

## COURSE OUTLINE ADDENDUM 2021-2022

### **Important note concerning course delivery impacted by COVID19 pandemic:**

In response to the public health requirements pertaining to the COVID19 pandemic, course delivery and assessment traditionally delivered in-class, may occur remotely either in whole or in part in the 2021-2022 academic year.

#### **1. Course Outline Amendments**

Sault College reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

#### **2. Retention of Course Outlines**

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

#### **3. Credit Transfer**

Sault College is committed to granting credit for previous courses that match Sault College course outcomes. The credit transfer procedures provide a process to examine student learning from other postsecondary sources and apply those outcomes to courses at Sault College.

You may obtain an application for Transfer Credit from the Registrar Office. Students seeking transfer credit are required to provide an official transcript and course outline related to the course in question. Please refer to the Student Key Dates Calendar for the deadline date by which the application must be made for credit transfer.

#### **4. Prior Learning Assessment**

Students come to Sault College from a wide variety of backgrounds and experiences. Credit may be granted for learning through achievements, experience, knowledge and skills, fulfilling the learning requirements for one or more college courses.

##### a) PLAR Challenge Exam

The general requirements for successfully challenging a course through PLAR will be established by each program. Challenge procedures may include written, oral, product, or performance tests or combinations of any of these according to the nature of the learning being assessed. If a student is registered in the course that is being challenged the challenge exam must be completed within the first six (6) weeks of the semester. A maximum of two (2) attempts per academic year of the same course challenge exam will be permitted provided that there is more than one test version available.

Contact Student Services to learn more about writing a Challenge Exam for a course.

## b) PLAR Portfolio Assessment

The portfolio is a comprehensive collection of materials documenting an individual's achievements, experience, knowledge and skills acquired. The Applicant is responsible to prepare the portfolio for assessment that demonstrates the learning outcomes of the course.

Contact Student Services to learn more about Portfolio Assessment.

## 5. 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) and much more, is available. Go to <https://my.saultcollege.ca>.

## 6. 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.

## 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. (You may contact staff in person at E1100 or through email at [studentsupport@saultcollege.ca](mailto:studentsupport@saultcollege.ca)).

## **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. Recorded classroom instruction will be used only for individual academic use and will not be used for any other purpose. Recordings may only be used for individual study of materials presented during class and may not be published or distributed. Intentional misuse of audio and video recordings or intentional misrepresentation when requesting the use of a device for recording shall constitute a violation of this policy and laws protecting intellectual property.

## **9. Academic Dishonesty**

Students should refer to the definition of “academic dishonesty” in the Academic Integrity Policy. Students who engage in academic dishonesty will be issued a sanction under the Student Code of Conduct which could lead to and include expulsion from the course/program. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, students must use a documentation format for referencing source material.

## **10. 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.

## **11. Attendance**

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

## **12. Students at Risk**

If a faculty member determines that a student is at risk of not being academically successful, the faculty member may confidentially provide that student’s name to Student Services in an effort 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.

### 13. Grading Legend

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.

### 14. Candidate for Graduation

In order to progress through a program and graduate, students must satisfy all program graduation requirements and have a minimum program GPA of 2.0 or higher where program specific standards exist. It is the student's responsibility to ensure that all program graduation requirements have been met. See Academic Progress and Grading Policy.