



**Designated Academic Administrator (DAA) Responsible for Academic Issues  
Under the Institutional Policy on the Evaluation of Student Achievement (IPESA)  
and Designated Administrator (DA) under the Institutional Code of Student Conduct  
Last Updated on behalf of the Campus Director, E. Berryman: August 19, 2015**

*Until further notice, the distribution of **academic-related** duties at St. Lawrence between the Dean of Faculty and the Dean of Students under section 10.5 of the **IPESA** will be as shown below.*

**Dean of Faculty and Academic Affairs**

- Scheduling of evaluation activities (Art. 2.6)
- Final examinations (Art. 2.9)
- Reporting of course grades (Art. 2.11)
- Equivalence (Art. 3.1.1)
- Substitution (Art. 3.1.2)
- Exemption (Art. 3.3)
- Incomplete courses (Art. 3.6)
- Comprehensive assessment in DEC programs (Art. 4.1)
- Submission of student work (Art. 5.1)
- Attendance and absences (Art. 5.2)
- Professional conduct during a workplace internship (Art. 5.3.1)
- Academic integrity (Art. 5.4)
- Academic appeals and complaints (Art. 6.2) – 6.2.2 jointly with the Dean of Students
- Certification of studies (Art. 7.2)
- Generic course plans (Art. 8.1)
- Approval process [for course outlines] (Art. 8.2.2)

**Dean of Students**

- Accommodations for students with disabilities or special needs (Art. 3.5)
- Academic appeals and complaints (Art. 6.2.2) – jointly with the Dean of Faculty

*Until further notice, the Designated Administrator (DA) under the **Institutional Code of Student Conduct** will be as shown below.*

**Dean of Faculty and Academic Affairs**

- Activities "in class"

**Dean of Students**

- Activities "outside of class"

*In addition, the Dean of Students has responsibility for all non-academic student dossiers.*