

Policy on Academic Standards, Assessment, Academic Standing, Academic Probation and Appeal Processes

1.0 Objective and Scope

- 1.1 College of Technology Alberta strives to establish clear guidelines and principles to promote student success. This policy is set to establish the formal Academic Standards, Assessment, Academic Standing, Academic Probation and Appeal Processes. This policy applies to all individuals enrolled as a student at the College, as well as college employees and all individuals acting as representatives of the College.

2.0 Policy

- 2.1 College of Technology Alberta emphasizes the importance of maintaining high academic and ethical standards while ensuring fairness and support for students' academic success within a professional and respectful environment. This policy outlines regulations regarding academic standards, including prior learning and transfer credits, assessment practices, including due dates for assignments, and final examination deferrals. The College focuses on the importance of transparent, consistent, and fair grading and assessment practices to support student performance and academic achievement. Students and staff are required to uphold the academic and ethical standards of the College of Technology Alberta. Violations of policies and standards may result in suspension and/or expulsion.

2.2 Academic Standard

- 2.2.1 The Academic Standard requirements are to ensure that students meet the necessary academic standards to successfully complete their program while also recognizing and rewarding exceptional academic performance. Requirements for successful completion of a College Program are as follows:
- .1 Minimum Standards in Courses: Students must achieve at least the minimum standards in all the courses within the program
 - .2 Minimum Passing Grade: A minimum passing grade of sixty-five percent (65%) is required for each course unless otherwise specified in the program outline.

- 2.2.2 Recognition for High Achievement: Students who achieve a cumulative grade average of ninety percent (90%) or higher will be awarded an Honours Diploma or Certificate, acknowledging their exceptional performance.
- 2.2.3 Official Recording of Grades: All courses taken and final grades obtained within a program at the college will be officially recorded in the students' transcripts, ensuring transparency and accountability for academic achievements.
- 2.2.4 **Ranking System:** The College uses the following criteria for scoring.

Percentage (%)	Grades	Description
90-100	A+	Exemplary
85-89	A	
80-84	A-	
77-79	B+	Proficient
73-76	B	
70-72	B-	
67-69	C+	Adequate
65-66	C	
0-64	F	Fail

2.3 Assessment

- 2.3.1 **Assessment Purpose:** The Faculty members use the student evaluations and assessment guidelines to assess the academic standing and academic progression of student. It helps in assessing student's current level of proficiency and to recognize student's accomplishments and academic achievement; and in decision-making regarding the student's advancement or Course completion.
- 2.3.2 **Assessment Procedure:** The student performance gets assessed throughout the year with variety of evaluation methods- assignments, quizzes, essays, field practice reports, practicums, group discussions, group assignments, group projects, presentations, case studies, exams.

- 2.3.3 **Submission Deadlines:** The College Assignment submission guidelines are as follows:
- .1 Faculty members are required to provide students with the due dates for all graded assessments on the first day of the course, ensuring clarity and transparency regarding expectations. Students must submit all graded assessments by the stipulated due date to avoid potential mark deduction penalties and to receive complete feedback on their submission. All coursework must be submitted no later than 11:59 p.m. Mountain Time (MT) on the last day of the course, ensuring consistency in submission deadlines.
 - .2 Students may submit an assessment up to one (1) week after the deadline without incurring additional mark deduction penalties, but they will not receive feedback on their assessment. Assignments submitted more than one (1) week after the due date will result in a five percent (5%) grade deduction per business day of lateness, and students will not receive feedback on their assessment.
 - a) Special consideration may be granted to students requiring an extension on a deadline due to extenuating circumstance(s), allowing flexibility for students facing unexpected challenges. Students seeking assessment extensions, excluding final examinations or assessments made in lieu of final examinations, must directly request extensions from their Faculty Members.
 - b) Requests for extensions due to extenuating circumstance(s) or emergencies must be submitted in writing via email to the Faculty Member at least two (2) business days before the assessment's due date.
 - c) Faculty Members reserve the right to issue a grade penalty in certain circumstances, including-
 - Conditions outlined in Section ii of the policy (related to late submissions).
 - If a student requests a due date extension on or after the assessment's due date,
 - Extension requests will not be considered on or after the last day of the course, emphasizing the importance of timely communication and adherence to deadlines
 - .3 No assessments will be accepted after the course end date, emphasizing the importance of timely submission and adherence to deadlines.

2.4 **Final Examination:** The College's examination Final Examination scheduling and adherence policy.

2.4.1 **Final Examination Schedule:** The College provides an examination schedule at the beginning of a program or course, ensuring that all stakeholders, including the college, faculty members, and students, have sufficient time to prepare for upcoming examinations. Students are required to adhere to the timelines set for programs and courses. They must ensure that examinations are completed as scheduled.

2.4.2 **Final Examination – Postponements:** Deferred examinations may be granted in cases where an examination has been missed due to justified circumstances. These circumstances include, but are not limited to-illness (requiring a doctor's note as proof), Death of a family member (requiring appropriate proof), Injury or accident (requiring a police report or proof of medical attention). Personal or professional scheduling conflicts such as vacations or business trips are not considered justified circumstances for granting deferred examinations.

- .1 In situations where extenuating circumstances arise immediately prior to the scheduled examination, the student must notify the Admin Office in writing no later than 72 hours prior to the scheduled examination time. All notifications must be in writing and accompanied by documentation.
- .2 The Admin Office will review the case and provide the decision by email within two (2) business days.
- .3 If student is dissatisfied with the decision of an examination deferral, the student may submit a formal appeal in writing to the Registrar within seven (7) calendar days of the decision of Admin Office.

2.5 **Course Failure and Reattempt:** This policy ensures that students who do not meet the minimum academic standards set by the college for a particular course are given the opportunity to improve their understanding and performance in that subject matter by retaking the course. The policy regarding students who achieve a final grade below a certain threshold is as follows:

- 2.5.1 If a student achieves a final grade of less than sixty-five percent (65%), or the minimum standard indicated on the Program Outline, they are required to retake the course.
- 2.5.2 A student who is reattempting a course will be required to pay full course fees.

- 2.5.3 A student may repeat the same course a maximum of two (2) times. Withdrawing from a course is considered a failed attempt.
- 2.5.4 A student cannot replace a grade by repeating the same Course. A failed Course attempt remains on the student record even if the student has received a passing grade for the repeated Course.
- 2.5.5 A student who fails a Course after the third attempt will be required to withdraw from the College and enroll again in the Program.
- 2.6 **Attendance:** The College's Attendance policy is outlined as follows:
 - 2.6.1 **Mandatory Attendance:** Punctual and regular attendance in class is mandatory to ensure an optimal learning environment at the College of Technology Alberta. Classes are designed to be interactive and participative, emphasizing the importance of student attendance for effective learning.
 - 2.6.2 **Notification of Absences:** If a student has extenuating circumstances that result in an absence, they should notify the instructor or office staff as soon as possible. It is the student's responsibility to review course material before class to maintain continuity in learning and understanding of the current curriculum. Students are accountable for learning any missed material due to absences.
 - 2.6.3 **Documentation for Extended Absences:** Absences lasting for more than two consecutive days require a valid reason accompanied by proper documentation. A reasonable excuse for an absence must describe circumstances necessitating the absence, such as medical issues or family emergencies. Failure to provide a valid reason/documentation may result in expulsion from the college.