

POLICY AND PROCEDURE MANUAL

Policy Title:	COURSE CREDIT AND COVID 19 PROTOCOL	Area of Responsibility: VICE PRESIDENT, ACADEMIC
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1.4.7 COURSE CREDIT AND COVID 19 PROTOCOL

Objective

Provide College Administration and faculty the opportunity to determine a final grade to students who are unable to complete a course within established delivery timelines due to external extenuating circumstances – COVID19.

Due to the Pandemic of COVID19 which has impacted the ability of St. Clair College to deliver curriculum in a traditional learning environment in the Winter 2020 semester, St. Clair College has implemented the following protocol to support the students and the faculty in achieving a resolution for appropriate final grades

The faculty assigned to the course have reviewed the outcomes achieved in the course as of March 13, 2020 and have devised a completion plan that ensures all outcomes of the course will be achieved upon conclusion of the plan. The completion plans have been communicated to students via Blackboard. These completion plans are categorized by the thoroughness in which the remaining outcomes of the course may be achieved in an online environment.

1) Fully Online Environment:

All completion plans for a course that can be realized in a fully online environment will have all learning and assessment activities completed by April 17, 2020. Such a plan requires students to have access to a computer and / or portable device and access to the internet. Learning activities are conducted through a variety of virtual delivery methods. Assessments may take on any of the following formats:

- a. Synchronous tests / exams conducted in a manner similar to face-to-face timed tests / exams that are scheduled during pre-determined times.
- b. Asynchronous assignments, projects, take-home tests/ exams, and / or virtual placements where students complete their work according to their own schedule while adhering to the established submission times and dates.

2) **In-Person Practical Environment (Labs/Clinical Placements):**

If governmental and health sanctions are continued to be imposed on the College past the date of May 4, 2020, thus inhibiting the ability to deliver any in-person practical environment (labs/clinicals), then the following procedures will be implemented.

Students in a non-graduating semester:

- a. Faculty will be providing an online delivery and assessment of learning outcomes and will be able to provide students with a grade. Any incomplete learning outcomes of the course will be moved and embedded into the subsequent semesters.

Students in their graduating semester:

- a. For all programs (see Appendix A) that have an external regulatory or an accreditation body that insists on full completion, a return to activity plan will be communicated to all affected students of the program by the Chair and Coordinator. The return date is dependent on the removal of current health sanctions imposed for Covid-19.
- b. For all labs/clinical and courses that are not being limited by an external regulatory or accreditation body, the College will provide an alternate delivery than in-person. The student will be required to provide documentation as assigned by the professor that demonstrates their knowledge of the practical skill outcomes for the course.

A student who follows the completion plan will be assigned a letter grade according to normal College procedures.

A student who was passing the course as of March 13, 2020 may elect to be granted Aegrotat Standing (AEG). A student who did not achieve a passing grade prior to March 13, 2020 will not be eligible for AEG Standing. A student who elects to accept Aegrotat Standing will be assigned a grade of AEG as a final grade. An AEG grade will function as a passing grade with the exceptions that **it will not be used in the calculation of grade point average (GPA) and will render the course ineligible for future transfer credit.** Once a course has been assigned AEG there are no further options for reassessment.

A student who wishes to drop a course may do so at any time before the end of the semester.

A student who is ineligible for Aegrotat Standing and unable to follow the completion plan due to medical, financial, technological, or other extenuating circumstances will receive an I (in-process) grade until such time that the College resumes normal activities at which time the student will be required to complete a single project or exam that will assess all outstanding outcomes. The student will then be assigned a letter grade based on the cumulative work in the course according to normal College procedures.

Considerations by St. Clair College to Allow for a Course Credit due to COVID19

- Approval of accrediting body, where applicable.
- Required documentation provided by students, if and when necessary, as requested by the College.

Appendix A

Programs with Outside Accreditation/Regulatory Bodies

- Dental Hygiene
- Dental Assisting
- Diagnostic Medical Sonography
- Pharmacy Technician
- Personal Support Worker
- Cardiovascular Technician
- Power Engineering
- Medical Laboratory Science
- Medical Laboratory Technician
- Paralegal
- Heating, Refrigeration, and Air Conditioning
- Veterinary Technician
- Apprenticeship Programs

Programs that have been Granted Special Permission by their Accreditation/Regulatory Body

- Paramedic
- Nursing
- Practical Nursing
- Respiratory Therapy