



# Education Council

Ensuring that our students are provided with quality educational experiences

## AGENDA

Regular Meeting

Wednesday, October 19, 2022

4:00 – 6:00 pm

P216, LACC 321, MS Teams

TIME	ITEM	PRESENTER
4:00	CALL TO ORDER AND DECLARATION OF QUORUM (1 MIN.)	Bijan Ahmadi
4:01	ACKNOWLEDGEMENT OF COAST SALISH TERRITORY (1 MIN.)  <i>Camosun College campuses are located on the traditional territories of the Lkwungen and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. &lt;<a href="http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html">http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html</a>&gt;</i>	Bijan Ahmadi
4:02	CHECK-IN (15 MIN.)	Bijan Ahmadi
4:17	ACCEPTANCE OF AGENDA (2 MIN.)	Bijan Ahmadi
4:19	MINUTES FOR APPROVAL (1 MIN.)  For approval: <a href="#">EdCo Meeting Minutes Sept 21, 2022</a>	Bijan Ahmadi
4:20	REPORTS (6 MIN.)	
	Education Council Chair (2 min)	Bijan Ahmadi
	VP Education (2 min)	John Boraas
	Board Member (2 min)	Karen Young
4:26	COMMITTEE REPORTS (4 MIN.)	
	Education Council Policy and Standards Committee	Peter Moroney
4:30	INTEGRATED CURRICULUM COMMITTEE REPORT (15 MIN.)	Connie Klassen
	Regular Curriculum for Approval See <a href="#">ICC Monthly Report</a>	
	Curriculum Under Review See <a href="#">ICC Monthly Report</a>	
	PRESENTATION AND DISCUSSION	
4:45	Camosun College 2023-2028 Strategic Plan - DRAFT	Jennifer Stone/ Rashed Al-Haque



# Education Council

Ensuring that our students are provided with quality educational experiences

TIME	ITEM	PRESENTER
	See <a href="#">Camosun College 2023-2028 Strategic Plan - Draft</a>	
5:15	Final Exam Reschedule and Repeat Policy See <a href="#">Final Exam Reschedule and Repeat Policy</a>	Peter Moroney/ Rashed Al-Haque
5:50	EdCo Academic Appeals Committee call-out See <a href="#">Academic Integrity Policy</a> See <a href="#">Education Council Academic Appeals Panel</a>	Peter Moroney
5:58	Farewell to departing member	Bijan Ahmadi
6:00	MEETING ADJOURNED	Bijan Ahmadi

### Upcoming Meeting:

Regular Meeting  
 Wednesday, November 16, 2022  
 4:00 – 6:00 pm  
 P216, LACC 321, MS Teams

### Voting Council Members

- |                                    |                                    |
|------------------------------------|------------------------------------|
| 1. Andrea Kucherawy, Support Staff | 11. Mark Fournier, Faculty         |
| 2. Bijan Ahmadi, Faculty           | 12. Richard Stride, Administration |
| 3. Brian Coey, Faculty             | 13. Scott Harris, Administration   |
| 4. Corrine Michel, Faculty         | 14. Tia Primrose, Support Staff    |
| 5. Debbie Hlady, Administration    | 15. Faculty (Vacant)               |
| 6. Emily Schudele, Faculty         | 16. Faculty (Vacant)               |
| 7. Ignacio Dinamarca, Student      | 17. Faculty (Vacant)               |
| 8. John Boraas, Administration     | 18. Student (Vacant)               |
| 9. Julia Grav, Faculty             | 19. Student (Vacant)               |
| 10. Lois Fernyhough, Faculty       | 20. Student (Vacant)               |

**Members** (Quorum = 8)

### Non-Voting Council Members

Lane Trotter, President	Peter Moroney, Education Policy & Planning
Karen Young, Board of Governors	Andrea Kucherawy, Permanent Secretary
Connie Klassen, ICC Chair	TBA, Indigenization Coordinator



## Guests

Rashed Al-Haque, Education Policy Specialist; Jennifer Stone, Director, Strategic Initiatives; Sarah-Joy Kallos, Co-op Internship Coordinator; Ruth Lyall

Blair Fisher, Ed Nelson, Ezra Kiedaisch (in-coming Education Council members)

## For Information:

### Education Council Executive:

**Chair:** Bijan Ahmadi, Business, 250-370-4140, [ahmadib@camosun.bc.ca](mailto:ahmadib@camosun.bc.ca)

**Vice Chair:** Andrea Kucherawy, Office of VP Education, 250-370-3165, [KucherawyA@camosun.bc.ca](mailto:KucherawyA@camosun.bc.ca)

**ICC Chair:** Connie Klassen, Sport & Exercise Education, 250-370-4728, [klassenc@camosun.bc.ca](mailto:klassenc@camosun.bc.ca)

**VP Education:** John Boraas, Office of VP Education, Interurban, 250-370-4543, [boraas@camosun.bc.ca](mailto:boraas@camosun.bc.ca)

**Registrar:** Scott Harris, Registrar's Office, Interurban, 250-370-3840, [harriss@camoun.bc.ca](mailto:harriss@camoun.bc.ca)

**EPP Director:** Peter Moroney, Office of VP Education, Lansdowne, 250-370-3249, [moroney@camosun.bc.ca](mailto:moroney@camosun.bc.ca)

**Permanent Secretary:** Andrea Kucherawy, Office of VP Education, Lansdowne, 250-370-3037, [edapprovals@camosun.bc.ca](mailto:edapprovals@camosun.bc.ca)



# Education Council

Ensuring that our students are provided with quality educational experiences

## DRAFT Minutes

### REGULAR MEETING

Wednesday, Sept 21, 2022

4:00 – 6:00 pm

P216, LACC 321, MS Teams

#### Present

##### Voting Members

- |                                                 |                                    |
|-------------------------------------------------|------------------------------------|
| 1. Andrea Kucherawy, Support Staff (Vice-Chair) | 8. John Boraas, Administration     |
| 2. Bijan Ahmadi, Faculty (Chair)                | 9. Julia Grav, Faculty             |
| 3. Brian Coey, Faculty                          | 10. Lois Fernyhough, Faculty       |
| 4. Corrine Michel, Faculty                      | 11. Mark Fournier, Faculty         |
| 5. Debbie Hlady, Administration                 | 12. Richard Stride, Administration |
| 6. Emily Schudel, Faculty                       | 13. Scott Harris, Administration   |
| 7. Ignacio Dinamarca, Student                   | 14. Tia Primrose, Support Staff    |

##### Non-Voting Members

- |                                            |                                 |
|--------------------------------------------|---------------------------------|
| Connie Klassen, ICC Chair                  | Lane Trotter, President         |
| Peter Moroney, Education Policy & Planning | TBA, Indigenization Coordinator |
| Karen Young, Board of Governors            |                                 |

#### Guests:

Rashed Al-Haque, Education Policy Specialist; Blair Fisher, Faculty; Ruth Lyall, Faculty

**Regrets/Absent:** Mark Fournier, Blair Fisher, Ruth Lyall, TBA/Indigenization Coordinator

ITEM	PRESENTER
<p><b>A. CALL TO ORDER AND DECLARATION OF QUORUM</b></p> <p>The regular meeting was called to order at 4:04 pm. Quorum was reached.</p>	Bijan Ahmadi
<p><b>B. ACKNOWLEDGEMENT OF COAST SALISH TERRITORY</b></p> <p><i>Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. &lt;<a href="http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html">http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html</a>&gt;</i></p>	Bijan Ahmadi
<p><b>C. CHECK-IN</b></p> <p>Bijan welcomed the Council and guests to the meeting. He opened the floor to give time to those who wished to share their thoughts about how things are going.</p>	Bijan Ahmadi

ITEM	PRESENTER
<p><b>D. ACCEPTANCE OF AGENDA</b></p> <p>The agenda for <a href="#">Sept 21, 2022</a> was approved by unanimous consent.</p>	Bijan Ahmadi
<p><b>E. MINUTES FOR APPROVAL</b></p> <p>The minutes for the <a href="#">June 22, 2022</a> special and regular meetings were approved by unanimous consent.</p>	Bijan Ahmadi
<b>F. REPORTS</b>	
<p><b>1. Education Council Chair</b></p> <p>Bijan made Council aware that the nomination period for the by-election for Education Council is currently underway and closes on the 4<sup>th</sup> of October. He asked that if anyone knows any faculty or students that are interested to reach out to them and have them nominate. The election period takes place from the 24<sup>th</sup>-26<sup>th</sup> of October. He also noted that we are short a non-voting member (Indigenization Coordinator) due to staffing changes in Eyē? Sqâ'lewen, with that position having yet to be filled. He stated that Council does have members that identify as Indigenous, as well as allies that recognize that Indigenization is a cornerstone of the principles of the College; Council should be considering that lens as well when reviewing curriculum.</p>	Bijan Ahmadi
<p><b>2. VP Education</b></p> <p>John noted that he has been greeted by people being happy to be back and seeing things closer to normal. Classes are fairly full, with growth in international students and a slight drop in domestic. Everyone is working hard and endeavouring to continue making Camosun better and to improve the way we support students. He thanked everyone at the table and asked all to extend that appreciation across the College, and for patience towards all who are taking on new roles at the College.</p>	John Boraas
<p><b>3. Board Member</b></p> <p>Karen reported that the Board had an orientation for the members on September 8. The regular meeting on September 19 was rescheduled to October 3 due to the closing of the College in observance of Queen Elizabeth's passing. There are currently no further updates.</p>	Karen Young
<b>G. COMMITTEE REPORTS</b>	
<p><b>Education Council Policy and Standards Committee</b></p> <p>Pete reported that the committee had their first meeting of the academic year on Friday, September 9. Membership on the Committee was discussed due to retirements (Janice Simcoe, Allison Bowe). The Committee welcomed a new member, Puja Gupta (Faculty, School of Access) and are looking for more participants, including at least one student rep. Sekwan Wabasca will be representing Eyē? Sqâ'lewen. A review of new and existing policy work for the year</p>	Peter Moroney

ITEM	PRESENTER
<p>was conducted. There was an open discussion regarding what the Committee would like to see in terms of policies that need to be addressed.</p> <p>The Final Exam Reschedule and Repeat policy was discussed, which has been under development for some time while receiving continued feedback. The Grading Policy has a clause that is under discussion for revision to the language and will be reviewed again at an upcoming meeting. Academic Concessions is being brought forward today for EdCo consultation.</p>	
<b>H. INTEGRATED CURRICULUM COMMITTEE REPORT</b>	<b>Connie Klassen</b>
<p>Connie reported that the Committee had its first meeting on September 14. Some curriculum was reviewed and will hopefully be brought forth in October's EdCo for approval. ICC is short staffed, with some members on leave and only partial coverage in place.</p>	
<b>I. ITEMS FOR PRESENTATION AND DISCUSSION</b>	
<p><b>Academic Concessions initial policy consultation</b></p> <p>Rashed provided an overview about the Academic Concessions policy initiative and shared concerns that were raised in his initial meet with the Student Society. The main concern is that the policy may limit some of the flexibility that currently exists for students and instructors. Rashed asked the Council: Given the Student Society's concerns with a proposed policy, what direction does EdCo recommend?</p> <p>After questions and discussion, the Council recognized that a policy could be helpful in providing a framework of expectations and parameters and does not need to limit the ability of instructors and students to work out reasonable concessions as may currently happen. In support of this approach, Education Council recommends that policy work and consultations continue.</p>	<b>Peter Moroney/ Rashed Al-Haque</b>
<p><b>EdCo Members Welcome/Orientation</b></p> <p>Bijan welcomed Ignacio Dinamarca (student) to the Council. He noted that expectations of the Council will be presented once all new members have joined after the by-election in October. The EdCo Members' Guidebook was reviewed with the Council and is posted on the <a href="#">EdCo SharePoint</a>.</p> <p>Bijan encouraged Council members to reach out to him with any questions, points, or concerns. He noted that meetings will continue to be conducted at the three locations (boardroom at either campus, or Teams).</p>	<b>Bijan Ahmadi</b>
<b>J. ADJOURNMENT</b>	<b>Bijan Ahmadi</b>
<p>The meeting adjourned at 5:22 pm.</p>	



# Integrated Curriculum Committee Report

Ensuring that our students are provided with quality educational experiences

EX-250-003-001-002

## Wednesday, Sept 14, 2022

**Present:** Connie Klassen (Chair), Beth Konomoto, Chris Avis, Gillyan Haden, Heather delVillano, John Telford, Zoe Broom, Steven Rumpel, Mavis Smith, Peter Moroney, Andrea Kucherawy (Resource)

**Regrets:** Leta Zaleski (on leave)

**Guests:** Brad Muir, A&S, Visual Arts Chair; Sarah-Joy Kallos, A&S Co-op Internship Coordinator

## Wednesday, Oct 12, 2022

**Present:** Connie Klassen (Chair), Beth Konomoto, Chris Avis, Gillyan Haden, Heather delVillano, Zoe Broom, Steven Rumpel, Mavis Smith, Peter Moroney, Andrea Kucherawy (Resource)

**Regrets:** Leta Zaleski (on leave), John Telford, Peter Moroney

**Guests:** Janice Shewey, A&S, Humanities Chair; Kate Pettem, A&S, Biology Chair; Peter Burrage, T&T, Engineering Bridge Chair

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## CURRICULUM FOR APPROVAL

Whereas: The Integrated Curriculum Committee (with less than 80% quorum due to vacancies on ICC), has reviewed and recommends for approval the following curriculum:

ARTS & SCIENCE: VISUAL ARTS

[Visual Arts \(Dip\)](#)

[ART 101](#)

[ART 201](#)

[ICC Feedback](#)

[ICC Feedback](#)

[ICC Feedback](#)

**Motion:** That Education Council approves changes to the curriculum as submitted:

**Moved by:**

**Seconded by:**

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## CURRICULUM UNDER REVIEW

ARTS & SCIENCE: HUMANITIES

[FREN 105](#)

ARTS & SCIENCE: HUMANITIES

[Biology \(Associate Degree of Science\)](#)

TRADES & TECH: BRIDGE PROGRAMS

[Civil Engineering Bridge to UBC \(Advanced Diploma\)](#)

[Electrical and Computer Engineering Bridge to UVic \(Advanced Diploma\)](#)

[Mechanical Engineering Bridge to UBC \(Advanced Diploma\)](#)  
[Mechanical Engineering Bridge to UVic \(Advanced Diploma\)](#)  
[Mining Engineering Bridge to UBC \(Advanced Diploma\)](#)

[ENGR 204](#)

## **APPROVED CATEGORY 3 CURRICULUM CHANGES**

Approved Category 3 (Dean Approval) and Category 3 (VP Ed Approval) (Program Suspensions) curriculum changes are accessible for members to review from the **Ed Approvals SharePoint** under [Training Modules for EdCo Members](#).

## **POST-EDCO ERROR CORRECTIONS**

See [Corrections Post-EdCo](#)



# Camosun College 2023-2028 Strategic Plan

**DRAFT** for EdCo Update, Oct 19

## Some information to set the stage:

**Vision for the plan:** create an **integrated plan** that is sustainable, collaborative, aligned, measurable, change-ready and adaptive. Honour and reflect Indigenous ways of knowing, being and doing.

**Purpose:** A shared set of priorities and ambitions to guide the next 5 years.

- Reflect the concept of **individual responsibility and collective accountability**.

**Engagement:** The culmination of hundreds of employees, student, Indigenous, partners, employers, and community voices.

**Goals:** Some goals are very specific and are tied to a particular investment priority, while other goals are the recognition that there's more work to do on a particular topic or area of the college.

**Measurement:** Utilizing a methodology that looks at not only measuring the performance of the institution, but also our contribution to student populations and the community as a whole. Asking, **how much did we do, how well did we do it and who is better off as a result (of the work we do)?**

**Iconography:** The strategic plan will be represented by a canoe with people paddling/pulling together. This was intentionally selected to represent the role each of us has in bringing this strategic document to life. Image to be developed by local artist and alumni, Dylan Thomas

**Strategic Cycle:** Through this process and the continuation of this practice we are building on a culture that is durable and brings focus to college progress and student success. The practice of an integrated strategic planning and budget cycle will contribute to creating capacity, enhance resilience and help us make better informed, data-driven decisions. It will also help us to become more adaptive and responsive in meeting the needs of current and future students.



Consultation and engagement revealed the Vision, Mission and Values still hold true to Camosun's aspirations and goals. The MVV are also embedded into Camosun culture and there was little desire to alter them beyond adding 'Environmental Stewardship' to the values.

## Vision

Inspiring life-changing learning.

## Mission

We build a better future for our community with relevant, innovative and applied education.

## Our Values

- Lifelong learning
- Positive and supportive student experiences
- An inclusive community of respect and safety
- Our relationships with one another
- Indigenization
- Environmental stewardship **(new)**

At Camosun College, we prepare students to thrive in a rapidly changing world.

- Goal 1:** Empower students to stand out by providing educational experiences to equip them for their future.
- Goal 2:** Deliver outstanding flexible learning opportunities to support students' evolving educational expectations.
- Goal 3:** Cultivate relationships with students to support their educational journey within and beyond Camosun.

### Strengthening the Camosun Advantage



Camosun College is committed to cultivating a work environment that values people, life-long learning, individual and organizational well-being, and service. We work together to advance the vision, mission, and values of the college.

- Goal 1:** Inspire a positive, collaborative, and rewarding work culture.
- Goal 2:** Ensure financial sustainability for continued investment in student success.
- Goal 3:** Promote a culture of data-informed decision-making and process improvement.

### Doing Good Work Together



Camosun College is dedicated to serving students and partners within the local and global community. We will continue to be responsive to evolving community needs and ensure graduates are equipped with the education and skills essential to employers.

- Goal 1:** Enhance student life on campus, prioritizing student housing and creating spaces that contributes to collaboration and community.
- Goal 2:** Excel in building lasting and reciprocal relationships and partnerships, locally, nationally, and globally to serve the college community and students.
- Goal 3:** Break down systemic barriers to improve access to post-secondary education.

### Responding to Community Needs



Camosun College supports and upholds the United Nations Declaration on the Rights of Indigenous Peoples and in particular Article 15.1 that "Indigenous Peoples have the right to dignity and diversity of their cultures, traditions, histories and aspirations which shall be appropriately reflected in education and public information." The college will advance work to honour Indigenization, decolonization, the Truth and Reconciliation Commission of Canada's Calls to Action, the UN Declaration, and B.C.'s Declaration Act.

- Goal 1:** Engage with reciprocity, understanding, and in good ways to cultivate healthy and supportive community relationships.
- Goal 2:** Embed Indigenous guiding principles to ensure the college is an accessible, inclusive, and safe place where all students can thrive.
- Goal 3:** Infuse Indigenous values into practices and spaces at the college.

### Honouring Indigenous Resurgence



Camosun College is committed to addressing the climate emergency and our impact on the environment through policy, practice, and education.

- Goal 1:** Invest in necessary resources to build momentum and capacity for addressing the climate emergency.
- Goal 2:** Support existing programs and increase climate education across the college.
- Goal 3:** Lower climate-changing emissions to meet or exceed B.C.'s legislated targets.

### Rising to the Challenges of Climate Change



Camosun College is committed to upholding the values of Social Justice, Equity, Diversity, and Inclusion to foster a barrier-free and respectful learning and working environment for students and employees.

- Goal 1:** Develop a Centre for Social Justice, Equity, Diversity, and Inclusion.
- Goal 2:** Embed the values of social justice, equity, diversity, and inclusion as individual and collective responsibilities.
- Goal 3:** Celebrate and uphold the diversity of students and employees as a strength within Camosun's community.

### Advancing Social Justice, Equity, Diversity, and Inclusion



POLICY TITLE	Final Exam Reschedule and Repeat
POLICY NUMBER	E-1.17
APPROVAL DATE	TBD
APPROVAL BODY	Education Council
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	N/A
NEXT REVIEW DATE	TBD
HOLDER	VP Education
RESPONSIBLE OPERATIONAL LEADER	Deans/Directors
SUPPORTING DOCUMENTS	E-1.17.1 Standards and Requirements for Rescheduling or Repeating a Final Exam

## FINAL EXAM RESCHEDULE AND REPEAT

### PURPOSE

The purpose of this policy is to provide clear direction to Schools, instructors, and students on the rights and responsibilities with respect to Final Exams. Moreover, this policy articulates Camosun College's values, principles, and conditions around rescheduling Final Exams and repeating Final Exams.

### POLICY APPLICATION, SCOPE, AND/OR LIMITS

This policy applies to all Camosun College courses in which there are Final Exams at the end of the course.

This policy does not apply to final term assignments, presentations, group projects, or any final evaluation that is not a Final Exam. This policy also does not apply to midterms, quizzes, assignments, or group projects or other term work (see definition).

This policy also does not apply to final exams that are administered by authorized professional governing bodies, trade licensure bodies, or industry training authorities.

This policy is not intended to be used to request a review of a course grade or the grade on a Final Exam. To request the review of a final course grade, please refer to the [Grade Review and Appeals policy](#) and its associated [processes](#).

### DEFINITIONS

1. **Exam Reschedule:** An allowance, granted to a student under extenuating circumstances, in which the student is permitted to write their final exam at a date or time other than the scheduled date and time of the exam.

2. **Exam Repeat:** A privilege, granted in exceptional cases to a student under extenuating circumstances, in which the student is permitted to repeat or rewrite their final exam (or an alternate version of the final exam) after already having completed the exam.
3. **Final Exam:** A terminal, often timed evaluation at the end of a course, scheduled during the established examination period. The examination period may be different for programs that fall outside of the normal semester cycle.
4. **Personal Emergency/Unforeseeable Extenuating Circumstance:** Instances that are beyond a student's control and may negatively impact a student's academic performance. See policy supporting document for examples of personal emergency or unforeseeable extenuating circumstances that are considered for exam reschedules and repeat requests.
5. **Term Work:** All constituent evaluations that are used to calculate the final grade.

## PRINCIPLES

1. Camosun College is committed to evaluating student learning in a fair and equitable manner and acknowledges that Final Exams are one of the many ways in which students can demonstrate their learning. The intended outcome of this policy is to advocate for compassion for students experiencing personal emergencies or unforeseeable extenuating circumstances during final exams, promote consistency in practice around rescheduling final exams or allowing a student to repeat a final exam, and informing students and instructors of their rights and responsibilities in the event a final exam reschedule or repeat is requested.
2. All Final Exams will occur during the final exam period. Students are expected to write tests and final examinations at the scheduled time and place. Final Exam schedules will be posted. Where possible, students will write no more than two Final Exams on the same day.
3. Camosun College understands that a personal emergency or an unforeseeable extenuating circumstance that is beyond the student's control may arise, making it challenging for the student to undertake a Final Exam at its scheduled date or time. Under specific conditions and circumstances, a student may be permitted to reschedule a scheduled Final Exam. If a student is experiencing a personal emergency or an unforeseeable extenuating circumstance prior to a Final Exam, the student is encouraged to speak to their instructor to explore opportunities to reschedule the exam, if possible and appropriate.
4. Camosun College acknowledges that a personal emergency or an unforeseeable extenuating circumstance that is beyond the student's control may significantly jeopardize the student's performance on a Final Exam to the point of failure in the course. Under specific circumstances,

and if appropriate for the course or program, a student may be permitted, one time, to repeat or reattempt a Final Exam. Exam repeat opportunities articulated in this policy are privileges afforded to the student by their instructors and by the College. The privilege to repeat a Final Exam should generally only be considered for students whose final exam performance, due to personal emergency or extenuating circumstance, represents a significant departure from previous academic course work and results (or is likely to result) in disproportionate adverse consequences (e.g., course failure, program progression.)

If a student is experiencing a personal emergency or an unforeseeable extenuating circumstance prior to the exam, it is best for the student to explore opportunities to reschedule the Final Exam with their instructor instead of attempting the Final Exam.

5. When requesting the rescheduling of a Final Exam or a Final Exam Repeat opportunity, students must meet the conditions and requirements set out in this policy. Student are encouraged to seek guidance from approved [support persons](#) should they require it.

#### **LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES**

- [Academic Accommodations for Exams](#)
- [Centre for Accessible Learning](#)
- [E-1.14 Grade Review and Appeals policy](#)
- [E-1.14.1 Process for Requesting Grade Review and Appeals](#)
- [E-1.5 Grading policy](#)
- [E-2.11 Academic Accommodations for Students with Disabilities policy](#)
- [E-2.9 Sexualized Violence and Misconduct policy](#)
- [E-2.9.2 Sexualized Violence and Misconduct Procedures](#)
- [Guidelines: Camosun College Support Person](#)

<b>DOCUMENT TITLE</b>	<b>Standards and Requirements for Rescheduling or Repeating A Final Exam</b>
<b>DOCUMENT NUMBER</b>	E-1.17.1
<b>NAME OF POLICY THE DOCUMENT SUPPORTS</b>	Final Exam Reschedule and Repeat
<b>TYPE OF DOCUMENT</b>	Standards and Requirements
<b>APPROVAL DATE</b>	TBD
<b>REPLACES (IF APPLICABLE)</b>	N/A
<b>LAST UPDATE OR AMENDMENT OR REVIEW DATE</b>	N/A
<b>HOLDER</b>	VP Education
<b>RESPONSIBLE OPERATIONAL LEADER</b>	Deans/Directors

## STANDARDS AND REQUIREMENTS FOR RESCHEDULING OR REPEATING A FINAL EXAM

### PURPOSE AND/OR RATIONALE

The purpose of this document is to articulate the standards, requirements, and process through which Camosun College students can request to reschedule a final exam or repeat a final exam.

### STANDARDS AND REQUIREMENTS FOR RESCHEDULING A FINAL EXAM

#### 1. Rescheduling a Final Exam Due to Scheduling Issues

When a student has more than two Final Exams scheduled on one day, the student is to contact the instructor(s) to discuss alternate arrangements.

#### 2. Rescheduling a Final Exam Due to Personal Emergency or Extenuating Circumstances

Rescheduling a Final Exam due to personal emergency or unforeseeable extenuating circumstances that are beyond the student's control may be afforded to the student at the discretion of the course instructor. Students may be asked to provide documentation to support their request to reschedule a Final Exam.

All Final Exam rescheduling requests due to personal emergency or unforeseeable extenuating circumstances, with a few exceptions, must be made prior to attempting the scheduled exam. Requests for rescheduling a Final Exam will not be considered once the student has attempted the Final Exam.

Examples of personal emergency or unforeseeable extenuating circumstances include, but are not limited to:

- a. A sudden physical or mental illness (including an infection with Covid-19),

- b. A serious injury or ailment to the student or significant other,
- c. Bereavement (e.g. death of a family member or close friend; supporting a dying family member or close friend),
- d. Traumatic life event (e.g. family breakdown; domestic violence, sexualized violence; for sexualized violence, please see Camosun's [Sexualized Violence and Misconduct policy and procedures](#)),
- e. Adverse local weather conditions that make it difficult for the student to be present in-person for the Final Exam (e.g. snow or flooding that makes travel dangerous),
- f. Civic responsibility (e.g. jury duty, being required to report to a government office for immigration or citizenship proceedings),
- g. Religious observance, participation in sincerely-held religious activities, and/or celebration of significant religious holidays;
- h. Participation in Indigenous ceremony or cultural activity and/or obligations that requires the student to be absent from the College for the examination,
- i. Required participation as a team member in scheduled games of a College athletic team or for participation in College-sanctioned student activities (e.g. academic competitions).

The following are generally not appropriate examples of personal emergency or extenuating circumstances:

- a. Personal or family events (weddings, birthdays),
- b. Planned vacation or scheduled flights for trips.

Should the rescheduled Final Exam require an exam deferral (i.e. completing the exam at a later date), all attempts will be made to schedule the exam at the earliest convenience and within the established examination period.

All deferred Final Exams must be written within **four (4) weeks** of the original scheduled Final Exam. Extensions to this four (4) week period will only be considered for exceptional reasons and will require written approval of the Dean/Director.

### 3. Rescheduling a Final Exam for Students Who Are Absent for a Final Exam

A student who misses a Final Exam due to personal emergency or an extenuating circumstance must inform their instructor and request to defer the Final Exam no later than **forty-eight (48) hours** following the scheduled Final Exam. Students must provide a rationale for missing the Final Exam. Documentation may be requested by the instructor to support the student's request.

All attempts will be made to schedule the missed exam at the earliest convenience and within the established examination period.

All missed Final Exams must be written within **four (4) weeks** of the original scheduled Final Exam. Extensions to this four (4) week period will only be considered for exceptional reasons and will require written approval of the Dean/Director.

#### 4. Rescheduling a Final Exam for Students with Disabilities Seeking Academic Accommodations

Students who are registered with the Centre for Accessible Learning (CAL), must follow the [Academic Accommodations for Students with Disabilities policy](#) and report their request for accommodated exams within the deadlines (posted each term). CAL will work with course instructors to reschedule Final Exams at the student's request.

### STANDARDS AND REQUIREMENTS FOR FINAL EXAM REPEATS

1. Students should notify the instructor(s) at the earliest opportunity of their personal emergency or extenuating circumstance, the timeliness of which may be considered in adjudicating a corresponding request to repeat a Final Exam. In all cases, requests must be received no later than **two (2) business days** of the final mark being posted on myCamosun.
2. Final Exam repeat requests will generally only be considered for a student who has undergone a personal emergency or extenuating circumstance. Students may be asked to provide documentation to support their request to repeat a Final Exam. Examples of a personal emergency or extenuating circumstance that may warrant a Final Exam repeat include but are not limited to:
  - a. A sudden physical or mental illness,
  - b. A serious injury or ailment to the student or significant other,
  - c. Bereavement (e.g. death of a family member or close friend; supporting a dying family member or close friend),
  - d. Traumatic life event (e.g. family breakdown; domestic violence, sexualized violence; for sexualized violence, please see Camosun's [Sexualized Violence and Misconduct policy](#) and [procedures](#)).
3. Students are encouraged to provide documentation, if possible, to support their request to repeat their exam.
4. It is recommended that instructors are consistent in their practice around issuing a final grade after a Final Exam Repeat. Instructors may:
  - a. Calculate the average mark from the first attempt on the final exam and the repeated attempt on the Final Exam. This average will be used to calculate the final grade on the course; OR
  - b. Provided the student passes the repeated final exam, assign the minimum passing grade on the repeated exam required to pass the course; OR
  - c. Assign the highest grade of the two final exam attempts.
5. In the event that the student is approved to repeat a Final Exam, an "Incomplete" (I) grade will be placed on the student's record until the student has rewritten the Final Exam. Please see



Camosun’s [Grading policy](#) for details on assigning “Incomplete” (I) grades and how to convert a temporary grade to a final grade.

6. All repeat Final Exams must be written within **four (4) weeks** of the original scheduled Final Exam. Extensions to this four (4) week period will only be considered for exceptional reasons and will require written approval of the Dean/Executive Director/Director.
7. Final Exam repeat requests due to sexualized violence will be considered under the [Sexualized Violence and Misconduct policy](#).

#### LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

- [Academic Accommodations for Exams](#)
- [Centre for Accessible Learning](#)
- [E-1.14 Grade Review and Appeals policy](#)
- [E-1.14.1 Process for Requesting Grade Review and Appeals](#)
- [E-1.5 Grading policy](#)
- [E-2.11 Academic Accommodations for Students with Disabilities policy](#)
- [E-2.9 Sexualized Violence and Misconduct policy](#)
- [E-2.9.2 Sexualized Violence and Misconduct Procedures](#)
- [Guidelines: Camosun College Support Person](#)