



Education Council

Ensuring that our students are provided with quality educational experiences

AGENDA

Regular Meeting

Wednesday, November 16, 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. <http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html></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: EdCo Meeting Minutes October 19, 2022	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 ICC Monthly Report	
	Curriculum Under Review See ICC Monthly Report	
4:45	MOTIONS FOR ENDORSEMENT AND APPROVAL	
	Camosun College 2023-2028 Strategic Plan (25 MIN.)	Jennifer Stone/ Rashed Al-Haque



TIME	ITEM	PRESENTER
	<p>Strategic Plan for Endorsement: Camosun College 2023-2028 Strategic Plan</p> <p>Motion: That Education Council endorses the priorities, goals, and progress measures of the 2023-2028 Camosun College Strategic Plan going forward to the Board of Governors for approval.</p> <p style="text-align: right;">Moved by: Seconded by:</p>	
	<p>Grading Policy (25 MIN.)</p> <p>Policy for Approval: Grading Policy</p> <p>Motion: That Education Council approves the Grading Policy.</p> <p style="text-align: right;">Moved by: Seconded by:</p>	Peter Moroney/ Rashed Al-Haque
	<p>Final Exam Reschedule and Repeat Policy – for implementation Winter 2023 (25 MIN.)</p> <p>Policy for Approval: Final Exam Reschedule and Repeat Policy and supporting document</p> <p>Motion: That Education Council approves the Exam Reschedule and Repeat Policy.</p> <p style="text-align: right;">Moved by: Seconded by:</p>	Peter Moroney/ Rashed Al-Haque
6:00	MEETING ADJOURNED	Bijan Ahmadi

Upcoming Meeting:

Regular Meeting
 Wednesday, December 14, 2022
 4:00 - 6:00 pm
 P216, LACC 321, MS Teams



Voting Council Members

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

Members (*Quorum = 9*)

Non-Voting Council Members

Lane Trotter, President
Karen Young, Board of Governors
Connie Klassen, ICC Chair

Peter Moroney, Education Policy & Planning
Andrea Kucherawy, Permanent Secretary
TBA, Indigenization Coordinator

Guests

Rashed Al-Haque, Education Policy Specialist; Jennifer Stone, Director, Strategic Initiatives

For Information:

Education Council Executive:

Chair: Bijan Ahmadi, Business, 250-370-4140, ahmadib@camosun.bc.ca

Vice Chair: Andrea Kucherawy, Office of VP Education, 250-370-3165, KucherawyA@camosun.bc.ca

ICC Chair: Connie Klassen, Sport & Exercise Education, 250-370-4728, klassenc@camosun.bc.ca

VP Education: John Boraas, Office of VP Education, Interurban, 250-370-4543, boraas@camosun.bc.ca

Registrar: Scott Harris, Registrar's Office, Interurban, 250-370-3840, harriss@camoun.bc.ca

EPP Director: Peter Moroney, Office of VP Education, Lansdowne, 250-370-3249, moroneyp@camosun.bc.ca

Permanent Secretary: Andrea Kucherawy, Office of VP Education, Lansdowne, 250-370-3037, edapprovals@camosun.bc.ca



Education Council

Ensuring that our students are provided with quality educational experiences

DRAFT Minutes

REGULAR MEETING

Wednesday, Oct 19, 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; Jennifer Stone, Director, Strategic Initiatives; Sarah-Joy Kallos, Co-op Internship Coordinator
 Blair Fisher, Edgar Nelson, Ezra Kiedaisch (in-coming Education Council Members)

Regrets/Absent: Lane Trotter, John Boraas, Brian Coey, TBA/Indigenization Coordinator

ITEM	PRESENTER
A. CALL TO ORDER AND DECLARATION OF QUORUM The regular meeting was called to order at 4:03 pm. Quorum was reached.	Bijan Ahmadi
B. ACKNOWLEDGEMENT OF COAST SALISH TERRITORY <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. <http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html></i>	Bijan Ahmadi

ITEM	PRESENTER
<p>C. CHECK-IN</p> <p>Bijan welcomed the Council and opened the floor to give time to those who had anything to share. Guests and newly elected members were welcomed followed by a round of introductions. Bijan noted that there are still two student vacancies on Council; will try to fill these positions through the amendment made in the EdCo bylaws that allows for the temporary appointment of students or faculty to Education Council if none were elected in the by-election. He also acknowledged that Council is still missing an Indigenization Coordinator with the hopes that Eyē? Sqâ’lewen will be able to fill this position soon.</p>	Bijan Ahmadi
<p>D. ACCEPTANCE OF AGENDA</p> <p>The agenda for Oct 19, 2022 was approved by unanimous consent.</p>	Bijan Ahmadi
<p>E. MINUTES FOR APPROVAL</p> <p>The minutes for the Sept 21, 2022 meeting were approved by unanimous consent.</p>	Bijan Ahmadi
<p>F. REPORTS</p>	
<p>1. Education Council Chair</p> <p>Bijan informed the Council that there was a nomination period for the by-election that ended and all those nominated were acclaimed. There will not be a vote for Education Council members from the 24th-26th as it is not necessary.</p>	Bijan Ahmadi
<p>2. VP Education</p> <p>Bijan reported that John is unable to attend the meeting and has waived the opportunity to give an education report.</p>	John Boraas
<p>3. Board Member</p> <p>Karen reported that the Board approved the Education Approvals policy revision. The five-year capital plan was reviewed; the most immediate impact is the decant of the Isabel Dawson building that will potentially break ground in June 2023 and finish in December 2023. This will be followed by the new Lansdowne Student Housing hopefully starting construction in January 2024. Mechanical Engineering and Computer Tech expansion will be happening next year. Some Board of Governor policy was approved that makes it more understandable and clearer. Various members of the College gave presentations; 2021-2022 Institutional Accountability Plan and Report (already submitted to the Province), the Strategic Plan development update, and the Enrolment Report. Outside of the meetings the Board are given program updates. There was a tour of Culinary Arts on October 3 and on the 11th, Scott Harris presented Focus on Education with several faculties coming forward to showcases and highlight their programs.</p>	Karen Young
<p>G. COMMITTEE REPORTS</p>	

ITEM	PRESENTER
<p>Education Council Policy and Standards Committee</p> <p>Pete reported that the committee met on October 13 with nine members in attendance. Sekwan Wabasca, from Eyē? Sqâ’lewen, was welcomed as a new member. Sekwan has replaced Janice Simcoe.</p> <p>The Grading Policy was reviewed with the task of resolving the requirements for first class attendance. Based on input from the consultations along with the new withdrawal deadlines policy, this clause doesn’t serve a purpose anymore. There will be new language drafted along with the recommendation to drop this clause and requirement.</p> <p>The Final Exam Reschedule and Repeat Policy was reviewed along with the feedback from consults. Revisions have been made which will be brought forward for EdCo review at today’s meeting. There was also a brief update on the work being done around the Academic Concessions Policy; the Committee is moving forward with the consultation work on that.</p>	Peter Moroney
H. INTEGRATED CURRICULUM COMMITTEE REPORT	Connie Klassen

Regular 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:

A&S: VISUAL ARTS

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

[ART 101](#)

[ART 201](#)

Motion:

That Education Council approves changes to the curriculum as submitted:

Moved by: Lois Fernyhough

Seconded by: Debbie Hlady

Motion Amended

Motion to amend the current motion on the floor

Whereas: To remove ART 201 from Regular Curriculum for Approval:

Motion:

That Education Council approves the amendment to remove ART 201 from the Regular Curriculum for approval:

Moved by: Debbie Hlady

Seconded by: Scott Harris

Motion Carried

ITEM	PRESENTER
<p>Regular Curriculum for Approval</p> <p>Whereas: The Integrated Curriculum Committee (with less than 80% quorum due to vacancies on ICC), has reviewed and recommends for approval the following curriculum:</p> <p>A&S: VISUAL ARTS Visual Arts (Dip) ART 101</p> <p>Motion: That Education Council approves changes to the curriculum as submitted:</p> <p style="text-align: right;">Moved by: Bijan Ahmadi Seconded by: Debbie Hlady Motion Carried</p>	
I. ITEMS FOR PRESENTATION AND DISCUSSION	
<p>Camosun College 2023-2028 Strategic Plan - Draft</p> <p>Jen and Rashed provided an overview on the current draft along with the next steps for finalizing the Strategic Plan.</p> <p>EdCo members asked questions and provided feedback. Bijan reminded members of the Council’s advisory role for the Strategic Plan, and that the plan will be brought back to Council in its final stages for endorsement ahead of the Board of Governor’s meeting.</p>	Rashed Al-Haque/ Jennifer Stone
<p>Final Exam Reschedule and Repeat Policy</p> <p>Pete provided context and reminded members that this was first brought to Council in February 2022 and has since undergone robust review. Rashed provided an overview and highlighted key points of the policy and supporting document.</p> <p>EdCo members asked questions and provided feedback. Further feedback should be submitted as soon as possible so it can be brought back through the Policy and Standards Committee and be ready for approval at next month’s EdCo meeting.</p>	Peter Moroney/ Rashed Al-Haque
<p>EdCo Academic Appeals Committee call-out</p> <p>Pete informed Council that the EdCo Academic Appeals Committee is seeking new student or faculty members for the committee membership pool. Council can spread the word and/or contact him if interested.</p>	Peter Moroney
<p>Farewell to departing member</p>	Bijan Ahmadi

ITEM	PRESENTER
<p>Bijan recognized and thanked Corrine Michel for her valuable contributions to Education Council. He acknowledged that it is her last meeting as she leaves the College to pursue other opportunities.</p>	
<p>J. ADJOURNMENT</p>	<p>Bijan Ahmadi</p>
<p>The meeting adjourned at 6:00 pm.</p>	



EX-250-003-001-002

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

Wednesday, Nov 9, 2022

Present: Beth Konomoto, Chris Avis, Heather delVillano, Zoe Broom, Steven Rumpel, Mavis Smith (acting Chair), Peter Moroney, Andrea Kucherawy (Resource)

Regrets: Connie Klassen, Gillyan Haden, Leta Zaleski (on leave), John Telford,

Guests: Kristine Kerins, A&S, English Chair; David Visentin, A&S, Music Chair; John Lee, A&S, Chemistry & Geoscience Chair

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: HUMANITIES

[FREN 105](#)

[ICC Feedback](#)

ARTS & SCIENCE: BIOLOGY

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

[ICC Feedback](#)

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 \(Advanced Diploma\)](#)

[ICC Feedback](#)

[ENGR 204](#)

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

Moved by:

Seconded by:

CURRICULUM UNDER REVIEW

A&S: ENGLISH

[CRWR 150](#)

A&S: MUSIC

[Music Creativity and Performance Foundations \(Certificate\)](#)

[MUSC 102](#)

[MUSC 103](#)

A&S: CHEMISTRY & GEOSCIENCE

[CHEM 110](#)

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](#)



2023-2028 COLLEGE STRATEGIC PLAN DRAFT PROGRESS MEASURES

Proposal

ABSTRACT






A list of the proposed progress measures to support the new college strategic plan.

Strengthening the Camosun Advantage

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





Goal 1: Empower students to stand out by providing educational experiences that equips them for their future.

Progress Measures

	Takes steps that will support the implementation of a comprehensive student record
	% of courses that includes one or more of the different types of applied learning (i.e., capstone, service learning, work integrated learning, etc.)
	% employment or university transfer rates post Camosun
	% participation rates in accredited programs that lead to jobs
	% students meet their professional requirements according to employer survey (Available Data)







Goal 2: Deliver outstanding flexible learning opportunities to support students' evolving educational needs.

Progress Measures

	% of courses with flexible delivery options <ul style="list-style-type: none">• evenings and weekend courses• online/ blended courses• continuous enrolment courses• off-campus locations course offerings• in-person/on-campus course offerings
	% student completion rates in courses with flexible delivery options
	% of courses using open textbook for teaching
	# new microcredential offerings

Goal 3: Cultivate relationships with students to support their educational journey within and beyond Camosun.

Progress Measures






	Develop and implement improved strategic enrolment management practices
	Establish capacity to support prospective students
	Student satisfaction rate (Student Experience Survey)
	% of students who indicate they are able to access services in a timely manner. (Student Experience Survey)
	% student retention ratio between semesters
	# Alumni who donate to the college

Doing Good Work Together

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: Nurture a positive, collaborative and rewarding work culture.

Progress Measures

-  Engage with employees about their satisfaction using different tools and strategies
-  Develop and implement formal and informal employee recognition opportunities
-  % of allocated funds used for personal and professional development
-  % of employees who say the information they have about the college helps them to be successful in their job
-  % of employees who regularly participate in the various communities of practice across the college




Goal 2: Ensure financial sustainability for continued investment in student success.

Progress Measures

-  Ensure the college is in a financially sustainable position
-  % sustainable financial contribution from non-base sources (e.g. ProSIT, Contract Training, Ancillary Services)
-  % continued investment in student success (e.g. new, responsive, and relevant programming and curriculum, market assessment, capital, services, IT tools and applications)

Goal 3: Promote a culture of data-informed decision-making and process improvement.

Progress Measures





-  Further develop and implement data development and access strategies
-  Develop and implement an integrated intuitional planning cycle
-  Develop a methodology to measures the efficiency and success of programs and services

Responding to Community Needs

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 that 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.

Progress Measures

-  Continue to seek funding for student housing and include it within Camosun's annual capital plan submission to government
-  % usage rates of bookable student collaboration space
-  # of college led and/or CCSS registered extracurricular activities and events
-  % Students involved in campus community life and student skills development (e.g. Chargers games, walk safe, CCSS activities, volunteer/advocacy opportunities)





Goal 2: Excel in building lasting and reciprocal relationships and partnerships, locally, nationally, and globally to serve the college community and students.

Progress Measures

-  # of employers and community partners engaged in Camosun Innovates/college-led applied learning/research projects
-  \$ donor contribution to Camosun College Foundation each year
-  # of exchange partnerships with other domestic and international institutions (students, faculty, projects)
-  # of course registrations from South Island Partnership

Goal 3: Break down systemic barriers to improve access to post-secondary education.

Progress Measures

-  Establish a Centre of Prior Learning Assessment and Recognition
-  Establish a baseline for students entering Camosun from diverse backgrounds
 - First generation learners
 - Accommodated Students
 - Indigenous Students
 - Former Youth in Care
 - New Canadians
 - Low-income background
-  # of programs/courses delivered locally and in remote Indigenous communities (shared measure)
-  # students served through programming designed to support refugees and newcomers

Rising to the Challenges of Climate Change

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.

Progress Measures

- ✓ Develop and implement a Climate Action Plan
- ✓ Invest in climate action and environmental sustainability resources to further enhance capacity to respond to the climate emergency
- ✓ Complete a baseline and progress assessment for the advancement of sustainability at Camosun
- ✓ Align college sustainability priorities with the [CICAN ImpACT Climate Project](#)



Goal 2: Support existing programs and increase climate education across the college.

Progress Measures

-  # of awareness campaigns and employee training opportunities
-  % of courses that contain an Environmental Sustainability/Climate Change component

Goal 3: Lower climate-changing emissions to meet or exceed B.C.’s legislated targets while adapting to the impacts of climate change.

Progress Measures



-  % decrease in greenhouse gasses (GHG) emissions (buildings, fleet, paper emissions)
-  % combined total greenhouse gasses (GHG) emissions reduction from savings projects/initiatives
- ✓ Complete climate risk assessments on both campuses, with emphasis on climate adaptation needs

Honouring Indigenous Resurgence

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.

Progress Measures

-  # of programs/courses delivered locally and in remote Indigenous communities (Shared Measure)
-  # of Indigenous events that have both Camosun and local Indigenous community participation




Goal 2: Further incorporate the four ‘R’s of Indigenous Education to ensure the college is an accessible, inclusive, and safe place where all students can thrive.

Progress Measures

-  Develop an Indigenous Education Plan
-  # of Indigenous Students (Eyē? Sqā'lewen and self-identified)
-  # of students who have completed IST 116 and HLTH 111 year over year
-  # of employees who have completed TTW
-  % university transfer of Camosun students who self-identify as Indigenous

Goal 3: Infuse Indigenous ways of being and doing into practices and spaces at the college.

Progress Measures

-  Develop Indigenization Plan
-  Complete 23 actions in response to TRC calls to action Phase 2
-  Increase Indigenous cultural visibility on campuses (spaces, signage, art, traditional naming, land naturalization) (Establish baseline inventory)

Advancing Social Justice, Equity, Diversity, & Inclusion

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 Equity, Diversity, & Inclusion

Progress Measures

- ✓ Establish a Centre of EDI with thoughtful engagement with college community
- ✓ Develop an EDI plan and implement
- ✓ Establish a cross-college advisory committee



Goal 2: Embed the principles of social justice, equity, diversity, and inclusion as individual and collective responsibilities.

Progress Measures

- ✓ Develop data and reporting strategy to advance SJEDI capacity
- ✓ Develop and implement strategies to strengthen inclusive hiring practices
- ✓ Prioritize space that provides physical recognition of diversity and people's culture
-  # of learning opportunities that support inclusive organizational culture
-  # of programs that have partnered with the SJEDI centre to incorporate principles into teaching and learning

Goal 3: Celebrate and uphold the diversity of students and employees as a strength within Camosun's community.

Progress Measures

- ✓ Develop express hiring opportunities with means for cultural strengths to be identified as benefits in the selection hiring process
-  # of events designed to celebrate, empower, recognize, and advocate for, the diversity of the people within Camosun College
-  # public announcements and recognition of cultural and social justice events

POLICY TITLE	Grading
POLICY NUMBER	E-1.5
APPROVAL DATE	September 2007
APPROVAL BODY	Education Council
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	February 2022
NEXT REVIEW DATE	N/A
HOLDER	VP Education
RESPONSIBLE OPERATIONAL LEADER	N/A

GRADING

PURPOSE

The purpose of this policy is to ensure that grading and promotion are consistent and fair.

POLICY APPLICATION AND SCOPE

This policy applies to all Camosun students enrolled in courses for which they will be granted credit.

PRINCIPLES

1. Camosun College has two recognized grading systems: a standard grading system used for most academic, technical, and career-based programming; and a competency-based grading system used for courses in which satisfactory acquisition of defined skills or successful completion of the course learning outcomes is the basis of evaluation and grading. (See Section A, Grading Systems.)
2. Students' work is evaluated according to one of the two College recognized grading systems. Students must meet the grading and promotion standards for the course or program in order to progress. (See Section A, Grading Systems.)
3. The College will assign temporary grades for a number of special circumstances; however, all temporary grades will convert to a final grade in one of the two grading systems. (See Section A, Grading Systems and Section F, Grade Changes.)
4. As established in the Course Withdrawal Policy, students who do not officially withdraw prior to the published deadlines, and who fail to successfully complete required course work, will be assigned a final grade of "F" or "NC" depending on the grading system being used in the course.

5. To enable students to pursue subsequent educational and professional goals, submission and processing timelines for final grades shall be established. (See Section E, Submission of Final Grades.)

A. GRADING SYSTEMS

The following two grading systems are used at Camosun College:

Standard Grading System

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a requisite.	1
0-49	F	Minimum level has not been achieved.	0

Competency Based Grading System

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes.

Grade	Description
COM	Complete: The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	Distinction: The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	Not Complete: The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

B. TEMPORARY GRADES

Assigned for specific circumstances and convert to a final grade according to the grading scheme being used in the course. (See Section F below for conversion to final grades.)

Temporary Grade	Description
I	Incomplete: A temporary grade assigned when the requirements of a course have not yet been completed. Students must complete the course requirements within six (6) weeks of the “I” grade being assigned. Appears on the transcript.
IP	In Progress: A temporary grade assigned for courses that may require further enrollment in the same course. No more than two IP grades will be assigned for the same course. (For these courses a final grade will be assigned to either the 3rd course attempt or at the point of course completion.) Appears on the transcript.

C. STUDENT RECORD AND TRANSCRIPT NOTATIONS

Notations placed on a student’s record indicate a status or standing and provide additional information to the student and the College. The notations do not affect a student’s GPA.

Notation	Description
AUD	Audit: An academic course taken for interest where a grade is not assigned and the course cannot be used for program completion requirements, admission requirements, or as a prerequisite. Appears on the transcript.
W	Withdrawal: The student has officially withdrawn from the course prior to the designated withdrawal deadline. Appears on the transcript.

D. GRADE POINT AVERAGE (GPA)

The grade point average (GPA) is calculated by using the formula in the following example:

Course	Credits	Letter Grade	Grade Points	Grade Points X Credits
1	3.0	A-	7	7 X 3 = 21
2	3.0	B+	6	6 X 3 = 18
3	3.0	C+	3	3 X 3 = 9
4	3.0	A	8	8 X 3 = 24
5	3.0	C	2	2 X 3 = 6
	15			78

GPA is 78 divided by 15 = **5.2**

NOTES:

1. The grading system, based on nine (9) possible grade points, was implemented for the first time in September 1990. Students who accumulated their grades prior to September 1, 1990, will

have their former grades recalculated on this nine (9) point system when transcripts are processed.

2. Courses that have not been assigned a credit value will not be used in GPA calculations

E. Submission of Final Grades

To enable confirmation of prerequisites prior to enrollment in subsequent programs or courses and to enable students to receive transcripts for subsequent educational and professional purposes, it is essential that final grades be submitted and processed expeditiously.

To support these goals, final course grades must be submitted within **five (5)** calendar days of the final exam or final evaluation.

In all cases, including exams and evaluations scheduled near the end of the exam period, grades must be submitted by last day of the term, as published on the Camosun College website.

Alternate submission deadlines, for exceptional circumstances, may be set by the Dean/Executive Director/Director, in consultation with the Registrar.

F. GRADE CHANGES

There are two circumstances in which grades can be changed: first, through the conversion of a temporary grade to a final grade; and second, through a final grade appeal.

1. Conversion of Temporary Grades to Final Grades

a. Incomplete (I) Grades

- i. When an “I” grade is assigned, the instructor must describe the outstanding requirements for course completion and inform the Registrar’s Office, the School Office, and the student.
- ii. Students must complete the course requirements, and the instructor (or designate or Chair, if instructor is not available) must submit a grade change within six (6) weeks of the “I” grade being assigned.
- iii. At the end of six (6) weeks plus three (3) working day period, if a final grade has not been assigned by the instructor (or designate/Chair), the “I” grade will be converted to a final grade of “F” or “NC”, depending on the grading system being used. Extensions to this six (6) week period will only be considered for exceptional reasons and will require written approval of the Dean/Director.

b. In Progress (IP) Grades

- i. The “IP” grade will convert to a final grade of “NC” or “F”, depending on the grading system being used, if an alternative grade is not assigned within the specified time limitation for a specific course.

- ii. If an “IP” grade is registered for a third consecutive term, an “NC” or “F” will be issued, depending on the grading system being used.

2. Final Grade Appeal

A final grade appeal process has been established for students who have reason to believe they have been graded unfairly. Students who wish to appeal decisions regarding final grades must refer to the [Grade Review and Appeals policy](#).

RELATED LEGISLATED REFERENCES

- [College and Institute Act Sections: 24\(2\)\(c\), 2\(1\)\(a\)](#)

LINKS TO RELATED CAMOSUN POLICIES

Related Policies

- [E-1.1 Academic Progress](#)
- [E-1.3 Work Integrated Learning](#)
- [E-2.2 Course Withdrawals](#)
- [E-2.11 Grade Review and Appeals Policy](#)

POLICY TITLE	Final Exam Reschedule and Repeat
POLICY NUMBER	E-1.17
APPROVAL DATE	TBD
EFFECTIVE 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 possible and 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. **Instructors have discretion over whether they will provide an opportunity for a student to reschedule or repeat the final exam based on the standards and requirements outlined in this policy. Instructors and students are encouraged to work collaboratively to meet students' requests where possible and appropriate. Instructors must be able to accommodate the student request to reschedule or repeat a final exam within their course section duties or have made alternate arrangements with the department or school.**
6. 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. Students 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](#)

DOCUMENT TITLE	Standards and Requirements for Rescheduling or Repeating A Final Exam
DOCUMENT NUMBER	E-1.17.1
NAME OF POLICY THE DOCUMENT SUPPORTS	Final Exam Reschedule and Repeat
TYPE OF DOCUMENT	Standards and Requirements
APPROVAL DATE	TBD
EFFECTIVE DATE	TBD
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	N/A
HOLDER	VP Education
RESPONSIBLE OPERATIONAL LEADER	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 provided 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 their **instructor** with a rationale for missing the Final Exam. Documentation may be requested by the instructor to support the student's request. **Based on the rationale (and any submitted documentation), instructors will determine if the student is provided the opportunity to reschedule their final exam due to the absence.**

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](#)
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