

# Welcome to CEAP at KSS

2025-2026 Office Hours      \*Closed for lunch\*

Teacher	Monday	Tuesday	Wednesday	Thursday	Friday
Angela Coburn	8:50 – 3:10	8:50 – 3:10			—
Shelley Terpstra			8:50 – 3:10	8:50 – 11:40	—

***Please note the following regarding withdrawal from CEAP courses:***

Non-Completion Scenario	Outcome
Student has not been 'activated' in this course'	<ul style="list-style-type: none"><li>• no record on transcript.</li><li>• No wait period to take course again</li></ul>
Student 'activated' BUT LESS THAN 30% of course work submitted	<ul style="list-style-type: none"><li>• W on transcript</li><li>• one year wait period (or 3 reporting periods) before you can take the course again.</li></ul>
Student 'activated' AND MORE THAN 30% of course work submitted	<ul style="list-style-type: none"><li>• resulting grade on transcript</li><li>• one year wait period (or 3 reporting periods) before you can take the course again.</li></ul>

N.B. Students are '**ACTIVATED**' in a course when one curricular assignment has been submitted and marked by the teacher