



**To:** Faculty  
**From:** Diane Gauvin, Academic Dean  
**Date:** March 29, 2020  
**Subject:** Memo to Faculty

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Here are some important updates to clarify the system for grading. This memo also includes additional information that the College will soon communicate to students. Finally, it concludes with an update on support for teaching and learning.

### **EQUIVALENCE (EQ)**

ISEP (article IV, M) states that *Dawson College uses numerical grades to formally evaluate student achievement.*

In accordance with the temporary easing of the application of the College Education Regulations, ***in exceptional circumstances, when it is not possible to assess the level of*** attainment of competencies, a Pass/Fail system (technically an IN/EQ) may be used. It is the College's responsibility to grant equivalences. For this reason, the following process has been put in place.

In each instance where it is not possible to assess the **level of attainment** of a competency:

1. The department must analyse the request of the teacher(s) and decide whether it agrees with the use of the Pass/Fail (IN/EQ) grading system. Please note that for multi-section courses, all sections must use the same approach.
2. The Chair will submit the department's recommendation to the Dean responsible for the discipline.
3. The Dean responsible for the discipline will submit requests for exceptions to the Academic Dean.
4. Based on the information submitted, the Academic Dean will render a decision.

In cases where learning activities and/or assessments cannot take place at a distance, they will be rescheduled once confinement restrictions have been lifted.

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## STUDENT ATTENDANCE

We would like to follow up with those students who are not participating in their online courses. This information is necessary in order for the College to offer support and guidance to students who may lack equipment, have family responsibilities, be ill or have chosen to abandon their courses. Therefore, we would appreciate it if, at the end of your first week of classes, you would send an email to [attendance@dawsoncollege.qc.ca](mailto:attendance@dawsoncollege.qc.ca), with a list of those students who have not attended at all so that we may follow up with them.

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## AUTHORIZED ABSENCES

Should students ask ... Students who, for personal reasons (health, family responsibilities, inadequate learning environment, etc.), are not able to continue with some or all of their courses may request an *Incomplete*. The IN notation on an academic transcript does not negatively affect the R-score (Cote-R). However, an authorized absence in one or more courses may affect a student's ability to advance in their program. If students require guidance, they should send an email to [advsecretary@dawsoncollege.qc.ca](mailto:advsecretary@dawsoncollege.qc.ca).

To request an *Incomplete* (IN), students must send an email to [authorizedabsence@dawsoncollege.qc.ca](mailto:authorizedabsence@dawsoncollege.qc.ca). The request must include the following:

1. Full name
2. Student number
3. Phone number
4. Course(s) for which an IN is being requested. If the request is for all courses, then the student must indicate that they want to abandon all courses. If the request is for only some courses, then the student must give the list of the courses to be abandoned.

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## ENGLISH EXIT EXAM

In the event that college campuses have not re-opened by May 1, the obligation to pass the English Exit Exam to obtain a D.E.C. is lifted for all graduating students of the 2019-2020 school year (fall 2019, winter and summer 2020) for whom that is the **only missing requirement** to obtain a D.E.C. The requirement to pass the English Exit Exam remains obligatory in all other situations.

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## HUB NEWS – PEDAGOGICAL SUPPORT

### *Webinars*

Twelve webinars will be offered this week, on topics such as: Zoom basics, screen sharing and recording in Zoom, how to use Zoom in Moodle and Lea, Zoom for hybrid course design, flipped synchronous and asynchronous hybrid classrooms, e-learning tips and tricks, and Zoom drop-in and FAQ sessions. The first webinar on the ABCs of Zoom will take place Monday morning, March 30, at 8 a.m.

To see the full schedule of webinars on the Faculty Hub, please follow this [link](#).

### **Resources**

A range of resources are now available, including the tutorial entitled [10 Tips for Migrating your Course Online](#).

**Getting Started** covers topics like setting up Zoom and Moodle, provides links to tutorials and guides on using these tools and their features, and offers some advice for your first day online with your class.

**Moving Your Courses Online** provides information on pedagogical considerations, options for content delivery, and how to engage students in online activities.

**Find a Mentor** brings you to a SharePoint site (you will have to log-in with your Dawson access info) where you can find a list of mentors, the topics they can help you with and their availability.

New content is being added regularly... so check back often!

<https://www.dawsoncollege.qc.ca/faculty-hub/>