



CANADIAN WATER QUALITY ASSOCIATION

ACADEMIC POLICY

For Students and Instructors

The Rules

It's important to understand this policy before engaging in CWQA training programs.

Canadian Water Quality Association (CWQA)

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ACADEMIC REGULATIONS

The Academic Regulations specify CWQA's rules with regard to:

- Determination of Academic Standing
- Grade Determination
- Grading System
- Prior Learning Assessment & Recognition
- Appeal of Academic Assessment
- Academic Progression
- Final Date for Registration
- Course and CWQA Withdrawal
- Academic Behavior
- Academic Integrity
- Eligibility for Graduation

AUTHORITY

The President or designate is responsible for the interpretation of the Academic Regulations and to ensure the processes are properly enforced.

ACADEMIC REGULATIONS

In achieving its mission of providing the highest quality learning opportunities which promote growth and success for the students, the CWQA has established the following set of Academic Regulations.

These regulations will provide guidance and support to the students and staff throughout the learning process.

ACADEMIC STANDING AND GRADE DETERMINATION

The method and timeline of course evaluation will be made available to the student in an approved course outline upon enrollment to the MEP. The evaluation scheme will state, as a minimum, the portion of final marks assigned to casework, laboratory or fieldwork reports, assignments and tests. The evaluation methods may be changed after discussion between the professor and students with the approval of the appropriate person.

Any change must be given as an addendum to the course of study and reissued to the students.

Note: For certain web-based or alternate delivery courses, the timelines for course evaluations may differ from those of traditional classroom methods. In all such cases, please refer to the course outline.

CWQA believes in the principle of continuous evaluation and consequently all students will receive timely evaluations regarding their progress from their assigned mentors.

In determining a student's final grade, evaluation activity for the entire program is taken into consideration. This may include (but is not restricted to) tests, essays, laboratory and field work, reports, other assignments, mentor evaluations and participation in seminars or discussion groups.

Grades will be made available to students, by CWQA, in a timely manner following the course or program completion (certification exam).

All students will be given the opportunity to review any evaluation activity. Instructors may either return work to the students or retain work for the permanent record for that student at the CWQA offices.

No evaluation activity shall count for more than fifty (50) percent of the student's final grade without the approval of the respective Dean/Principal.

PREREQUISITES / CO-REQUISITES

Some courses have prerequisites and / or co-requisites. Where a prerequisite is specified, the prerequisite must be successfully completed prior to taking the course in question. Where a co-requisite is specified, the co-requisite must be successfully completed prior to or taken at the same time as the course in question. Prerequisites and co-requisites may be waived with the administrator's permission.

Any student who requests such a waiver is responsible to ensure that he / she is adequately prepared to proceed with the level of study required in the course. Inadequate preparation is not a basis for appeal of a final grade in a course for which a student requested a waiver of a prerequisite or co-requisite.

Successful completion of a course without having achieved a passing grade in a prerequisite or co-requisite course does not negate the requirement to complete the prerequisite or co-requisite course.

GRADING SYSTEM

A final grade for each subject is recorded on a student's transcript in the form of a percentage grade. A student requires a minimum of seventy (70) percent in a course to obtain a passing grade.

Note: Certain courses may require a minimum of a pass/fail evaluation for mandatory components to achieve a passing grade. In all such cases the course outline will offer details.

Courses that are not graded using a percentage value will be graded according to one of the methods as described below.

Pass/Fail

Percentage grade not assigned. To be used only for those courses so designated by the Registrar or for reasons given under "Incomplete" and "Grade Deferred".

Incomplete

Time extension allowed to complete course requirement, at the instructor's discretion. An incomplete that has not been removed within a timely manner will change to a "Fail".

The only exception to this is specific courses identified by the Registrar (in advance) that may have up to one year for completion of course requirements.

Grade Deferred (GD)

Grade Deferred is a rare or extenuating circumstance and must be approved by the Registrar. The instructor recommends the grade deferred to the Registrar when supporting a student request to attempt to attain a passing grade in a course by completing additional assignments or activities. This privilege will only be extended to students who have demonstrated a high level of commitment to their course of studies. The time limit for removal of a grade deferred is at the discretion of the instructor. If a revised grade is not provided within a reasonable time, the standing will be changed to "Fail".

The following designations may appear on Grade Reports/Transcripts. They may only be entered by the Registrar's Office.

- *Exempt*: Requirements met through successful completion of a course of equal standing.
- *Withdrew*: (W) Withdrew from a course or the CWQA prior to the final third of the semester or the end of the registration period respectively.
- *Withdrew Fail* (WF): Withdrew from a course or the CWQA during the final third of the semester.
- *Withdrew Pass* (WP): Withdrew from the course when extenuating circumstances such as illness caused the withdrawal and the student was passing at the time of the withdrawal.
- *Audit*: No academic credit. The student has attended classes on an audit basis. No assignments or examinations evaluated.
- *In Progress*: Work continuing; course timeline not consistent with prescribed timeline.
- *Aegrotat*: An Aegrotat standing applies to those students whose performance, over a significant portion of the course, was in the opinion of the instructor and administrator, fully satisfactory but where, because of personal reasons beyond the student's control, he or she was not able to complete the course. Courses in which an Aegrotat standing has been granted will not be

considered in the computation of the standing in the program for academic progression. An Aegrotat standing is granted by the Registrar to a student on the recommendation of the administrator.

SUPPLEMENTAL EVALUATIONS

A supplemental evaluation may be awarded at the discretion of the instructor. Supplemental evaluation grades are not identified on the transcript as such. In the event a supplemental evaluation is awarded, the maximum mark earned for the supplemental evaluation will be 50% or a pass. This mark will replace the mark earned on the original evaluation and the final grade will be recalculated in accordance with the original course-grading scheme.

PRIOR LEARNING ASSESSMENT AND RECOGNITION

Any student who wishes to have any prior learning acquired through life and work experience assessed, so as to translate it into a CWQA credit may initiate the process by applying through the Registrar.

RELEASE OF FINAL GRADES

Grades are official on the day they are released from CWQA to the student. Grades for students in financial arrears will not be released until notification/authorization is received indicating that their account has been cleared to the satisfaction of the administrator. To receive grades, students must clear the outstanding balance.

ACADEMIC PROGRESSION

All Certificate Programs

This pertains to all certificate programs offered by the CWQA. Students will be evaluated at the end of each cycle of study for progression to the next level of their program.

In order to progress to the next level of study, a student must achieve a passing grade on the requisite module and the necessary prerequisites.

OFFICIAL TRANSCRIPTS

Official Transcripts providing a record of all courses taken by a student are available upon request to the Administrator. The official transcript details a student's permanent academic record reflecting all certificates and courses officially registered in whether completed successfully or unsuccessfully, and will carry the CWQA seal and an authorized signature.

WITHDRAWALS

From a Course

To withdraw from a particular course, it is a student's responsibility to notify the administrator prior to the start of that course. Students who officially withdraw from a course will have no records in their file.

Students who officially withdraw from a course during the course will receive a WF (withdrew failing) designation. In situations when extenuating circumstances caused the withdrawal and the student was passing at the time of the withdrawal, a WP (withdrew passing) designation will be recorded and will be allowed to take the final exam via proxy at a later date.

ACADEMIC BEHAVIOUR

The student will conduct him/herself in a respectful and responsible fashion. Should the professor deem that the student is impeding the academic process, the right of exclusion from classroom or field activities may be exercised.

ACADEMIC INTEGRITY

Each student has the responsibility to support academic integrity. Breaches of academic integrity (such as cheating or plagiarism) will be dealt with accordingly and shall be reported by the instructor, in writing, to the Administrator. If the Administrator discovers that the student has already been penalized for plagiarism, he/she shall recommend the appropriate penalty to the Registrar:

The professor will:

1st offence at the CWQA

- assign a mark of 0 for the evaluated activity

2nd offence at the CWQA

- a mark of 0 for the course in which the second offence

3rd offence at the CWQA

- suspension from the program with a notification the CWQA member employer; or
- permanent expulsion from the CWQA

In the case of an appeal to a breach of academic integrity, the student will follow the procedure in I the Academic Regulations.

ELIGIBILITY FOR CERTIFICATE

All certificate programs offered by the CWQA

To be eligible to graduate from all certificate programs offered by the CWQA, a student must:

- A. Successfully completes all courses within a program either by evaluation, exemption or PLAR.
- B. Earn a minimum of 50% of the required program course-load through study with CWQA.
- C. Normally complete all requirements within a reasonable amount of time.

Students taking longer than five years to complete all requirements will be considered on an individual basis by the Dean/Principal.

APPEAL OF ACADEMIC ASSESSMENT

The academic decisions dealt with through this appeals process are:

- A. Decisions on final marks
- B. Decisions regarding academic integrity including cheating and plagiarism
- C. Decisions regarding academic probation and withdrawal.

www.cwqa.com

For questions or further information, please contact 1-866-383-7617 or info@cwqa.com

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