ACADEMIC POLICIES

Date Policy Written or Last Modified: December 2024

Position(s) Responsible for Administering this Policy: Director of Education Delivery, Academic Administrator, Managers of Practice Education

Assignment Requirements

All assignments must be submitted with the following specifications:
- Typed (handwritten assignments will not be accepted unless specified by the instructor)
- Double-spaced
- 12-point font in Times New Roman or Arial
- 1" margins

Assignment Extensions

Under exceptional circumstances, you may request an extension for an assignment (such as a paper, project, presentation, etc.) from your instructor. You must make this request in writing prior to the assignment due date in order for it to be considered. Assignment extensions are granted or denied at the instructor's discretion. Granted extensions will not be counted as a rewrite.

Late Assignments

All assignments are to be completed and submitted on or before the due date and time. If you do not complete an assignment by the due date and time (without making prior arrangements), you will have marks deducted accordingly:
- If submitted within 24 hours after the deadline, you will receive a 10% deduction;
- If submitted within 48 hours after the deadline, you will receive a 20% deduction;
- If submitted within 72 hours after the deadline, you will receive a 30% deduction.

Please note that some courses have assignments that are graded as Mastery/Non-Mastery (including Practice Education assignments, Career Search Strategies assignments, etc.) and therefore, the late assignment deductions as above are not applicable. You must submit these assignments as directed in order to receive the required grade of Mastery.

Practice education assignments are graded as Mastery/Non-Mastery, and therefore, the late assignment deductions as above are not applicable. You must submit all practice education assignments as directed in order to receive the required grade of Mastery.

All assignments that are found to be plagiarized will receive a grade of zero (0) and will be subject to the *Academic Misconduct Policies*.

Late Assessments

Online assessments (quizzes, Midterm Exams, Final Exams, etc.) have varying time periods of when they are available. You must begin and complete all online assessments within the scheduled times. Students must contact the course instructor immediately regarding any assessment concerns. You will not be permitted any extra time on your assessments if you begin late.

On-site assessments (quizzes, Midterm Exams, Final Exams, etc.) will be scheduled at specified times as set by your instructor. If you arrive late to a scheduled on-site assessment without prior communication, or without sufficient evidence of an unforeseen emergency and/or illness, you will not be permitted to attempt it and will be required to complete it at a later time. The highest grade you will be awarded will be the minimum passing grade for your program.

Missed Assessments

If you miss a scheduled quiz, you must reach out to your course instructor and Student Success Coordinator within 24 hours of the quiz closing time. You must then write the quiz within 48 hours of the closing time, and the highest grade you will be awarded will be the minimum passing grade for your program.

If you miss a scheduled Midterm or Final Exam, you must provide sufficient evidence of an unforeseen emergency and/or illness and submit this evidence to the course instructor and Student Success Coordinator within 24 hours of the exam closing time. The exam must be written at a time specified by the Student Services team. The highest grade you will be awarded will be the minimum passing grade for your program. This will not be counted as a rewrite.

Missed Lab/Practical Skills Assessments

Lab/practical skills assessments are graded as Mastery/Non-Mastery. If you miss a scheduled lab/practical skills assessment, you will receive Non-Mastery and will be required to use a rewrite (if available) to take the assessment at a later time, as determined by your instructor.

Online Participation

You will be asked to participate in various online activities throughout your program, which will contribute to your overall participation grade. Your participation in all activities must maintain complete confidentiality and anonymity of any individuals referenced in summaries, forum posts, and replies. Names or any other identifying descriptions are not permitted.

Professionalism and netiquette (online etiquette) are key components of communication; therefore, displaying an exemplary and consistent attitude, encouraging and being respectful to others, and adhering to the rules of netiquette are essential requirements for posting and communicating in an online environment. Your participation mark will be based on your ability to adhere to these expectations, as outlined in *Appendix A: Participation Rubrics*.

Grading Scale & Rewrites

Stenberg College has minimum passing grades. You must obtain the minimum grade in a course in order to pass. A program-specific *Grading Scale and Rewrite Policy* will be provided during your Orientation course and is applicable for the duration of your program.

The courses within Stenberg College programs are highly integrated and sequential in nature. Each course builds the prerequisite knowledge for the next. All courses, including the Practice Education experiences, Personal & Professional Development Skills (PPD) modules, and the Career Search Strategies course (if applicable) must be passed in order to complete the program and receive a diploma. If you do not pass a course, you will not be eligible to advance to the next course with the rest of your cohort and will be dismissed from the program.

Typing Requirements

Typing and administrative skills are a key component to being successful in a hospital or medical office/medical lab environment. Human Resources departments from a number of the Health Authorities, private clinics, and labs have directly informed our Practice Education Department of the importance of accurate and efficient keyboarding skills. In fact, most HR departments use a typing and medical terminology examination as a screening tool, prior to the actual interview.

Students are required to practice typing regularly throughout the program to achieve and maintain a proficient typing speed. Emphasis is placed on increasing accuracy and speed over time. Regular assessments will be conducted to monitor progress and provide feedback. Note that in the NUC program, a specific keyboarding speed is required for practicum placement.

Accommodations

Students who require additional support in any aspect of their program are provided the opportunity to request academic accommodations during the admissions process. This allows sufficient time to assess the feasibility of the request and arrange approved resources before the program begins. Examples of requested accommodations include extended time on assessments, quiet or private testing environments, and assistive technology.

If a student experiences a change in health or recognizes the need for accommodations after the program start date, they must contact their Student Success Coordinator, who will connect them with the Accessibility Coordinator to evaluate the request. It is crucial to request accommodations as early as possible to ensure timely arrangements can be made, if approved. Supporting documentation, such as a physician's note, is required to process requests.

While the College is committed to supporting all students, approval for requested accommodations is not guaranteed. Accommodations are subject to resource availability, practical constraints, and industry requirements.

At Stenberg College, appropriate accommodations are chosen to allow a student living with a disability to successfully meet program requirements via alternate means without any compromise to academic integrity. Every student is afforded the same respect, consideration and dignity in accordance with the Canadian Charter of Rights and Freedom.