

## 1.0 PURPOSE

- 1.1 This policy has been reformatted to comply with the 2016 NSCC Standard Policy Template. The policy statements contained in Sections 3 of this document have not been amended from the earlier version contained in Chapter 6, sections 6.01-6.10 and 6.13 of the NSCC Policy Manual last revised in June 2015. Sections 6.11 and 6.12 are replaced by policy 23.01 – Graduation Requirements and Program Progression.

## 2.0 SCOPE

- 2.1 This policy details the methods for evaluating students' learning outcomes required for the success completion of College programs and courses.

## 3.0 POLICY

### 3.1 Evaluation

To meet the requirements of the community, business, industry, and government, the Nova Scotia Community College must ensure that graduates of the College are competent to practice in their fields or professions. Student progress in a program/course is assessed on the basis of continual testing and evaluation, which may include projects, assignments, tests, and/or examinations.

- 3.2 The Nova Scotia Community College evaluates students on a learning outcomes basis. College curriculum outlines the performance required for the successful completion of College programs and courses, as indicated by industry and certifying bodies.

Learning Outcomes represent culminating demonstrations of learning and achievement, and describe performances that demonstrate that significant learning has been verified and achieved by graduates of the program.

Assessment methods will differ between programs and courses. Students will be provided with course requirements and assessment methods at the beginning of each course, including tentative dates for tests, assignments, projects, and/or examinations.

- 3.3 The purposes of evaluating student achievement are:

- a. to ensure that the student has met the performance requirements established for a course and for a program as a whole, as indicated by established learning outcomes;
- b. to provide feedback to students on progress in a course or program, and assist students in the identification of appropriate activities to meet the performance requirements indicated by established learning outcomes;
- c. to assist students in the identification of individual goals and in the development of a portfolio of skills; and
- d. to provide feedback to the faculty regarding the effectiveness of delivery technique.

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Every effort will be made to accommodate the special educational needs of all individuals. It is the responsibility of students to notify the faculty of such needs.

### 3.4 Grading System

A pass mark of 60 percent is required for all courses, unless a change in pass mark has been approved by Academic Services. Every learning outcome outlined in the curriculum of a course must be evaluated. Final grades are numerical and will be a composite mark of all evaluations given during the course. No single evaluation may account for more than 40 percent of the final grade of a course.

The College can approve a Pass/Fail (designated as P or F) evaluation for a course, where appropriate.

### 3.5 Honours

Honours recognition is based on outstanding academic performance at NSCC. In order to be eligible for honours, students must meet the residency requirements of the College and have achieved an average of 85 with no mark below 80 in courses required to graduate.

### 3.6 Absences

This section applies to those circumstances in which a student does not complete some aspect of the academic program due to either a) medical or b) extenuating circumstances. Wherever feasible, students in such circumstances should be given every opportunity to complete their outstanding outcomes. Reasons for the absence shall be documented to the satisfaction of the Campus.

Such absences generally fall into three categories:

- a. Short Absences - a brief illness or absence for a few days (less than 5 days), resulting in the missing of an exam, assignment or other single academic requirement.

*Note: In cases of short absence, where possible, the student should have discussed the absence with the appropriate faculty prior to the date of the evaluation.*

- b. Long Absences - illness or absence which requires the student's absence for a considerable period of time (5 days or more), resulting in missing a major part of the course content and evaluations.

*Note: Many of the programs at the NSCC consist of skill and performance based courses. As a result, active participation is critical to the student's success. Extended absences may negatively impact on the student's chances of success in the course or program. If the student is experiencing difficulty in attending classes through poor health or other extenuating circumstances, the College encourages the student to discuss the situation with their faculty and the Academic Chair to ensure that all alternatives to withdrawal are considered. If circumstances dictate that the student withdraw from the course and/or program, they should refer to the College's policy on Program/Course withdrawal.*

- c. An inability to write or complete a final examination.

*Note: Students who by reason of illness or misfortune are unable to write final examinations at the specified times may apply to the College for permission to write deferred examinations. The time and place for the deferred examinations to be written will be determined by the faculty in consultation with the Campus Administration. Such examinations will take the place of the final examinations which the*

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*student was unable to write. Applications for deferred examinations must be made in writing within 24 hours of return to the College.*

Students who miss a specialized training course of a program may be required to obtain this training at their own expense in order to meet the requirements for graduation from their program.

### 3.7 Aegrotat Standing

A student who through serious illness or other exceptional circumstances has been absent from a scheduled exam, or who has been unable to complete all of the required work in a course, may, in these circumstances, and on the recommendation of the faculty member and his/her immediate supervisor, be given credit for the course. An Aegrotat Standing will be identified on the transcript as a Pass (P).

### 3.8 Supplemental Evaluations

Students who do not achieve a final passing grade or who are unable to complete the examinations /tests/assignments because of extenuating circumstances, may be offered supplemental examination /tests /assignments subject to campus and/or program policy.

A supplemental evaluation is an additional evaluation given to a student after final course marks have been submitted to the Registrar's Office. The purpose of the supplemental evaluation is to allow a student a chance to demonstrate that learning outcomes have been met and credit for the course should be given.

- a. Eligibility - A student will be eligible for a supplemental evaluation if the final course mark is a minimum of 50 percent and the student has participated in at least 60 percent of the assignments, tests, etc. which make up the grading scheme for the course. In extenuating circumstances, where Campus Management and faculty agree, a student whose mark is below 50 may be eligible to complete a supplemental evaluation.
- b. Criteria - Subject to meeting the eligibility requirements, a student shall be allowed to write one supplemental per semester. Opportunities to write supplementals are not cumulative over the period the student is enrolled in a program. Students will not be allowed to re-write failed supplementals.
- c. Timing - All supplemental evaluations must be completed within four calendar weeks from the end of the semester in which the failure took place.
  - i. In those instances where a failed course is a prerequisite to a following semester course, the student will be permitted to attend the course classes until the outcome of the supplemental evaluation has been determined.
  - ii. If a student fails a course and does not complete a supplemental evaluation, the grade received will be recorded.
  - iii. If a student writes a supplemental and passes, the notation on the transcript will be SP (supplemental pass).

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- iv. If a student writes a supplemental and fails, the notation on the transcript will be SF (supplemental fail).

### 3.9 Program/Course Re-Admission

A full-time student normally is expected to proceed in the program without interruption until graduation.

In cases where a student does not proceed in the program without interruption or where the student is required to withdraw from the program or is expelled from the College, the student must apply for readmission using the prescribed form.

The Registrar's Office will consider each application for readmission in consultation with the Campus Management of the department concerned and, where appropriate, with the Student Services.

- a. In the case of interrupted progress due to personal or health reasons of a serious nature, the College will endeavor to re-admit the student to the program at the first opportunity.
- b. In the case of re-admission to the first semester, the student must reapply to the program through the regular admissions process.
- c. In the case of re-admission to the first semester, the student must reapply to the program through the regular admissions process.

### 3.10 Program Withdrawal

Any student who wishes to withdraw from a program or course must notify Student Services in writing so that the withdrawal will be recorded. Students who leave the College without completing the formal withdrawal procedure may jeopardize their chances for readmission to the College at a later date. The effective date of withdrawal is the date on which the withdrawal notification is received in Student Services.

Failure to attend classes does not constitute an official withdrawal. Students who withdraw unofficially from the College, that is, without formal notification, will be awarded an F grade in each course registration. Students who withdraw unofficially from a course will be awarded an F grade for that course.

If a course is officially dropped prior to the beginning of the course, all reference to the course is dropped from the student's academic record. If a course is dropped up to and including the mid-point of the course, a W (indicating withdrawal) will be recorded beside the appropriate course on the student's transcript. A grade of F will be assigned to any course dropped after the midpoint of a course.

### 3.11 Advanced Standing/Awarding of Credit Through Prior Learning Assessment and Recognition

The Nova Scotia Community College recognizes that some students are entitled to advanced standing through course credit in their program of study as a result of skills, knowledge or competencies that have been acquired experientially. This may be through work experience, other education or training, volunteer activities, and hobbies. Advanced standing may be determined by a variety of methods, some of which are:

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- a. Challenge exams
- b. Portfolio assessment
- c. Standardized tests
- d. Program review of employer-based training

Successful challenges for PLAR course credit will be designated as “P” on the transcript.

Unsuccessful challenges for PLAR credit will not be recorded on the transcripts.

### 3.12 Transfer Credits

Students who have successfully completed the equivalent of a Nova Scotia Community College course at another post-secondary institution may apply for transfer credit.

- a. The Nova Scotia Community College defines equivalency courses as those in which learning outcomes are essentially identical, timely and relevant. Demonstration of competency by the applicant may be required.
- b. Application for transfer credit, with appropriate documentation, must be submitted by the student.
- c. A student enrolled in a Nova Scotia Community College program wishing to take a credit course from another college/university for credit in his/her current program with the College shall obtain prior written approval from the campus designate to ensure that the course will be eligible for transfer credit.
- d. Credit recognized to an individual who has successfully completed a comparable course at another educational institution will be represented by the letters “CR”.

### 3.13 Official Transcripts

Student records are confidential; therefore, transcripts will only be issued on written authority from the student. The transcripts will be a complete and unabridged academic record of achievement.

- a. Students requiring an "official" transcript of their educational records must submit a written request to Student Services. All requests should include the student's signature. Official transcripts will be mailed or faxed directly to the institution or agency specified by the student.
- b. Transcripts given to students will be stamped “Unofficial” or “Issued to Student”.
- c. The transcript is a history of the student’s academic performance with the College and, as such will reflect all academic history.
- d. Unsuccessful challenges for PLAR credit will not be recorded on the transcripts.

## 4.0 POLICY SUPPORTS

23.01 – Graduation Requirements and Program Progression Policy

23.02 -- Graduation Requirements and Program Progression Procedures.

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