



## Policy

# INSTITUTIONAL POLICY ON THE EVALUATION OF STUDENT LEARNING (IPESL)



This policy was adopted for the first time by the Champlain Saint-Lambert Governing Board on June 13, 2022 (Resolution No. LAM-2021-020). Revisions were approved by the Champlain College Saint-Lambert Governing Board approved on May 29, 2023 (Resolution No. LAM-2022-014). The policy was revised a second time and approved again by the Champlain College Saint-Lambert Governing Board on June 10, 2024 (Resolution No. LAM-2023-021). The policy was revised a third time and approved by the Champlain College Saint-Lambert Governing Board on May 26, 2025 (Resolution No. LAM-2024-010). The policy was revised a fourth time and approved by the Champlain College Saint-Lambert Governing Board on June 8, 2026 (Resolution No. LAM-2025-011).

# Table of Contents

|                                                                                                 |           |
|-------------------------------------------------------------------------------------------------|-----------|
| Table of Contents.....                                                                          | 2         |
| LIST OF ABBREVIATIONS.....                                                                      | 4         |
| INTRODUCTION.....                                                                               | 5         |
| AIMS & OBJECTIVES .....                                                                         | 5         |
| SCOPE OF APPLICATION.....                                                                       | 6         |
| <b>1. PRINCIPLES .....</b>                                                                      | <b>6</b>  |
| <i>Principle 1 .....</i>                                                                        | <i>6</i>  |
| <i>Principle 2 .....</i>                                                                        | <i>6</i>  |
| <i>Principle 3 .....</i>                                                                        | <i>6</i>  |
| <i>Principle 4 .....</i>                                                                        | <i>6</i>  |
| <i>Principle 5 .....</i>                                                                        | <i>7</i>  |
| <i>Principle 6 .....</i>                                                                        | <i>7</i>  |
| <b>2. IDEALS .....</b>                                                                          | <b>7</b>  |
| <b>3. EVALUATING STUDENT LEARNING: RULES, ROLES &amp; RESPONSIBILITIES .....</b>                | <b>8</b>  |
| 3.1 <i>The Course Outline.....</i>                                                              | <i>8</i>  |
| 3.2 <i>Teacher Responsibilities &amp; Commitment to the Evaluation of Student Learning.....</i> | <i>9</i>  |
| 3.3 <i>Student Responsibilities &amp; Commitment to Learning .....</i>                          | <i>10</i> |
| 3.4 <i>Attendance.....</i>                                                                      | <i>11</i> |
| 3.5 <i>Absences.....</i>                                                                        | <i>12</i> |
| 3.5.1 <i>College-Approved Absences.....</i>                                                     | <i>12</i> |
| <b>4. EVALUATING STUDENT LEARNING: THE PROCESS .....</b>                                        | <b>13</b> |
| 4.1 <i>Final Course Grades .....</i>                                                            | <i>13</i> |
| 4.2 <i>Formative and Summative Assessment .....</i>                                             | <i>14</i> |
| 4.3 <i>Formative assessments increase student learning.....</i>                                 | <i>14</i> |
| 4.4 <i>Summative assessments validate student learning .....</i>                                | <i>14</i> |
| 4.5 <i>Mid-Course Assessment of Student Progress.....</i>                                       | <i>14</i> |
| 4.6 <i>Learning Activities and Engagement .....</i>                                             | <i>15</i> |
| 4.7 <i>Collaborative Work.....</i>                                                              | <i>15</i> |
| 4.8 <i>End of Course Summative Assessments.....</i>                                             | <i>15</i> |
| 4.9 <i>Multiple Threshold Grading .....</i>                                                     | <i>16</i> |
| 4.10 <i>Assessment of Students in Professional or Clinical Placements .....</i>                 | <i>16</i> |
| 4.11 <i>Scheduling of Assessments.....</i>                                                      | <i>16</i> |
| 4.12 <i>Make-up Assessments for Students with a College-Approved Absence .....</i>              | <i>17</i> |
| 4.13 <i>Required Attendance Circumstances .....</i>                                             | <i>17</i> |
| 4.14 <i>Standards of Literacy and Proficiency in Written English.....</i>                       | <i>18</i> |
| 4.15 <i>Standards of Literacy and Proficiency in Written French .....</i>                       | <i>18</i> |
| 4.16 <i>Ministerial Examinations .....</i>                                                      | <i>18</i> |
| <b>5. PROGRAM COMPREHENSIVE ASSESSMENTS .....</b>                                               | <b>19</b> |
| 5.1 <i>The Program Comprehensive Assessment in the Day Division.....</i>                        | <i>19</i> |
| 5.2 <i>The Program Comprehensive Assessment in Continuing Education .....</i>                   | <i>19</i> |
| <b>6. ACADEMIC INTEGRITY .....</b>                                                              | <b>20</b> |
| 6.1 <i>Cheating and Plagiarism .....</i>                                                        | <i>20</i> |
| 6.2 <i>Reporting Cheating and Plagiarism: Day Division and Continuing Education .....</i>       | <i>20</i> |
| 6.3 <i>Consequences of Cheating and Plagiarism .....</i>                                        | <i>21</i> |

|                                                                                     |           |
|-------------------------------------------------------------------------------------|-----------|
| <b>7. STUDENT ACADEMIC CONCERNS &amp; APPEALS .....</b>                             | <b>21</b> |
| 7.1 Concerns about Assessments in the Day Division.....                             | 21        |
| 7.2 Appealing an Assessment Grade during the Semester in the Day Division .....     | 21        |
| 7.3 Appealing a Final Course Grade in the Day Division.....                         | 21        |
| 7.4 Concerns about Assessments in Continuing Education.....                         | 22        |
| 7.5 Appealing an Assessment Grade During the Course in Continuing Education.....    | 22        |
| 7.6 Appealing a Final Course Grade in Continuing Education.....                     | 22        |
| 7.7 Appealing an Accusation of Plagiarism or Cheating in the Day Division .....     | 23        |
| 7.8 Appealing an Accusation of Plagiarism or Cheating in Continuing Education ..... | 23        |
| <b>8. SPECIAL CASES OF COURSE-LEVEL EVALUATIONS .....</b>                           | <b>24</b> |
| 8.1 Exemption (DI).....                                                             | 24        |
| 8.2 Equivalences (EQ) .....                                                         | 24        |
| 8.3 Substitution (SU).....                                                          | 24        |
| 8.4 Temporary Incomplete (IT).....                                                  | 24        |
| 8.5 Incomplete (IN).....                                                            | 24        |
| 8.6 Withdrawing from a Course.....                                                  | 25        |
| <b>9. TRANSCRIPTS AND CERTIFICATION OF STUDIES.....</b>                             | <b>26</b> |
| 9.1 Transcripts .....                                                               | 26        |
| 9.2 End of Semester Transcript in the Day Division Programs .....                   | 26        |
| 9.3 Completion of Studies Transcript in the Day Division Programs .....             | 26        |
| 9.4 End of Semester Transcript in Continuing Education.....                         | 26        |
| 9.5 Completion of Studies Transcript in Continuing Education .....                  | 26        |
| 9.6 Certification of Studies.....                                                   | 26        |
| 9.7 Diplomas of College Studies (DEC).....                                          | 27        |
| 9.8 Attestation of College Studies (AEC).....                                       | 27        |
| <b>10. REVISION of the IPESL.....</b>                                               | <b>27</b> |
| <b>11. INSTITUTIONAL ROLES &amp; RESPONSIBILITIES .....</b>                         | <b>27</b> |
| 11.1 Students .....                                                                 | 27        |
| 11.2 Director of Studies at Champlain College Saint-Lambert.....                    | 28        |
| 11.3 Dean of Curriculum and Faculty Development.....                                | 28        |
| 11.4 The Dean of Academic Organization and the Registrar's Office.....              | 28        |
| 11.5 The Director of Continuing Education and the Continuing Education Office.....  | 28        |
| 11.6 The Dean of Student Services .....                                             | 28        |
| 11.7 Commission of Studies .....                                                    | 28        |
| 11.8 Champlain College Saint-Lambert Governing Board .....                          | 29        |
| 11.9 Champlain Regional College Board of Governors.....                             | 29        |
| 11.10 Day Division Departments.....                                                 | 29        |
| 11.11 Day Division Program Committees .....                                         | 29        |
| 11.12 Continuing Education.....                                                     | 29        |
| <b>APPENDICES.....</b>                                                              | <b>30</b> |

## LIST OF ABBREVIATIONS

AEC: *Attestation d'études collégiales*, used in lieu of the Attestation of College Studies (ACS)

CCSL: Champlain College Saint-Lambert

CEEC: *Commission d'évaluation de l'enseignement collégial*

CEGEP : *Collège d'enseignement général et professionnel*

COE: *Certificate of Eligibility*

CoS: Commission of Studies

DAA: Designated Academic Administrator

DEC: *Diplôme d'études collégiales*, used in lieu of the Diploma of College Studies (DCS)

DI: Exemption

EBP: *Étudiants avec besoins particuliers*, or students with special needs

EQ: Equivalence

ESH: *Étudiants en situation de handicap*, or students with disabilities

GCO: Generic Course Outline

IEP: Individualized Education Plan

IPESL: Institutional Policy on the Evaluation of Student Learning

IPEAP: Institutional Policy on the Evaluation of Academic Programs

IN: Incomplete

IT: Temporary incomplete

LMS: Learning Management System

MEES: *Ministère de l'Éducation et de l'Enseignement Supérieur*

MIO: *Messagerie interne Omnivox*, or the internal messaging system of Omnivox<sup>1</sup>

RREC: *Règlement sur le régime des études collégiales*

SAC: Student Access Centre

SCO: Specific Course Outline

SU: Substitution

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<sup>1</sup> Omnivox, which houses LÉA, CLARA and MIO, is the LMS of Champlain Regional College.

## INTRODUCTION

All colleges are required by law to have a *Strategic Plan*, a *Student Success Plan*, an *Institutional Policy on the Evaluation of Student Achievement* (IPESA), and an *Institutional Policy on the Evaluation of Programs of Study*, (RREC, section 25; General and Vocational Colleges Act, sections 17.0.1 and 17.0.2). These plans and policies align and interconnect to comprise a college's Quality Assurance System. The IPESA sets out the rules for the evaluation of learning that apply to all courses and programs that, under the responsibility of Champlain College Saint-Lambert, lead to a Diploma of College Studies (DEC) or an Attestation of College Studies (AEC).

In the Fall of 2019, Champlain College Saint-Lambert (CCSL) became a constituent college of Champlain Regional College. This new status allowed the college, for the first time, to create a policy on the evaluation of student learning that represents the values and practices unique to the CCSL educational community. Previous IPESAs required a consensus among the three Champlain Regional College campuses.

Work on this policy began in 2018 in anticipation of the college's new status and, in April 2021, the policy name was changed to IPESL, *Institutional Policy on the Evaluation of Student Learning*, to reflect the French title more accurately, *Politiques institutionnelles d'évaluation des apprentissages*, and to underscore the connection between assessment and student learning.

## AIMS & OBJECTIVES

The purpose of the IPESL is to support the educational community at Champlain College Saint-Lambert as we synthesize our individual and collective efforts to provide meaningful learning for every student within our educational system.

As such, the principles and ideals upon which this policy is based consider current knowledge about how students learn, the diversity of learners, and the unique ways of teaching and learning in each discipline, which lead to practices that can be embraced by all faculties and to practices that belong within the internal operation of specific departments and programs.

This policy acknowledges that the assessment and evaluation of student learning is an integral part of the teaching and learning process that has two equally important purposes: (1) to validate student progress and (2) to increase student learning. To support this double purpose, this policy provides faculty with principles to consider, guidelines for practice and pedagogical support, while simultaneously recognizing the role played by each member of the CCSL community to enhance student learning.

It seeks to guide the development of evaluation practices and procedures that are valid, reliable, fair, inclusive, transparent, and accessible. Ultimately, it is meant to enhance student engagement and foster the college's mission and values by creating a culture of learning and assessment that promotes community, collaboration, caring, respect, and lifelong learning.

## SCOPE OF APPLICATION

*The Institutional Policy for the Evaluation of Student Learning (IPESL)* applies to all credit courses in the Day Division and Continuing Education at Champlain College Saint-Lambert. The IPESL is aligned with Champlain College Saint-Lambert's *Mission, Student Success Plan, and Strategic Plan*.

### 1. PRINCIPLES

The six principles defined below are the values that underlie the evaluation of student learning at Champlain College Saint-Lambert.

#### Principle 1

##### Valid

Validity is the extent to which the task measures what it claims to be measuring. Valid assessments reflect the curricular and developmental goals of the lesson, course and/or program and represent content, processes and intellectual abilities students have had the opportunity to learn. Validity is achieved when assessment methods are directly connected to the ministerial competencies they aim to measure.

#### Principle 2

##### Reliable

Reliability has to do with the consistency, or reproducibility, of a student's performance and a teacher's judgement of that performance on an assessment task. For example, if a teacher were to administer a test with high reliability to a student on two occasions - all things being equal - the teacher should reach the same conclusion about the student's performance each time.

#### Principle 3

##### Transparent

Transparency refers to the extent to which all learners know and understand what is required by the assessment task, and therefore, what is expected of their learning. It begins by having clear learning outcomes with precise and explicit standards and communicating to students what those learning outcomes mean and require.

Regardless of the nature of the assessment task, it is essential that students know when it will occur, how much time they will have to complete the task, whether it is to be completed in class or outside of class, how much it contributes to their overall grade for the course and how it will be graded.

#### Principle 4

##### Fair and Inclusive

A fair assessment is inclusive; it considers the cultural, linguistic, and developmental differences among learners and offers appropriate adjustments to meet the needs of students who require accommodation. The principle of fairness also involves what precedes an assessment (for example, access and resources) its consequences (for example, interpretations of results and impact), and aspects of the assessment design itself. A fair assessment has no surprises.

## Principle 5

### Varied and Multi-dimensional

The most reliable classroom assessments use multiple measures of student performance and provide students with more than one way to demonstrate that they have met a particular standard or competency. When teachers draw on multiple sources of evidence, they form a more accurate picture of learning, and a firmer base for improving the educational experience.

## Principle 6

### Aligned

At the course level, alignment is achieved when the intended learning outcomes (ministerial objectives), instructional processes (teaching and learning activities) and assessments (formative and summative evaluations of student learning) are intricately related and connected to each other.

At the department level, this means that in multiple sections of the same course, teachers share a common understanding of the competencies and the standards at which students are expected to achieve them, and of the assessments that can measure the attainment of those competencies and standards.

## 2. IDEALS

The ideals name assessment practices that operationalize the principles.

### Effective Assessments:

- Drive the learning process by enhancing student and teacher engagement
- Create a sense of community by providing opportunities for knowledge sharing, social integration, and peer and teacher support
- Provide timely feedback; ideally, graded work is returned to students within two weeks
- Help students focus their learning on the important goals of the course
- Promote a shared responsibility between students and teachers for learning
- Emphasize academic integrity by focusing on the values of responsibility and trust

### 3. EVALUATING STUDENT LEARNING: RULES, ROLES & RESPONSIBILITIES

#### 3.1 The Course Outline

The course outline is a key mechanism of the IPESL as it outlines what is to be learned. It names the ministerial competencies and their connection to the learning outcomes, the learning activities, and the varied ways learning will be measured. It also states the role of the course in the program of study and how it contributes to the program's Exit Profile.

Course outlines, both generic and specific, are developed and adopted by the department to which the course belongs. The generic course outline (GCO) provides a guiding framework for the course and fosters cross-sectional equity. The GCO serves as the basis for specific course outlines (SCO) developed by teachers and distributed to students.

The specific course outline:

- Identifies the name of the course, its course code, the semester, the teacher's name, the course time, the location, and the teacher's contact information
- Indicates the number of credits, the place and purpose of the course in the program in relation to the program Exit Profile (Day Division) or its place in a sequence of courses (Continuing Education)
- States the ministerial competencies to be achieved in the course
- Indicates prerequisite courses to be completed or co-requisites (courses to be taken concurrently)
- States the weighting (ponderation), that is, the total number of learning hours the course requires expressed in terms of expected hours of instruction, practical work, and work completed outside of class
- Lists required materials and ancillary fees
- Describes the course content and the way it connects to the ministerial competencies and the specific learning objectives achieved through the successful completion of the course
- Specifies the class methodology and mediagraphy, that is, instructional resources such as software, videos and websites
- Specifies the learning activities and the types of assessments
- Defines assessments as either formative or summative or a combination of the two
- Specifies how students will engage in the course
- Specifies the criteria on which student engagement will be evaluated
- Defines how the language standards for English or French literacy are applied in course assessments
- Stipulates the assessments on which the mid-course assessment of student progress is based
- States the evaluation structure for the course, including deadlines and the contribution of each assessment to the final grade
- Provides a calendar of when assessments will occur (subject to change), except for low-risk evaluations, such as pop quizzes or learning activities that promote engagement
- Stipulates which assessments constitute the final summative evaluation
- Includes the IPESL statements on attendance and academic integrity
- Includes rules and policies unique to specific departments or programs
- Includes a link to the IPESL
- Is distributed and uploaded into the LMS at the beginning of the course



### 3.2 Teacher Responsibilities & Commitment to the Evaluation of Student Learning

Teachers support and supervise their students' learning by preparing course outlines, course materials and learning activities, while providing formative feedback and correct assignments and assessments.

The list below states teacher responsibilities that connect directly to the assessment of student learning through:

- Reading the IPESL and respecting its guidelines
- Preparing the course outline and assessments according to the GCO and standards established by their respective department
- Presenting the course learning outcomes, content, methodology, and mediagraphy within the first week of class
- Explaining the ministerial competencies in relation to the specific learning outcomes, learning activities, and assessments
- Ensuring that students have access to and understand the methods and/or mechanisms of assessments that rely on technology to complete
- Grading their students' learning according to the standards adopted by their respective departments
- Identifying the segment of learning that a class test or final exam is measuring
- Distributing written instructions and grading criteria at least three weeks prior to the due date for a final essay, research paper, or special project
- Scheduling make-up assessments or final exams for college-approved absences
- Accommodating the assessment of learning for students registered with the Student Access Centre (SAC), according to the student's Individual Educational Plan (IEP)
- Providing students with formative feedback
- Providing timely feedback
- Returning graded work (ideally within two weeks)
- Posting graded assessment results to the LMS in a timely manner
- Reviewing assessment corrections at a student's request
- Following the IPESL procedures in cases of plagiarism and cheating
- Keeping any final evaluation not returned to students for one year
- Recording student attendance as required for enrolment verification and matters of safety and health
- Submitting the mid-course assessment of student learning by the set date (This applies to Day Division)
- Submitting the final course grade by the set date
- Participating in grade reviews as required
- Ensuring the confidentiality of students' information and documents

### 3.3 Student Responsibilities & Commitment to Learning

Academic success for students transitioning from high school to college requires a new way of learning as they adapt to new learning environments and assessment tasks. Students are challenged to assume responsibility for their learning by working independently and collaborating with others. This independence and shared responsibility for learning is developed as students progress through their programs of study and gain awareness about different learning situations in different disciplines.

Interacting with course content, engaging in critical and analytical thinking, and applying knowledge to discussions and assignments requires being prepared and present in class, engaging in learning activities, supporting the learning of peers, and, when necessary, actively seeking support from one's teachers.

Through intentional engagement in the learning community, students develop higher-level intellectual abilities, sophisticated attitudes towards knowledge and learning, and positive attitudes toward themselves and others involved in the learning process.

Students are responsible for:

- Reading the IPESL and respecting its guidelines
- Attending all classes, labs, workshops, field trips, stages and learning team activities
- Reading course outlines
- Seeking to understand the course learning outcomes, learning activities, and assessments
- Understanding and respecting department policies
- Working collaboratively with peers
- Completing assigned learning activities
- Engaging in collaborative work as it is described in the course outline
- Attending all scheduled evaluations
- Submitting assessments by the deadline
- Observing the formatting requirements for submitted work as set in the course outline
- Applying the language standards for English and French literacy
- Ensuring the authenticity of academic work
- Understanding the consequences of plagiarism and cheating
- Keeping copies of submitted assessments throughout the semester
- Notifying teachers within one week of any suspected grading errors
- Communicating with teachers to seek help if they are facing challenges that affect their ability to attend or engage in class
- Using the resources provided by the college to support student learning
- Informing their teachers through MIO of any absence either in advance or within 48 hours of the absence<sup>1</sup>. Continuing Education students must inform their teachers through the method of communication identified in the course outline.

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<sup>1</sup> In cases where this is not feasible (e.g., due to exceptional circumstances), students must notify their teacher as soon as reasonably possible. Failure to provide timely notification may result in the absence being considered unapproved.

- Using the College's attendance validation process within 48 hours of the absence<sup>2</sup> to request College approval for absences requiring alternative arrangements for missed in-class graded activities or evaluations. Continuing Education students must follow their department's specific process.
- Catching up on any missed course content or work due to any absence.
- Acting in a respectful way with all individuals in the CCSL learning community, whether in-person or online, on field trips and stages, and any time they represent CCSL

### 3.4 Attendance

Attendance at all classes, labs, workshops, field trips, internship placements and learning team activities is mandatory to the process of learning.

#### 3.4.1 Attendance Obligation

Each student is registered in a specific academic program. All program courses contribute to the overall development of the student.

By being present for all classes, students benefit from the learning process designed by the teacher, the acquisition of a deep understanding of the course content, involvement with peers, the subject matter, and the successful completion of assessments that measure the achievement of the learning outcomes.

Attendance is recorded by teachers for enrolment verification and matters of safety and health. While attendance alone cannot be used to assign grades, students are expected to attend and participate in all scheduled classes and learning activities. The College recognizes that regular attendance is an important part of student success, and chronic absenteeism is considered an indicator of being at-risk for failing a course.

In other words, even though marks cannot be given (or taken away) just for being present or absent, students who frequently miss class are much more likely to fall behind and struggle to meet course requirements. Being present helps students stay engaged, understand the material, and complete learning activities that may be graded.

Students are responsible for keeping up with course content, meeting deadlines, and communicating with their teachers if they are absent. In-class learning activities may only be completed during class time and cannot be made up if missed.

#### 3.4.2 Early Alert System

Champlain College Saint-Lambert uses an Early Alert System to support student success and well-being. If a College employee becomes concerned about a student's frequent absences, unusual behaviour, disengagement, or any other issue that may be affecting their academic performance or overall experience in the classroom, they can submit an alert to Student Services for students in the Day Division or to the Academic Advisor in Continuing for Continuing Education students.

This system is not disciplinary. It is a supportive measure designed to help students access resources, receive guidance, and stay on track. Once a concern is submitted, a staff member from Student Services

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<sup>2</sup> In cases where this is not feasible (e.g., due to exceptional circumstances), students must notify their teacher as soon as reasonably possible. Failure to provide timely notification may result in the absence being considered unapproved.

or the Academic Advisor from Continuing Education will follow up with the student directly to offer assistance and explore available support.

Students are encouraged to communicate with their teachers and seek help early if they are facing challenges that affect their ability to attend or engage in class.

The Early Alert System operates in strict adherence to confidentiality protocols. All information submitted is treated with the utmost discretion— student records or personal information will be kept strictly confidential in accordance with institutional policies and applicable privacy legislation.

### 3.5 Absences

When a student is absent, they are responsible for making up any missed course content. The teacher is not obligated to provide make-up instruction.

Absences from an in-class graded activity or evaluation only qualify for make-up assessments under specific circumstances (see 3.5.1). The student will normally receive a grade of zero (0). Exceptions may be considered for the reasons listed in section 3.5.1, subject to college approval.

Students are responsible for informing their teachers through MIO of any absence either in advance or within 48 hours of the absence<sup>3</sup>. Continuing Education students must inform their teachers through the method of communication identified in the course outline.

**Note:** For absences from lab and clinical activities, see 4.13.

#### 3.5.1 College-Approved Absences

College-approved absences include documented:

- Authorized college activities
- Religious observances
- Indigenous cultural practices, observances, or ceremonies
- Legal obligations
- Significant physical or mental health conditions
- Personal or family emergencies

Students seeking a college-approved absence must submit their request through the official validation process<sup>4</sup> and may be asked to provide supporting documentation. Requests for college-approved absences are monitored and recorded. Any excessive or improper use may be flagged and requests for alternative arrangements may be denied.

If the absence is approved by the College, the student is granted alternative arrangements for the in-class graded activity or evaluation in accordance with the departmental policies stated in the course outline.

Due to government directives, medical notes are required for absences of five (5) consecutive days or more.

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<sup>3</sup> In cases where this is not feasible (e.g., due to exceptional circumstances), students must notify their teacher as soon as reasonably possible. Failure to provide timely notification may result in the absence being considered unapproved.

<sup>4</sup> The official process for the Day Division is currently the online form overseen by the Registrar's office. For Continuing Education, students are requested to follow the process outlined in their program's Student Handbook. These processes are subject to change.

**Note:** Teachers will record student attendance as required for enrolment verification and for health and safety purposes (see 3.2). The College will contact students when their absences raise concerns among their teachers.

## 4. EVALUATING STUDENT LEARNING: THE PROCESS

The evaluation of student learning is based upon the grading of students' assessments. Graded assessments indicate how well the student has achieved a course's learning outcomes and standards, that is, the course's competencies. Grades are recorded, as the term progresses, in the college's learning management system in numerical values that correspond to the standards and criteria of performance outlined by MEES and further defined by departments and programs.

The evaluation of student learning is an ongoing process that encompasses each course, department, discipline, and program. Faculty collaboration within departments and across disciplines ensures that assessments at every level of the college's evaluation system are valid, reliable, fair and inclusive, transparent, varied and multidimensional, and based on performances that span a period of time.

Teachers are required to describe and define all assessment tasks to ensure that students understand the expectations, objectives, and criteria for evaluation. This practice is essential for maintaining transparency in the grading process and helping students effectively prepare for and succeed in their academic endeavours. Complex assessment tasks, commonly referred to as performance-based assessment, need to be accompanied with written instructions that explain how each assessment connects to the course's learning outcomes. They also need to be accompanied with evaluation criteria and/or grading rubrics and a statement of its overall value towards the final grade.

### 4.1 Final Course Grades

A final course grade reflects a student's level of achievement of the course's learning outcomes and standards. The passing grade for any course is 60%. The following grading scale is used at Champlain College Saint-Lambert.

| Percentage | Description                      |
|------------|----------------------------------|
| 90% - 100% | Outstanding                      |
| 80% - 89%  | Excellent                        |
| 70% -79%   | Good                             |
| 60% - 69%  | Satisfactory                     |
| 0-59%      | Standards of Performance not met |

It is the role of departments in the Day Division to determine what types of assessment are appropriate to the discipline and the grading standards, that is, the levels of academic performance that represent student achievement from an unsatisfactory to an outstanding level. This ensures coherence and equity among multiple sections of the same course.

In Continuing Education, the teacher, working in consultation with the pedagogical counsellor assigned to the course, determines what types of assessment are appropriate and the requisite academic standards.

Additional assignments to increase grades and bonus grades are not allowed. If a teacher determines that an entire class requires additional work to fulfill the competency, the teacher is permitted to assign another task, which will require a change to the evaluation grid and course outline; changes need to be authorized by the DAA.

## 4.2 Formative and Summative Assessment

The assessment and evaluation of student learning has two equally important purposes: (1) to increase student learning, and (2) to validate student progress. These two complementary purposes are central to understanding the importance of balancing formative with summative assessments, which work in tandem to support student learning. Formative and summative assessments are required in all courses.

### 4.3 Formative assessments increase student learning

Formative assessment is directed towards helping students advance their learning through feedback received from teachers and/or peers. It is future-focused, action-oriented and used to improve student learning by considering the student's current level of understanding. Ideally, it is offered in time for the student to apply it immediately—that is, before their work is evaluated—or it can accompany an assignment already graded with the expectation that it will be applied in the future.

### 4.4 Summative assessments validate student learning

Summative assessment is used to evaluate student learning. Summative assessments are given at significant learning points within a course, at the end of a course, and at the end of a program. Summative assessments judge the student's performance against the established course criteria and standards.

### 4.5 Mid-Course Assessment of Student Progress

In the Fall and Winter semesters, students receive an assessment of their academic progress for each course in which they are registered. It is based upon the accumulated grades, which by the 8<sup>th</sup> week of classes, must comprise a minimum of 20% of the course's total grade. Exceptions may apply in intensive or internship courses.

In the case of program-specific courses in Science programs, the mid-course assessment is based upon the accumulated grades, by the 10<sup>th</sup> week of classes, which must comprise a minimum of 25% of the course's total grade.

In Continuing Education, students receive feedback on evaluations that comprise a minimum of 25% of their total grade by the midpoint of the course.

This mid-course assessment is not necessarily a specific evaluation task. It is the teacher's judgement

of how the student is progressing in the course based on the work submitted to date. It allows students to make decisions about how they are approaching their learning to ensure a successful completion of the course. It encourages the continuation of effective learning strategies and/or identifies areas that need improvement.

The following mid-course performance indicators of student progress are used at CCSL.

| Description                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------|
| Excellent Performance – 90% and above                                                                                                    |
| Very Good Performance – 80% to 89%                                                                                                       |
| Good Performance – 70% - 79%                                                                                                             |
| Passing but needs work – 60% - 69%                                                                                                       |
| Experiencing difficulty – 59% and below                                                                                                  |
| Assignments have not been submitted; see the teacher                                                                                     |
| Absent - Student stopped attending class                                                                                                 |
| Student attends class but assessments have not been submitted                                                                            |
| The student does not attend class on a regular basis                                                                                     |
| No evaluation available<br>(Applicable only to internships and intensive courses such as those found in Physical Education and Nursing). |

#### 4.6 Learning Activities and Engagement

Attending class cannot be used on its own as a basis for grading student performance. However, grades may be assigned to learning activities that are aligned with the course's learning outcomes and that require the student's presence to complete.

In this context, it is important to distinguish between physical presence and meaningful participation or engagement. Engagement involves a student's active and sustained involvement in the learning process—such as contributing to discussions, collaborating with peers, completing tasks, and responding to feedback. These behaviours support the achievement of course learning outcomes and may be assessed when they are clearly connected to those outcomes.

The learning activities that promote engagement must be defined in the course outline.

#### 4.7 Collaborative Work

While grading collaborative work can consider the process and the outcome, it must consider each student's contribution to the final product. Criteria for grading collaborative work must be clearly defined and its weighting must respect the guidelines established in the GCO.

#### 4.8 End of Course Summative Assessments

The summative assessment at the end of every course attests to the student's achievement of the competencies that is, the specific learning outcomes attached to the course. This evaluation accounts

for a substantive value toward the final grade, with a range between 30% and 40%. It can be a single or combined assessment task.

Exceptions to the weighting of the final summative assessment may occur in courses that have clinical learning experiences, internships, modular courses, and intensive courses. In modular courses, student learning is evaluated through summative assessments at the end of each module.

These assessments serve as summative evaluations of the competencies or learning objectives targeted within each module.

In all Day Division courses, in-class tests in the final two weeks of the semester cannot exceed 20% of the course's total grade value and cannot replace a final exam.

#### 4.9 Multiple Threshold Grading

Multiple threshold grading occurs in courses that have distinct components of learning, which are measured by distinct forms of assessment or assessment groups (e.g., lab and theory components). The minimum weight of a multiple threshold assessment or assessment group in a course's overall grade is 20%.

A student must achieve a grade of 60% or higher in each threshold assessment or assessment group to pass the course. In cases where a student does not achieve the passing requirements, the overall course grade cannot exceed 55%.

Multiple threshold grading is mandatory when identified in a GCO and applied consistently between all sections of the same course. If not defined in the GCO, multiple threshold grading cannot be included in a SCO. In courses where multiple threshold grading occurs, it is presented in the SCO and explained to students in class at the beginning of the course.

#### 4.10 Assessment of Students in Professional or Clinical Placements

In cases where a course includes a professional or clinical placement:

- The placement is directly connected to specific learning outcomes
- The grading is based upon student performance in all identified tasks, feedback from the host supervisor, and assessment by the teacher responsible for the course
- Students receive ongoing feedback throughout the professional and/or clinical placements
- Students receive written feedback from the teacher responsible for the course

#### 4.11 Scheduling of Assessments

In both the Day Division and Continuing Education, assessments and examinations cannot be scheduled or due for submission on statutory holidays.

In the Day Division, assessments and examinations cannot be scheduled or due for submission during the Reading Week or identified Study Days and Pedagogical Days. An exception applies to Ministerial examinations that are scheduled by the government.

In the Day Division, in-class tests in the final two weeks of the semester cannot exceed 20% of the course's total grade value and cannot replace a final exam.



In courses where the final summative assessment is a complex assessment task completed outside the classroom setting, such as a final essay, research paper, or special project, teachers must post and/or distribute written instructions and grading criteria at least three weeks prior to the due date.

In the Day Division, no examination (test, quiz, or combination of tests and quizzes) worth more than 20% of the final grade may be held in the last two weeks of class during the Fall or Winter semesters. This restriction does not apply to oral presentations, research papers, and final essays.

In the Day Division, the seven-day exam period, at the end of the Fall and Winter semesters, exists for scheduled exams, take-home exams, and the completion of final projects. In the case of time-sensitive, take-home exams, it is the teacher's responsibility to verify that the allotted time for its completion and submission is sufficient and does not conflict with officially scheduled exams.

#### 4.12 Make-up Assessments for Students with a College-Approved Absence

When a teacher in the Day Division is informed by the Registrar's Office and/or the Student Access Centre (SAC) about a student's college-approved absence (3.5), the teacher is required to make reasonable alternative arrangements for assessment that align with the course learning outcomes.

When a teacher in Continuing Education is informed by the Continuing Education Office and/or the Student Access Centre (SAC) about a student's college-approved absence, the teacher is required to make reasonable alternative arrangements for assessment that align with the course learning outcomes.

The form of the make-up assessment will be determined by the course teacher and may include, but is not limited to deadline extension, deferred test, alternate assessment, and re-weighting of grades. Re-assessments or re-submissions of individual assessments must align with the generic course outline; cases that do not will be at the discretion of the department.

Make-up assessments may require special consideration and extra time to complete. Depending on the type of assessment, teachers may allow students to complete the make-up assessment in an alternative form or format. An alternative assessment must measure the achievement of the same course learning outcomes.

Note: In cases when make-up assessments do not comply with the IPESL, teachers contact the appropriate DAA for approval.

No alternative arrangements for assessment are required for absences that are not college-approved.

#### 4.13 Required Attendance Circumstances

For safety reasons, specific attendance policies are strictly enforced for Nursing clinical learning experiences, Science laboratory sessions, and intensive Physical Education courses.

Students who miss any sessions in these critical areas must refer to the detailed attendance policies outlined for each specific program. These policies are designed to address the safety protocols essential to Nursing clinical learning experiences, Science laboratory sessions, and intensive Physical Education courses.

In the case of students registered in partnership programs with other institutions, students must refer to the established attendance policy of that institution.

#### 4.14 Standards of Literacy and Proficiency in Written English

For classes conducted in English; supporting course materials should be provided in English, unless the required material is unavailable in English. Students are to submit assessments in English.

This does not apply to courses where the learning objectives specify that the language of instruction is other than English or for courses designated to be taught in French.

Champlain College Saint-Lambert recognizes the importance of increasing students' ability to use written English in all areas of study and life. As such, in courses where the acquisition of English language skills is not the primary learning objective, a minimum of 10% and a maximum of 20% is included in the grading criteria of assessment tasks with substantial written components.

In courses where the acquisition of English language skills is a primary learning objective, marking criteria are defined for all assessments. For these courses, the English department determines the range of grades for English proficiency.

#### 4.15 Standards of Literacy and Proficiency in Written French

Champlain College Saint-Lambert recognizes the importance of increasing students' ability to use written French in all areas of study and life. As such, in courses where the acquisition of French language skills is a primary learning outcome, assessment criteria are defined for all assessments. For these courses, the French department determines the range of grades for French proficiency.

In courses where the acquisition of French language skills is not a primary learning outcome, the department to which the course belongs determines the range of grades for French proficiency.

#### **Language of Instruction – Other Courses Offered in French**

In other courses delivered in French, student evaluation focuses primarily on the achievement of the course-specific learning objectives. While language proficiency in French may be considered in the assessment of written or oral work, it must not constitute more than 10% of the overall course grade. This ensures that students are evaluated principally on the content and competencies defined in the specific course outline, while maintaining reasonable expectations for language use.

#### 4.16 Ministerial Examinations

DEC

All students enrolled in programs leading to a Diploma of College Studies (DEC) must pass an Exit Examination to graduate. This examination, which is prepared by the Ministry in collaboration with college teachers, is standardized across Québec. Students who hold a "certificate of eligibility" that permits them to study in English at an English Cégep are required to write the English Exit Exam. Those without a "certificate of eligibility" must write the French Exit Exam, also known as the *Épreuve uniforme de français* (EUF). Regardless of the exam language, successful completion is mandatory for graduation from Cégep. Should a student not succeed in passing the Exit Exam, they are permitted to retake it at a subsequent sitting of the exam.

## AEC

All students enrolled in programs leading to an Attestation of College Studies (AEC) must satisfy the French language requirements under Law 14, Section 88.0.18 to graduate. Students who submit a *Certificate of Eligibility* (COE) are exempt from this requirement.

Other possible exemptions for students who do not hold a COE are determined by the Ministry and are listed on the College website.

Students who are not exempt must submit proof that they have attained *Level 4 Written* and *Level 7 Oral French*. The list of tests that are acceptable as proof of attainment of these levels are determined by the Ministry and are listed on the College website.

## 5. PROGRAM COMPREHENSIVE ASSESSMENTS

### 5.1 The Program Comprehensive Assessment in the Day Division

To receive a Diploma of College Studies (DEC), every student successfully completes a Program Comprehensive Assessment (PCA), which aligns with the program's Exit Profile or Graduate Profile for the program and attests to the student's achievement of the general education and program-specific competencies. It is designed to attest to a student's level of mastery of an integrated set of skills acquired in their studies in the program as a whole.

The PCA is an evaluation activity which is appropriate to the program, as in the case of essays, research projects, portfolios, oral reports, and other forms of performance-based assessments. For most technical programs, work study, externships or internships are part of the PCA.

The PCA is developed and approved by the Program Committee, which determines the prerequisite courses needed for students to be eligible to complete it. It also establishes the conditions and criteria for redoing the PCA in cases where students fail. The description of the PCA needs to be accessible to students in the program, faculty who teach in the program, and the Registrar's Office.

CSSL is responsible for ensuring that a detailed description of each academic PCA is available on the college website. This description includes the conditions under which a student may retake the PCA if they fail on their first attempt.

The PCA is reviewed and updated annually by the respective program committees to ensure its relevance and accuracy. This information is accessible alongside other program details on the college website.

### 5.2 The Program Comprehensive Assessment in Continuing Education

In Continuing Education, the PCA is developed by the teacher in consultation with the pedagogical counsellor assigned to the course associated with the PCA. They define the conditions for redoing the PCA in cases where students have failed. The description of the PCA is available to students, faculty and the pedagogical team associated with the program. The PCA is reviewed annually by the DAA.

## 6. ACADEMIC INTEGRITY

The academic community at Champlain College Saint-Lambert is built on the shared values of fairness, justice, and honesty. Academic integrity means putting these values into practice by being honest in the academic work we do as teachers and students of this college. It is the responsibility of all community members to ensure that we demonstrate academic integrity by:

- Using information appropriately, according to copyright and privacy laws
- Acknowledging where the information we use comes from
- Not presenting the work of others as our own
- Conducting research ethically, according to the College's regulations on human research ethics
- Acting in an ethical manner in all our academic endeavors

### 6.1 Cheating and Plagiarism

Plagiarism and cheating are serious forms of academic dishonesty which undermine learning and erode trust within the academic community. Academic cheating, in the broadest sense, is any deceptive or dishonest practice relative to academic coursework and assessments intended to provide oneself or another with a dishonest academic advantage.

Plagiarism, which is a form of cheating, is the use of another person's ideas, words, or material without acknowledging its source. Common forms of plagiarism found in assessments include copying or paraphrasing texts and media published in print or online without citing its source, or the unauthorized or unethical use of Artificial Intelligence.

A student will be accused of cheating and plagiarism if they copy or include another person's work as their own, receive unauthorized assistance on any type of assessment, take credit for work they did not create, or share work with other students who may use it as their own.

### 6.2 Reporting Cheating and Plagiarism: Day Division and Continuing Education

Teachers in the Day Division report cases of plagiarism and/or cheating to the Registrar's Office.

Teachers in Continuing Education report cases of plagiarism and/or cheating to the Academic Advisor in Continuing Education.

When a student is accused of cheating, plagiarism, or the unauthorized or unethical use of Artificial Intelligence, the teacher is responsible for informing the student of the accusation and immediately assigning a grade of zero for the assessment in question.

#### 6.2.1 Day Division Procedures

Day Division faculty complete and submit all reports detailing incidents of cheating and plagiarism to the Registrar's Office.

Should a student decide to contest an accusation, the initial step is to discuss the matter directly with the teacher. If the student is dissatisfied with the outcome of this discussion, they can appeal the decision by contacting the Registrar's Office to formally contest the allegation.

### 6.2.2 Continuing Education Procedures

Continuing Education teachers complete the form and submit it to the Continuing Education Office. If the student is deemed to be at fault, they receive a grade of zero on the assessment task and a note is placed in their file.

Should a student decide to contest an accusation, the initial step is to discuss the matter directly with the teacher. If the student is dissatisfied with the outcome of this discussion, they can appeal the decision by contacting the DAA to formally contest the allegation (see 7.8).

### 6.3 Consequences of Cheating and Plagiarism

It is important to note that a record of the infraction, including any incidents related to the unauthorized or unethical use of Artificial Intelligence, is maintained in the student's file for the duration of their college education at CCSL.

If a student has already been accused of cheating or plagiarism, any further instances of academic dishonesty could lead to more severe academic consequences, potentially culminating in expulsion from the college.

## 7. STUDENT ACADEMIC CONCERNS & APPEALS

### 7.1 Concerns about Assessments in the Day Division

If a student has concerns about assessment methods, criteria, weighting, accommodations and/or deadlines that are inconsistent with the course outline, they should speak with the teacher. If the issue is not resolved, the student can contact the department coordinator from the department to which the course belongs. The department will apply its internal process for reviewing course outlines and assessment criteria. If the student's concern is not resolved, they may contact the DAA who will ensure that the IPESL has been applied.

### 7.2 Appealing an Assessment Grade during the Semester in the Day Division

Students who wish to have a grade reconsidered for an evaluation other than a final assessment must contact their teacher through MIO within one week of receiving the grade. If, after communicating with the teacher, the issue remains unresolved, the student may contact the department coordinator, at which point the department's internal grade review process will be applied. If concerns persist, the student may submit an appeal form to the Registrar's Office, which will forward it to the DAA to ensure that IPESL procedures have been followed.

### 7.3 Appealing a Final Course Grade in the Day Division

A mark review is a formal process that applies only to a student's final summative assessment (see 4.8) or final course grade (including potential calculation errors). It is not a mechanism to re-submit work, complete missed assessments, or improve a grade. It involves the student, the teacher of the course for which the grade is being appealed, the Registrar's Office, the department coordinator, and the respective Mark Review Committee.

Before submitting a formal request, students are expected to first communicate their concerns to their teacher through MIO. If the concern is not resolved, the student may proceed with a formal mark review request through the College's established procedure and within the prescribed deadlines indicated in the academic calendar.

To file a mark review request, the student completes an appeal form, provides a valid reason for the appeal, and submits it with supporting documentation to the Registrar's Office. The Registrar's Office forwards the appeal to the department coordinator who then relays the information to the department's Mark Review Committee. The contested grade can remain the same or be raised, unless academic dishonesty is discovered during the appeal process.

#### 7.4 Concerns about Assessments in Continuing Education

If a student has questions and concerns about assessment methods, criteria, weighting, accommodations, and deadlines that are inconsistent with the course outline, they should speak with the teacher or communicate with the teacher. If the issue is not resolved, the student can contact the pedagogical counsellor associated with that program, who in consultation with the teacher, will attempt to resolve the issue. If the student's concern is not resolved, they may contact the DAA for Continuing Education who will ensure that the IPESL has been applied.

#### 7.5 Appealing an Assessment Grade During the Course in Continuing Education

Students who wish to have a grade explained or reconsidered for an assessment must communicate their concerns to their teacher within one week of receiving the grade. If, one week after communicating with the teacher, the issue remains unresolved, the student may contact the pedagogical counsellor associated with that program.

The teacher, in consultation with the pedagogical counsellor, will attempt to resolve the issue. If the concern is not resolved, the student may contact the Continuing Education office to complete and submit an appeal form. This form will be forwarded to the DAA for Continuing Education to ensure that IPESL procedures have been followed.

#### 7.6 Appealing a Final Course Grade in Continuing Education

A mark review is a formal process that applies only to a student's final summative assessment (see 4.8) or final course grade (including potential calculation errors). It is not a mechanism to re-submit work, complete missed assessments, or improve a grade. It involves the student, the teacher of the course for which the grade is being appealed, the Continuing Education department, and the respective Mark Review Committee.

Continuing Education students have one week, after receiving a final grade, to request a final course grade review. Before submitting a formal request, students are expected to first communicate their concerns to their teacher through the method of communication identified in the course outline. If the concern is not resolved, the student may proceed with a formal mark review request through the department's established procedure.

To file a mark review request, the student completes an appeal form, provides a valid reason for the appeal, and submits it with supporting documentation to the Continuing Education office. The office

relays the information appeal to the mark review committee for Continuing Education. The contested grade can remain the same or be raised unless academic dishonesty is discovered during the appeal process.

The contested grade can remain the same or be raised unless academic dishonesty is discovered during the appeal process.

### 7.7 Appealing an Accusation of Plagiarism or Cheating in the Day Division

Students have the right to appeal reported accusations of plagiarism and/or cheating within one week after being accused of this academic wrongdoing. If a student wishes to appeal the accusation, they must contact the Registrar's Office to complete an appeal form and submit it along with supporting documentation. The DAA, in consultation with the teacher and the student, determines its validity. The teacher can invite the department to participate in the appeals process.

### 7.8 Appealing an Accusation of Plagiarism or Cheating in Continuing Education

Students have the right to appeal reported accusations of cheating and/or plagiarism within one week after being accused of this academic wrongdoing. If a student wishes to appeal the accusation, they must contact the Continuing Education Office to complete an appeal form and submit it along with supporting documentation. The appeal is transferred to the DAA for Continuing Education, who in consultation with the student and the teacher determines its validity.

## 8. SPECIAL CASES OF COURSE-LEVEL EVALUATIONS

Students in the Day Division seeking an exemption, an equivalence, a substitution, or an incomplete must submit a request to the Registrar's Office with relevant documentation attesting to their need for a special case course-level evaluation.

Students in Continuing Education seeking an exemption, an equivalence, a substitution, or an incomplete must submit a request to the Continuing Education Office with relevant documentation attesting to their need for a special case course-level evaluation.

### 8.1 Exemption (DI)

An exemption (DI) in the remark 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. Moreover, the competencies attached to the course are deemed to have been achieved.

### 8.2 Equivalences (EQ)

A 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.

### 8.3 Substitution (SU)

A 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.

### 8.4 Temporary Incomplete (IT)

A temporary incomplete (IT) is assigned by the teacher when a student, for serious 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 must be assigned with the IT comment.

In the Day Division, the Registrar's 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. The IT can also be assigned for administrative purposes. In such cases, the student is notified.

### 8.5 Incomplete (IN)

An annotation of an incomplete (IN) in the remark section of the transcript signals that a student has registered for a course but has been unable to complete it due to serious 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.

## 8.6 Withdrawing from a Course

In the Day Division, to officially withdraw from a course, students must meet with an Academic Advisor. There are two course withdrawal deadlines. In the Fall semester, the deadline is September 19; in the Winter semester, the deadline is February 14.

If a student withdraws from a course by these respective deadlines the course will be removed from the student's schedule, it will not appear on the student's transcript and will not impact the student's R-Score. However, this withdrawal may impact the student's full-time status.

The second course withdrawal deadline is the 49th day of academic calendar for each semester. If a student drops a course by this deadline, the course will remain in the student's schedule, on the transcript with the remark (AE) which will replace the grade. This withdrawal will not impact the student's R-Score or the student's full-time status.

In Continuing Education, to officially withdraw from a course, students must submit their request in writing to the Continuing Education Office. Withdrawal deadlines are based on the hours of each course.

If a student withdraws from a course on or before it has reached 20% of the course hours, the course will be removed from the student's schedule, and it will not appear on the student's transcript. In this case, withdrawal may impact the student's full-time status.

If a student withdraws from a course after 20% of the course hours of a course but on or before 60% of the course hours of a course, the course will remain in the student's schedule and on the transcript with the remark (AE) which will replace the grade. In this case, withdrawal will not impact the student's full-time status.

Students who withdraw from a course after 60% of the course hours will receive a final course grade on their transcripts based on assessments graded prior to withdrawing. In this case, withdrawal will not impact the student's full-time status.

## 9. TRANSCRIPTS AND CERTIFICATION OF STUDIES

### 9.1 Transcripts

A transcript is an official record which lists by semester a student's courses, the final grade, the credits earned and, if applicable, special academic remarks. The official transcript also includes the list of attained competencies.

### 9.2 End of Semester Transcript in the Day Division Programs

The Registrar's Office records final course grades and issues registered students a transcript at the end of each semester.

### 9.3 Completion of Studies Transcript in the Day Division Programs

An end-of-program transcript is issued to students once the completion of the program requirements, the Program Comprehensive Assessment, and the Ministerial exit examinations are verified by the Ministère de l'Éducation et de l'Enseignement Supérieur a few months after studies are completed.

### 9.4 End of Semester Transcript in Continuing Education

The Continuing Education Office records final course grades and is responsible for preparing transcripts. Transcripts are available for students at the end of each semester upon request.

### 9.5 Completion of Studies Transcript in Continuing Education

The Continuing Education Office issues a final transcript when students complete an Attestation of College Studies (AEC). For students completing the requirements for a Diploma of College Studies (DEC), the Ministère de l'Éducation et de l'Enseignement Supérieur issues a transcript a few months after their studies are completed and verified.

### 9.6 Certification of Studies

The verification of student files in the Day Division is under the supervision of the Registrar's Office and the DAA. For students in Continuing Education, the verification of student files is under the supervision of the Continuing Education Office and the DAA.

They verify that each student has:

- Met the government-prescribed requirements for admission to the program
- Attained the required credits attached to courses and to equivalences or substitutions that may have been granted
- Passed all program courses
- Passed the Program Comprehensive Assessment
- Passed the English Exit Examination or any other exit requirements which may be imposed by the Ministry (see 4.16)

## 9.7 Diplomas of College Studies (DEC)

Upon completion of this verification, the Director of Studies seeks a recommendation from the Champlain Regional College Board of Governors to the Ministère de l'Éducation et de l'Enseignement Supérieur that a Diploma of College Studies be awarded to the student. The government awards DEC's to students upon receipt of the Board of Governors' recommendation.

## 9.8 Attestation of College Studies (AEC)

Upon completion of this verification, the Director of Studies seeks a recommendation from the Champlain Regional College Board of Governors to the Ministère de l'Éducation et de l'Enseignement Supérieur that an Attestation of College Studies be awarded to the student. The Continuing Education Office awards AEC's to students upon receipt of the Board of Governors' recommendation.

# 10. REVISION of the IPESL

The *Institutional Policy on the Evaluation of Student Learning* (IPESL) is subject to a structured revision schedule to ensure its continued relevance and effectiveness in response to evolving educational standards, regulatory requirements, and feedback from the academic community it serves.

The review process involves an assessment of the current policy's effectiveness, consideration of new educational research, and integration of feedback from all stakeholders, including both instructors and students. Annually, the IPESL Committee brings major recommendations for changes to the policy to the Commission of Studies. If the Commission of Studies approves the changes, they are forwarded to the Governing Board for final adoption. Modifications are then recorded in the Critical Path (Appendix X).

The policy is also reviewed every five years by a dedicated committee composed of faculty members, administrators, professionals and student representatives.

In addition, ad-hoc reviews may be conducted in response to significant changes in legislation or educational practices, or as part of a continuous-review cycle, ensuring that the IPESL remains aligned with best practices and serves the evolving needs of the college and its stakeholders.

# 11. INSTITUTIONAL ROLES & RESPONSIBILITIES

The institutional roles and responsibilities presented below connect exclusively to the evaluation of student learning and the implementation of the IPESL.

## 11.1 Students

In the context of the Institutional Policy on the Evaluation of Student Learning (IPESL), students play a crucial and active role in shaping and refining the policy. Students provide feedback through surveys and consultation sessions and elected representatives of the CCTA serve on the IPESL Committee.

## 11.2 Director of Studies at Champlain College Saint-Lambert

The Director of Studies oversees all programs of study in both the Day Division and Continuing Education. The Director of Studies designates specific academic duties to the Dean of Curriculum and Faculty Development and the Dean of Academic Organization in the Day Division, and the Dean of Continuing Education.

## 11.3 Dean of Curriculum and Faculty Development

The Dean of Curriculum and Faculty Development, working alongside departments and program committees, oversees the alignment of the curriculum in pre-university and career programs, and acts as the DAA for all issues connected to maintaining academic integrity, academic concerns, academic appeals, and addressing accusations of plagiarism and cheating.

## 11.4 The Dean of Academic Organization and the Registrar's Office

The Dean of Academic Organization, working alongside the designated professionals in the Registrar's Office, oversees the administration of admissions, registration, grades, the procedures for accusations of plagiarism and cheating, final grade reviews, student records and their confidentiality, college-approved absences, academic advising, transcripts, the verification of diploma requirements, the processing of diplomas, and the scheduling of courses, final exams, the administration of the English Exit Exam and other ministerial exit exams.

## 11.5 The Director of Continuing Education and the Continuing Education Office

The Director of Continuing Education acts as the DAA for Continuing Education. The Director of Continuing Education, working with the designated professionals in the Continuing Education Office, is responsible for overseeing admissions, registration, academic advising, work placement, the procedures for accusations of plagiarism and cheating, final grade reviews, student records, transcripts, and the processing of certificates and verification of diplomas and attestations, as well as overseeing the implementation of the IPESL for Continuing Education.

## 11.6 The Dean of Student Services

The Dean of Student Services, working alongside the designated professionals in the Student Access Centre (SAC), is responsible for ensuring fair assessment processes for students with disabilities (ESH) and with special needs (EBP) requiring accommodations.

## 11.7 Commission of Studies

The Commission of Studies (CoS), which advises and makes recommendations to the Governing Board, is responsible for analyzing all issues and documents connected to pedagogy and student learning in both Day Division and Continuing Education programs of study. The CoS oversees the adoption of the academic calendar; proposals for new programs of study; minor and major changes for programs of study; bylaws and policies relating to the rules, procedures and criteria governing the admission and registration of students; and Champlain College Saint-Lambert's IPESL, IPEAP, Strategic Plan and Student Success Plan.

### 11.8 Champlain College Saint-Lambert Governing Board

The members of the Governing Board are responsible for reviewing, approving, and adopting proposals for new programs of study; major changes for programs of study; bylaws and policies relating to the rules, procedures and criteria governing the admission and registration of students; Champlain College Saint-Lambert's IPESL, IPEAP, Strategic Plan and Student Success Plan.

### 11.9 Champlain Regional College Board of Governors

The Board of Governors for Champlain Regional College is responsible for recommending the students who complete the requirements for an Attestation of College Studies or a Diploma of College Studies to the Ministère de l'Éducation et de l'Enseignement Supérieur.

### 11.10 Day Division Departments

Departments are organized by academic disciplines. Departments are responsible for:

- developing GCOs and adopting the SCOs prepared by members of the department
- establishing evaluation methods and standards of performance
- participating in a review of a grade appeal during the semester
- participating in a review of an appeal of a final grade
- overseeing the implementation of the IPESL

### 11.11 Day Division Program Committees

Each pre-university and technical program of study has a program committee composed primarily of teaching representatives from the departments that contribute courses and may include the DAA and selected professionals from the Registrar's Office and other College Departments and Services. The program committee is responsible for:

- establishing the guidelines for the Program Comprehensive Assessment (PCA)
- defining the conditions and criteria for redoing the PCA in cases where students have not received a passing grade
- overseeing the implementation of the IPESL

### 11.12 Continuing Education

The designated professionals from the Continuing Education Office support teachers in:

- developing and adopting GCOs and SCOs
- establishing evaluation methods and standards of performance
- participating in a review of a grade appeal during the course
- participating in a review of an appeal of a final grade
- developing PCAs and establish criteria for redoing a PCA in cases where students have not received a passing grade
- overseeing the implementation of the IPESL

## APPENDICES

For the IPESL, the appendices section is designed to support the main policy document. As such, updates to the appendices can be made without requiring approval from the Commission of Studies, given their supportive and supplementary nature to the overarching policy.

### Appendix A - Context, Development & Implementation

This section describes the process used to design Champlain College Saint-Lambert's *Institutional Policy on the Evaluation of Student Learning*, and delineates a process for its implementation, ongoing self-evaluation, and annual revision.

The process builds a system and structure to ensure the implementation and sustainability of the policy. It also provides evidence that all stakeholders are carrying out their roles and responsibilities as described in the policy, and that the policy's objectives are continually met, including those related to fairness and equity in the evaluation of student learning.

Developing and implementing an *Institutional Policy on the Evaluation of Student Learning* suitable for teaching and learning in the 21st century requires a fundamental reconceptualization of the purposes and procedures of educational assessments inherent in each program's competency-based curriculum. Its implementation requires that the CCSL community is committed to adopting the assessment practices it establishes and understands their responsibility to oversee its successful implementation.

To reach this level of understanding and commitment, the IPESL Committee created a framework of policy design and adoption which included recurring opportunities to gather feedback from the CCSL community throughout the design process. The pedagogical goal was to initiate a college-wide conversation about assessment and its relationship to learning. At the same time the committee sought to secure policy legitimacy; exhibit clarity of purpose; obtain faculty, student, and administrative support; sustain political support; and contribute to the wider attainment of the policy objectives. Consequently, the design, adoption and implementation of this policy has been a simultaneous, integrated, recurring process.

Several different bodies and individuals will share the responsibility of implementing the IPESL: teachers, the Dean of Curriculum and Faculty Development, the Dean of Academic Organization, the Dean of Continuing Education, the Dean of Student Services, the pedagogical counselors who support teaching and learning in the Day Division, the pedagogical counsellors who support teaching and learning in Continuing Education, the Commission of Studies, the IPESL Committee, the Program Committees, and all relevant Department committees.

### Appendix B - Critical Path: April 2021 to the Present

The initial phase of the design and adoption of the IPESL included the following steps:

A proposal for the implementation process was brought to the Commission of Studies for endorsement in April 2021.

The entire Champlain College Saint-Lambert community began to examine draft installments of the IPESL, while simultaneously offering the IPESL Committee feedback. The goal was to validate suggested policies, identify blind spots, answer questions, and clarify intentions in a constructive and

collaborative way.

Prior to each installment being shared with the larger community, it was examined by the executive of the CCTA (Champlain College Teachers' Association), the SSU (Support Staff Union), and the CCPA (Champlain College St. Lambert Professionals' Association), to ensure conformity with their respective Collective Agreements.

Installment #1, which elaborates on the purpose, assumptions, principles and ideals of this new IPESL, was brought to the CCSL community on June 2nd, 2021. Subsequent installments were brought to the larger community throughout the Fall 2021 and Winter 2022 semesters.

The IPESL Committee facilitated the discourse, gathered feedback from those in attendance, transcribed the feedback and considered its relevance and merit. Necessary adjustments were incorporated.

The student voice was sought through surveys and the active involvement of a student representative.

### **Important Dates:**

#### Commission of Studies

- Initial presentation to the Commission of Studies – April 1, 2021
- Update presentation to the Commission of Studies – February 24, 2022
- Final Ratification at the Commission of Studies – June 2, 2022
- Adjustments brought to the Commission of Studies and approved at the Governing Board on May 29, 2023
- Suggestions for updates to the IPESL were presented to and approved by the Commission of Studies on May 21, 2024, and by the Governing Board on June 10, 2024.
- Suggestions for updates to the IPESL were presented to the Commission of Studies on May 15, 2025

#### Governing Board

- Initial presentation to the Governing Board - April 12, 2021
- Update presentation to the Governing Board - March 7, 2022
- Final presentation to the Governing Board – June 13, 2022
- Adjustments brought to the Commission of Studies and approved at the Governing Board on May 29, 2023
- Suggestions for updates to the IPESL were presented to and approved by the Commission of Studies on May 21, 2024, and by the Governing Board on June 10, 2024.
- Revisions presented to the Governing Board on May 26, 2026.

#### Faculty

- Ongoing consultation sessions from June 2, 2021 through June 2, 2022
- Official launch to the faculty, after ratification of the Governing Board June 13, 2022
- Week before the Fall 2022 semester begins, present policy and guidebook
- Two Consultation Sessions – April 11 & 14, 2023
- The French version of the IPESL was published in September 2023.
- Consultation sessions were held in both the Fall (November 6, 2024) and Winter (April 25, 2025)

*May 2026*

semesters to gather feedback from the CCSL community.

### Critical Path – Design and Implementation of CCSL’s IPESL

| <b>(When) Time</b>                                     | <b>(What) Subject of Inquiry</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| April-May 2021                                         | <a href="#">Presented Consultation &amp; Implementation Plan to the Commission of Studies</a>                                                                                                                                                                                                                                                                                                                                                                                                       |
| June 2, 2021<br>Consultation<br>Installment #1         | Introduction: Scope, Purpose, Assumptions, Principles & Ideals Introduced the process we designed to construct the policy                                                                                                                                                                                                                                                                                                                                                                           |
| Oct 15, 2021<br>Consultation<br>Installment #2         | <a href="#">Evaluating Student Learning: Rules, Roles &amp; Responsibilities: The Course Outline</a><br>Teacher Responsibilities & Commitment to the Evaluation of Student Learning<br>Student Responsibilities & Commitment to their Learning<br>Attendance Rules<br>Academic Integrity & Academic Dishonesty                                                                                                                                                                                      |
| <b>(When) Time</b>                                     | <b>(What) Subject of Inquiry</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Mar 28 – Apr 1, 2022<br>Consultation<br>Installment #3 | <a href="#">Evaluating Student Learning: The Process Introduction</a><br>Balancing Formative and Summative Assessment Formative assessments increase student learning Summative assessments validate student progress Mid-term assessment of student progress<br>End of course summative assessments Grading student engagement<br>Grading collaborative work<br>Program Comprehensive Assessments Day Division<br>Continuing Education<br>Standards of Literacy and Proficiency in Written English |
| May 19 – 20, 2022<br>Installment #4                    | <a href="#">Student Concerns and Appeals: Procedures Day Division</a><br>Concerns about assessment<br>Appealing an Assessment Grade During the Term Appealing a final course grade<br>Continuing Education<br>Concerns about assessment<br>Appealing an Assessment Grade During the Term<br>Appealing a final course grade<br>Appeal of Accusations of Cheating and Plagiarism (Day Division)<br>Appeal of Accusations of Cheating and Plagiarism (Continuing Education)                            |



|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| May 19 – 20, 2022<br>Installment #5 | <p><a href="#">Evaluating Student Learning: Special Cases</a> Exemption (DI)<br/> Equivalences (EQ) Substitution<br/> (SU) Temporary Incomplete (IT) Incomplete (IN)<br/> Officially Dropping and Withdrawing from a Course Certification of Studies<br/> Transcripts<br/> <b>Day Division</b><br/> End-of-Semester Transcript<br/> Completion of Studies Transcript<br/> Continuing Education<br/> End-of-Semester Transcripts<br/> Completion-of-Studies Transcript<br/> Certification of Studies<br/> Diplomas of College Studies (DCS)<br/> Attestation of College Studies (ACS)</p> |
| May 19 – 20, 2022<br>Installment #6 | <p><a href="#">Institutional Roles &amp; Responsibilities</a> Day<br/> Division<br/> Departments Program<br/> Committees<br/> Continuing Education<br/> Administration and College Governance at CCSL: Director of Studies at Champlain College Saint-Lambert The Dean of Curriculum and Faculty Development<br/> The Dean of Academic Organization and the Registrar's Office The Dean of Student Services<br/> The Commission of Studies The Governing Board<br/> The Board of Governors</p>                                                                                           |
| <b>(When) Time</b>                  | <b>(What) Subject of Inquiry</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| May 19 – 20, 2022<br>Installment #7 | <p><a href="#">Design, Adoption &amp; Implementation of the IPESL</a> Design &amp; Adoption<br/> Self-Evaluation of the Implementation of the Policy<br/> Revising the Policy</p>                                                                                                                                                                                                                                                                                                                                                                                                        |
| June 2022                           | <p><a href="#">Ratification of the IPESL</a><br/> Commission of Studies – June 2, 2022<br/> Governing Board – June 13, 2022<br/> Official launch to the faculty – following the ratification of the Governing Board<br/> Week before the Fall 2022 semester begins - present policy and guidebook</p>                                                                                                                                                                                                                                                                                    |
| Sept 2022                           | <p><a href="#">Implementation of the IPESL</a><br/> Question and Answer sessions were held during the first weeks of the term Pedagogical Day Consultation was held on November<br/> Issues surrounding attendance and multiple-threshold grading were identified Minor edits to the policy were made and statements regarding attendance were consolidated.</p>                                                                                                                                                                                                                         |

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Winter 2023 | <p>Online version with Glossary went live in March, 2023 Student Survey – March 8, 2023<br/>Teacher Survey – March 19, 2023<br/>Two Consultation Sessions – April 11<sup>th</sup> &amp; 14<sup>th</sup>, 2023<br/>Adjustments brought to the Commission of Studies and approved at the Governing Board on May 29, 2023:</p> <ul style="list-style-type: none"> <li>• Update made to the definition of cheating</li> <li>• Letters removed from Mid-Course Evaluation of Student Progress Table</li> </ul> <p>Explanation of Multiple Threshold Grading added</p>                                                                                                                                  |
| Winter 2024 | <p>The French version of the IPESL was published in September 2023.</p> <p>A digital method for securing feedback from the community was launched but needed to be deactivated.</p> <p>Recommended policy practices were placed in an <i>Implementation Table</i> for both the Day Division and Continuing Education to support the implementation, ongoing self- evaluation processes, and the annual revision of the policy.</p> <p>A consultation with the community was held on Wednesday, February 21<sup>st</sup>, 2024. Suggestions for updates to the IPESL were presented to and approved by the Commission of Studies on May 21, 2024, and by the Governing Board on June 10, 2024.</p> |
| Winter 2025 | <p>Consultation sessions were held in both the Fall (November 6, 2024) and Winter (April 25, 2025) semesters to gather feedback from the CCSL community.</p> <p>The Committee reviewed the feedback received and proposed revisions and edits to the IPESL.</p> <p>Suggestions for updates to the IPESL were presented to the Commission of Studies on May 15, 2025, and to the Governing Board on May 26, 2025.</p>                                                                                                                                                                                                                                                                              |

## Appendix C - Revisions to the IPESL

The following *Implementation Tables*, one for the Day Division and one for Continuing Education, are designed to facilitate the policy's implementation and to assess its effectiveness. The process outlined is as follows:

1. Data generated by adhering to the recommended actions within the self-evaluation *Implementation Tables* will form the foundation for the policy's annual revision. The IPESL Committee is tasked with gathering and analyzing this data during the Fall and Winter semesters and presenting a report to the Commission of Studies each year at the beginning of May.
2. Based on this analysis, the IPESL Committee will propose any necessary modifications to the policy.
3. It is then up to the Commission of Studies to decide if these recommendations are justified and if there should be a consultation with the broader Champlain College Saint-Lambert Community regarding the proposed changes.

Appendix D - IPESL Implementation Table for the Day Division

|    | Practice Points                                                                                                                                                                                                                                         | Methods<br>(How this is done)                                                                                                         | Data Sources<br>(Evidence)                                  | Responsible for Data<br>Collection                                     | When the<br>activity takes<br>place and/or<br>data is<br>collected |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------|
|    | <b>Building Awareness</b>                                                                                                                                                                                                                               |                                                                                                                                       |                                                             |                                                                        |                                                                    |
| 1. | Students receive sufficient and relevant information regarding the IPESL. In particular, its: <ul style="list-style-type: none"> <li>Purpose</li> <li>Impact</li> <li>Their rights</li> <li>Their responsibilities</li> <li>Where to find it</li> </ul> | An online version of the IPESL appears in English & French on the College's Website & is readily accessed.                            | Number of times the IPESL is viewed                         | Communications Office tracks the frequency of use throughout the year. | Ongoing                                                            |
|    |                                                                                                                                                                                                                                                         | The IPESL is highlighted at Orientation                                                                                               | Number of students at Orientation                           | Student Services                                                       | Start of the semester                                              |
|    |                                                                                                                                                                                                                                                         | Parents are informed about the IPESL on Parents' Night                                                                                | Number of attendees at Parents' Night                       | Student Services                                                       | Start of the semester                                              |
|    |                                                                                                                                                                                                                                                         | Course outlines provide a hyperlink to the IPESL                                                                                      | Course Outlines                                             | Academic Services                                                      | Start of the semester                                              |
|    |                                                                                                                                                                                                                                                         | Programs select a common course to present the IPESL to first-semester students                                                       | Programs/Departments                                        | Annual Report to Academic Services                                     | Start of the semester                                              |
|    |                                                                                                                                                                                                                                                         | A checklist identifying <i>Students' Rights &amp; Responsibilities</i> is sent to all students through MIO                            | Checklist                                                   | Student Services                                                       | Date of MIO communication                                          |
| 2. | Teachers receive sufficient and relevant information regarding the IPESL. In particular, its: <ul style="list-style-type: none"> <li>Purpose</li> <li>Impact</li> <li>Their rights</li> <li>Their responsibilities</li> <li>Where to find it</li> </ul> | The IPESL is available on the College's website & is readily accessed.                                                                | Number of times the IPESL is viewed                         | Communications Office tracks the frequency of use throughout the year. | Ongoing                                                            |
|    |                                                                                                                                                                                                                                                         | The DAA refers to the IPESL in the Welcoming Email at the beginning of each semester & includes the <i>IPESL Compliance Checklist</i> | Date email is sent                                          | Academic Services                                                      | Beginning of each semester                                         |
|    |                                                                                                                                                                                                                                                         | Info regarding the IPESL is included in faculty <i>Onboarding</i> sessions                                                            | Number of faculty who participate in the Onboarding process | IPESL Committee                                                        | Once each semester                                                 |

|    | Practice Points                                                                                                                                  | Methods<br>(How this is done)                                                                                  | Data Sources<br>(Evidence)                                                   | Responsible for Data<br>Collection            | When the<br>activity takes<br>place and/or<br>data is<br>collected |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-----------------------------------------------|--------------------------------------------------------------------|
|    |                                                                                                                                                  | IPESL Committee offers an Information & Implementation Session each semester                                   | Dates of sessions & number of attendees                                      | IPESL Committee                               | Once each semester                                                 |
|    | Assessments are Fair, Transparent, Multidimensional and Valid                                                                                    |                                                                                                                |                                                                              |                                               |                                                                    |
| 3. | Course outlines comply with the IPESL.                                                                                                           | At the start of each semester Departments review course outlines using the <i>IPESL Compliance Checklist</i> . | Course Outlines                                                              | Departments Curriculum Committees             | Beginning of each semester                                         |
|    |                                                                                                                                                  | Academic Services does an audit of course outlines.                                                            | Audit Report                                                                 | Academic Services                             | Once each semester                                                 |
| 4. | Students are informed about how learning will be evaluated, what standards of achievement are expected, and how the evaluations will take place. | Assessment methods are listed and described on the course outline.                                             | Course Outlines                                                              | Departments Curriculum Committees             | Beginning of each semester                                         |
| 5. | Assessments are aligned within and across multiple sections of the same course.                                                                  | Generic Course Outlines (GCOs) are created for all courses.                                                    | GCOs<br>Course outlines                                                      | Departments Curriculum Committees             | Ongoing                                                            |
| 6. | Formative Feedback practices are noted in course outlines.                                                                                       | Course outlines identify when formative feedback will be scheduled.                                            | Course outlines                                                              | Departments Curriculum Committees             | Ongoing                                                            |
| 7. | Students in the Day Division receive a mid-course assessment of their academic progress for each course in which they are registered.            | Teachers evaluate students' progress, based upon a minimum of 20% of the course's total grade.                 | LMS                                                                          | Registrar's Office                            | Mid-semester                                                       |
| 8. | Engagement activities that contribute to the students' overall grade are identified in the course outline.                                       | Course outlines indicate how student engagement and learning activities connect to the                         | Course outlines; instructions for assessment tasks, grading criteria/rubrics | Teachers<br>Departments Curriculum Committees | On an ongoing basis as needed.                                     |

|     | Practice Points                                                                                                                                                                                                 | Methods<br>(How this is done)                                                                                                                                         | Data Sources<br>(Evidence)                                                                                          | Responsible for Data<br>Collection               | When the<br>activity takes<br>place and/or<br>data is<br>collected |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|--------------------------------------------------------------------|
|     |                                                                                                                                                                                                                 | course learning outcomes and how they will be graded.                                                                                                                 |                                                                                                                     |                                                  |                                                                    |
| 9.  | Assessment results are posted on the college's LMS in a timely manner.                                                                                                                                          | Teachers: Practices and procedures for posting assessment grades to the college's learning management system (LMS) are communicated.                                  | Student Feedback                                                                                                    | Academic Services                                | Ongoing                                                            |
|     |                                                                                                                                                                                                                 | Students: <i>Checklist of Student Rights &amp; Responsibilities</i>                                                                                                   | <i>Checklist of Student Rights &amp; Responsibilities</i>                                                           |                                                  |                                                                    |
| 10. | Summative assessments and/or complex performance-based assessment tasks are accompanied with instructions that present evaluation criteria and/or grading rubrics and the overall value toward the final grade. | Instructions for grading criteria and rubrics for summative assessments and complex tasks are established.                                                            | Student Feedback                                                                                                    | Teachers<br>Departments<br>Curriculum Committees | Ongoing                                                            |
|     |                                                                                                                                                                                                                 | Students: <i>Checklist of Student Rights &amp; Responsibilities</i>                                                                                                   |                                                                                                                     |                                                  |                                                                    |
| 11. | Students have access to and understand the methods and or mechanisms of assessment that rely on technology to complete.                                                                                         | In addition to listing the required course technology in the course outline, teachers create a learning opportunity for the student to practice using the technology. | DAA's report the number of complaints lodged by students where technology impeded the completion of the assessment. | Academic Services                                | Ongoing                                                            |
| 12. | The Exit Profile and the description of the Program Comprehensive Assessment                                                                                                                                    | The Exit Profile and the PCA are made available to students and faculty by the DAA.                                                                                   | Program descriptions in print and online.                                                                           | Program Committees<br>Registrar's Office<br>DAA  | Ongoing                                                            |

|     | Practice Points                                                                                  | Methods<br>(How this is done)                                                                                                                   | Data Sources<br>(Evidence)                                                                     | Responsible for Data<br>Collection       | When the<br>activity takes<br>place and/or<br>data is<br>collected |
|-----|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------------|--------------------------------------------------------------------|
|     | (PCA) is available to all students and teachers in the program.                                  |                                                                                                                                                 | Program-specific course outlines                                                               |                                          |                                                                    |
| 13. | All PCAs stipulate the conditions and criteria for redoing the PCA in cases where students fail. | Program Committee approve the PCA and the conditions for resubmission if required.                                                              | Program Committees Course Outlines                                                             | Program Committee Registrar's Office DAA | In-Progress                                                        |
| 14. | Standards of literacy in English and French are applied.                                         | Teachers define the criteria for English and French literacy in the course outline and in assessment tasks with substantive written components. | Course Outlines and grading rubrics                                                            | Departments                              | Ongoing                                                            |
| 15. | Instances of plagiarism and cheating are formally reported to the Registrar's Office.            | Procedures for reporting incidents of plagiarism and/or cheating are established and published in course outlines.                              | Number of incidents of plagiarism and/or cheating formally reported to the Registrar's office. | Registrar's Office DAA                   | End of the academic year.                                          |
| 16. | Assessment accommodations are fair, reasonable and made known to students.                       | Student Services offer information sessions to students.                                                                                        | Attendance at the information session.                                                         | Student Services                         | Beginning and end of the academic year.                            |
|     |                                                                                                  | Registrar's Office provides Information                                                                                                         |                                                                                                | Registrar's Office                       |                                                                    |
|     |                                                                                                  | Teachers respect procedures for accommodating students registered with the SAC.                                                                 | Percentage of accommodations that have been met.                                               | Student Services (SAC)                   |                                                                    |
|     |                                                                                                  | Students: <i>Checklist of Student Rights &amp; Responsibilities</i>                                                                             |                                                                                                |                                          |                                                                    |

|     | Practice Points                                                                                                                        | Methods<br>(How this is done)                                                                                    | Data Sources<br>(Evidence)                       | Responsible for Data<br>Collection | When the<br>activity takes<br>place and/or<br>data is<br>collected |
|-----|----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|------------------------------------|--------------------------------------------------------------------|
| 17. | Make-up assessments are provided for college-approved absences.                                                                        | The Registrar’s Office provides teachers with documentation verifying the validity of college-approved absences. | Number of complaints of teacher non-compliance.  | Student Services                   | End of academic year                                               |
|     |                                                                                                                                        | Students: <i>Checklist of Student Rights &amp; Responsibilities</i>                                              |                                                  | DAA                                |                                                                    |
|     | Student Concerns and Appeals                                                                                                           |                                                                                                                  |                                                  |                                    |                                                                    |
| 18. | Students are aware of the procedures to follow if they have concerns about the means and methods of assessment in a particular course. | Student Services provides information sessions on the topic of student concerns and appeals.                     | Attendance Record at Information Sessions        | Student Services                   | Ongoing                                                            |
|     |                                                                                                                                        | <i>Student Checklist of Rights &amp; Responsibilities</i>                                                        |                                                  |                                    |                                                                    |
| 19. | Students are aware of the procedures to follow if they appeal a grade <b>during</b> the semester.                                      | Course Outlines and explanation given by faculty.                                                                | Number of appeals requested during the semester. | Departments                        | End of the semester                                                |
|     |                                                                                                                                        | <i>Student Checklist of Rights &amp; Responsibilities</i>                                                        | Number of final grade reviews                    | Registrar’s Office<br>DAA          |                                                                    |
| 20. | Students are aware of the procedures to follow to appeal <b>a final</b> course grade.                                                  | Course outlines – hyperlink to the IPESL                                                                         | Departments                                      | Departments                        | End of the semester                                                |
|     |                                                                                                                                        | <i>Student Checklist of Rights &amp; Responsibilities</i>                                                        |                                                  |                                    |                                                                    |



|                                          | Practice Points                                                                                   | Methods<br>(How this is done)                                | Data Sources<br>(Evidence)                                           | Responsible for Data<br>Collection       | When the<br>activity takes<br>place and/or<br>data is<br>collected |
|------------------------------------------|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------|----------------------------------------------------------------------|------------------------------------------|--------------------------------------------------------------------|
| 21.                                      | Students are aware of the procedures to follow to appeal an accusation of plagiarism or cheating. | Course Outlines                                              | Departments<br>Registrar's Office<br>DAA<br>Recorded number of cases | Departments<br>Registrar's Office<br>DAA | End of the<br>academic<br>year                                     |
| Special Cases of Course-Level Evaluation |                                                                                                   |                                                              |                                                                      |                                          |                                                                    |
| 22.                                      | Exemptions, Equivalences & Substitutions                                                          | Number of cases for Exemptions, Equivalences & Substitutions | Registrar's Office records                                           | Registrar's Office                       | Ongoing                                                            |
| 23.                                      | Incompletes and Course Withdrawals                                                                | Number of cases of Incompletes and Course Withdrawals.       | Number of incompletes<br>Number of withdrawals                       | Registrar's Office                       | Ongoing                                                            |

|    | Practice Points and Goals                                                                                                                                                                                                                               | Methods<br>(How this is done)                                                                                                  | Data Sources<br>(Evidence & Tracking)     | Responsible for Data Collection                                        | When activity takes place and/or data is collected                                                     |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| 1. | Students receive sufficient and relevant information regarding the IPESL. In particular, its: <ul style="list-style-type: none"> <li>Purpose</li> <li>Impact</li> <li>Their rights</li> <li>Their responsibilities</li> <li>Where to find it</li> </ul> | An online version of the IPESL appears in English & French on the College's Website & is readily accessible.                   | Number of times the IPESL is viewed.      | Communications Office tracks the frequency of use throughout the year. | Ongoing                                                                                                |
|    |                                                                                                                                                                                                                                                         | The IPESL is highlighted in the Student Handbook provided to all Continuing Education students at the start of their programs. | Student Handbook                          | Continuing Education Department                                        | Document is updated on an annual basis, and distributed at the start of each cohort                    |
|    |                                                                                                                                                                                                                                                         | Course outlines provide a hyperlink to the IPESL.                                                                              | Audit report                              | Director of Continuing Education                                       | End of each semester                                                                                   |
| 2. | Teachers receive sufficient and relevant information regarding the IPESL. In particular, its: <ul style="list-style-type: none"> <li>Purpose</li> <li>Impact</li> <li>Their rights</li> <li>Their responsibilities</li> <li>Where to find it</li> </ul> | The IPESL is available on the College's website & is readily accessed.                                                         | Number of times the IPESL is viewed.      | Communications Office tracks the frequency of use throughout the year. | Ongoing                                                                                                |
|    |                                                                                                                                                                                                                                                         | Information is provided in the Teacher Info Booklet                                                                            | Teacher Info Booklet                      | Continuing Education Department                                        | Document is updated on an annual basis; distributed on an annual basis and when a new teacher is hired |
|    |                                                                                                                                                                                                                                                         | IPESL Committee offers an Information & Implementation Session each semester.                                                  | Dates of sessions and number of attendees | IPESL Committee                                                        | Once each semester                                                                                     |

|    | Assessments are Fair, Transparent, Multidimensional and Valid                                                                                                              |                                                                                                                                              |                         |                                  |                                                                                    |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|----------------------------------|------------------------------------------------------------------------------------|
| 3. | Course outlines comply with the IPESL.                                                                                                                                     | Director of Continuing Education audits approved course outlines.                                                                            | Audit report            | Director of Continuing Education | End of each semester                                                               |
| 4. | Students are informed about how learning will be evaluated, what standards of achievement are expected, and how the evaluations will take place.                           | Assessment methods are listed and described on the course outline.                                                                           | Audit report            | Director of Continuing Education | End of each semester                                                               |
| 5. | Assessments are aligned within and across multiple sections of the same course.                                                                                            | Generic Course Outlines (GCOs) are created for all courses.                                                                                  | GCOs<br>Course outlines | Continuing Education Department  | Ongoing                                                                            |
| 6. | Students receive 25% of their final course grade and feedback on the assignments of their academic progress by the mid-point for each course in which they are registered. | Teachers evaluate students' progress, based upon a minimum of 25% of the course's total grade by the mid-point of each course.               | Audit report            | Director of Continuing Education | End of each semester                                                               |
| 7. | Engagement activities that contribute to the student's overall grade are identified in the course outline.                                                                 | Course outlines indicate how student engagement and learning activities connect to the course learning outcomes and how they will be graded. | Audit report            | Director of Continuing Education | End of each semester                                                               |
| 8. | Assessment results are posted on the college's LMS in a timely manner.                                                                                                     | Procedures for posting assessment grades to the college's learning management system (LMS) are communicated to teachers.                     | Procedures for teachers | IT Department                    | Document created and maintained by IT                                              |
|    |                                                                                                                                                                            | Information is provided in the Student Handbook                                                                                              | Student Handbook        | Continuing Education Department  | Document is updated on an annual basis; is distributed at the start of each cohort |

|     |                                                                                                                                                                                                                 |                                                                                                                                                                       |                                                                                                                     |                                  |                                                                                                        |
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| 9.  | Summative assessments and/or complex performance-based assessment tasks are accompanied with instructions that present evaluation criteria and/or grading rubrics and the overall value toward the final grade. | Teachers receive information on this point of the IPESL in the Teacher Info Booklet                                                                                   | Teacher Info Booklet                                                                                                | Continuing Education Department  | Document is updated on an annual basis; distributed on an annual basis and when a new teacher is hired |
|     |                                                                                                                                                                                                                 | Information is provided in the Student Handbook                                                                                                                       | Student Handbook                                                                                                    | Continuing Education Department  | Document is updated on an annual basis; is distributed at the start of each cohort                     |
| 10. | Students have access to and understand the methods and or mechanisms of assessment that rely on technology to complete.                                                                                         | In addition to listing the required course technology in the course outline, teachers create a learning opportunity for the student to practice using the technology. | DAA's report the number of complaints lodged by students where technology impeded the completion of the assessment. | Director of Continuing Education | Ongoing                                                                                                |
| 11. | For DEC's, the Exit Profile and the description of the Program Comprehensive Assessment (PCA) is available to all students and teachers in the program.                                                         | Not currently applicable                                                                                                                                              |                                                                                                                     |                                  |                                                                                                        |
| 12. | For DEC's, all PCAs stipulate the conditions and criteria for redoing the PCA in cases where students fail.                                                                                                     | Not currently applicable                                                                                                                                              |                                                                                                                     |                                  |                                                                                                        |
| 13. | Standards of literacy in English and French are applied.                                                                                                                                                        | Teachers define the criteria for English and French literacy in the course outline and in assessment tasks with substantive written components.                       | Audit report                                                                                                        | Director of Continuing Education | End of each semester                                                                                   |

|                              |                                                                                                                                        |                                                                                                                    |                                                                                                            |                                  |                                                                                    |
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| 14.                          | Instances of plagiarism and cheating are formally reported to the Continuing Education Office.                                         | Procedures for reporting incidents of plagiarism and/or cheating are established and published in course outlines. | Number of incidents of plagiarism and/or cheating formally reported to the Continuing Education Department | Academic Advisor                 | Ongoing                                                                            |
| 15.                          | Assessment accommodations for students are fair and reasonable, and made known to students                                             | Continuing Education Department provides information to students in Student Handbook.                              | Student Handbook                                                                                           | Continuing Education Department  | Document is updated on an annual basis; is distributed at the start of each cohort |
|                              |                                                                                                                                        | Teachers respect procedures for accommodating students registered with the SAC.                                    | Number of complaints of accommodations that have not been met.                                             | Student Services                 | Ongoing                                                                            |
| 16.                          | Make-up assessments are provided for college-approved absences.                                                                        | The Continuing Education Office provides teachers with notification of the validity of college-approved absences.  | Number of complaints of teacher non-compliance.                                                            | Director of Continuing Education | Ongoing                                                                            |
|                              |                                                                                                                                        | Information is provided in the Student Handbook                                                                    | Student Handbook                                                                                           | Continuing Education Department  | Document is updated on an annual basis; is distributed at the start of each cohort |
| Student Concerns and Appeals |                                                                                                                                        |                                                                                                                    |                                                                                                            |                                  |                                                                                    |
| 17.                          | Students are aware of the procedures to follow if they have concerns about the means and methods of assessment in a particular course. | Course Outlines contain a link to the relevant section of the IPESL.                                               | Audit report                                                                                               | Director of Continuing Education | End of each semester                                                               |
|                              |                                                                                                                                        | Information is provided in the Student Handbook                                                                    | Student Handbook                                                                                           | Continuing Education Department  | Document is updated on an annual basis; is distributed at the start of each cohort |
| 18.                          | Students are aware of the procedures to follow to appeal a final course grade.                                                         | Course Outlines contain a link to the relevant section of the IPESL.                                               | Audit report                                                                                               | Director of Continuing Education | End of each semester                                                               |
|                              |                                                                                                                                        | Information is provided in the Student Handbook                                                                    | Student Handbook                                                                                           | Continuing Education Department  | Document is updated on an annual basis; is distributed at the start of each cohort |

| Special Cases of Course-Level Evaluation |                                          |                                                                                           |                  |                                  |                                                                                    |
|------------------------------------------|------------------------------------------|-------------------------------------------------------------------------------------------|------------------|----------------------------------|------------------------------------------------------------------------------------|
| 19.                                      | Exemptions, Equivalences & Substitutions | Students are made aware of the IPESL through information provided in the Student Handbook | Student Handbook | Continuing Education Department  | Document is updated on an annual basis; is distributed at the start of each cohort |
| 20.                                      | Incompletes and Course Withdrawals       | Information is provided in course outlines with a link to the IPESL.                      | Audit report     | Director of Continuing Education | End of each semester                                                               |

| TERM               | DEFINITION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| Academic Integrity | <p>The academic community at Champlain College Saint-Lambert is built on the shared values of fairness, justice and honesty. Academic integrity means putting these values into practice by being honest in the academic work we do as teachers and students of this college. It is the responsibility of all community members to ensure that we demonstrate academic integrity by:</p> <ul style="list-style-type: none"> <li>• Using information appropriately, according to copyright and privacy laws</li> <li>• Acknowledging where the information we use comes from</li> <li>• Not presenting the work of others as our own</li> <li>• Conducting research ethically, according to the College’s regulations on human research ethics</li> <li>• Acting in an ethical manner in all our academic endeavors</li> </ul> <p><i>Adapted from Academic Integrity <a href="https://latrobe.libguides.com/academic-integrity">https://latrobe.libguides.com/academic-integrity</a><br/>Retrieved 2022- 07-02</i></p>                                        |
| Accessible         | Easily understood; able to be reached.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Accommodation      | <p>Learners with documented disabilities are eligible to receive reasonable academic accommodations in accessible learning environments. A disability may be permanent, such as a long-term physical, mental, learning, chronic or sensory impairment, or temporary in nature, such as a concussion or medical diagnosis where a recovery is expected.</p> <p>Reasonable accommodations are not intended to alter or compromise core skills or requirements of the respective academic program. Learners are still expected to acquire and demonstrate mastery of essential skills and other stated academic requirements of the program.</p> <p><i>Adapted from Guidelines for learners in the Faculty of Medicine requiring academic accommodations or other guidance from the Office of Students with Disabilities<br/>Retrieved 2022-09-15<br/><a href="https://www.mcgill.ca/thewelloffice/files/thewelloffice/osd_accommodations_guidelines.pdf">https://www.mcgill.ca/thewelloffice/files/thewelloffice/osd_accommodations_guidelines.pdf</a></i></p> |
| Aligned curriculum | <p>An aligned curriculum is well-organized and purposefully designed to facilitate learning.</p> <p>At the course level, it means that the intended learning outcomes (ministerial objectives), instructional processes (teaching and learning activities) and the assessments (formative and summative evaluations of student learning) are intricately related and connected to each other.</p> <p>At the departmental level, this means that in multiple sections of the same course a common understanding of the standards defining the knowledge and skills, that is, the competences students are expected to achieve, and the assessments which can measure the attainment of those standards, exists among the teachers who are teaching the course.</p> <p>At the program level an aligned curriculum is free of academic gaps and needless repetition.</p>                                                                                                                                                                                        |
| Ancillary Fees     | Ancillary fees are extra fees charged for services or supplies that are outside of the regular academic program.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

| TERM                      | DEFINITION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| Appeals                   | An appeal is an action a student might initiate if there is an error in the calculation of a grade on an assignment, or the student does not believe the grade awarded reflects their academic performance of the stated assessment criteria.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Assessment                | <p>Assessment is an ongoing process aimed at understanding and improving student learning. It provides a dual function of providing feedback that can motivate students by informing them about how well they are doing and how to improve, and it can generate marks or grades.</p> <p>It involves making expectations explicit and public; setting appropriate criteria and standards for learning quality; systematically gathering, analyzing, and interpreting evidence to determine how well a student's performance matches those expectations and standards; and using the information to document, explain, and/or improve performance.</p> <p>Brown, G., 2001. <i>Assessment: A Guide for Lecturers</i>. York: Learning and Teaching Support Network. Available from: <a href="http://www.heacademy.ac.uk">www.heacademy.ac.uk</a></p> |
| Assessment Task           | An assessment task is a performance opportunity that closely targets defined instructional aims, allowing students to develop and demonstrate their progress and capabilities. Assessment tasks influence how students will approach their learning, and which aspects of the course are valued most highly.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Competency                | <p>A competency is the ability to act. It combines knowledge, skills, and attitudes that enable successful task performance and problem solving. Competences are formed in various course units and assessed at different stages. They may be divided into subject-area related competences (specific to a field of study) and generic competences (common to any degree program).</p> <p>Competencies can be fairly abstract and, therefore, in need of translation into specific learning outcomes to be operational for curriculum development.</p> <p>Weik, A., Withycombe, L. &amp; Redman, C. L. (2011). Key competencies in sustainability: A reference framework for academic program development. <i>Sustainability Science</i>, 6, 203-218. DOI 10.1007/s11625-011-0132-6</p>                                                          |
| Confidentiality           | Confidentiality in the IPESL refers to teachers' responsibility to hold all student data in confidence. This includes any private data collected about a student and their grades.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Content                   | Content is used to describe the disciplinary information covered in a course. The content is often vital to future work or learning in the area.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Continuing Education      | <a href="https://www.champlainconted.com/about">https://www.champlainconted.com/about</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Course Outline (Generic)  | The generic course outline (GCO) is a curriculum planning tool created by the department in which the course resides. The GCO names the ministerial competencies and its connection to the learning outcomes, the learning activities, and identifies varied ways learning can be measured. It states the role of the course in the program of study and how it contributes to the program's Exit Profile.                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Course Outline (Specific) | The specific course outline (SCO) is derived from the GCO by the teacher who is teaching the course and approved by the department to which the course belongs. It offers students a summarized description of the course's aims, content, learning activities, methodology and assessments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |



| TERM                     | DEFINITION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| Day Division             | <a href="https://www.champlainonline.com/champlainweb/">https://www.champlainonline.com/champlainweb/</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Engagement               | <p>Learning requires a full range of effort in three core mental areas: cognition (thinking), affect (feeling), and conation (doing), whether a student is learning onsite, online or a mixture of the two.</p> <p>Cognition refers to the conscious mental processes of coming to know and understand as the learner encodes, stores, processes, and retrieves information. The affective element of engaged learning is connected to emotions or feelings. Affect refers to the emotional interpretation of perceptions, information, or knowledge and influences motivation. Engaged students know why they are learning a particular subject or discipline, and why they are performing a particular learning and/or assessment task. Knowing why, increases their motivation to become involved in the learning process. The conative element of engaged learning involves the intention or plan to do something. It involves intentional, deliberate, goal-oriented action and is central for engaging in self-direction and self-regulation.</p> <p>Gunuc and Kuzu (2014) define engagement as “the quality and quantity of students’ psychological, cognitive, emotional and behavioral reactions to the learning process as well as to in-class and out-of-class academic and social activities that lead to the successful achievement of the learning outcomes.”</p> <p>These aspects of student engagement become operational in student-to-student, student-to-content and student-to-teacher learning activities and assessments. Activities such as peer-assessment, in-class discussions, online forums and learning teams that require student-to-content and student-to-student collaboration are essential components of deep learning and as such, can contribute towards a grade value for engagement. The parameters surrounding such a grade are determined by each department.</p> <p>Gunuc, S. &amp; Kuzu, A. (2014). Student engagement scale: Development, reliability and validity. Assessment &amp; Evaluation in Higher Education, DOI: 10.1080/02602938.2014.938019.</p> |
| English Exit Examination | <p>The English Exit Exam also referred to as the Ministerial Examination of College English, is an exam given by the Ministère d’Enseignement supérieur, Recherche et Science (MESRS) to all students in English colleges in Quebec. All students in English CEGEPs must take the examination before graduating and must pass the examination to obtain a Diploma of College Studies (DCS).</p> <p><a href="https://www.champlainonline.com/champlainweb/students/registrars-office/english-exit-exam">https://www.champlainonline.com/champlainweb/students/registrars-office/english-exit-exam</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Evaluation               | <p>When evaluating students’ learning, the purpose is to assign a grade or ranking based on a standard. Evaluation emphasizes the achievement of a competency or performance outcome. It is generally summative in nature.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Exit Profile             | <p>It is a coherent, unified expression of the essential learning students have mastered upon successful completion of their program. Informed by the needs of the community, it is typically expressed as a set of 12–15 learning outcomes, “statements that describe significant and essential learning that [students] have achieved, and can reliably demonstrate at the end of a course or program” (Soulsby, 2009).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|                      | <p>A well-developed exit profile reflects the fact that graduates are able to integrate the learning they have acquired in the program and transfer it to new settings such as the university, workplace or society in general. For this reason, an exit profile is neither a list of unrelated skills, nor simply a rewording of a program's ministerial objectives. Instead, it covers "a range of interacting knowledge, skills and attitudes that reflect the complexities inherent to the process of learning, and represent[s] the essential, enduring and integrated learning that a graduate of a program, should possess" (Harden, 2002, p. 153 &amp; 155).</p> <p>This definition is adapted from a report published by Vanier College's Institutional and Pedagogical Development Office in 2014 entitled, <i>Developing an Exit Profile: Information and Tips</i>.<br/>Harden, R.M. (2002). Learning outcomes and instructional objectives: Is there a difference? <i>Medical Teacher</i>, 24(2), 151-155. DOI: 10.1080/0142159022020687.</p> |
| Fair & Inclusive     | <p>The principle of fairness has expanded beyond the standard requirements of validity, reliability and transparency and now involves what precedes an assessment (for example, access and resources), and its consequences (for example, interpretations of results and impact) as well as aspects of the assessment design itself. A fair test has no surprises.</p> <p>A fair test is inclusive; it considers the cultural, linguistic, and developmental differences among learners (Pettifor &amp; Saklofske, 2012) and offers appropriate accommodations to students with situational disabilities.</p> <p>Pettifor, J. L. &amp; Saklofske, D. H. (2012). Fair and ethical student assessment. In C.F. Webber and J. L. Lupart (eds.), <i>Leading Student Assessment. Studies in Educational Leadership</i>, 87(15).<br/>DOI 10.1007/978-94-007-1727-5_5.</p>                                                                                                                                                                                       |
| Feedback             | <p>Feedback is information with which a learner can confirm, add to, overwrite, tune or restructure in memory, whether that information is domain knowledge, metacognitive knowledge, beliefs about self and tasks, or cognitive tactics and strategies (Winne &amp; Butler, 1994, p. 5740).</p> <p>Formative feedback is defined as information communicated to the learner that is intended to modify his or her thinking or behavior for the purpose of improving learning (Shute, 2008).</p> <p>Winne, P. H., &amp; Butler, D. L. (1994). Feedback and self-regulated learning: A theoretical synthesis. <i>Review of Educational Research</i>, 65(3), 245-281.<br/>Shute, V. J. (2008). Focus on Formative Feedback. <i>Review of Educational Research</i>, 78(1), 153-189.<br/>American Educational Research Association Stable URL: <a href="http://www.jstor.org/stable/40071124">http://www.jstor.org/stable/40071124</a></p>                                                                                                                    |
| Formative Assessment | <p>Formative assessment is an ongoing process designed to provide information to the learner on how well they are performing providing support and enhancement to the learning process. Formative assessments can also provide teachers with information to realign instruction in response to learners' needs. It makes use of various informal and formal procedures.</p> <p>Hattie, J., &amp; Timperley, H. (2007). The power of feedback. <i>Review of Educational Research</i>, 77(1), 81-112. <a href="https://doi.org/10.3102/003465430298487">https://doi.org/10.3102/003465430298487</a>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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| General Education Courses        | <p>Cegep pre-university and technical programs share a core curriculum, consisting of 14 courses: four first language and two second language courses (French), three Humanities courses, three Physical Education courses and two complementary courses (elective courses unrelated to the program of study). These courses distinguish the Cegep system from the community college system found in other provinces.</p> <p><a href="https://www.champlainonline.com/champlainweb/future-students/programs-courses/">https://www.champlainonline.com/champlainweb/future-students/programs-courses/</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Intellectual Abilities           | <p>Intellectual ability refers to the skills required to acquire knowledge, think critically, see connections between disciplines and problem solve in new or changing situations.</p> <p>Memory, creative problem solving, and vocabulary also contribute to the level of an individual's intellectual ability.</p> <p><a href="#">What Is Intellectual Ability? - The Classroom</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Learning Community               | <p><b>Learning communities</b> provide a structure for people to align around a shared goal. Effective communities are both aspirational and practical. They connect people and organizations, share goals and measure collective progress, share learning, support distributed leadership, and accelerate progress by learning from each other, thereby improving their ability to achieve rapid yet significant results</p> <p><a href="#">(Key Concept: Learning Communities (harvard.edu))</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Learning Management System (LMS) | <p>A learning management system is a software application for the administration, documentation, tracking, reporting, automation and delivery of educational courses (en.wikipedia.org). It is a web-based technology developed to improve the learning process by enabling students and teachers to interact via the internet and facilitates sharing of course-related information and resources. The LMS used at Champlain College Saint-Lambert is Omnivox.</p> <p>Lonn, S., Teasley, S. D., Krumm, A. E. (2011). Who needs to do what where? Using learning management systems on residential vs. commuter campuses. <i>Computers &amp; Education</i>, 56(3), 642–649. <a href="https://doi.org/10.1016/j.compedu.2010.10.006">https://doi.org/10.1016/j.compedu.2010.10.006</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Learning Outcomes                | <p>Learning outcomes are statements of what a learner is expected to know, understand/and or be able to demonstrate after completion of a process of learning. Learning outcomes provide the base for an effectively aligned and integrated curriculum. They are the central achievement expectations towards which all curriculum and instruction is directed (Harden, 2007).</p> <p>Learning outcomes refer to the inextricably linked sets of knowledge, intellectual abilities and attitudes that are expected of each student at the end of a learning experience. Learning outcomes have become more commonly used than competencies when describing what students are expected to know, understand and/or be able to demonstrate at the end of an instructional unit or programme. At the institutional level, the intended learning outcomes are found in the Mission Statement; at the program level, the intended learning outcomes are found in the Exit Profile; and at the department level, the learning outcomes are found in the ministerial competencies assigned to the course, transformed into learning outcomes.</p> <p>Harden, R.M. (2007). Outcomes-based education: The future is today. <i>Medical Teacher</i>, 29, 625-629.</p> |

| TERM                                          | DEFINITION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| Mediagraphy                                   | <p>A mediagraphy is a compilation of instructional resources that can be used by the teacher in the classroom to strengthen and enhance student learning. The mediagraphy may have a variety of resources such as instructional software, video or audio tapes, web sites and other interesting instructional resources that will make the education process exciting and intriguing for students. Through these resources, students not only gain knowledge, comprehension and application skills, but they also gain informational and technological knowledge that can be applied in other attempts to gather information in the future.</p> <p>TERMIUM Plus, Government of Canada Linguistic Data Bank <a href="https://www.btb.termiumpius.gc.ca">https://www.btb.termiumpius.gc.ca</a></p>                                                                                                                                                                                                   |
| Modular course                                | <p>A modular course is a course structured around distinct, self-contained units of learning—called modules—each focused on a specific theme, topic, or set of competencies. Each module typically includes its own objectives, instructional activities, and an assessment that evaluates student mastery of that specific content.</p> <p>Key characteristics of modular courses include:</p> <p>Sequential or standalone learning units: Modules can build on each other or function independently.</p> <p>Focused assessments: Each module is assessed separately, often with a summative task at the end of the module.</p> <p>Clear learning outcomes: Each module has specific, measurable objectives.</p> <p>Flexible pacing: In some cases, students may progress through modules at different speeds.</p> <p>Modular design is often used in competency-based education, blended learning environments, and programs that emphasize continuous assessment over one final evaluation.</p> |
| Nursing clinical learning experiences         | Nursing clinical learning experiences are planned, faculty-guided learning experiences that involve direct or indirect contact with patients.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Omnivox                                       | Omnivox, which includes LÉA, CLARA and MIO, is the LMS of Champlain Regional College. Omnivox serves as the communication hub for students, teachers, the administration, and the college community. As it concerns the IPESL, through LÉA teachers post course outlines, teaching documents, assessment instructions, define their calendar of assessments, post their assessment grades and record student absences.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Operationalize                                | Put into operation or use.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Pedagogical Counsellor (Continuing Education) | <p>Pedagogical Counsellors in Continuing Education provide development, planning, implementation and evaluation of continuing education programs. They play an andragogical and leadership support role for teaching staff in these programs.</p> <p>(Email from M. Wallace, Sept. 28, 2022).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

| TERM                                  | DEFINITION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| Pedagogical Counsellor (Day Division) | Pedagogical Counsellors, Day Division, coordinate, design, develop, and implement pedagogical activities, programs, and projects that support faculty, departments, and program committees. Their work includes providing guidance and facilitating training on pedagogical issues, including curriculum and course design, program revision and evaluation, techno-pedagogical strategies, as well as best practices in teaching and learning.<br>(Email from A. Singelis, Oct 4, 2022)                                                                                                                                                               |
| Grading Criteria                      | Grading criteria are standards by which student performance is evaluated. Grading criteria help assessors maintain objectivity and provide students with important information about expectations, giving them a target or goal to direct their efforts toward.                                                                                                                                                                                                                                                                                                                                                                                        |
| Standard                              | A standard is an established level of achievement, quality of performance, or degree of proficiency.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Performance-based assessments         | Performance-based assessments are complex tasks where knowledge, skills and attitudes are all integrated and combined as they are in real life. Performance-based assessments measure students' learning achievement based on their ability to transform knowledge to solve novel problems. They do not focus on one, but multiple types of performance. It is measured repeatedly over time and the criteria for success is not secretive.                                                                                                                                                                                                            |
| Policy                                | The stated description, usually in writing, of how an organisation will act, respond, treat or define a given set of facts and circumstances (Wisser, et al., 2010).<br><br>Wisser, W., Matten, D., Pohl, M., & Tolhurst, N. (Eds.). (2010). <i>The A to Z of corporate social responsibility, 2<sup>nd</sup> edition</i> . Wiley. ISBN: 978-0-470-68650-8                                                                                                                                                                                                                                                                                             |
| Ponderation                           | The ponderation ( <i>pondération</i> ) or weighting of a course stands for the total number of hours a student is expected to spend each week studying that particular subject. It includes hours spent in class on theory and/or practical work, hours spent in a traditional lab environment (science programs and nursing) and work done alone and/or in learning teams outside of in class hours.<br><br><a href="https://www.cegepsquebec.ca/en/cegeps/presentation/systeme-scolaire-quebecois/grille-de-cours-et-ponderation/">https://www.cegepsquebec.ca/en/cegeps/presentation/systeme-scolaire-quebecois/grille-de-cours-et-ponderation/</a> |
| Portfolio                             | A type of performance-based assessment. It is a purposeful collection of student work that exhibits the student's efforts, progress, and achievements in one or more areas.                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Principle                             | A rule, belief, or value that guides behavior.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Procedure                             | A procedure describes the specific steps to take for a given task. Procedures are typically complementary to existing policies and include additional details used in departments to conform to a policy (e.g. which form to use, etc.).                                                                                                                                                                                                                                                                                                                                                                                                               |
| Product                               | A tangible result of a performance and the processes that led to it.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Program Committee                     | The program committee for each of the programs of study leading to a DEC offered by the College includes professors in subjects taught in the program and may include members from the administration, professionals, and support staff. The program committee ensures interdisciplinary pedagogical alignment and participates in the development of the program comprehensive assessment and the development, implementation, and evaluation, of the program.                                                                                                                                                                                        |

| TERM                             | DEFINITION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Program of Study                 | <p>Champlain College Saint-Lambert offers pre-university and technical programs. The pre-university programs take two years to complete, whereas the technical programs take three. These programs share a core curriculum, consisting of 14 courses: four first language and two second language courses (either English or French), three Humanities courses, three Physical Education courses and two complementary courses (elective courses unrelated to the program of study).</p> <p><a href="https://www.champlainonline.com/champlainweb/future-students/programs-courses/">https://www.champlainonline.com/champlainweb/future-students/programs-courses/</a></p>                                                                                                                                                                          |
| Program Comprehensive Assessment | A program's comprehensive assessment serves as the culminating, integrative assessment task that measures students' attainment of the learning outcomes stipulated in the exit profile of a particular pre-university or technical program. It is a complex task, meant to measure the significant and essential learning that [students] have achieved, and can reliably demonstrate at the end of a course or program.                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Project                          | A complex set of intellectual challenges, typically occurring over a period of time. Projects usually involve student inquiry, culminating in student products and performances.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Reliability                      | <p>Reliability relates to the consistency, or reproducibility, of a student's performance on an assessment task. For example, if a test has high reliability and is administered to a student on two occasions, the student's performance will remain the same both times, assuming all extenuating circumstances are the same. A test with poor reliability might result in different scores for the student across the two test administrations.</p> <p>Reliability also refers to the consistency of the scoring procedures used by individual teachers, and/or the consistency between teachers. For example, an individual teacher scoring an essay today, ideally will award that essay the same grade two weeks from now. Likewise, if two teachers score the same essay, the grades should fall within a small percentage of each other.</p> |
| Rubric                           | Ranking scale used to evaluate students' ability to complete specific objectives, measured using competency or performance criteria.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Rule                             | An accepted instruction that states what is permitted or not permitted, or the circumstances of its application.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Science Laboratory Sessions      | <p>Laboratory classes provide students with first-hand experience with course concepts and with the opportunity to explore methods used by scientists in their discipline.</p> <p><a href="#">Teaching Laboratory Classes   Center for Teaching   Vanderbilt University</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Scope                            | The range of something; its span.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Segment of learning              | A period of time during a course's 15-week semester when students work alone and/or together to achieve a specific learning outcome or outcomes associated with the course. The learning process during this period is meant to focus student learning and leads to the completion of a learning task or assessment. Its design and length is determined by the teacher.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

| TERM                                         | DEFINITION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Specific learning objectives                 | These statements express what is most important for learners to learn and understand within a specific unit of a course is being explored. They are linked to, and informed by, general learning objectives. They are central to focusing teacher/learner work in specific classes/modules/sessions. They represent what we want students to DO. They are the “performances” that students will have to do to learn and eventually demonstrate their learning.                                                                                                     |
| Standards                                    | Standards set a level of accomplishment all students are expected to meet or exceed. Standards do not necessarily imply high quality learning; sometimes, the level of achievement expected is the lowest common denominator. Setting standards does not imply standardization in a program. A certain level of achievement can be achieved by multiple pathways and demonstrated in various ways. Standards to which students aspire are generally those necessary to achieve a passing grade or better.                                                          |
| Standards of Performance in the CEGEP system | <p>A standard is the level of performance at which an objective is considered to be achieved.</p> <p>The Ministry of Education identifies the expected standard of performance for each competency; however, it does not describe levels of performance.</p> <p>Standards of performance in a particular course at a particular college are determined by the discipline/department in which the course resides. They refer to expectations, requirements, or thresholds that let students know how well they need to carry out a learning or assessment task.</p> |
| Summative Assessment                         | Summative assessments focus on evaluating learning achievements at the end of an instructional unit, module, segment, course or program. Summative assessments assign grades to students’ performance compared to certain standards.                                                                                                                                                                                                                                                                                                                               |
| Transparency                                 | Transparency refers to the extent to which all learners know and understand what is required by the assessment task, and therefore, what is expected of their learning. It begins by having clear learning outcomes with precise and explicit standards and communicating, to our students, what those learning outcomes mean and require.                                                                                                                                                                                                                         |
| Validity                                     | Validity is the extent to which the assessment task measures what it claims to be measuring. Valid assessments reflect the curricular and developmental goals of the lesson, course and/or program and are representative of the content, processes and intellectual abilities students have had the opportunity to learn. Validity is achieved when assessment methods are directly connected to the ministerial competencies and learning outcomes they aim to measure.                                                                                          |



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