

COURSE OUTLINE ADDENDUM 2022-2023

1. Course Outline Amendments

In the exceptional case that an outline has been changed after the course start date, the professor will notify students enrolled in the course. Notification will be provided verbally, at the next scheduled class, and in writing, on the College's LMS.

2. Retention of Course Outlines

It is the responsibility of the student to retain course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

3. Course Communication

Sault College considers the learning management system (LMS) the primary channel of communication for each course. The LMS used at Sault College is Desire2Learn (D2L). Regularly checking this platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of this communication tool.

4. Student Portal

The Sault College Portal (<https://my.saultcollege.ca>) allows you to view all your student information in one place. The Portal gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, record of achievement, unofficial transcript, and outstanding obligations. In addition, announcements, news, academic calendar of events, class cancellations, the learning management system (LMS), academic policies and processes and much more, is available. Go to <https://my.saultcollege.ca>.

5. Prior Learning Assessment

Prior learning assessment and recognition (PLAR) is a process that uses a variety of tools to help learners reflect on, identify, articulate, and demonstrate prior learning. Prior learning can be acquired through study, work, and other life experiences that are not acquired through formal postsecondary education and recognized through formal transfer of credit mechanisms. Prior learning can be demonstrated through the **portfolio assessment** or **challenge process**.

Find information about PLAR requirements and processes here: [PLAR information](#).

6. Credit Transfer

Sault College is committed to granting credit for successfully completed courses taken at Sault College and other recognized postsecondary institutions. The credit transfer procedures provide a process to examine prior student learning and apply those outcomes to courses at Sault College.

Follow the links below for more information about credit transfer opportunities and processes:

[Credit Transfer Policy](#)

[Credit Transfer Application Guide](#)

[Credit Transfer Application Form](#)

7. Accessibility Services

Students who have a temporary or permanent disability or a suspected disability requiring academic accommodations are required to register with the [Accessibility Services Office](#) as early in the admission process as possible. Students will meet with an Accessibility Counsellor to review accommodation needs based on functional limitations impacting their academics. All information provided to the Accessibility Services Office is kept confidential, and records are not included in any other office within the College. The [Student Accommodation Policy](#), along with other Accessibility Services policies and forms, are available on the Student Portal.

8. Audio and Video Recording Devices in the Classroom

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. Students with disabilities who require audio or visual recording devices in the classroom as an accommodation will receive approval from their counsellor once the [Audio and Video Recording Devices in the Classroom Policy](#) has been reviewed by the student.

9. Mental Health and Wellness

Sault Colleges recognizes the pivotal role that student mental health plays in physical health, social connectedness, and academic success, and aspires to create a caring, supportive and inclusive campus community where individuals can freely talk about mental health and receive supports when needed. We encourage you to explore and access the excellent mental health resources available throughout the college community, such as counselling, self-help resources, or skills-building available through the [Student Success Hub](#). Reach out to StudentSupport@saultcollege.ca for more information.

10. Students at Risk

If a faculty member determines that a student is at risk of not being academically successful, the faculty member may confidentially refer that student to the Success Team to help with the student's success. Students wishing to restrict the sharing of such information should make their wishes known to the coordinator or faculty member.

11. Academic Integrity

Academic Integrity refers to student and staff participation in academic activities that reflect honesty and accountability as fundamental principles. Academic Dishonesty is any action that diminishes the credibility of one's own academic work or the academic work of others.

Sault College is committed to maintaining an academic environment where academic integrity is central. All students are required to demonstrate academic integrity in all their work and refrain from engaging in academic dishonesty. Students must also cooperate and provide information in response to an academic integrity investigation.

Students are responsible for completing the Academic Integrity module on LMS.

Students should familiarize themselves with the [Academic Integrity Policy](#).

The College will administer academic integrity sanctions within section 3.15 of the Student Code of Conduct that are appropriate considering the purposes of this policy and all the circumstances, including the severity of the offence.

Copyright

Student should familiarize themselves with the Sault College [Copyright Guidelines](#).

12. Tuition Default

Students who have defaulted on the payment of tuition may be removed from placement and clinical activities. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved, or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services to ensure that their financial status does not interfere with academic progress.

13. Candidate for Graduation

In accordance with the [Program Progression and Graduation Policy](#), students are required to have successfully completed all courses in their program of study and achieved the minimum required Program Grade Point Average (GPA) to graduate with the credential sought:

- To receive an Ontario College Certificate, Ontario College Diploma, Ontario College Advanced Diploma, or an Ontario College Graduate Certificate, students will have successfully completed all courses in their program of study and achieved a minimum 2.0 GPA. Students who successfully pass all courses but do not achieve a 2.0 GPA are not eligible to graduate.
- To receive an Honours Bachelor's Degree, students will have successfully completed all courses in their program of study and achieved a minimum 2.50 GPA. Students who successfully pass all courses but do not achieve a 2.50 GPA are not eligible to graduate.

14. Grading Legend

The Sault College Grading Legend can be found in the [Grading Policy](#) and is shown below.

Grade	Definition	Grade Point Equivalent
A+	90-100%	4.00
A	80-89%	
B	70-79%	3.00
*C	60-69%	2.00
*D	50-59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for graduation requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement and/or non-credit courses.	
U	Unsatisfactory achievement in field/clinical placement and/or non-credit courses.	
X	A temporary grade limited to situations with extenuating circumstances denoting incomplete course requirements within the prescribed course timeframe.	
NR	A temporary grade assigned when a final grade is not yet reported.	
W	Student has withdrawn from the course without academic penalty.	

*Due to varying program standards, some courses may require a higher passing grade. A passing grade in a course in one program may not be considered a passing grade in that course in another program.

**Bachelor of Science in Nursing (BScN) has a grading legend which varies from the Sault College grading legend. Please refer to the program policies in the BScN Student Manual.