

**Please review the MESC Policies below.  
(MESC Student Registration and Admissions; Policy 3.1, 2014)**

- 3.1.3.5 Online Registration:** The Online Registration Form is not complete until the candidate has answered the required questions and submitted their request. Upon receipt of application a notification will be sent to the student's e-mail address as provided on the online registration form. If receipt has not been received within three business days please contact Student Services.
- 3.1.3.6 Waiting Lists:** The MESC has a waiting list system for courses that have reached the enrollment limit. Students are placed on a waiting list for that course and as spots in the course become available, the students from the waiting list are notified. If no spots become available the student must re-apply for the course at a future date.
- 3.1.3.7 Course Withdrawal:** When a student withdraws from an in-class or online course, it is their responsibility to notify Student Services *in writing*. Any refundable portion of fees will be calculated only from the date on which Student Services has been notified. Students should note that refund dates differ from registration dates. (see policy on Refunds).
- 3.1.3.7.1 Deadline Dates for Withdrawal:**
- Prior to the first day of class, no academic penalty, not recorded on transcript;
  - First day of class up to and including last day, a voluntary withdrawal (VW) will be recorded on their transcript.
- 3.1.3.7.2 Failure to withdraw/Non-Attendance:** Students who do not withdraw from a course following the proper procedures will receive a final grade of Fail (F) in that course. The following does not constitute a withdrawal from a course/class:
- Failure to appear in class
  - Ceasing to attend classes
  - Failure to log-in to an online course
  - Failure to complete an online course
- 3.1.3.9 Student Transcripts** (as defined in Glossary): All transcripts are confidential and mailed directly to the student. Requests for duplicate transcripts must be received in writing and addressed to Student Services or in person with valid government photo ID. A fee of \$10.00 will assessed. Once a final grade has been entered for a course it will not be modified or removed. NOTE: Any individual or organization requesting a copy of a student's transcript must submit a *Transcript Release Form* signed by the student.

### 3. 1.4.2

**Coursework and Performance Assessments:** At the close of each course, grades are assigned indicating the character of the student's work throughout the course. Results may be based on course work of a critical or analytical nature, written examinations, practical evaluations, or a combination depending on the course. These assessment instruments will be based on course pre-requisites and work covered in the course.

The course materials shall clearly indicate to the class how the final grade in the class shall be assigned and the minimum acceptable performance in that course. Students will not receive credit in a course if the stipulated requisite courses have not been met, an incomplete (INC) will be recorded on their transcript.

**3.1.4.2.1 Requisite** (as defined in the Glossary): All requisite courses identified in the MESC course descriptions must be completed within 18 months of completing the course (this timeline includes all exams and re-write exams, written and practical). If the requisite(s) are not completed within 18 months of completing the course an incomplete (INC) will be recorded on the student's transcript and the course will have to be repeated.

**3.1.4.2.2 Assignments:** Course assignments must be completed by the due date assigned by the MESC. If the assignment is not completed by the due date and the student has not been granted an extension by the Instructor the assignment will receive an F (fail) grade and the student may be asked to leave the course. **Only two extensions per course will be granted.** If a student is unsuccessful on an assignment they will be given one opportunity to re-do the assignment(s). If their second assignment is not successful they will receive an F (fail) grade and may be asked to leave the course. Students must complete all assignments before they are allowed to take any exams (written or practical) or participate in any labs.

### 3.1.4.3

**Attendance at Lectures and Practical Exercises:** All Instructors will take attendance at courses. All students are expected to be regular in their attendance at lectures and labs and punctual for class. Classes will begin promptly at the time specified in the confirmation letter unless specific instructions from the Instructor are given to the contrary. Students arriving late may have to wait outside until a scheduled break.

Attendance requirements for successful completion of MESC courses will be provided by the Instructor, some MESC courses may require a 100% attendance. All absences must be approved by the course Instructor. Absences do not relieve a student of their responsibility for completing the work in the course(s) to the satisfaction of the Instructor.

If the student requires assistance from an Instructor due to an absence, there may be an hourly fee of \$75.00 per hour assessed for the time of the Instructor. Absences of more than 20% without approval by the Instructor may result in a Fail (F) for the course on the student transcript.

#### 3.1.4.4

**Academic Dishonesty:** Academic integrity is an essential part of the MESC programs. Academic dishonesty and misconduct will not be tolerated. The MESC supports students, Instructors and administrators in their efforts to preserve this institution as a community of academic excellence. Actions which constitute academic dishonesty and/or misconduct are considered an offence and may include:

##### 3.1.4.4.1

**Cheating** (including but not limited to):

- Using, giving, receiving, or attempting to use, give or receive unauthorized information during an examination in any form.
- Copying an essay, examination, report, assignment or like form of evaluation.
- Allowing another to copy and essay, examination, report, assignment or like form of evaluation.
- Impersonating another person in an examination or test and/or serving as a substitute in such activities.
- Buying or otherwise obtaining papers, assignments or examination copies for submission as one's own.
- Giving false reasons for absence (e.g. form an in-class test, final examination, required classroom activity).

##### 3.1.4.4.2

**Falsifying Records** (including, but is not limited to):

- Misrepresenting one's credentials/ work.
- Submitting false documents or falsifying academic records, transcripts or other documents.
- Falsifying documents from outside agencies required for the work of the MESC (e.g. medical notes, letters of reference).

#### 3.1.4.5

**Penalties for Academic Dishonesty:** Academic misconduct will be dealt with by an immediate suspension of the student from the course and review of the students' academic standing with the MESC. Sanctions will be administered based on the severity of the misconduct and determined in relation to the degree of the offence committed or attempted.