

Kinesiology and Physical Education Department

Student Policies and Procedures

The aims of the policies are to:

- provide a framework for healthy interpersonal relationships including mutual respect and fairness,
- provide an equitable working environment,
- provide an optimal learning environment,
- assist and streamline student management, and
- assist in the development of academic, teamwork, and personal management skills

Policies and Procedures:

1. Attendance

Students are expected to attend all classes and labs. Though attendance in classes is usually optional, it is to your benefit to attend. Furthermore, some classes (e.g. guest lecturers, oral presentations, discussions and other special learning activities) may have “required” attendance as the material is very difficult, if not impossible, to make up if you miss those specific classes. If you cannot attend a class contact your instructor at the earliest possible time. **You are responsible for all material presented in the missed class. Class notes should be obtained from fellow students not the instructor.**

2. Tardiness

Students should be respectful of their classmates and instructors by avoiding unnecessary tardiness. While unforeseen circumstances may occasionally prevent you from arriving on time, **repeated tardiness may warrant disciplinary action and/or loss of grades.** If you are late please enter the class with as little disruption as possible and be aware that some instructors may lock the doors a few minutes after class begins. Note that classes begin at the scheduled time. You should arrive a few minutes early to prepare.

3. Deadlines

Time management is an important aspect of student life. Students are expected to meet all assigned deadlines. Failure to do so results in loss of grades (10% of your mark per day late) and assignments handed in more than a week past the due date will receive a zero. Note that some instructors do not accept late assignments except for documented medical reasons.

4. Changing Status

Students may withdraw from a course within the first 2 weeks of classes without an NC appearing on their transcripts. Withdrawal past this time results in an automatic NC grade.

Audits must be declared during the first two weeks of classes and a successful audit grade will depend on sufficient attendance (80%) of classes and labs (if applicable) and regular participation.

5. In-Class Behaviour

Students are expected to conduct themselves in a mature and responsible manner, and will be held responsible for their actions, whether acting alone or in a group. Specifically students are expected to be attentive in class. Student misconduct, which includes, but is not limited to, plagiarism, cheating, and disruption of the learning environment is not tolerated. As a UCFV student, you are bound by the Student Conduct Policy. You should familiarize yourself with this document: <http://www.ucfv.bc.ca/stuserv/director/conduct.htm>

6. Exams

In-class exam dates are indicated on course outlines, rewrites are not permitted. Deferred exams are granted for documented medical reasons only (e.g. a medical note). Other extenuating circumstances will be considered on an individual basis. If you cannot write at the scheduled time you must notify your instructor in advance.

Final exams are scheduled during the final exam period. **Students must be available for the entire period and will not be granted different writing times due to personal reasons such as travel.** Students should arrive early for exams. Students are not permitted to start the exam after 15 minutes have passed and cannot leave and re-enter the room once the exam has started. **For lab exams, students must arrive on time or forfeit the opportunity to write the exam.** All forms of cheating will be treated seriously in accordance with UCFV policies.

7. Athlete Exemptions

Students who are members of UCFV or other provincial/national level sport teams will be entitled to deferred exams for travel games only if advance notice is given to the instructor. Athletes should follow the same procedures as indicated in 1. above.

8. Assignments and Oral Presentations

Students are expected to complete all assigned work, including oral presentation, whether or not a grade is involved. Failure to do so may impact your final grade and course completion.