



ST. CLAIR

COLLEGE

Continuing Education Semester Completion Plan

November 2017

Dear Student:

Welcome back! The College Administration, Faculty, and Support Staff are looking forward to supporting you with the completion of a successful semester!

The College has developed a plan to help you successfully achieve your learning outcomes for the fall semester. You will find attached important information that will assist you in understanding the modifications moving forward.

It is extremely important that you focus and work hard to achieve the learning objectives. If you have any questions or concerns, please do not hesitate to reach out to College staff for assistance.

Sincerely,
Ron Seguin, Vice President
International Relations, Training & Campus Development

Fall Semester Completion Information

- Student success is the number one priority.
- In those courses where there are changes to the academic calendar, students with prior travel commitments will be provided with optional dates for tests, exams, and assignment submissions. This will support fairness and student success. Supporting documentation regarding travel arrangements must be provided to faculty as verification.
- Tests will not be scheduled during the first week of classes following the work stoppage.
- Per course outlines, assessment quantity and frequency may be adjusted by faculty to support student success, e.g. reduction of the number of assessments in the semester.
- Student progression will be based on:
 - Demonstrated competencies of required Ministry learning outcomes. In some cases, additional hours may be added to your current course schedule and will be communicated during the first week of classes.
- Efforts will be made to accommodate all students.

Operational Plan

Continuing Education Traditional Classroom-Based Theory Courses

Due to the five week work stoppage, time will be added to the remaining weeks of the Fall 2017 semester so that learners meet all course requirements and receive all mandated hours of instruction on or before January 5th excluding the holiday break December 25th-January 1st, with final exams occurring the week of January 8th-12th. (Exception: revised eCampus/online Fall final exams to occur in January, dates TBA.) Hours of scheduled evening/weekend class dates will be extended and/or additional make up dates will be arranged.

Examples:

If an evening or weekend course requires 31.5 more hours for completion (equivalent to 9 classes x 3.5 hours,) options may include 9 more classes, 3.5 hours in length, held twice per week, or 7 more classes, 4.5 hours in length, held twice per week.

If an evening or weekend course requires 60 more hours for completion (equivalent to 20 classes x 3 hours,) options may include 12 more classes, 5 hours in length, held three times per week, or 15 more classes, 4 hours in length, held three times per week.

Continuing Education Lab-Specific Courses

Due to the five week work stoppage, time will be added to the remaining weeks of the Fall 2017 semester so that learners meet all course requirements and receive all mandated hours of instruction on or before January 5th excluding the holiday break December 25th-January 1st, with final exams occurring the week of January 8th-12th. (Exception: revised eCampus/online Fall final exams to occur in January, dates TBA.) Hours of scheduled evening/weekend class dates will be extended and/or additional make up dates will be arranged.

Continuing Education Online Courses

Online learners enrolled in eCampus courses will meet all course requirements, complete all assessments, and receive all mandated hours of education *on or before January 5th* excluding the holiday break December 25th-January 1st, with final exams occurring on a Friday and Saturday in January, preferably not on the same weekend when post-secondary final exams are occurring. Options may include allowing final written assignments to be submitted *after* in-person final exams have taken place.

Continuing Education Clinical and Field Placements

Clinical/field placement dates will be extended as needed so that all hours are completed. This may result in some Fall 2017 placements resuming after the holiday break. Learners who are disadvantaged by the extended dates, e.g. as a result of existing travel plans, should address their concerns to the instructor(s) in order to make reasonable and appropriate alternate arrangements.

Continuing Education Short Non-Credit Workshops

Short non-credit workshops will be rescheduled following the work stoppage to the greatest extent possible.

A Note Regarding Assessments

Assessment schedules will be amended to provide faculty and students adequate time to conduct the remaining course assessments. Where necessary, assessment plans may be modified and re-weighted in consultation with the Manager, Continuing Education.