

ELC Connect Course Policies

Refund and Transfer Policy: No refund of tuition after the start date of the program. In case of illness, a student may receive a partial refund if they provide a doctor's note stating they are too ill to continue studying in their online course. No transfer from one course to another is possible. In the case of illness, transferring to a future course may be permitted with a doctor's note. The process includes an additional \$100 transfer fee and approval by the ELC Director.

https://continuingstudies.uvic.ca/elc/how-to-apply/policies/refunds-and-transfers-of-fees#/collapse-id19190_2

ELC Connect Behaviour Policy: Students are expected to follow the ELC Connect Behaviour Policy. Any student who does not follow the ELC Connect Behaviour Policy, may be asked to leave the course.

https://continuingstudies.uvic.ca/upload/ELC/PDF/current-students/ELC_Connect/ELC_Online_Course_Behaviour_Policy.pdf

Attendance Policy: Students are required to attend all Virtual Class sessions.

Assignments Submissions Policy: All assignments should be handed in before or by the due date and time. An assignment handed in one hour late will not receive a late penalty. All assignments handed in up to 24 hours late will be accepted but will receive a 10% deduction penalty from the assignment grade. All assignments handed in more than 24 hours late will receive a grade of 0%.

Passing Grade Policy: 80% is required to pass ELC Connect courses.

Participation Policy: Students must receive a participation grade of 80% in order to receive their Certificate of Participation at the end of their course.