present a set of Academic Regulations to the Board for approval.

The Academic Regulations shall specify the College's rules with regard to:

- Determination of Academic Standing
- Grade Determination
- Grading System
- Prior Learning Assessment & Recognition
- Appeal of Academic Assessment
- Academic Progression
- Final Date for Registration
- Course and College Withdrawal
- Academic Behavior
- Academic Integrity
- Eligibility for Graduation

ACADEMIC REGULATIONS

In achieving its mission of providing the highest quality learning opportunities which promote growth and success for the students, the college community has established the following set of Academic Regulations. These regulations will provide guidance and support to the students and staff throughout the learning process.

1.0 DETERMINATION OF ACADEMIC STANDING

The method and timeline of course evaluation will be made available to the student in an approved course outline during the first week of formal classes. The evaluation scheme will state, as a minimum, the portion of final marks assigned to casework, laboratory or fieldwork reports, assignments and tests. The evaluation methods may be changed after discussion between the professor and students with the approval of the appropriate Dean/Principal. Any change must be given as an addendum to the course of study and reissued to the students.

Note: For certain web-based or alternate delivery courses, the timelines for course evaluations may differ from those of traditional classroom methods. In all such cases, please refer to the course outline.

2.0 GRADE DETERMINATION

Fleming College believes in the principle of continuous evaluation and consequently all students will receive timely evaluations regarding their progress.

In determining a student's final grade, evaluation activity for the entire semester is taken into consideration. This may include (but is not restricted to) tests, essays, laboratory and field work, reports, other assignments, and participation in seminars or discussion groups.

Term grades will be made available to students, by faculty, within two weeks of the submission date. The rare exception to this timeframe will be approved by the Dean/Principal and documented in the course outline. Final grades will be made available to the Registrar's office upon completion of the course.

All students will be given the opportunity to review any evaluation activity. Faculty may either return work to the students or retain work for a period of one year.

No evaluation activity shall count for more than thirty (30) percent of the student's final grade without the approval of the respective Dean/Principal.

2.1 Prerequisites / Co-requisites

Some courses have prerequisites and / or co-requisites. Where a prerequisite is specified, the prerequisite must be successfully completed prior to taking the course in question. Where a co-requisite is specified, the co-requisite must be successfully completed prior to or taken at the same time as the course in question. Prerequisites and co-requisites may be waived with the professor's permission. Any student who requests such a waiver is responsible to ensure that he / she is adequately prepared to proceed with the level of study required in the course. Inadequate preparation is not a basis for appeal of a final grade in a course for which a student requested a waiver of a prerequisite or co-requisite. Successful completion of a course without having achieved

a passing grade in a prerequisite or co-requisite course does not negate the requirement to complete the prerequisite or co-requisite course.

2.2 Grading System

A final grade for each subject is recorded on a student's transcript in the form of a percentage grade. A student requires a minimum of fifty (50) percent in a course to obtain a passing grade. Note: Certain courses may require a minimum of greater than 50% and/or have mandatory components to achieve a passing grade. In all such cases the course outline will offer details.

The grade point equivalent will be used in calculating the grade point average (GPA).

The grade point average (GPA) is a system of calculating academic achievement based on points instead of percentages. Each course that carries a percentage value grade will be weighted based on term instructional hours, that is, the designated number of hours with which the course outcomes may be achieved, regardless of the variations of delivery. The number of grade points per course is determined by multiplying the term instructional hours of the course by the grade point equivalent earned in that course.

These values are used to calculate the grade point average each semester and cumulatively over all semesters of a program. The grade point total is divided by the total term instructional hours attempted for courses having a numeric grade value. The resultant quotient is the GPA. When a student repeats the identical course, the higher grade will be used in the weighted calculation of the GPA.

The following chart describes the grading system:

Grading System

Letter Grade	Percentage Grade	Grade Point Equivalent
A+	90 – 100	4.0
A	85 – 89	3.8
A-	80 – 84	3.6
B+	77 – 79	3.3
B	73 – 76	3.0
B-	70 - 72	2.7
C+	67 – 69	2.3
C	63 – 66	2.0
C-	60 – 62	1.7
D+	57 – 59	1.4
D	53 – 56	1.2
D-	50 – 52	1.0
F	00 - 49	0.0

Courses that are not graded using a percentage value will be graded according to one of the methods as described below. Courses graded using these methods will not be used in the calculation of the GPA.

Pass/Fail - Percentage grade not assigned. To be used only for those courses so designated by the Dean or for reasons given under "Incomplete" and "Grade Deferred".

Incomplete - (Inc) Time extension allowed to complete course requirement, at the professor's discretion. An incomplete that has not been removed within four weeks of the end of a semester will change to a "Fail".

Grade Deferred - (GD) Grade Deferred is a rare or extenuating circumstance and must be approved by the Dean/Principal. The professor recommends the grade deferred to the Dean/Principal when supporting a student request to attempt to attain a passing grade in a course by completing additional assignments or activities.

This privilege will only be extended to students who have demonstrated a high level of commitment to their course of studies.

The time limit for removal of a grade deferred is at the discretion of the professor with the maximum time allowed being one year. If a revised grade is not provided within the time limit the standing will be changed to "Fail".

The following designations may appear on Grade Reports/Transcripts. They may only be entered by the Registrar's Office.

Exempt: Requirements met through successful completion of a course of equal standing.
Withdrew: (W) Withdrew from a course or the college prior to the final third of the semester or the end of the registration period respectively (See Section 4.0).

Withdrew Fail (WF) Withdrew from a course or the college during the final third of the semester (See section 4.0).

Audit - No academic credit. The student has attended classes on an audit basis. No assignments or examinations evaluated.

In Progress: Work continuing; course timeline not consistent with semester's end.

Aegrotat: An Aegrotat standing applies to those students whose performance, over a significant portion of the course, was in the opinion of the professor and academic program co-ordinator, fully satisfactory but where, because of personal reasons beyond the student's control, he or she was not able to complete the course. Courses in which an Aegrotat standing has been granted will not be considered in the computation of the standing in the program for academic progression. An Aegrotat standing is granted by the Registrar's Office to a student on the recommendation of the appropriate academic Program Co-ordinator.

2.3 SUPPLEMENTAL EVALUATIONS

A supplemental evaluation may be awarded at the discretion of the individual faculty member. Supplemental evaluation grades are not identified on the transcript as such. In the event a supplemental evaluation is awarded, the mark earned on the supplemental evaluation will replace the mark earned on the original evaluation and the final grade will be recalculated in accordance with the original course-grading scheme.

2.4 PRIOR LEARNING ASSESSMENT AND RECOGNITION

Any student who wishes to have any prior learning acquired through life and work experience assessed, so as to translate it into a college credit may initiate the process by applying through the Registrar's Office.

2.5 RELEASE OF FINAL GRADES

Grades are official on the day they are released from the Registrar's Office to the student. It is the responsibility of the Office of the Registrar to post the grades electronically to the secure website and to record the grades on the student's official transcript. Grades for students in financial arrears will not be released until notification/authorization is received indicating that their account has been cleared to the satisfaction of the Office of the Registrar. To receive grades, students must clear the outstanding balance by the last day of classes.

2.6 ACADEMIC PROGRESSION

2.6.1 All Certificate and Diploma Programs

This pertains to all certificate and diploma programs offered by the College.

Students will be evaluated at the end of each term of study for progression to the next level of their program. In order to progress to the next level of study, a student must achieve a semester GPA of 1.0 and the necessary prerequisites.

Students with a semester GPA of less than 1.0 and/or did not achieve a passing grade in 66 2/3rds of the courses, will be placed on Academic Probation subject to the development of a formal academic probation contract with the program coordinator for their probationary term. If a satisfactory formal academic probation contract for the probationary term cannot be established, the student will be withdrawn from the program.

Students with a GPA of 1.0 to 1.2 or a failed course will be required to meet with the program coordinator during the beginning of the subsequent semester.

This does not preclude the fact that if the student failed a prerequisite course they could be prevented from entering into the next semester.

A student placed on Academic Probation must achieve a minimum GPA of 1.0 in their probationary course load, the necessary prerequisites and any other requirements included in the Academic Probation Contract. A student who fails to clear their probationary status may be withdrawn from the College for a minimum of 1 academic semester. Students must apply through the normal College admission process for re-admission to the program.

2.6.2 Applied Degree Programs

Students will be evaluated at the end of each term of study for progression to the next level of their program. In order to progress to the next level of study, a student must achieve a minimum average of "C+" in the courses in the main field of study and a "C" average in all other courses.

A student will be placed on Academic Probation if, as an outcome of the evaluation, their term average is less than a “C+” in the courses in the main field of study and a “C” average in all other courses.

Students placed on Academic Probation are required to develop a formal academic plan for their probationary term in conjunction with the program coordinator.

A Student placed on Academic Probation must attain a minimum “C+” average in courses in the main field of study and a “C” average in all other courses, in the next term in order to clear their probationary status. A student who fails to clear their probationary status will be withdrawn from the program for one academic year. Students must apply through the normal College admission process for re-admission to the program.

2.7 LETTERS OF PERMISSION

Students who wish to take courses at another accredited post-secondary institution for credit towards their applied degree must apply for a Letter of Permission before taking the course. The “Letter of Permission Request” form is available at the Registrar’s Office. The academic program coordinator must approve the request, in order for course recognition to take place. As a minimum, calendar course descriptions for all courses being requested must also accompany the application. A maximum of ten semester courses (or equivalent) can be obtained by this method. For transfer students this number may be lower, depending on how many transfer courses have been accepted for transfer. Upon successful completion of the course, in accordance with the minimum average requirements, course activity will be identified as a Credit and will not be included in the average calculation.

For the Fall/Winter session, approved applications for Letter of Permission must be received no later than August 1. For the summer session, applications must be received by April 1. A week to 10 days must be allowed for processing, and a fee is charged when the approved application is submitted to the Registrar's Office. Incomplete applications will be returned to the student unprocessed.

Upon completion of the course(s), students are responsible for having official transcript(s) forwarded to the Registrar’s Office at Fleming College from the host institution.

Students taking summer courses at another accredited postsecondary institution on a Letter of Permission may not attempt more than four semester courses (or equivalent), and students on probation may take only two semester courses (or equivalent) at a time.

2.8 OFFICIAL TRANSCRIPTS

Official Transcripts providing a record of all courses taken by a student are available upon request to the Registrar’s Office. The official transcript details a student’s permanent academic record reflecting all courses officially registered in whether completed successfully or unsuccessfully, and will carry the Fleming seal and an authorized signature.

3.0 FINAL DATE FOR REGISTRATION

The last date for registration will be the 5th college business day from the start of formal classes in that semester for courses of less than 8 weeks in duration. The last date for registration may also be the 10th college business day from the start of formal classes in that semester for courses of greater than 7 weeks in duration. Exceptions must be approved in writing by the Dean/Principal. Any courses dropped within the allotted timeframe will not be recorded on the students' official record.

4.0 WITHDRAWALS

4.1 From a Course

To withdraw from a particular course, it is a student's responsibility to complete a "Course Add/Drop" form and return it to the Registrar's Office prior to the start of the final third of that course (see Academic Calendar for specific date).

Students who officially withdraw from a course prior to the start of the final third of that course will receive a "W" (withdrew) designation.

Students who officially withdraw from a course during the final third of the course will receive a WF (withdrew failing) designation. In situations when extenuating circumstances such as illness caused the withdrawal and the student was passing at the time of the withdrawal, a WP (withdrew passing) designation will be recorded.

4.2 From the College

To officially withdraw from Fleming College, a student must initiate the withdrawal procedure by obtaining an "Application for Withdrawal" from the Registrar's Office and obtain all required signatures.

Students officially withdrawing from the College before the final date for registration in a semester will have all of that semester's courses deleted from their record. Students officially withdrawing from the College after the final date for registration for that semester and before the final third of the semester will have the designation Withdrew (W) recorded against that semester's courses.

Students who officially withdraw from the college during the final third of the semester will have the designation Withdrew Failing (WF) recorded on their permanent academic record.

In situations when extenuating circumstances such as illness caused the withdrawal and the student was passing all courses at the time of the withdrawal, a WP (withdrew passing) designation will be recorded.

5.0 ACADEMIC BEHAVIOUR

The student will conduct him/herself in a respectful, responsible fashion. Should the professor deem that the student is impeding the academic process, the right of exclusion from classroom or field activities may be exercised. Please refer to the Student Rights and Responsibilities document, section 2.0.

6.0 ACADEMIC INTEGRITY

Each student has the responsibility to support academic integrity.

Breaches of academic integrity (such as cheating or plagiarism) will be dealt with accordingly and shall be reported by the Professor, in writing, to the Registrar. If the Registrar discovers that the student has already been penalized for plagiarism, he/she shall recommend the appropriate penalty to the Dean/Principal of the appropriate School:

The professor will:

1st offence at the College

- assign a mark of 0 for the evaluated activity

2nd offence at the College

- a mark of 0 for the course in which the second offence at Fleming occurred

3rd offence at the College

- suspension from the College for a year

4th offence at the College

- permanent expulsion from the College

In the case of an appeal to a breach of academic integrity, the student will follow the procedure in Item 8.0 of the Academic Regulations.

7.0 ELIGIBILITY FOR DIPLOMA OR CERTIFICATE

7.1 All certificate and diploma programs offered by the College

To be eligible to graduate from all certificate and diploma programs offered by the College, a student must:

- A. Successfully completes all courses within a program either by evaluation, exemption or PLAR.
- B. Earn a minimum of 25% of the required program course-load through study with Fleming College.
- C. Normally complete all requirements within five years. Students taking longer than five years to complete all requirements will be considered on an individual basis by the Dean/Principal;

8.0 APPEAL OF ACADEMIC ASSESSMENT

The academic decisions dealt with through this appeals process are:

- A. Decisions on final marks
- B. Decisions regarding academic integrity including cheating and plagiarism
- C. Decisions regarding academic probation and withdrawal.

Any student who wishes to be accompanied by a Fleming College advocate, at any time throughout the process, may do so.

8.1 Informal Appeal:

1. Appeal the academic decision to the course professor within 5 college business days of receiving the final grade.
2. Appeal the academic decision to the appropriate coordinator/designate within 5 college business days from the decision above. The appropriate coordinator will acknowledge receipt normally within 2 college business days. If the issue remains unresolved after meeting with the program coordinator the student may pursue the formal complaint process.

In situations when a student has a concern regarding the grade assigned to a discrete assignment within a course, the student may informally appeal the grade by discussing with the faculty member who assigned the grade. Distinct assignments cannot be formally appealed but rather can be included as part of a Formal Written Appeal with respect to a final grade.

8.2 Formal Written Appeal:

If the appeal cannot be resolved through the Informal Appeal procedure, the student can initiate a formal appeal by putting their appeal in writing. Any student may appeal an academic decision by stating the reasons in writing to the Dean/Principal (by completing the required application form – *Formal written complaint to the Dean/Principal, Appendix A*) within three (3) college business days of completion of step 2. It should be noted that an appeal can result in a downward grading of the mark.

The Dean/Principal will acknowledge receipt of the letter, normally within three (3) working days.

The Dean/Principal will investigate the situation with the stakeholders involved in one of two ways:

1. By conducting an individual investigation with the stakeholders involved and providing a written decision, normally within seven (7) working days of receipt of the student's written complain, or
2. By appointing a formal Appeals Committee which will investigate the appeal and render a decision, normally within ten (10) working days of receipt of the student's written appeal.

The Appeals Committee will be comprised of the following individuals:

- Dean/Principal or designate

- A faculty member from the program involved other than the one whose grade is being appealed
- A faculty member from outside the program involved
- A counsellor
- One (1) student chosen by the Student Administrative Council/Student Association

The student(s), faculty member(s) and The Registrar's Office will be notified in writing of the results of the appeal by the Dean/Principal normally within three (3) college business days.

8.3 Final Resolution

In those cases where the appeal has not been resolved to the student's satisfaction during the first formal appeal process or where the appeal has not been dealt with within 15 days in the manner described in 8.2 above, the student can take his/her written appeal to the Vice President Academic. This written appeal must adhere to the format outlined in Appendix B Formal Written Appeal to the Vice President Academic.

The Vice President Academic receiving the appeal at the second level will acknowledge receipt of the letter, normally within three (3) working days.

The Vice President Academic will investigate the appeal with the stakeholders involved in one of two ways:

1. By conducting an individual investigation with the stakeholders involved and providing a written decision, normally within seven (7) working days of receipt of the student's written appeal, or
2. By appointing a formal Appeals Committee which will investigate the appeal and render a decision, normally within ten (10) working days of receipt of the student's written complaint.

The Appeals Committee will be comprised of the following individuals:

- Vice President Academic, or designate
- A faculty member outside the program involved
- A counsellor
- One (1) student chosen by the Student Administrative Council/Student Association

After a decision is made, the Vice President Academic will follow up by sending a written decision to the appellant and the Registrar's Office outlining the decision and what action is to be taken, if any (normally within ten (10) working days). This decision will be final.

The Vice President Academic will provide any relevant documentation to the Registrar's Office for inclusion in the student's file.

GLOSSARY OF TERMS

Breach of Academic Integrity:

Breaches of academic integrity include but are not limited to, the following:

1. Copying from another student in a test or examination situation.
2. Copying and submitting, in whole or in part, the work of another in an assignment, report, project etc. as one's own.
3. Copying and submitting, in whole or in part, electronic files or data created by another person without the Author's permission.
4. Using unauthorized material or aids in the preparation of an assignment or project.
5. Possessing unauthorized material or aids in a test or examination situation.
6. Claiming to have completed assigned tasks that were, in fact, completed by another person.
7. Plagiarizing materials or works, in whole or in part, prepared by another person without citing appropriate reference credit.
8. Allowing another person to take a test or examination in one's place.
9. Improperly obtaining through theft, bribery, collusion, or otherwise any test or examination paper prior to the date and time for writing such test or examination.
10. Aiding or abetting anyone in an academic offence.
11. Fraud.

Academic Year: The Academic Year runs from September through August. A period of study for two successive academic terms normally reflects an academic year for study purposes.

Term: Reflects a period of study in the academic year which is normally about fifteen (15) weeks – Fall, Winter, Spring Term

Semester: Reflects a level of study within a program – Semester 1, 2,

Term Grades: Term grades are defined as grades accumulated throughout the study period of a course.

Final Grades: Final grades are defined as the accumulation of all term grades.

BACKGROUND:

Has an attempt been made to resolve the appeal? Please provide actions taken with date and time.

What do you propose is a reasonable resolution to this issue?

Have you included any additional documentation? Yes No

By signing below, I acknowledge that the statements made herein, to the best of my knowledge, are accurate, complete and truthful.

Signature

Today's Date

APPENDIX B

ACADEMIC REGULATIONS

FORMAL WRITTEN APPEAL TO THE VICE PRESIDENT ACADEMIC

This form is used for the purpose of submitting a formal written complaint to the Vice President Academic for resolution of a complaint that has not been resolved according to the procedures outlined in Section 8.2 of the Academic Regulations policy.

Please attach the following documentation to this complaint:

The completed **FORMAL WRITTEN APPEAL FORM** as per 8.2 of Academic Regulations Policy.

- The written response from the Dean/Principal regarding this complaint.

To	
Date	

APPELLANT INFORMATION:

Name	
Telephone Number	
Current Mailing Address	
Email address	
Program	
Student ID#	

WHY ARE YOU REQUESTING THE VICE PRESIDENT ACADEMIC REVIEW THIS ACADEMIC APPEAL? Please describe situation in clear, simple terms.

WHAT DO YOU THINK IS A REASONABLE SOLUTION TO THIS ISSUE?

By signing below, I acknowledge that the statements made herein, to the best of my knowledge, are accurate, complete and truthful.

Signature _____

Today's Date _____