





**Camosun College**  
**Progress and Attendance Policy Winter 2018**  
**ELD 032-064**

Students are responsible for

- attending classes regularly (see "Attendance" below)
- speaking English in class
- participating in discussions and group activities
- doing assigned homework and in-class work
- contributing to a positive learning environment
- turning off cell phones
- going to the Help Centre CBA 160 for extra help.

**Attendance**

Students are expected to attend class every day, participate in class discussions and group activities, and complete assignments.

**If you are absent, email or leave a message with your teacher(s).**

<http://camosun.ca/learn/calendar/current/procedures.html#admissions>

It is each student's responsibility to attend the first class meeting of each course. If a student does not attend the first class and does not contact the instructor, an ELD instructional assistant or an international education advisor within two working days following the first class with a satisfactory explanation, admittance to the course may be denied.

<http://camosun.ca/learn/calendar/current/procedures.html#admissions>

If a student does not attend classes and does not officially withdraw (via Camlink or Student Services) prior to fee deadlines, he or she will be required to pay all outstanding fees, will receive no further service until the fees are paid and may receive an NC grade.

**If you cannot come the day of a test, you MUST phone or email the instructor**

**BEFORE the beginning of the class.**

**Makeup tests will ONLY be considered with a valid excuse and sufficient notification.**

During the term, if a student misses one week of class(es) without official documentation, s/he will first meet with the instructor to resolve the problem. If no resolution can be made, then the student will meet with the Chair of the department who may recommend the following:

- getting help from the Help Centre
- counselling
- program changes
- withdrawal
- discussion with an Academic or an International Student Advisor (where appropriate)

At the end of term, if a student has missed 50% of class after having received departmental support, a letter will be sent to the student's local and permanent address regarding his or her absence in the course.

A student with an attendance problem may not be allowed to register for the following term.

Students in any level are expected to attend classes regularly. If the student is unable to attend classes, s/he is expected to contact his/her instructor(s) or an ELD instructional assistant. Alternatively, official documentation is expected if classes are missed.

**FINAL EXAMS**

Students cannot write their final exams early. Students need to remain in Victoria, attending Camosun until April 18, 2018. Please book your flight to leave after this date.

## GRADING POLICY:

To complete an ELD course a student must get a mark of **S** (satisfactory) on the Learning Outcomes in each skill area (reading and writing or listening and speaking). At the end of the term, the student will receive a grade based on the Competency Grading System below.

### 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	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria, or competencies established for this course, practicum or field placement.

## ACADEMIC PROGRESS GUIDELINES

### Progress

If a full-time student (20 hours per week) does not progress in the first attempt of the level, the instructor will speak to the student about ways to succeed. If the full-time student does not progress in the second attempt of a level, the Chair will meet with the student. If the student does not progress in the third attempt at the same level, the Dean will meet with the student.

These Academic Progress Guidelines are designed to enhance a learner's likelihood of success. Students should become familiar with the content of these Guidelines. The Guidelines are available in each School Administration Office.