College Policy - The Evaluation of Student Achievement (CP-TESA)

Eeyou Istchee College of Science and Technology

The implementation and effectiveness of this policy will be reviewed as part of the quality assurance process mandated by the Commission d'évaluation de l'enseignement collégial.

Next review date set for September 1, 2026.

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Abbreviations and Definitions

ACS (or AEC in French)	Attestation of College Studies (Attestation d'études collégiales), an official college-level credential.
Add/Drop Period	The period between the first day of classes for a semester and the Course Drop Deadline.
AI	Artificial Intelligence
PC	Program Committee
Authorized Absence	An Authorized Absence is when the College and the student come to an agreement on an extended leave after the Course Drop Deadline has passed.
DCS (or DEC in French)	Diploma of College Studie (Diplôme d'études collégiales), an official college credential.
Evaluation	The process taken by the instructor to judge and grant a numeric value to a student's submitted piece of work.
Evaluation Task	Any form of submitted work in a course that is subject to Evaluation by the instructor (i.e., exam, assignment, presentation, etc.).
Course	A set of learning activities for which credits are earned.
Course Drop Deadline	The date, as set by the Minister by virtue of Article 29 of Regulation 4, College Education Regulations (*CQLR*, C-29, r. 4), by which students must officially withdraw from courses without mention on their academic records.
Credit	A unit that measures the relationship between the hours in class/lab and work outside of class.
Deferred Evaluation	Any Evaluation provided to a student who, for documented legitimate reasons, could not complete a requirement by its due date.
Diagnostic Assessment	An assessment conducted to inform the department head and instructor and the student of the student's current level of learning achievement and competency, usually at the beginning of a . E.g. English/French language level, Math level, etc.
Department	Refers to all Academic Departments of the College, including Continuing Education.
Formative Assessment	Ongoing, informal feedback that Instructors give students on their progress (e.g., mini essay, clicker responses, pop quizzes, etc.). Formative Assessment is distinct from Evaluation in that it does not count towards the final Course grade.
MES	Ministère de l'Enseignement supérieur
Objective	The competency, skills or knowledge, to be acquired or mastered.
Official Examination Period	The examination period identified in the College calendar.
Program	An integrated set of learning activities leading to the achievement of educational objectives, based on set standards.
Program Comprehensive Evaluation (PCE)	An Evaluation that takes place at the end of the final semester to determine whether a student has integrated all the learning objectives of their program.
RREC	Règlement sur le régime des études collégiales
Standard	The level of performance at which an objective is considered to be achieved.
Student	A student as defined in the *Charter of Student Rights and Responsibilities* (see Appendix A).
Supplemental Examination	Any examination held outside of the official examination period (i.e., a form of Deferred Evaluation).
Summative Evaluation	Formal feedback that Instructors give students on their progress. Summative Evaluations measure the extent to which students have achieved Course and/or Program objectives and competencies. Grades are assigned for Summative Evaluations, which generally occur at the conclusion of a major component of a course and/or near the end of a Course and/or Program.

Take-Home Examination	An examination that is to be written by students outside of a regular examination and/or educational setting.
Instructor	The member of the academic staff responsible for teaching a Course and providing Evaluation of student work.

1.0 Preamble

Under *Règlement sur le régime des études collégiales* (*RREC*), RLRQ c C-29, General and Vocational Colleges Act, sections 16.1, and 17.0.2, all colleges are required by law to have:

A strategic plan section 16.1;
A student success plan 16.1;
An institutional policy on the evaluation of student achievement (17.02 (a); and
An institutional policy on the evaluation of programs of studies (17.02 (B).

Eeyou Istchee College of Science and Technology (the College) is committed to maintaining standards of academic excellence and promoting equitable and effective evaluation of student learning. This document presents the **College Policy on The Evaluation of Student Achievement (CP-TESA)**. This student evaluation policy applies to all courses and programs that lead to a Diploma of College Studies (DCS) or an Attestation of College Studies (ACS). The principles outlined in this policy will also be applied, with appropriate modifications, to courses with a duration of less than 15 weeks.

Evaluation is an integral part of teaching and learning. Good evaluation practices accomplish five important goals:

1. They guide learners.
2. They shape students' learning.
3. They inform Instructors as to how well teaching is achieving the intended learning goals.
4. They allow for effective evaluation of student learning.
5. They create a learning environment that is both healthy and rigorous.

Evaluation practices have a profound impact on students' ability to develop the skills they need and to reach the requirements of their program of study. Further, good evaluation practices have a profound positive impact on students' well-being. The ultimate goal of the College is to ensure the policies are aligned to ensure our holistic and efficient operation as an educational institution. In the event that the College's policies or articles contradict each other or are in conflict, we welcome students, faculty, staff, and community members to bring the issue to our attention. Should there be a conflict between two policies, the CP-TESA prevails.

2.0 Policy's Guiding Principles

The following guiding principles have been adopted as the foundations on which the specific rules and regulations of the CP-TESA document are developed.

Evaluation practices will be aligned with, and reflective of, the commitment to a healthy teaching and learning environment.

- Evaluation will be conducted in accordance with the Academic Integrity Statement (found in section 9).
- Evaluation practices will be fair and equitable, and evaluations will be conducted in a fair and equitable manner.
- Evaluation expectations will be clearly communicated to students. Procedures for reviewing evaluations will be implemented and clearly communicated to students.
- Provisions will be made for reasonable scheduling of evaluations, both at the course level and at the program level.
- The range of evaluation types will be inclusive and varied to ensure that they are a robust reflection of the individual student's knowledge.
- Evaluation types will be balanced and coordinated across the program of study.
- Student workloads and the unit value of the Course will be considered in identifying the evaluation Tasks.

- Provisions for reasonable accommodations for students as specified in *Règlement sur le régime des études collégiales* (RREC) will be made.
- Students need to feel safe to express concerns and can expect that their concern will be listened to and responded to.
- Inclusive language will be used in the composition and administration of the evaluation.

Evaluation practices will uphold high academic standards.

- Grades will reflect high standards and will be applied consistently.
- Evaluations will be marked by appropriately qualified assessors.
- Faculty will receive support and training to develop effective and meaningful strategies for evaluation and feedback.

Evaluation practices will be pedagogically and andragogical sound.

- Evaluation Tasks (e.g., assignments and exams) will be aligned with course content and expected learning outcomes.
- Evaluation Tasks may include individual and group work. For group work, evaluation criteria will define explicitly how group work will contribute to individual student grades.
- The evaluation system will include a balance between Formative and Summative Evaluations.
- Students will receive timely and ongoing feedback that they can use to improve (Formative Evaluation).
- Evaluation Tasks will be used to formally judge students' performance at the end of a unit, course, or program to determine if students learned what they were expected to learn (Summative Evaluation).
- Evaluations will be made available to assess a student's relevant prior knowledge and competencies.

Evaluation practices will lead to valid and reliable judgments about individual student performance.

- The grading system will be criterion- referenced so that it reflects individual student's achievement on clearly stated learning outcomes.
- Ranking of students will not be the primary goal of grading.
- The distribution of grades in any course, examination, or other academic evaluation will not be predetermined by any system of quotas that specifies the number or percentage of grades allowable at any grade level.

There will be accountability in the application of the CP-TESA.

- Everyone at the College will play a role in applying the CP-TESA, including students, Instructors, senior administration, support staff, and the Board of Directors.

3.0 The Course Outline

3.1 General Directives

3.1.1 The College will provide a Course Outline Template that all Instructors are required to adopt.

3.1.2 During the first week of class, students will be provided with a Course Outline by the instructor describing the means of evaluation to be used. The Course Outline is considered a binding contract between an instructor and the students.

3.2 Course Outline Template

3.2.1 The Course Outline Template will include the following mandatory elements:

3.2.1.1 The Course title, number, and description as it appears in the eCalendar and on the College website.

3.2.1.2 Year, semester, section number (if applicable).

3.2.1.3 Pre- and/or co-requisites (if applicable).

3.2.1.4 Course schedule (i.e., Tuesdays from 9:00 a.m. to 12:00 p.m.)

3.2.1.5 Course credit weight.

3.2.1.6 Ponderation of the course (i.e., "3-2-3" would be three (3) hours of class time, two (2) hours of lab time, and three (3) hours of homework per week)

3.2.1.7 Instructional method (e.g., synchronous instruction in class, off campus, online)

3.2.1.8 Dates for synchronous instruction sessions (i.e., classes and labs) and topics to be covered on a weekly basis.

3.2.1.9 Required and supplementary course material and additional fees (if applicable).

3.2.1.10 Ministerial/MES competency and code.

3.2.1.11 Course learning objectives.

3.2.1.12 instructor information and accessibility:

3.2.1.12.1 instructor's name.

3.2.1.12.2 Department.

3.2.1.12.3 Telephone number and extension.

3.2.1.12.4 Office number (if applicable).

3.2.1.12.5 Email address.

3.2.1.12.6 Office hours (both in-person and virtual/remote).

3.2.1.12.7 Statement describing out-of-class communication methods to be used (e.g., office hours, voice mail, email, etc.) and information about response time.

3.3 Changes to a Course Outline

3.3.1 In the event of extraordinary circumstances beyond the College's control, the evaluation scheme in a course is subject to change, provided that there is timely communication to the students regarding the change.

3.3.2 All students must agree to the change.

3.3.3 The instructor must document the students' consent to a change to the Course Outline.

4.0 Evaluations

4.1 General Directives

4.1.1 Students registering for courses during the Add/Drop Period shall not be penalized for missed evaluations (including attendance-based evaluations) that were due during the Add/Drop Period.

4.1.2 In every course there should be more than one evaluation.

4.1.3 Each course must have some form of final evaluation of sufficient weight to demonstrate the student's achievement of the competencies and competency elements attached to the Course.

4.1.4 The form of required is determined by the instructor and should be specified in the Course Outline.

4.1.5 Active participation (which may include attendance) will not exceed 10% of the final grade.

4.1.6 If active participation is part of the evaluation, the instructor must include a clear grading rubric in the Course Outline.

4.1.7 In Courses where students must complete and/or achieve a passing grade for a specific evaluation Task in order to pass the Course, this stipulation must be stated clearly in the Course Outline. If the evaluation Task in question is assigned a percentage value, this value must be no less than 30% of the final grade for the Course.

4.1.8 Evaluations shall reflect the content of the course.

4.1.9 The instructor must provide feedback (e.g. verbal instruction, graded work, samples, etc.) on each evaluation Tasks before another is due.

4.1.10 For regular scheduled Courses, Instructors will return graded evaluations within two weeks after the due date or exam/test date, except in extenuating circumstances.

4.1.11 For Intensive scheduled Courses, Instructors will return graded evaluations within one week after the due date or exam/test date.

4.1.12 Evaluations being returned should not be left in a non-secure, public area to ensure confidentiality of student information.

4.1.13 Instructors must specify in the Course Outline, if and how many marks are deducted for Evaluations Tasks that are submitted late.

4.1.14 Students who, for valid documented reasons (such as illness or a family, community member tragedy), cannot complete a required Evaluation Task in a course may request permission to undertake a Deferred Evaluation or receive another type of reasonable accommodation. (Deferred Evaluation guidelines are shown in Section 8 under Inclusivity and Accommodations.)

4.1.15 For evaluations at the end of the semester/course, the results must be given to the student by the grade submission deadline posted in the eCalendar.

4.2 The Final Exam (DCS)

4.2.1 A final exam is an evaluation that takes place during the formal Final Examination Period and on a campus site, in both fall and winter semesters.

4.2.2 The final exam schedule is organized by the Student Life, Records, and Systems Office.

4.2.3 Not all courses require final exams in the formal Final Exam period.

4.2.4 The final exam should account for a minimum of 30% and not more than 40% of the final grade.

4.2.4.1 Exceptions shall be made where a student has been offered the choice in advance to write a final examination worth more than 40% of the course grade.

4.2.4.2 In the case of documented extenuating circumstances that cause a student to miss an evaluation (such as a midterm examination), the student must be given the choice of completing another evaluation Task *or* the option of writing a final examination worth more than 40% of the course grade.

4.2.5 The type of the assessment for the final exam will be specified in the Course Outline.

4.2.6 Take-home final examinations are set by the instructor. The take-home examination due date cannot be later than the end of term date.

4.3 The Final Exam - ACS

4.3.1 Final Evaluation Tasks shall be completed during the final days of a Course and shall be administered by the instructor.

4.3.2 The final Evaluations shall be returned to the students.

4.3.3 The type of the assessment for the final exam will be specified in the Course Outline.

4.4 Scheduling

4.4.1 No in-class test(s) shall be scheduled during the last seven (7) calendar days of classes.

4.4.2 In-class evaluation may be scheduled during the last seven (7) calendar days of classes where the evaluation is:

4.4.2.1 Part of a pattern of regular in-class evaluations in the Course and is not worth more than 10% of the final mark; or

4.4.2.2 An oral examination in a language course.

4.5 Multiple Choice Examinations

4.5.1 A minimum of two (2) versions of a multiple-choice examination shall be created by scrambling the order of questions.

4.5.2 Students shall be seated so that they are not next to, in front of, or behind a student writing the same version of the multiple-choice examination.

4.6 Academic Conflict

4.6.1 An academic conflict exists only when a student has:

4.6.1.1 Two (2) exams on the same day, at the same time.

4.6.1.2 Three (3) exams in one day (e.g., morning at 9:00 a.m., afternoon at 2:00 p.m., and evening at 6:30 p.m.).

4.6.1.3 Three (3) exams in a row in 24 hours, as follows:

4.6.1.3.1 One (1) in the afternoon at 2:00 p.m., one (1) in the evening at 6:30 p.m. of the same day, and one (1) the following morning at 9:00 a.m.

4.6.1.3.2 One (1) in the evening at 6:30 p.m., one (1) the following morning at 9:00 a.m., and one (1) the following afternoon at 2:00 p.m.

4.6.1.4 Four (4) exams in two (2) days.

4.7 Written Assignments Other Than Examination

4.7.1 Instructors shall ensure that students are provided with sufficient time to complete in-term written assignments prior to the beginning of the final examination period.

4.7.2 Unless otherwise provided by the Department, the due date for in-term written assignments shall be no later than the last day of classes as specified in the College eCalendar.

4.8 The Program Comprehensive Evaluation (PCE)

4.8.1 General Directives

4.8.1.1 As part of a DCS program requirement, the College must adopt an Exit Profile and implement a Program Comprehensive Evaluation (PCE). The purpose of the PCE is to allow the College to verify that the student has met the Program's objectives and standards by integrating the knowledge acquired in their program of study, including the general education component (English, French, Humanities, Physical Education).

4.8.1.2 The PCE is considered a Summative Evaluation Task and can take various forms, such as a research paper; portfolio; oral/story telling presentation; integrative project or simulation activity; internship practicum; or any combination of these or other activities.

4.8.2 The nature of the PCE and its evaluation criteria will be provided in the materials given to the students at the start of their program.

4.8.3 The PCE shall be either completed through a program-specific academic activity or a dedicated program Course.

4.8.4 Pre-requisites, preparation, and correction procedures for the PCE will be established by the Program Dean in consultation with the Dean of Academics. The Program Committee will advise the Program Dean on ways to ensure equity of evaluation of the PCE.

4.8.5 The PCE should be authentic, complex, and sufficiently challenging to allow the student to demonstrate that they have acquired and can integrate the relevant competencies.

4.8.6 The PCE is reviewed and approved annually by the Program Committee.

4.9 Program Comprehensive Evaluation Eligibility Requirements

4.9.1 Eligibility requirements for each PCE will be recommended by the Program Dean to the Program Committee. Final approval will be issued by the Academic Committee.

4.10 Grading the Program Comprehensive Evaluation

4.10.1 The PCE is graded using a pass/fail (RE/EC) notation on student's transcript.

4.10.2 If numerical grades are used in the evaluation of the PCE, the passing grade is 60%, in accordance with *RREC*, Article 27.

4.10.3 It is the responsibility of the Program Dean to ensure that students who fail their PCE will be provided with constructive feedback and be allowed to re-submit an evaluation either in the current semester (if time permits) or in a subsequent semester.

4.10.4 Students who wish to challenge their grade may appeal according to the *Re-Evaluation Procedure* found in Section 7.

4.11 Absence from an Evaluation

4.11.1 If a student is absent on the day of an evaluation, they will need to provide a proper justification to the instructor to request a makeup evaluation. Documentation may be requested to justify the absence.

4.11.2 If the instructor refuses the request for a makeup evaluation, the grade for the evaluation will be zero, leading to failing the course.

4.11.3 If the instructor approves the request for a makeup evaluation, the student will be able to take a makeup Summative Evaluation.

4.11.4 If a student submits the Summative Evaluation after the due date, it will be subject to grade reductions under the late submission guidelines defined in the Course Outline.

5.0 Additional Forms of Evaluation

5.1 Advanced Standing

5.1.1 Students with prior CEGEP or university studies will have their credits reviewed when they submit their transcripts during the admissions process and, if approved, will be automatically transferred automatically by the Admissions Office. This process is usually completed before a student register for their first semester at the College.

5.1.2 Students who have attended a post-secondary institution other than a CEGEP may request that previous courses be evaluated for equivalent credit for advanced standing in their program.

5.1.3 Regardless of the number of credits granted by equivalence or the number of credits transferred, a minimum of six (6) courses must be successfully completed at the College before a student can be eligible for the DCS.

5.1.4 Having completed a university degree, certificate, or diploma does not guarantee that a student's transferred credits will be assessed as meeting requirements for DCS General Education courses.

5.2 Recognition of Acquired Competencies (RAC)

Eeyou Istchee College of Science and Technology recognizes that learning can occur formally[1] (e.g., by taking courses for credit) as well as informally[2] (e.g., through unstructured learning outside of an academic institution, typically referred to as professional or personal experiences) and non-formally[3] (e.g., through structured learning with learning objectives taken at or outside of an academic institution, often referred to as non-credit).

5.2.1 Eligibility for RAC Evaluation

5.2.1.1 To receive credit through the RAC process, the student must first be admitted to an academic program at the College.

5.2.1.2 Students may not apply for RAC Evaluation while on academic probation, suspension, deferral, or withdrawal.

5.2.1.3 Once registered, the student must submit their request for RAC Evaluation within the first 60 days of their first semester at the College.

5.2.1.4 The student will be required to complete an orientation with the RAC Advisor. The student may additionally be required to complete supplementary preparation for RAC Evaluation (e.g., portfolio preparation).

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[1] **Formal Learning/Education**: Academic achievement or learning which has been acquired through an accredited / recognized academic institution (e.g., a college or university).

[2] **Informal Learning/Education**: Education or learning that has been acquired outside of an accredited/recognized academic institution, **without** any structured curricula and/or standardized educational content (e.g., professional work experience, volunteer activities or extracurricular).

[3] **Non-formal Learning/Education**: Education or learning that has been acquired outside of an accredited/recognized academic institution, with structured curricula and/or standardized educational content (e.g., workplace training, professional development certification, courses, workshops, etc.). Acquired knowledge, skills and abilities, rather than the means or the path to them, are recognized.

5.2.1.5 RAC Evaluation is available only for courses scheduled at the College that are part of the student's program of studies.

5.2.2 RAC Academic Regulations

5.2.2.1 A maximum of 60% of credits for a DCS or ACS program may be granted through RAC.

5.2.2.2 RAC credits will be allocated towards the credential program in which a student is enrolled at the College.

5.2.2.3 Assessed credits awarded in a completed DCS and ACS program may be carried forward into another diploma or attestation.

5.2.2.4 If a student changes their DCS or ACS program, any existing RAC credits awarded are subject to review to determine their applicability to the new program. students may be required to re-apply for RAC Evaluation.

5.2.2.5 RAC credits cannot be applied for co-ops, field experiences, practicums, internships, or capstone or topic courses.

5.2.2.6 Students who have submitted a portfolio for credit in ACS or DCS program, whether at previous institution or at the College, may not submit the same material for RAC Evaluation towards a second credential.

5.2.2.7 A successful RAC Evaluation will apply only to the designated course and will not constitute a successful RAC Evaluation for any prerequisites to that course.

5.2.2.8 If RAC is not approved, the student has the right to appeal to the Dean of Academics. Decisions from the Dean of Academics are final.

5.2.3 Transcript Notation

5.2.3.1 RAC is granted only if the knowledge acquired by the student is equivalent to that of a student who has completed the same course with a minimum grade of 60.

5.2.3.2 Credits acquired through RAC will appear on the student's official transcript with a grade and counted toward the DCS or ACS. The credit is also counted towards the R score.[4]

5.2.3.3 If a student does not receive credit through RAC Evaluation, a note to this effect will be entered on the student's history but will not be entered on the official transcript.

6.0 Grading System and Notation

6.1 Grading System

6.1.1 Grades are attributed to students by the instructor responsible for the Course.

6.1.2 Grades are transmitted to MES by the Dean of Academic Systems in the Office of Student Life, Records, and Systems.

6.1.3 Eeyou Istchee College of Science and Technology uses a numerical grading system (1 to 100) to formally evaluate a student 's achievement.

[4] The *Cote de rendement au collégial* (CRC) is a ranking score calculated by the MES four times a year to compare a student's grade with those of other Students. For admission to limited enrolment programs, most Québec universities use the R score to rank academic results.

6.1.4 The final grade for a Course is recorded numerically. Informal letter equivalents and corresponding level of student attainment of the course competencies are summarized in Table 1.

Table 1: College grading system

Numerical Grade	Letter Grade	Level of Attainment
90-100	(A)	**Outstanding** demonstration of course objectives.
80-89	(B)	**Very Good** demonstration of course objectives.
70-79	(C)	**Good** demonstration of course objectives.
60-69	(D)	**Satisfactory** demonstration of course objectives.
Below 60	(F)	**Failed** to meet the course objectives.

6.1.5 The minimum pass grade is 60% as designated by MES.

6.1.6 The numerical grade denotes the achievement level of the learning objectives for the course. This calculation is based on the overall evaluation of the student's level of attainment of the course's learning competencies.

6.1.7 The pass grade of 60% indicates that the student has attained at least the minimal level of competence in the objectives of the course. With a grade of 60% or greater in a course, the student is entitled to receive credit(s) for that course.

6.1.8 A failing grade (<60%) indicates that the course outcomes and competencies have not been achieved by the student. No credit for the course is awarded to a student who receives a failing grade.

6.1.9 **Transcript Notations** Transcript notations are defined in Table 2 below.

Table 2: Transcript notations

Notation	Meaning
RE (réussite/pass)	A student receives a RE when their numerical grade is marginal to outstanding for the Course.
EC (échec/fail)	A student receives an EC when their numerical grade is unsatisfactory, and they have failed the Course.
DI (dispensation/ exemption)	An exemption (DI) in the remarks section of the transcript indicates that the College has exempted a student from taking a Course which is part of the program. This exemption does not entitle the student to the Credits attached to the Course in question. Instead, the total number of Credits required by the program is reduced accordingly and the competencies attached to the Course are deemed to have been achieved.
EQ (equivalence/ equivalence)	The College may grant an equivalence (EQ) if a registered student can demonstrate that the competencies of the Course for which the equivalence is requested have been attained through Courses previously completed in a secondary school, a college outside the Province of Québec, or a university. The equivalence entitles the student to the Credits attached to the Course.
SU (substitution/ substitution)	The College may grant a substitution (SU) when a student demonstrates that a comparable Credit Course has been successfully completed at another CEGEP or college in Québec. The Credits for the Course on which the SU is based contribute to the total Credits required for the completion of the program in which they are

	registered. When an SU is granted, all competencies associated with the Course are deemed to have been achieved.
IT(incomplet temporaire/ temporary incomplete)	A temporary incomplete (IT) is assigned by the instructor when a student, for legitimate documented reasons, is granted extra time beyond the formal end of the semester to complete required Evaluation Tasks or a final exam. When final grades are submitted, a numerical grade representing the grade earned to date is assigned with the (IT) comment. For DEC programs, the student Life, Records, and Systems' Office determines the deadline for a revised grade to be submitted. In Continuing Education, the Continuing Education Office determines the deadline for a revised grade to be submitted.
IN (incomplete/ incomplete)	An annotation of an incomplete (IN) in the remarks section of the transcript signals that a student has registered for a Course but has been unable to complete it due to legitimate documented reasons beyond their control. The granting of an incomplete (IN) does not entitle the student to receive Credits related to the Course. The (IN) must usually be requested before the last day of the semester. Under special circumstances, students may request an (IN) for up to two years after the end of the semester. They must provide a detailed explanation for their request, explaining the exceptional circumstances that prevented their submission of the request within the prescribed timeline.
MES	Ministère de l'Enseignement supérieur
R score (CRC in French)	The Cote de rendement au collégial (CRC) is a ranking score calculated by the MES to compare a student's grade with those of other students. Its purpose is to reduce the impact of bias in grading within a group of students.

6.2 Officially Dropping and Withdrawing from a Course

6.2.1 If any student officially withdraws from a course before the Course Drop Deadline indicated in the College eCalendar, that course will not appear on their transcript.

6.2.2 In order to officially withdraw from a course, the student must complete a course withdrawal form and submit it to the Student Life, Records, and Systems Office before the Course Drop Deadline.

6.2.3 Students who stop attending a course without officially withdrawing will receive a final course grade based on the evaluation grades recorded by the instructor.

6.3 Attendance Affect Learning and Grades

6.3.1 The class attendance necessary to satisfy course requirements varies from course to course. All students are expected to familiarize themselves with course-specific requirements and to meet those requirements.

6.3.2 Unexcused absences may result in exclusion from a course, course failure, and/or removal from any associated field/internship experience

6.3.3 Students should pay special attention to the attendance requirements of intensive courses and work/study experiences, as these activities are designed to develop required competencies that prepare students for the demands of their chosen profession. Students must therefore inform themselves of, and adhere to, the attendance requirements for all courses.

6.3.4 Attendance is recorded by Instructors. The Office of Student Services and Wellness will contact students whose Instructors are concerned about their absences.

6.3.5 Students are expected to be present to begin class at the scheduled time. Arriving late or leaving early disrupts the class, both for students and Instructors, and is a form of absence. Consequently, students who habitually arrive late or leave early can jeopardize their success and grade in a course.

7.0 Appealing a Grade

7.1 Types of Re-Evaluations

7.1.1 The College recognizes three types of re-evaluations:

7.1.1.1 Re-evaluation of an assignment or midterm by the instructor;

7.1.1.2 Grade Verification; and

7.1.1.3 Re-read of a final exam by a third party.

7.2 Rights and Responsibilities in Appealing a Grade

7.2.1 In accordance with the *Charter of Students Rights and Responsibilities* and subject to the conditions stated therein, a student has the right to consult any written assignment for which they have received a grade, and the right to receive an explanation for that grade from the instructor.

7.2.2 Students also have the right to an impartial and competent re-read of any written assignment completed during the course of the term, as well as of final exams. It is strongly recommended, however, that students meet with the course instructor before requesting a third-party re-read.

7.2.3 Students are required to keep any material, in its wholeness and original form, that has been returned to them. A Re-Evaluation request will be refused if the relevant, unaltered material is not provided in support of the request.

7.2.4 Grades received for course components other than written work or examinations, such as presentations and/or participation marks, are not subject to the procedures noted below. Students should meet with the instructor to address any concerns regarding these forms of evaluation.

7.3 Re-Evaluation of an Assignment or Midterm

7.3.1 This type of Re-Evaluation applies to written assignments completed during the semester such as papers, quizzes, and midterm exams. Re-Evaluation of a group written assignment requires the consent of all members of the group. For policies regarding rereads of final exams, please see clause 7.5 below.

7.3.1.1 Requests for a review of a specific assignment must be made directly to the instructor within five (5) working days of the date of return of the graded material.

7.3.1.2 Late requests will not be considered.

7.3.1.3 After Re-Evaluation, the grade may be increased, lowered, or remain the same.

7.3.1.4 Whether it is higher or lower, the grade received after Re-Evaluation takes precedence over the original grade, no exceptions.

7.3.1.5 The Re-Evaluation will normally be completed, and results provided to the student, within 10 working days of the receipt of the request.

7.4 Grade Verification

7.4.1 In a case where a student believes that an error has been made in arriving at the final overall course grade, they can request that the instructor verifies that the final course grade has been computed correctly.

7.4.1.1 Requests for grade verification must be made within 10 working days of the date on which the final course grade appears on the student's transcript.

7.4.1.2 Late requests will not be considered.

7.4.1.3 The request will be processed within 10 working days from the receipt of the request.

7.4.1.4 To request a grade verification, the student needs to complete the Grade Verification Request form which can be found both found in Appendix E of this document and at the Office of Student Services and Wellness.

7.5 Re-Read of a Final Exam

7.5.1 It is strongly recommended, although not required, that the student meet with the course instructor before requesting a re-read of a final exam.

7.5.1.1 Whether it is higher or lower, the grade received after re-read takes precedence over the original grade, no exceptions.

7.5.1.2 Requests must be made by the following dates:

7.5.1.2.1 For Spring/Summer courses: September 30.

7.5.1.2.2 For Fall courses: January 31.

7.5.1.2.3 For Winter courses: June 30.

7.5.1.3 Late requests will not be considered.

7.5.1.4 To request a re-read of a final exam, the student needs to complete the Request for Re-Read form which can be found both in Appendix E of this document and at the Office of Student Services and Wellness

7.6 Resolving Disputes

7.6.1 If a student has a problem or dispute, they should:

7.6.1.1 First, meet with the instructor.

7.6.1.2 Second, if resolution is not reached with instructor, meet with the Program Dean.

7.6.1.3 Third, if resolution is not reached with the Program Dean, meet with the Dean of Academics.

7.6.1.4 Fourth, if resolution is not reached with the Dean of Academics, meet with the College Director General.

7.6.2 The College Ombudsperson provides unbiased dispute resolution when—and only when—the student has exhausted the options listed in 7.6.1. At that point, the student can consider filing a formal grievance with the Ombudsperson.

8.0 Inclusivity and Accommodations

8.1 Right to Reasonable Accommodations

8.1.1 Students should be able to write examinations in conditions that allow them to put forth their best effort. Students have the right to request reasonable accommodations or deferral in cases where they cannot undertake or submit an evaluation in a course due to disability, illness, religious commitments, or a tragedy involving a family member or community member.

8.2 Intensive Course Conflicts

8.2.1 If a student is registered for an intensive course, they must inform the instructor of the specific dates of any anticipated absences within the first two weeks of class.

8.3 Authorized Absence

8.3.1 An Authorized Absence is when the College and the student come to an agreement on an extended leave after the Course Drop Date has passed.

8.3.2 If a request for Authorized Absence is approved, the student receives an Incomplete (IN) instead of a failing grade on their transcript.

8.4 Eligibility for Authorized Absence

8.4.1 The Authorized Absence can only be requested for absence from class for medical reasons or other exceptional situations (e.g., illness, injury, death of an immediate family member) where:

8.4.1.1 The situation prevents the student from attending at least consecutive weeks of a regular course (including the final examination period, if applicable), or

8.4.1.2 The situation prevents the student from attending at least 20% of consecutive classes for an intensive DCS or ACS course.

8.5 Procedure for an Authorized Absence

8.5.1 If a student believes they meet the eligibility requirements they may apply for an Authorized Absence by:

8.5.1.1 Filling out the “Request for Authorized Absence” form found on the College website (see Appendix E).

8.5.1.2 Attaching original and signed document(s) from an independent professional (e.g., licensed physician or another provider recognized by l’Ordre des Professions) or appropriate institution (e.g., government death certificate).

8.5.1.3 Submitting the form with supportive documents to the Student Life, Records, and Systems Office before the end of the semester concerned.

8.5.2 In exceptional cases, a student may make a request for Authorized Absence up to one year after the end of the semester concerned. In addition to the documentation specified in 8.5.1, the student making this request must provide a letter explaining the circumstances for the absence and the reason for not making the request before the normal deadline.

8.5.3 If a request for Authorized Absence is denied, the student can appeal this decision to the Dean of Academics.

8.5.4 The decision made by the Dean of Academics is final.

8.5.5 If the Authorized Absence request is granted, the notation "IN" (permanent Incomplete) will replace the numerical grade on the student's transcript for each course approved within the request.

8.6 Bereavement Policy

8.6.1 A student may be absent, without penalty, for bereavement in the event of the death of:

8.6.1.1 A spouse or child, or the child of the spouse: five (5) consecutive days.

8.6.1.2 A mother, father, or mother or father of the spouse: five (5) consecutive days.

8.6.1.3 A brother, sister, or brother or sister of the spouse: five (5) consecutive days.

8.6.1.4 A grandparent or grandchild: five (5) consecutive days.

8.6.1.5 An extended family member: two (2) consecutive days.

8.6.1.6 An aunt, uncle, nephew, niece, daughter-in-law or son-in-law, sister-in-law or brother-in-law: two (2) consecutive days.

8.6.1.7 Community Elder/Knowledge Keeper: two (2) consecutive days.

8.6.2 One (1) additional day of bereavement leave will be granted if travel of more than 160 kilometers from the student's place of residence is required to attend the funeral.

8.6.3 For record keeping, the Student Life, Records, and Systems Office will also require that the student send their Program Dean a link to an obituary or record of death, following a request for bereavement absence. This documentation may be sent up to five (5) working days following the absence request.

8.6.4 If a student needs more time for bereavement, they can contact their Program Dean to discuss options, such as a late withdrawal from the program.

8.7 Religious Observances

8.7.1 Students who, because of religious commitment(s), cannot undertake or submit an evaluation in a course have the right to request reasonable accommodations.

8.7.2 Students are not to be penalized if they cannot write examinations or be otherwise evaluated on their religious holy days where such evaluation activities conflict with their religious observances.

8.7.3 When scheduling exam dates or class activities that involve evaluating student, efforts are to be made to select dates which do not conflict with religious holy days or to find other appropriate accommodations.

8.7.4 In advance of the first day of class, the Student Life, Records, and Systems Office shall distribute to all Departments a multi-faith calendar for the academic year.

8.7.5 Students who cannot meet academic obligations other than final examinations due to religious commitment(s) on certain holy days are responsible for informing their instructor at least two weeks in advance of the conflict. Possible solutions include:

8.7.5.1 Rescheduling the evaluation, or;

8.7.5.2 Preparing an alternative evaluation for that particular student.

8.7.6 When the instructor and student are unable to agree on a suitable accommodation, the matter will be referred to the Program Dean, who may request official documentation confirming the student's religious affiliation. The Program Dean will convey the decision to the instructor and student.

8.7.7 When the requested accommodation concerns a final examination, students are responsible for advising their Department Office within 3 days of the when the schedule was released . Additional documentation confirming their religious affiliation may be requested. Possible solutions include (in order of preference):

8.7.7.1 Treating the request as a conflict and accommodating it within the examination period, or;

8.7.7.2 Providing a special deferred examination as soon as possible, or;

8.7.7.3 Granting permission to write a regular deferred examination.

8.7.7.4 The choice of accommodation(s) will depend on the particular circumstances.

8.8 Deferred Exams

Whether or not to defer a final exam can be a difficult decision. While there are obviously times when taking that step is necessary, there are usually more cons involved than pros. The College offers many resources to help students avoid having to defer an exam, including tutoring service, counselling, studying workshops. The student can reach out to Academic Skills Kiosk (ASK) or to the Student Academic Advisor to discuss their situation. The Student Academic Advisor will point students toward valuable resources and support services. If you, a student, are contemplating applying for a deferred exam, first take a moment to consider the following:

8.8.1 If a student believes they are unable to write a mid-term or final exam due to a serious health or wellness condition, or another extenuating circumstance, they may be eligible to apply for an exam deferral.

8.8.2 Deferring an exam merely pushes it to the future—and it may end up being scheduled at a time when you have a full course load and other exams or assignments.

8.8.3 Deferred exam requests are not automatically granted, even with supporting documentation. Requests due to minor illnesses (cold) or scheduling conflicts (travel plans) won't be approved.

8.8.4 A deferred final exam is held on an alternate and centrally scheduled date, and the deferred final exam grade will have the same weight on the overall course grade as the original final exam.

8.8.5 A deferred final exam will take place within a few days after the end of the course.

8.8.6 A deferred mid-term exams are held much later in the semester.

8.8.7 A student *cannot* defer a deferred exam. If a student falls ill right before the deferred exam, the student will not have the option to defer it again.

8.8.8 The student has to provide supporting documentation for a request if it is not their first deferral.

8.8.9 A deferred exam may have an impact on future academic activities, such as internships, funding etc.

8.8.10 Submitting the deferred exam request before the scheduled final exam date does not mean that the request will be reviewed and acted on quickly. For example, submitting a request on May 13th in advance of an May18th exam will not result in a decision by the 18th.

8.8.11 The course with a deferred final exam will show both the notation "IN" on your final grade on your unofficial transcript until the deferred exam is written and graded.

8.9 Student with Disabilities

Students with disabilities have the right to request reasonable accommodations in fulfilling the evaluation requirements in a course, in accordance with the College's Policy on the Rights of Students with Disabilities (CP-RSWD) in Appendix D.

9.0 Academic Integrity Statement

Eeyou Istchee College of Science and Technology is an institution committed to academic integrity. To act with academic integrity is to act honestly and truthfully in the preparation of one's work and not to represent the work of others as one's own. It is expected that students, faculty, staff, and administrators will act with integrity as they engage in and/or support teaching and learning.

The College takes pride in the achievements of its students and graduates and strives to ensure that the diplomas and attestations it grants will be held in high esteem in post-secondary education, in all aspects of employment, and in society. It falls to the administration, staff, faculty, and students at the College to create an environment that encourages adherence to the principles of academic integrity.

It is the responsibility of instructors and faculty to teach students about academic integrity, including about cheating and plagiarism. Students are expected to conduct themselves accordingly and must be responsible for all of their actions. Cheating and plagiarism are serious academic offences. The College is responsible for ensuring that each student's work is considered and assessed in a context where cheating and plagiarism are not tolerated.

9.1 Cheating

9.1.1 "Cheating" means any dishonest or deceptive practice relative to examinations, tests, quizzes, lab assignments, research papers or other forms of evaluation task.

9.1.2 In the context of an evaluation, a student shall not:

9.1.2.1 Obtain or attempt to obtain unauthorized information or material, including from another student or through an electronic device.

9.1.2.2 Give, or attempt to give, unauthorized information to another student.

9.1.2.3 Possess, use, or attempt to use any unauthorized material, including an electronic device.

9.1.2.4 Submit in any course or program of study, without both the knowledge and approval of the instructor or person to whom it is submitted, all or a portion of any writing, essay, project, or assignment for which they have previously obtained credit, which they are publishing, or which they have previously published.

9.1.2.5 Submit in any course or program of study all or a portion of any writing that they are submitting or have submitted in another course or program of study, at the College or elsewhere.

9.1.2.6 Submit in any course or program of study any writing, essay, research report, project or assignment containing a statement of fact they know to be false or a reference or source that they know has been fabricated.

9.2 Plagiarism

9.2.1 "Plagiarism" means presenting another person's work as one's own. It includes copying text, images from books, magazines, brochures, paraphrasing someone's idea.

9.2.2 No student shall represent another person's work, published or unpublished, as their own in any writing, essay, project, or assignment submitted in a course or a program of study, nor represent as their own the work of another.

9.2.3 No student shall give any work to another student with the knowledge that the latter may submit the work in part or whole as their own.

9.2.4 Using Artificial Intelligence (AI) to generate content that is identical or substantially similar to another source without proper attribution constitutes plagiarism. Students must ensure that any material generated by AI is properly cited, and that any paraphrasing is done in accordance with academic standards.

9.3 Confidential Materials

9.3.1 It shall be an offence knowingly to procure, distribute, or receive, by any means whatsoever, any confidential academic material, such as pending examinations or laboratory results or other instructor-generated materials or documents, without prior and express consent of the instructor.

9.3.2 It shall be an offence knowingly to distribute or use for any reason other than one's own private study, by any means whatsoever, any copyright material or material owned by another person.

9.3.3 The possession or use of unauthorized materials in any test or examination constitutes cheating.

9.4 Consequences of Cheating and Plagiarism

9.4.1 When an instructor identifies suspected cheating or plagiarism, they complete the Academic Integrity Form and submit it to the Disciplinary Officer. The Dean of Academics is the appointed Disciplinary Officer, unless otherwise stipulated by the Director General.

9.4.2 After consultation, if the student is deemed to be at fault, they receive a grade of zero on the evaluation task and a note is placed in their file.

9.4.3 The note remains in their file throughout their college education. Additional incidents of plagiarism or cheating will result in serious academic consequences and may result in expulsion.[5]

9.5 Awarding of Diplomas and Attestations

9.5.1 The DCS is awarded by the Minister of Education.

9.5.2 The ACS is awarded by the College.

9.6 College Procedure

9.6.1 Prior to recommending to the Minister that a DCS be awarded, or prior to the college awarding an ACS, the Student Life, Records, and Systems Office will verify that all requirements for the credential have been met. This verification will include confirming that the student has:

9.6.1.1 Earned a secondary school diploma or equivalent training or education;

9.6.1.2 Met the specific admission, standing, and advancement requirements for the program;

9.6.1.3 Met the objectives and standards of the program;

9.6.1.4 Earned the required credits, taking into account substitutions (SU), exemptions (DI), and equivalencies (EQ);

[5] Expulsion refers to removal of the Student from the program by the Academic Dean or Program Dean, in cases where an incident is deemed to be grave enough to warrant action more serious than failure in a Course.

9.6.1.5 If in a DCS program, been a full-time student and has completed a minimum of one full semester of program-specific courses (a minimum of 4 courses or 180 hours) at Eeyou Istchee College of Science and Technology;*

9.6.1.6 If in a DCS program, passed applicable exit examination(s) as set by the Ministry; and

9.6.1.7 If in a DCS program, passed the Program's Comprehensive Evaluation at Eeyou Istchee College of Science and Technology.

9.6.2 Upon completion of verification of criteria (by the Student Life, Records, and Systems Office), the list of prospective graduates is forwarded to the Academic Dean and recommendation is sought from the Program Committee.

9.6.3 Once the Program Committee has approved the list of graduates, the Dean of Academics:

9.6.3.1 Seeks a recommendation from the College's Board of Directors to the Ministry that a DCS be awarded to the student, or

9.6.3.2 Seeks a recommendation from the College's Board of Directors to the College that an ACS be awarded to the student.

9.6.4 The government will only award diplomas to students upon receipt of the Board's recommendation.

9.6.5 Diplomas are generally received within three (3) months of completion of studies.

9.6.6 Attestations are received immediately upon successful completion of the ACS program.

***IMPORTANT NOTE FOR TRANFER STUDENTS**: To be eligible to receive a DCS from Eeyou Istchee College of Science and Technology, a student who has transferred from another educational institution must have been a full-time student at Eeyou Istchee College of Science and Technology in either the graduating semester or in the semester prior to graduation.

10.0 Accountability, Roles, and Responsibilities

10.1 Board of Directors

10.1.1 The Board of Directors is responsible for approving revisions to the CP-TESA.

10.2 Director General's Academic Committee

10.2.1 The Director General's Academic Committee is made up of all Deans and Directors. They review the CP-TESA and prepare recommendations for modifications as needed before bringing the policy to the Board of Directors.

10.3 The Office of The Dean of Academics

10.3.1 The Dean of Academics oversees the implementation of the CP-TESA and is responsible for ensuring that:

10.3.1.1 The appropriate mechanisms for achieving the objectives and requirements of this policy are in place, and

10.3.1.2 The objectives and requirements of the policy are fully adhered to in both letter and spirit.

10.3.2 The Dean of Academics will conduct an annual general review of the validity of the policy and its implementation and present its findings to the Academic Committee. The Dean of Academics is responsible for acting on the recommendations .

10.3.3 The Dean of Academics has broad supervisory responsibilities for academic programs and departments, and for those offices in the College that support teaching and learning (including the office of Continuing Education and the Program Committees).

10.3.4 The Dean of Academics is the acting Disciplinary Officer.

10.3.5 The Dean of Academics is responsible for the Course Outline Template, which all Instructors are required to adopt.

10.4 Program Committee

10.4.1 The Program Committee provides academic advice and guidance to the Dean of Academics and Program Dean and the College. These matters include, but are not restricted to, advice and guidance with respect to academic content of the program(s), quality of program(s), mode(s) of delivery, selection of teaching staff, evaluation, and program admission requirements. The terms and reference of the Program Committees are found in Appendix 3.

10.4.2 The Program Committee provide advice regarding the Program Comprehensive Exam and approves the exam.

10.5 The Office of Student Life, Records, and Systems

10.5.1 The Office of Student Life, Records, and Systems is responsible for:

10.5.1.1 Systems that are used to execute a range of procedures (e.g., advance standing, equivalences, substitutions, RAC, exemptions, and final exam scheduling) that affect, verify, certify or coordinate students' academic status in the College;

10.5.1.2 Transmitting grades to the Minister of Education.

10.5.1.3 Making data accessible as needed by departments and leadership teams in order to comply with verification and reporting requirements.

10.6 Program Deans

10.6.1 Program Deans are responsible for ensuring that Instructors evaluate students fairly, consistently, and in accordance with objectives and standards of courses and of the program(s) of which the Courses are components.

10.6.2 On a yearly basis, Program Deans report to the Dean of Academics, certifying the status and general functioning of the evaluation process at the department and program levels, as well as detailing any steps required to improve functioning of the process.

10.6.3 Instructors report to the Program Dean responsible for the respective program(s) and course(s). Each semester, the Program Deans will collect and review the Course Outlines from their Instructors and verify that each plan contains mandatory elements outlined in section 3.2.

10.6.4 When it comes to the attention of the Program Dean that an instructor may not be abiding by College policies, the Program Dean will take such measures as are appropriate to discover the facts and, if necessary, correct the situation.

10.6.5 The Program Deans review and approve their Instructors' Course Outlines.

10.6.6 Once the Course Outlines are reviewed and approved, the Program Dean forwards them to the department coordinator for digital filing.

10.6.7 Induction of new Instructors includes informing and guiding them in preparing and organizing the course content, activities, and outline in accordance with CP-TESA.

10.6.8 Program Deans participate in the development and implementation of the Program Comprehensive Examination for the program(s) of which its courses are a part.

10.7 Students

10.7.1 It is the responsibility of students to:

10.7.1.1 Exercise due diligence in familiarizing themselves with the content of the CP-TESA.

10.7.1.2 Consult the College website to find out about the requirements of this policy, procedures, and resources and tools available to them, so that they can make informed decisions.

10.7.1.3 Be familiar with the evaluations to which they will be subjected in their Courses.

10.7.1.4 Be familiar with the due date of evaluations.

10.7.1.5 Be familiar with the date, time and location of their examinations.

10.7.1.6 Consult their Program Dean if they believe that they have a legitimate concern with the course evaluation.

10.8 The Instructor

10.8.1 An instructor plays a critical role in the life of a college student. Their professional commitment to honour both the letter and the spirit of this policy is essential to ensuring that students are treated fairly and equally in relation to course objectives and evaluations.

10.8.2 In the context of course design, Instructors have the responsibility to:

10.8.2.1 Design and prepare the course content and evaluations so that they satisfy the learning objectives set out by the Minister of Education, the Department and the College.

10.8.2.2 Develop fair and appropriate evaluation tools.

10.8.2.3 Ensure that all evaluations are placed in a learning sequence and scheduled so that students have sufficient time for practice and preparation, as well as opportunities to receive feedback.

10.8.2.4 Ensure that each course includes method(s) of Summative Evaluation adapted to its specific pedagogical context. Summative Evaluation must have sufficient weight to be meaningful for success in a course.

10.8.2.5 Design and apply student-centered evaluation methodology and instruments that demonstrate students' attainment of objectives.

10.8.2.6 In collaboration with the Program Dean, select the course learning materials to facilitate achievement of course objectives.

10.8.2.7 Order the course material(s) as per the instructions from the Department.

10.8.2.8 Adopt the College’s Course Outline Template.

10.8.2.9 Provide an electronic copy of the Course Outline to the Program Dean two weeks before classes begin for approval.

10.8.2.10 Respect the ponderation of the course (i.e., 3-2-3 being 3 hours of class time, 2 hours of lab time, 3 hours of homework per week) when preparing and organizing course content and activities.

10.8.2.11 Ensure that any major changes to the course evaluations made after the approval of the respective Program Dean's review be re-forwarded electronically to the same Program Dean for approval and prior to classes starting.

10.8.3 In the context of course delivery, Instructors have the responsibility to:

10.8.3.1 Arrive on time and teach for the designated class as indicated on their teaching contract.

10.8.3.2 Distribute and review the approved Course Outline with students on the first class.

10.8.3.3 Post the approved Course Outline online throughout the semester.

10.8.3.4 Explain clearly the grading system as described in section 6.0.

10.8.3.5 A Course Outline is a binding contract between an instructor and a student. No changes should be made to the Course Outline after the first day of classes.

10.8.3.6 If a change to the course evaluation is necessary, the instructor needs to demonstrate evidence that a unanimous consent from the students was taken and submit the change to the Program Dean before it is implemented.

10.8.3.7 The instructor has the responsibility to inform students of what constitutes cheating and plagiarism and of consequences of an offence as described in the College's Academic Integrity Statement.

10.8.3.8 Include a 15-minute break in a class of three (3) hours or more, and for classes that end at noon (12:00), end the class 10 minutes earlier at 11:50 a.m. to allow students to arrive on time to pick up their children from daycare or school for lunch.

10.8.4 In the context of student evaluation, instructors have the responsibility to:

10.8.4.1 Provide constructive feedback to students about the quality of their work.

10.8.4.2 Be present during mid-term examination for the entire duration of the examination period.

10.8.4.3 During final exams of three (3) hours, to go by the examination room 45 to 60 minutes into the exam time and answer students' questions in relation to the exam.

10.8.4.4 Apply the grading scheme as per sections 6 of this policy.

10.8.4.5 Submit their students' final grades in accordance with the dates and procedures published by the Student Life, Records, and Systems Office. In the case of ACS program courses, final grades must be submitted no later than ten (10) working days after the last date of the course.

10.8.4.6 Ensure that students who pass a course have demonstrated adequate achievement of the learning objectives of the course according to the standards set by the Ministry and clarified by the Department.

10.8.4.7 To comply with the College's policies regarding the timing of evaluation feedback (e.g., the interval between a submission deadline and the return of work to a student).

10.8.4.8 Grade student's work and/or exams. Outsourcing grading to a third party is not permitted.

Appendix A Charter of Students' Rights and Responsibilities

SECTION 1: DEFINITIONS & SCOPE

1.1 The College values honest work and fair treatment of all members of the College community.

1.2 The word "Student" shall include:

1.2.1 Any person registered in the College for a course, courses, whether they are a candidate for a DCS, ACS, or certificate.

1.2.2 Persons registered in the College under 1.2.1 above and who are on a leave of absence.

1.3 For the purpose of lodging a grievance under this Charter, the individual need only have been a Student at the time of the alleged violation of any right.

1.4 The word "College" includes, unless the context warrants otherwise, any of Eeyou Istchee College of Science and Technology's constituent entities and staff, appointees and representatives.

1.5 A "Member of the College Community" is the following:

1.5.1 An appointee or employee of the College; or

1.5.2 A Student.

SECTION 2: GENERAL

2.1 Students enjoy all rights and freedoms recognized by law while on the College campus and in interactions with the College.

2.2 Students have the right to be treated equitably and with dignity and respect, which includes the right to freedom from harassment and discrimination.

2.3 The College recognizes its obligation to provide reasonable accommodation(s) to Students, when required, and to reduce or eliminate barriers to access to campus buildings.

2.4 Students have the right to an environment that is safe, that is free of discrimination, harassment, and violence, and that is and characterized by understanding, respect, trust, openness and fairness.

2.5 Students have the right to equal access to sources of funding for which they are eligible, and to have funding determinations made on a fair and impartial basis.

SECTION 3: ACADEMIC RIGHTS

3.1 Students have the right to a quality education. The College's corresponding obligations are fulfilled where:

3.1.1 The College offers an education that provides Students with an adequate level of competences in the relevant field of study; and

3.1.2 The College makes every reasonable effort to provide an appropriate environment for learning and studying, and suitable conditions for taking evaluations.

3.2 Students have the right to complete their graded written course work in either French or English, except in courses:

3.2.1 Where language proficiency is an objective; or

3.2.2 Are part of the Minister of Education's French language requirements under the Quebec *Charter of the French Language* (CQLR, C-11).

3.3 Students have the right to be provided with the sufficient information before registering for a course and to be assured that a course will not be substantially changed after registration. The information should include:

3.3.1 Course description;

3.3.2 Pre and/or co-requisite(s);

3.3.3 Time of course delivery; and

3.3.4 Method(s) of evaluation

3.4 Students have the right to be given a comprehensive Course Outline at the beginning of each course which specifies the following:

3.4.1 Required texts and materials;

3.4.2 The objectives of the course;

3.4.3 The teaching methods to be used;

3.4.4 Detailed description of evaluation method(s), including rubrics when applicable;

3.4.5 Due dates for assignments, tests, and presentations, and penalties for late assignments or missing a test;

3.4.6 Reference to the College Policy on The Evaluation of Student Achievement (CP-TESA);

3.4.7 The instructor's expectations with regard to class attendance and any penalties for absences or lateness; and

3.4.8 The instructor's contact details and office hours.

3.5 Students have the right to be advised in the Course Outline of the specific implications of cheating and plagiarism for each course.

3.6 Students have the right to be notified of any change in Course Outlines in time to be able to meet deadlines for assignments and tests.

3.7 Students have the right to have their courses held at the times and places scheduled in the timetable at registration, unless these times and places are officially changed by the Student Life, Records and Systems Office.

3.8 Students have the right to have their classes start and end on time.

3.9 Students have the right to be notified of class cancellations as soon as possible. Even if prior notice has been given in class, Students have the right to have all class cancellations posted on the learning management system and classroom door.

3.10 Students have the right to have their Instructors post and keep office hours. In Continuing Education, practice with regard to posting and availability of office hours may vary.

3.11 Students have the right to fair and reasonable evaluation of their performance in a Course, and to Evaluations that reflect the content of the Course.

3.12 Students have the right to be informed of their academic standing or performance in a Course through the term. They have the right to be advised of their progress in courses by mid-semester.

3.13 Students have the right to consult any written submission for which they have received a grade, and discuss this submission with the instructor, provided the request is made within a reasonable time after notification of the grade, and subject to reasonable administrative arrangements.

3.14 Students have the right to have their grades treated as confidential, subject to the provisions of the Quebec *Act Respecting the Protection of Personal Information in the Private Sector*[6]. Grades shall not be posted by name or released to individuals other than College employees without written permission, unless required by law.

3.15 Students have the right to access all graded work submitted to the instructor up to the end of the following semester. In the event that the instructor is away from the College, Students are advised to contact the Academic Advisor in the Student Life, Records and Systems Office.

3.16 Students have the right to have unreturned evaluation materials stored for one semester/term by their instructor(s) or, in the absence of the instructor, by the Program Dean. In the case of ACS programs, materials will be stored by the Office of Professional and Continuing Education.

3.17 Students have the right to request an impartial third-party review of a grade provided that:

3.17.1 The request is made within a reasonable time after grade was issued; and

3.17.2 The Program Dean agrees that the request for a review is well founded.

3.18 Students have the right of ownership to any original work they produce, including any examination papers, class tests, and quizzes that they have written.

3.19 Students have the right to have all of their work and examination papers returned promptly to them, except in cases where work is withheld as part of an investigation regarding cheating or plagiarism.

3.20 Students have the right to have their work and examination papers returned to them individually. Examination papers and student work are not to be left in unsupervised areas.

3.21 Students have the right to academic advising regarding program and graduation requirements, academic regulations, and College admissions.

SECTION 4: PROCEDURAL

4.1 Students have the right to access College mechanisms for the possible resolution of disputes through informal means.

[6] Ministère de l'Emploi et de la Solidarité sociale (2024). Act Respecting the Protection of personal Information in the Private Sector. Chapter P-39.1 retrieved on August 1, 2024 from: https://www.legisquebec.gouv.qc.ca/en/document/cs/p-39.1

Appendix B Statements to be included in Course Outlines

Students should refer to the **College Policy: The Evaluation on Student Achievement (CP-TESA)**: www.eeyouistcheecollege.ca

Grading System

90–100	(A)	Excellent
80–89	(B)	Very Good
70–79	(C)	Good
60–69	(D)	Passed
Below 60	(F)	Failed

Students must obtain a grade of D or better in the course to fulfil the course requirements. A Student may not register in a course unless they have passed all the prerequisite courses with a grade of D or better, except by written permission of the Program Dean.

Academic Integrity Statement

Students are responsible for knowing Eeyou Istchee College of Science and Technology's rules and regulations concerning academic honesty, which can be found in section 9.0 of the *College Policy: The Evaluation on Student Achievement*. Violations of academic integrity undermine not only the value of honest Students' work, but also the academic integrity of the College and the value of credentials conferred by the College. *The Student Rights and Responsibilities* website provides resources that can help Students avoid dishonest work, and an explanation of the disciplinary measures that go with it. To learn more about academic integrity, visit the following website: ***CP-TESA section 9.***

Student Professional Conduct

Everyone has the right to a safe and non-violent environment. Students are reminded that they must conduct themselves professionally and in accordance with the Charter of Student Rights and Responsibilities. (Refer to CP-TESA, Appendix A.)

Religious Observation/Holy Days

Students observing religious holidays must inform their Instructors, in writing, as prescribed in the CP-TESA Policy on Religious Observances, no later than the end of the second week of the term, as well as to any final examination period. (Refer to CP-TESA, section 8.7).

Attendance Policy

Students should refer to the College Policy: The Evaluation on Student Achievement, CP-TESA, section 8.0, regarding attendance regulations.

Bereavement Policy

Students should refer to the College Policy: The Evaluation on Student Achievement, CP-TESA, section 8.6, regarding bereavement policies.

Language of Evaluation

Students have the right to complete their graded written course work in either French or English, except in courses:

1. Where language proficiency is an objective; or
2. Are part of the Minister of Education's French language requirements under the Quebec *Charter of the French Language* (CQLR, C-11).

Appendix C Program Committee Terms of Reference

PROGRAM COMMITTEE

TERMS OF REFERENCE

The Program Committee provides academic advice and guidance to the Departments of Diploma of College Studies (DSC) and Continuing Education in matters relating to the program discipline. These matters include, but are not restricted to, advice and guidance with respect to academic content of the program(s), quality of program(s), mode of delivery, instructional staff, evaluation, and program admission requirements. The Committee members report to the respective Program Dean and the Program Committee is chaired by the Dean of Academics.

Mandate

The mandate of the Program Committee includes:

- Oversight of content and delivery of the program(s).
- Regular review of program contents with respect to academic evolution of the field and market needs, i.e., needs of the learners as well as potential employers.
- Review program proposals, program changes, course changes, etc. to keep the programs current and up to date as well as to enhance the quality of the content. The Program Dean presents these to the Academic Committee for approval. Alternatively, the Academic Committee can return these to the Program Committee for further deliberation and development.
- Identification of Program specific needs in teaching, learning, evaluation methods, regulations and recommendation to the Departments and, where appropriate to Academic Committee, of instructor development activities in these areas.
- Liaison with the relevant College Department and/or Faculty offering programs in the same or a similar field.
- Liaison, as appropriate, with the relevant external professional bodies.
- Proposal of Instructors for program courses to the Department.
- Proposal and review of admissions requirements, where applicable.
- Proposal and review of evaluation methods.
- Creation of subcommittees or work groups to deal with issues as it sees fit.

Membership

The members of the Program Committee are appointed by the Director General and committee membership is reported at the beginning of each academic year to the Chief and Councill of Cree Nation of Chisasibi and Eeyou Istchee College of Science and Technology Board for information purposes.

Members are typically appointed for staggered three-year terms. To continually refresh the committee, a new member should join the group at least every two years.

Membership includes:

- Program Dean in the Program's subject area
- Representative from academic advising
- Two to three full-time teaching faculty members from across the college

- Minimum two, up to four, industry representatives, where applicable
- A student representative at the DCS and/or ACS program(s), as applicable

Ex officio:

- Director General
- Dean of Academics (Chair)
- Program Dean in the Program's subject area (Co-Chair)
- Representative from academic advising

Meetings

The Program Committee meets on an as-needed basis, normally at least once per semester (Fall and Winter) and, if necessary, in the Spring/Summer term.

Appendix D College Policy – Rights of Students with Disabilities (CP-RSWD)

SECTION 1: POLICY

Eeyou Istchee College of Science and Technology recognizes and affirms the rights of Students with disabilities to have full, fair, and equal access to all College services, programs, and facilities and to be welcomed as participating members of the College community.

The College must provide reasonable accommodation to Students with disabilities up to the point of undue hardship. These accommodations will not entail any modification of the academic standards of the College, nor will they eliminate the academic evaluation of Students.

Students seeking academic accommodation(s) for a disability must submit their request to the Office of Student Services and Wellness in a timely manner, usually one semester in advance, and provide appropriate documentation from a medical professional regarding their disability.

1.1 **Definitions**

1.1.1 **Student**: In this policy, "Student" includes an applicant for admission as well as a person who has been admitted and is eligible to register in courses at the College.

1.1.2 **Disability**: A Student with a disability is a person who:

1.1.2.1 Has been diagnosed by an appropriate professional as having a mental health impairment; a physical impairment; a neurological impairment; a learning disorder; and/or a sensory impairment, whether permanent or temporary, that is likely to continue and that may significantly interfere with educational pursuits; and

1.1.2.2 Experiences functional restrictions or limitations in their ability to perform the range of life's activities; and

1.1.2.3 May encounter attitudinal and/or environmental barriers that hamper their full and self-directed participation in life.

1.1.3 **Reasonable Academic Accommodation**: An academic accommodation is a modification or extension of the College's resources, teaching methods, or evaluation procedures that mitigates the effect of a student's disability on their learning. The College has a duty to provide reasonable accommodations for any qualified Student who has a documented disability. Accommodations may be made by providing alternative ways for the Student to meet requirements by adapting the instructional delivery system and/or evaluation procedures (e.g., by providing visual language interpreters, note takers, alternate examination formats, adaptive equipment). These accommodations should enable the Student to demonstrate their knowledge and skill without diluting curriculum or credentials or detracting from the responsibility of the Student to achieve individual results consistent with Course/program requirements and objectives. All reasonable accommodations provided by the College must:

1.1.3.1 Be based on documented individual disability needs;

1.1.3.2 Allow the most integrated experience possible;

1.1.3.3 Ensure the integrity and accessibility of essential requirements of a course/program for all students; and

1.1.3.4 Be implemented in a manner that ensures safety of all persons.

SECTION 2: ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

2.1 General

2.1.1 Accommodations available for Students with disabilities must be made on an individual basis and may include priority registration, assisted registration, and alternate formats for texts and examinations. Other services may include transition/education planning, campus orientation, referrals to community resources, and health, counselling, or career services.

2.1.2 Students requiring accommodation(s) for a disability must register with the Office of Student Services and Wellness.

2.2 Course/Program Modification

2.2.1 Modifications to program courseload, that is, courseload reduction, and other academic requirements will be available for Students with disabilities for whom this is required.

2.2.2 In cases where course substitutions are requested, the Student will meet with representatives from the relevant academic Department and the Office of Student Services and Wellness in order to discuss an appropriate substitution. Where the Department determines that there is no appropriate substitution, the Student will receive written notification of this decision. This notification will include the rationale as to why the course is considered an essential component of the program of study.

2.3 Course Withdrawals

2.3.1 Students registered with the Office of Student Services and Wellness should follow the current withdrawal procedures as set out in the eCalendar.

2.3.2 In cases where a Student must withdraw from classes after the Course Drop Deadline due to a change in disability status, the Student should provide (in addition to required forms for formal withdrawal) a letter from the Office of Student Services and Wellness indicating that documentation has been received to confirm the extenuating circumstances. Where applicable, the letter from the Office of Student Services and Wellness should also contain an explanation of why an application is being made for a selective retroactive withdrawal.

2.4 Admission and Registration Assistance

2.4.1 Students needing specialized supports or technological aids may receive priority registration and advance notification of acceptance into a course or program, in order to facilitate the implementation of these services or accommodations.

2.5 Financial Assistance

2.5.1 Minimum credit hour per semester requirements for College scholarships may be modified for applicants with disabilities. Financial support from sources external to the College may also be available to Students with disabilities. These internal and external sources of financial assistance are published in the College eCalendar.

2.6 Access to Information

2.6.1 The College will provide individuals with disabilities with the information necessary to access College programs and services. This information will be available in alternative accessible formats (e.g., digital format, large print).

2.7 Evaluation Accommodation

2.7.1 Students with disabilities are eligible to receive flexibility in time limits for the completion of academic assignments, as appropriate to their disability.

2.7.2 Students with disabilities are eligible to receive modifications in the evaluation process as appropriate to their disability (e.g., utilizing essay rather than multiple choice exams to evaluate Students with a particular learning disability).

2.7.3 Arrangements for evaluation accommodation(s) are coordinated by the Office of Student Services and Wellness for in consultation with the Department.

SECTION 3: PROCEDURES

3.1 Upon admission to Eeyou Istchee College of Science and Technology, a student with a disability who requires accommodation(s) must supply supporting documentation to the Office of Student Services and Wellness. The Student is responsible for the costs associated with the documentation. Students are also required to provide notice to the Admissions Office, normally one semester, of their intention to attend Eeyou Istchee College of Science and Technology.

3.2 Services for Students with disabilities will be provided after receipt and evaluation of current documentation from an appropriate professional. Guidelines for what constitutes acceptable documentation will be available from the Office of Student Services and Wellness.

3.2.1 For new Students, the documentation must speak to the student's current condition. In no case should it be more than five years old.

3.2.2 Returning Students whose condition has remained stable since the time of submission of the original supporting documents will not be required to provide any further documentation. Returning Students whose condition has changed, requiring a change in accommodation(s), must provide new documentation.

3.3 The responsibility for requesting and reviewing documentation relating to a student's disability lies with the Office of Student Services and Wellness.

3.4 Information about a Student's disability will be protected and handled only as permitted. All personal information collected by the Office of Student Services and Wellness will be treated as supplied in confidence. Personal information held by the Office will be retained and disposed of in accordance with an approved records retention schedule. In consultation with the student, the Office of Student Services and Wellness will assess the individual Student's need for services and accommodation(s), make appropriate recommendations based on the documentation submitted, and coordinate the support services to be provided.

3.5 Where a Student is dissatisfied or disagrees with the accommodations recommended by the Office of Student Services and Wellness, they should first meet with the Director of Student Services and Wellness to review her/his concerns. If the matter is not resolved at this level, the student can appeal to Dean of Academics. If the Dean of Academics is unable to reach an informal resolution with the student, the Dean of Academics will seek a recommendation from an independent and qualified external third party who is mutually acceptable to both the Student and the Dean of Academics. In the event that the Student and the Dean of Academics cannot agree on selection of a third party, the matter will be referred to the Director General. The Director General may consult as appropriate to facilitate the selection of the independent third party.

SECTION 4: ADVISORY COMMITTEE

4.1 An advisory committee made up of Students, faculty, staff, and external representatives appointed by the Director of Student Services and Wellness will meet regularly to provide advice to the College and the Office of Student Services and Wellness in matters related to guidelines, policies, and programs for Students with disabilities.

SECTION 5: INTERPRETATION

5.1 Questions of interpretation or application of this policy shall be referred to the Director General, whose decision shall be final.

Appendix E Grade Verification, Evaluation Re-Read & Authorized Absence Request Forms

Eeyou IstcheeCollege
of Science and Technology

Enter the College Address & School Crest

MARK VERIFICATION REQUEST
DEMANDE DE VÉRIFICATION DE NOTE

PLEASE PRINT / REMPLIR LE FORMULAIRE EN MAJUSCULES

PART 1: TO BE COMPLETED BY THE STUDENT			**PARTIE 1: À ÊTRE COMPLETÉ PAR L'ÉTUDIANT**
STUDENT NO. **NO MATRICULE**	**STUDENT NAME** **NOM DE L'ÉTUDIANT/E**		FAMILY NAME / GIVEN NAMES — NOM / PRÉNOMS
COURSE NUMBER **NUMÉRO DU COURS**	**SECTION**	**CRN**	☐ **FINAL EXAM / EXAMEN FINAL** ☐ **SUPPLEMENTAL EXAM / EXAMEN DE REPRISE**
COURS TITLE **TITRE DU COURS**			**YEAR/MONTH COURSE STARTED** **DATE DE DÉBUT DU COURS** — YEAR / ANNÉE — MONTH/MOIS
STUDENT MAILING ADDRESS **ADRESSE POSTALE DE L'ÉTUDIANT**	STREET NUMBER, STREET NAME / NO RUE, RUE — APT / APP — CITY / VILLE PROVINCE / STATE / COUNTRY PROVINCE / ÉTAT / PAYS — POSTAL CODE CODE POSTAL		
HOME TELEPHONE NO. **NO DE TÉL. À DOMICILE** — AREA CODE / INDICATIF RÉG			**BUSINESS TELEPHONE NO** **NO DE TÉLÉPHONE AU TRAVAIL** — AREA CODE / INDICATIF RÉG — EXTENSION / POSTE
STUDENT'S SIGNATURE **SIGNATURE DE L'ÉTUDIANT**			**DATE**

PART 2: TO BE COMPLETED BY LECTURER	**PARTIE 2 : À ÊTRE COMPLETÉ PAR LE CHARGÉ DE COURS**
TEAM WORK / TRAVAIL DE SESSION : _____ CLASS PARTICIPATION / PARTICIPATION ACTIVE: _____ MID-TERM / EXAMEN DE MI-TRIMESTRE: _____ FINAL EXAM / EXAMEN FINAL: _____	OTHER ELEMENTS INCLUDED IN EVALUATION / AUTRES ÉLÉMENTS INCLUS DANS L'ÉVALUATION:
TOTAL MARK / NOTE TOTALE :	**COMMENTS / REMARQUES :**
LECTURER'S SIGNATURE / SIGNATURE DU CORRECTEUR	**DATE**

FOR DEPARTMENT USE ONLY / RÉSERVÉ À L'ADMINISTRATION
TO BE COMPLETED AND SUBMITTED TO THE FACULTY ADMINISTERING THE COURSE / À REMPLIR ET PRÉSENTER À LA FACULTÉ DONT RELÈVE LE COURS

REGULAR MARK

☐ ENTER REGULAR MARK OF:
(NO MARK HAS YET BEEN SUBMITTED FOR THIS STUDENT)

☐ CORRECT REGULAR MARK WHICH IS ALREADY ON THE STUDENT'S RECORD TO READ:

☐ RECOMMEND NO CHANGE TO MARK

SECOND MARK
(THIS IS EITHER A MARK FOLLOWING A 'K' OR 'L', OR A SUPPLEMENTAL MARK)

☐ ENTER SECOND MARK OF:
(NO MARK HAS YET BEEN SUBMITTED FOR THIS STUDENT)

☐ CORRECT REGULAR MARK WHICH IS ALREADY ON THE STUDENT'S RECORD TO READ:

IF THIS IS A SECOND MARK, PLEASE CHECK ONE OF THE FOLLOWING:
☐ THIS IS A MARK FOLLOWING A 'K' OR 'L'
☐ THIS IS A SUPPLEMENTAL MARK

* BASIS FOR CORRECTION: _____

DEPARTMENT SIGNATURE : _____ DATE: _____

Name of file: Mark Verification Form

Eeyou Istchee College of Science and Technology

Enter the College Address & School Crest

REQUEST FOR REREAD
DEMANDE DE RÉVISION

ACCOUNT #:_____ RECEIP_____

PLEASE PRINT / ÉCRIRE EN LETTRES MAJUSCULES

STUDENT NO. **NO MATRICULE**	**STUDENT NAME** **NOM DE L'ÉTUDIANT/E**	FAMILY NAME / GIVEN NAMES	NOM / PRÉNOMS
STUDENT EEYOU ISTCHEE COLLEGE E-MAIL ADDRESS **LE COURRIEL EEYOU ISTCHEE COLLEGE D'ÉTUDIANTE**			
COURSE NUMBER **NUMÉRO DU COURS**	**SECTION**	**INSTRUCTOR NAME** **NOM DU CHARGÉ(E) DE COURS**	
COURSE TITLE **NOM DU COURS**		**PROGRAM** **PROGRAMME**	
YEAR/MONTH COURSE STARTED **ANNÉE/MOIS DE DÉBUT DU COURS** YEAR / ANNÉE: MONTH / MOIS:		**DATE GRADED DOCUMENT WAS RECEVIED** **DATE À LAQUELLE LE DOCUMENT CORRIGÉ A ÉTÉ REÇU** YEAR / ANNÉE MONTH / MOIS: DAY / JOUR	

CHECK ONLY ONE:

☐ FINAL EXAM / EXAMEN FINAL

☐ OTHER / AUTRE*(SPECIFY / SPECIFIEZ):

IF YOU CHECKED « OTHER » :	**SI VOUS AVEZ-VOUS COCHÉ « AUTRE » :**
DID YOU SPEAK WITH YOUR INSTRUCTOR/COURSE LECTURER ABOUT THE RE-ASSESSMENT? YES ☐ NO ☐	CONSULTÉ VOTRE CHARGÉ(E) DE COURS/ CONFÉRENCIER(IÈRE) AU SUJET DE VOTRE DEMANDE DE RÉVISION? OUI ☐ NON ☐
I AM SUBMITTING MY ORIGINAL CORRECTED DOCUMENT YES ☐ NO ☐	JE SOUMETS L'ORIGINAL DE MON DOCUMENT CORRIGÉ OUI ☐ NON ☐
I HAVE KEPT A COPY OF MY DOCUMENT FOR MY REFERENCE YES ☐ NO ☐	J'AI GARDÉ UNE COPIE DE CE DOCUMENT POUR MA PROPRE RÉFÉRENCE OUI OUI ☐ NON ☐

REASON FOR REQUESTING THE RE-READ
INDIQUER LA RAISON POUR LA DEMANDE DE RÉVISION

CLIENT SERVICES WILL ONLY ACCEPT YOUR ORIGINAL CORRECTED DOCUMENT FOR SUBMISSION FOR A RE-READ. • ONCE YOUR DOCUMENT IS RE-READ BY A THIRD PARTY, THERE IS NO FURTHER APPEAL POSSIBLE. THE DECISION IS FINAL. • YOUR GRADE CAN GO UP, DOWN OR REMAIN THE SAME. • PLEASE ALLOW 20 WORKING DAYS FOR PROCESSING. YOU WILL RECEIVE A RESPONSE AT THE **COLLEGE** EMAIL ADDRESS YOU INDICATED ABOVE.	**RENSEIGNEMENTS IMPORTANTS** LE SERVICE AUX CLIENTS ACCEPTERA SEULEMENT L'ORIGINAL DU DOCUMENT CORRIGÉ POUR UNE DEMANDE DE RÉVISION. • LORSQUE LE DOCUMENT EST REVISÉ PAR UNE TIERCE PARTIE, LA DÉCISION RENDUE EST FINALE ET AUCUNE AUTRE DEMANDE DE RÉVISION PEUT ÊTRE ACCEPTÉE. • VOTRE NOTE PEUT AUGMENTER, DIMINUER OU RESTER LA MÊME. • VEUILLEZ ALLOUER 20 JOURS OUVRABLES POUR LE TRAITEMENT DE VOTRE DEMANDE. VOUS REÇEVREZ UNE RÉPONSE À L'ADRESSE COURRIEL **COLLEGE** TEL QU'INDIQUÉ SUR CE FORMULAIRE.
STUDENT'S SIGNATURE **SIGNATURE DE L'ÉTUDIANT(E)**	**DATE**

FOR DEPARTMENT USE ONLY / RÉSERVÉ À L'ADMINISTRATION
(MARKER'S COMMENTS / OBSERVATIONS DU CORRECTEUR)

I HAVE RE-READ THE ABOVE PAPER AND I: / J'AI RECORRIGÉ LE DEVOIR CI-DESSUS ET JE:

☐ RECOMMEND THE MARK TO BE CHANGED / NE RECOMMANDE AUCUN CHANGEMENT

☐ RECOMMEND THE MARK NOT TO BE CHANGED / RECOMMANDE QUE LA NOTE SOIT PAS MODIFIÉE FROM/DE :_____ TO/À :_____

COMMENTS / COMMENTAIRES :

_____

_____

MARKER'S SIGNATURE / SIGNATEUR DU CORRECTEUR: _____ **DATE :** _____

Name of file: TBD

Eeyou Istchee College
of Science and Technology

Enter the College Address

REQUEST FOR AUTORIZED ABSENCE
DEMANDE D'ABSENCE AUTORISÉE

PLEASE PRINT / ÉCRIRE EN LETTRES MAJUSCULES

Students must supply all required information before their request will be considered.
Les étudiants doivent fournir toutes les informations requises pour que leur demande soit prise en compte.

STUDENT NAME **NOM DE L'ÉTUDIANT/E**	**STUDENT NO.** **NO MATRICULE**
PROGRAM NO. **NUMÉRO DU PROGRAM**	**EMAIL** **COURRIEL**
HOME TELEPHONE AREA CODE / INDICATIF RÉG **NO DE TÉL. À DOMICILE**	**BUSINESS TELEPHONE NO** AREA CODE / INDICATIF RÉG EXTENSION / POSTE **NO DE TÉLÉPHONE AU TRAVAIL**
STUDENT'S SIGNATURE **SIGNATURE DE L'ÉTUDIANT**	**DATE**

AUTHORIZED ABSENCE REQUESTED FOR THE FOLLOWING COURSES / ABSENCE AUTORISÉE DEMANDÉE POUR LES COURS SUIVANTS:

SEMESTER/ EMESTRE ❒ FALL ❒ AUTOMNE ❒ WINTER ❒ L'HIVER ❒ SUMMER ❒ ÉTÉ

COURSE & SECTION NO. NUMÉRO DU COURS & SECTION Ex. 603-102-MQ-03	COURSE NAME NOM DU COURS Ex. English	COURSE & SECTION NO. NUMÉRO DU COURS & SECTION Ex. 603-102-MQ-03	COURSE NAME NOM DU COURS Ex. English

MEDICAL INFORMATION

DATE ILLNESS / INCAPACITY BEGAN **DATE DE DÉBUT DE LA MALADIE/INCAPACITÉ**	
LENGTH OF ILLNESS / INCAPACITY / **LA DURÉE DE LA MALADIE / DE L'INCAPACITÉ**	
REASON FOR REQUEST FOR AUTJORIZED ABSENCE **RAISON DE LA DEMANDE D'ABSENCE AUTORISÉE**	

The deadline for this request is the grade deadline for the semester in question. If request is being made after this deadline please explain the reason below:

I swear that all the information provided is true and accurate. I authorize the Registrar's Office, if necessary, to contact the healthcare provider for purposes of confirming and/or clarifying the authenticity and content of the information provided for this request.

STUDENT SIGNATURE SIGNATURE DE L'ÉTUDIANT	DATE

IF A PERMANENT INCOMPLETE IS GRANTED, THE NOTATION "IN" WILL APPEAR ON YOUR TRANSCRIPT FOR ALL THE APPROVED COURSES.
SI UN INCOMPLET PERMANENT EST ACCORDÉ, LA MENTION "IN" APPARAÎTRA SUR VOTRE RELEVÉ DE NOTES POUR TOUS LES COURS APPROUVÉS.

FOR OFFICE USE ONLY

DECISION:

❒	Permanent Incomplete for all the above courses / Incomplet permanent pour tous les cours susmentionnés
❒	Permanent Incomplete granted for courses marked above with Registrar's initials / Incomplet permanent accordé pour les cours marqués ci-dessus avec les initiales du registraire
❒	Permanent Incomplete denied, reason / Permanent Incomplete refusé, motif

Additional requirements / Exigences additionnelles :

❒	Dr's note req'd to return / Note du médecin requise pour le retour	❒	2nd Request/ 2ème demande	❒	Refer to Academic Advising / Se référer au conseil académique	❒	Refer to Accessibility Se référer au département de l'accessibilité

Registrar's Signature: Date:

Name of file: request for authorized absence form