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## Academic Standards Policies

It is expected that students will complete all examinations, assessments, assignments and work experience (if applicable) as described in the Program Syllabus and outlined in each Course Syllabi for classes in their program of study. For details of all Tamwood Careers policies, please visit <https://tamwood.com/policies-procedures/>.

### **Delivery of Instruction**

Tamwood Careers programs are delivered in English, on-site at Tamwood Careers through instructor-led, classroom-based lectures and discussions, which include in-class tasks, online forums, and guest speaker presentations and supervised field trips where scheduled. Topics and skills are revisited throughout the courses to reflect our belief that knowledge is acquired through repetition and application in various contexts. Course materials, grades, and attendance are available through Tamwood Careers' Learning Management System (Moodle). Physical textbooks (if applicable) are provided to the students prior to or on the course start date.

### **Required Equipment and Resources**

To enhance learning experiences, online and mobile technologies in and out of the classroom will be used. By bringing their own computers and devices, students will be able to participate in collaborative learning environments and build the technological skills needed in today's workforce. All lesson and course materials will be provided to students and are available through Tamwood Careers' Learning Management System (Moodle).

### **Course Assessments**

Students are expected to complete all assignments in the course. Program certification is achieved at:

- Pass (70-79%)
- High pass (80-89%), or
- Distinction level (90-100%)

Minimum standards in the classroom assessment are a final overall grade of 70% average for all program assessment tasks. Minimum standards for work experience component (if applicable) are defined as a "Pass" grade. Only one (1) rewrite is permitted per course for either an exam or

assignment. More detailed descriptions of each assignment will be distributed during each course.

### **Method of Evaluation**

Learning will be measured throughout each course using various assessment activities and methods. These may include independent assignments, group activities, simulations, quizzes, review questions, and exams. Students will also be graded on their participation.

### **Attendance Expectations**

- Tamwood Careers keeps a record of class attendance on a daily basis. Students are required to attend a minimum of 80% of all classes and a minimum of 80% attendance is required to pass every program.
- Failure to meet the attendance requirements may result in failing the course. Ongoing attendance issues can lead to dismissal from Tamwood Careers. It is the student's responsibility to speak with instructors regarding any missed readings, assignments, class work etc.
- If there are any extenuating circumstances concerning a student's absence, the instructor should be notified as soon as possible. It is the student's own responsibility to stay current with the course material and course curriculum and to "catch up" on any missed classes regardless of the reason for absence. By way of example, skipping or missing a class where a test or an in-class assignment was announced will not excuse a student from that test or assignment.
- Regular attendance is taken for each class and both absenteeism and lateness will be recorded in Moodle. While the college will seek to be consistent and reasonable in its approach to deciding what constitutes a valid reason for an absence, the Student Services Coordinator and College Director will have decision-making discretion in this process. The college will seek to balance the validity of a student's absence with the importance of the course material missed.
- The Student Services Coordinator's remedies will be governed by the requirements of provincial regulatory bodies and any other regulatory requirements, as well as Tamwood Careers' "Discipline Policy" and best practices in the circumstances.

### **Coursework**

- Students must successfully complete the required coursework for admittance into the work experience component of the program.
- Students must complete all courses with an overall minimum average grade of 70%.

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### **Make-up Exams, Late Assignments**

- Make-up tests, in lieu of tests missed due to illness or other permissible circumstances may be arranged. Any student who is unable to write a test at the scheduled time must make this request a minimum of three (3) days prior to the examination date. Student may be asked to provide documentation to support the absence (i.e. doctor's notes for illness). Unexcused absences from tests and exams may result in a score of zero (0).
- Instructors may use their discretion to determine if extensions on assignments will be granted. Assignments will be deducted 10% for every 24 hours they are late unless prior arrangements have been made three (3) days prior to the due date of the assignment by the student in writing.

### **Plagiarism**

- Plagiarism is the act of submitting work that is, in whole or in substantial part, someone else's work and representing it to be your own. Examples include, but are not limited to, the following:
  - copying previously published work;
  - copying another student's work;
  - reviewing materials or works from mailboxes, printers, faculty desks or other sources, and adopting those works as your own;
  - using paid or unpaid services or other people to complete one's assignments;
  - using generative AI (such as ChatGPT) or translators to complete one's assignments;
- Students are expected to acknowledge the sources of ideas and expressions they use in essays, reports, assignments etc. Failure to do so constitutes plagiarism and is subject to academic penalty. Students who knowingly loan work to be copied, in whole or in part, by another student, for which a grade is assigned, are equally at fault in cases where plagiarism has occurred and may also be open to academic penalty.

### **Cheating**

- Cheating is defined as any deliberate attempt to obtain credit through the use of deceit or dishonest methods. Examples of such behavior include, but are not limited to, the following:



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- sharing exam questions/solutions with another student;
  - repeatedly looking at other students' answers;
  - discussing or whispering answers during a test;
  - submitting research reports in which no research took place; and
  - writing answers on a desktop.
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- Collaboration where collaboration is expressly prohibited, whether or not that collaboration occurs online or otherwise (and despite the fact that collaboration will generally be encouraged by Tamwood Careers , in order to foster learning).
  - Cheating offences are subject to academic penalty.

### **Academic Penalty**

Academic penalties often begin with the awarding of a zero (0) on the assignment/project/test for the first offence and a notification from the Program Coordinator or Academic Manager, in writing, of the offence. This notification is kept on file in the Institute's offices. A subsequent offence may result in removal from the course and the possibility of complete dismissal/expulsion from the program.

### **Dismissal**

- Without limitation, a student may be dismissed from a program after review by the Student Services Coordinator for one of the following reasons:
  - failing or not completing all core courses (determined by program) in which the student is registered;
  - showing a consistent pattern over two (2) or more courses of failing to meet the program's standards or failure to meet expectations as described in the course syllabus. Tamwood Careers will seek to apply its policy of graduated discipline consistently, and in accordance with its "Discipline Policy";
- failing to achieve an average of 70% on the final course grades for the program courses A student is considered to have withdrawn from his/her program of study if the student:
  - has advised the college that he/she has withdrawn from the program by completing the Tamwood Career's Withdrawal Form;
  - has not complied with the College's Academic Standards Policy or terms outlined in Enrolment Contract; and/or

### **Grading Disagreements**

- Where a student disagrees with a grade received or any decision resulting from application of the rules, policies, and regulations referenced in this syllabus in its entirety, the student shall discuss the matter with their instructor, or Student Services Coordinator in an attempt to resolve the problem.
- Both individual and/or group complaints should be handled as outlined above. Most complaints are resolved informally with the instructor or faculty member responsible for grading that student/group of students. Faculty members endeavor to be open and fair in dealing with students' concerns, thus students are encouraged to speak with the faculty member(s) involved in the matter.
- Students have five (5) business days from the day they receive the grades to request a re-take or re-assessment of the task, assignment or exam.

### **Appeals**

- A student who feels there have been extenuating circumstances that adversely affected his/her academic outcome/progress may appeal to the Student Services Coordinator. A student who is dissatisfied with the decision of first instance may appeal to the Institute's Program Coordinator/Academic Manager .
- Students have five (5) business days from the day they receive a decision that affects their academic progress to request an appeal on the outcome of the decision. Student Complaint Procedure Policy will apply.

### **Graduation Policy**

- In order to complete the requirements for graduation, and receive Tamwood Careers Diploma or Certificate, successful graduates must have:
  - achieved a minimum average grade of 70% over all courseworks, obtained a "Pass" grade for the work experience component (if applicable) and met program attendance requirements.
- Upon completion of all course components and submission of work placement review documents, students will receive a transcript, and certificate or diploma. These take three to five (3-5) business days to prepare. Please contact the Student Services Coordinator for any early document requests.