1. Overview

The academic experience at Georgian College is focused on student-centred learning, support for student success, academic integrity and excellence. The academic policies in this document are based on accountability for academic standards and integrity of course credits and program credentials. The student’s success at Georgian, his or her smooth path through the academic process and his or her ability to navigate through exceptions and unusual situations will be enhanced and guided by these policies. They apply to all students, all courses, all programs and all academic and related experiences offered by the college. Students are required to be familiar with these policies and keep them as reference for those occasions when they have questions about their progress or unusual circumstances that may arise from time to time. Lack of knowledge of these policies, particularly when it pertains to academic misconduct, does not constitute a valid defence against action by the college.

Student life and conduct at Georgian College are governed by a number of non-academic policies, some of which are included in this document. All policies are available on Georgian’s website and in procedure manuals located in each of Georgian’s departments. Information about the situations in which these procedures apply and the procedures themselves may be obtained through program co-ordinators, academic officers, the Georgian College Students’ Association, student success counsellors or other staff members. In addition to Georgian’s policies, all students are subject to both criminal and civil law, as enacted by local, provincial and federal governments. The college will co-operate fully in situations that fall under these jurisdictions, but also reserves the right to apply its own policies and procedures independent of the processes or outcome of processes required by these jurisdictions.

Georgian is committed to respecting your privacy and protecting your personal information. In accordance with Section 39(2) of the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31, this is to advise you that your personal information is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002. This information may be used and/or disclosed for administrative, statistical and/or research purposes of the college and/or ministries and agencies of the government of Ontario and the government of Canada, including, but not limited to, tabulating and reporting data on Key Performance Indicators (graduation rate, graduate employment, graduate satisfaction and employer satisfaction). You may also be contacted by ministry or college-authorized third parties for your voluntary participation in surveys to evaluate student and graduate experiences and outcomes. Information will also be shared with third party service providers who are retained by the college to provide services to students or act as agents of the college (working in accordance with privacy guidelines).

Georgian College is required to disclose personal information such as Ontario education numbers, student characteristics and educational outcomes to the Minister of Training, Colleges and Universities under s. 156 of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, Chapter M.19, as amended. The Ministry collects this data for purposes such as planning, allocating and administering public funding to colleges, universities and other postsecondary educational and training institutions and to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the Ministry for purposes that relate to postsecondary education and training. Further information on how the Ministry of Training, Colleges and Universities uses this personal information is available at: http://www.tcu.gov.on.ca/pepg/publications/NoticeOfCollection.pdf. Further information on the collection and use of student-level enrolment-related data can be obtained from the Ministry of Training Colleges and Universities website: http://www.tcu.gov.on.ca/ (English) or http://www.tcu.gov.on.ca/fre/ (French) or by writing to the Director, Postsecondary Finance Branch, Postsecondary Education Division, 7th Floor, Mowat Block, 900 Bay Street, Toronto, ON M7A 1L2. By consenting, you are authorizing Georgian to use your personal information for processing your application, acceptance or registration as well as taxation, student insurance or funding purposes.

1.1 Alcohol use

Alcoholic beverages shall not be offered for consumption, or sold at a college-sanctioned event or operating licensed establishment, except under the authority of a valid liquor license issued by the Alcohol and Gaming Commission of Ontario (AGCO), obtained by the college. The primary responsibility for alcoholic beverage use is with the individual. All college students, faculty, staff, alumni and guests have an obligation to use alcoholic beverages responsibly and legally, while adhering to the provisions of all relevant and applicable legislation and Georgian policies including its Student Code of Conduct.

College staff and the organizer(s) of any college-sanctioned event will supervise the function and ensure compliance with the Liquor License Act of Ontario, and this procedure.

Upon request, any person wishing to consume alcoholic beverages will produce personal identification as approved by the AGCO.

Note: for a list of currently approved forms of identification, see www.AGCO.on.ca

Persons under the age of majority will not be permitted access to college-sanctioned events and/or facilities where alcoholic beverages are served unless a control program is in place which identifies persons under the age of majority to the server of alcoholic beverages. Under no circumstances will any person under the age of majority be served, permitted or allowed to consume alcoholic beverages at a college-sanctioned event or operating licensed establishment.

Upon request, individuals may be required to establish that they are a college student, faculty, staff, alumni or guest. All students, faculty, staff, alumni or guests must leave the facility when the host or supervising college manager of the event departs.

Georgian College reserves the right to refuse to allow any person to consume alcoholic beverages at a college-sanctioned event or operating licensed facility. It is the responsibility of the supervising college manager and the organizer of the event to discontinue service of alcoholic beverages to any person who is in violation of this procedure, or the Liquor License Act.

Under no circumstances will any Georgian College student, faculty, staff, alumni, or guest be served alcoholic beverages where there are reasonable grounds for a belief that doing so will result in intoxication. Any person who is in breach of this procedure or other college policies, the Liquor License Act of Ontario or other Ontario statutes or the laws of Canada will be subject to college discipline and/or be subject to prosecution as provided by law. Alternate beverages and food will be available at all times, and be promoted and encouraged consistent with the requirements of the AGCO. Those who consume alcoholic beverages have an obligation to make legal and responsible decisions concerning their conduct. They must not engage in activities that would endanger themselves or others, and take responsibility for their own actions regardless of whether or not they are under the influence.

All persons wishing to arrange a college-sanctioned event where the sale of alcoholic beverages would occur in college locations other than an operating licensed establishment must reserve the location through Conference and Event Services on behalf of the college.

Note: There may be circumstances where the general manager – food and beverage, the georgian dining room manager or the campus Principal/manager at regional campuses may also accept
bookings on behalf of the college without involvement from Conference and Event Services. The services of trained supervisors and servers must also be arranged through the college.

1.2 Smoking policy
The Smoke-Free Ontario Act applies to all campuses of Georgian College. The college is responsible under this legislation to ensure compliance with the smoking regulations under the act, and has its own additional restrictions which meet or exceed the requirements of the act. At Georgian College smoking is restricted to specific designated areas. For further information on this procedure, please refer to the Smoking Policy. Students who violate this policy will be subject to sanctions imposed by the college as well as applicable provincial legislation. Avenues pursued may include the Student Code of Conduct, the levying of a monetary fine, and escalating sanctions up to and including expulsion. Violations will be tracked by Campus Safety and Security and notations made to student files as appropriate.

1.3 Closure due to weather conditions
Georgian College will remain open for all classes and services unless extreme weather conditions dictate closure or class cancellation. This decision is made through the Office of the President in consultation with senior managers and campus directors. Closure of the college and widespread cancellation of classes will be announced on the website and on local radio stations. See Section 10, Test and Examination Regulations, for information on college closures during examination periods.

1.4 Student Code of Conduct
The purpose of the Student Code of Conduct is to define the responsibility of all Georgian College and University Partnership Centre students to act in a manner that respects the rights, safety and wellbeing of others. The Code defines the general standard of conduct expected of students, provides examples of non-academic conduct that may be subject to disciplinary action by the college, sets out the disciplinary sanctions that may be imposed, and describes the disciplinary procedures that the college will follow. The intent of the Code is to provide a framework to resolve issues when civility and respect for the rights of others break down and informal resolution is not possible. These principles and values can only be realized in an atmosphere of respect, safety and security. Only approved users will have access to designated information facilities and services. All resources exist to support and fulfil the requirements for instructional, research and administrative purposes. Only approved users will have access to designated information facilities and services. All resources that the entire college community depends upon. Persons using information technology facilities for which they are not authorized are committing an offence under the Criminal Code of Canada and may be prosecuted. Misuse or wasteful use of resources that the entire college community depends upon.

1.5 Human Rights Complaint Resolution
The Human Rights Complaint Resolution Procedure governs the behaviour, under the Ontario Human Rights Code, (code) of all members of the Georgian College community. All college community members are subject to this procedure while they are on any college campus, off campus on college business and/or while participating in college events. Georgian College upholds the position of the code, which states that it is public policy in Ontario to recognize the dignity and worth of every person and to provide for equal rights and opportunities without discrimination on certain prohibited grounds. The code provides that every person has the right to equal treatment in the provision of services, accommodation, matters of contract, employment and membership in trade unions and professional associations. Students and employees have the right to study and work in an environment free from harassment and discrimination related to any grounds of the Human Rights Code including race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, record of offences, and mental or physical disability. For further information on this procedure, please refer to the Human Rights Complaint Resolution Procedure on the Policies and procedures page of our website.

1.6 Accommodation of religious observances
Georgian College, in agreement with and in support of the Ontario Human Rights Code, is committed to respecting the religious beliefs and practices of all members of the college community and to making accommodations for observances of special religious significance. Accordingly, every effort will be made to avoid scheduling in-class or formal examinations on days of special religious significance throughout the year. When a conflict exists between classes/examinations and a special religious observance, the student is required to inform his or her program co-ordinator in writing at least three weeks prior to the date. Co-ordinators are to respond in writing to the student as quickly as possible and will identify any re-scheduling of tests or examinations. For further information on this procedure, please refer to Accommodation of religious observances policy on the Policies and procedures page of our website.

1.7 Information technology acceptable use
Georgian College is committed to creating and maintaining an enabling environment for information technology users and has therefore developed standards of behaviour for using information technology facilities and resources. All members of the college community are responsible for obeying the law and college procedure when using Georgian’s information technology facilities and services.

Georgian College's information technology facilities and services exist to support and fulfil the requirements for instructional, research and administrative purposes. Only approved users will have access to designated information facilities and services. All resources within the college community are to be used in a reasonable and responsible manner that will not interfere with or compromise the resources that the entire college community depends upon. Persons using information technology facilities for which they are not authorized are committing an offence under the Criminal Code of Canada and may be prosecuted. Misuse or wasteful use of information technology facilities and services is subject to discipline according to college procedure. For further information on this procedure, please refer to Information technology acceptable use on the Policies and procedures page of our website.

1.8 Traffic and parking
Georgian College uses an automated parking system at the Barrie, Orillia, South Georgian Bay, Midland and Owen Sound campuses, employing gate arms activated by a parking card, a set coin fee, or tokens upon exit. Parking on campus is on a first-come, first-served basis in all parking areas. Metered parking is available for use by visitors conducting day-to-day business at the college.

Parking cards can be purchased at the parking office, first floor, Administrative Centre at the Barrie Campus and at the Office of the Registrar at the Orillia, Midland, South Georgian Bay and Owen Sound campuses. Upon entering the parking facilities, the parking gates lift automatically and allow vehicles to enter. Upon exit, drivers must activate the gate arm by using either a parking card, coins or tokens.
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Drivers requiring assistance at the parking exit gates are advised to press the button circled in green labelled “call” which connects directly to Campus Safety and Security.

1.8.1 Traffic regulations and enforcement — all campuses
These regulations are intended to provide all drivers with the maximum parking service and convenience within the limits of available space and to ensure pedestrian safety while on campus. In addition to the regulations and enforcement section of the college’s Traffic and parking procedure, all statutes, regulations and bylaws governing the operation of motor vehicles in Ontario and those enacted by the municipalities in which Georgian campuses are located are in force on college property.

Specifically:

- The maximum speed limit on college property is 20 km/h, or as indicated on speed signage placed throughout the campus.
- All vehicles parking at the college must park in designated parking spaces.
- Monetary fines may be issued for parking citations, plus additional fees pertaining to administration and Ministry of Transportation (MTO) searches.
- Drivers who do not obey traffic regulations may face suspension of parking privileges.

Note: Vehicles are not permitted on college grounds until such time as outstanding fines have been paid in full to the college or its collection agency of record.

- The college reserves the right to rescind parking privileges of any offender at its sole discretion.
- Towing (on or off property) is at the vehicle owner’s expense.
- Automatic deactivation of a parking card will take place when outstanding fine exceeds $100.
- Vehicles leaving the college grounds without paying will be fined $100 per unlawful exit.
- Vehicle owners are liable for any damage caused to college property by their vehicle and are subject to penalties as outlined above.
- Motorcycles are subject to the same rules and regulations as other motorized vehicles, but in addition, must provide asphalt protection from kickstand damage and must park only in the areas designated as motorcycle parking (where available).
- Snowmobiles and all-terrain vehicles (ATVs) are not allowed on any campus.

It is imperative that individuals leaving vehicles on college grounds overnight contact Campus Safety and Security. Campus Safety and Security must authorize overnight vehicle parking and will provide direction as to where the vehicle is to be parked. Failure to do so can result in penalties as outlined above.

Georgian College staff, campus security officers and the bylaw enforcement departments of the municipalities in which Georgian campuses are located jointly enforce all rules and regulations pertaining to the use of the college’s traffic and parking facilities at the corresponding campuses.

The college will make every effort to provide parking space for all motorists who wish to park at its campuses. Individuals must recognize and accept that facilities may become crowded and may be affected by weather conditions, special events, contract disputes, etc., and that these conditions do not eliminate the responsibility of all individuals to strictly observe all rules and regulations.

Note: Georgian College assumes no risk or responsibility for damage to, or loss of, a vehicle, or its contents, no matter how caused. In all cases, removal or relocation of a vehicle is at the owner’s risk and expense. Georgian College reserves the right to rescind the parking privileges of any offender at its discretion.

1.8.2 Appeals
The college’s Parking Appeals Committee deals with appeals related to parking violations. Traffic or parking violation tickets can be appealed by submitting a completed parking violation appeal form (available at the campus parking office). All parking penalties with the exception of towing may be appealed within 14 days of the violation date in accordance with the Traffic and parking procedure. Appeals must be made in writing. Appeals are decided upon by committee members independently representing the college community.

Note: Fines must be paid in full prior to an appeal hearing. If the appeal is successful, the fine amount will be refunded with interest. An appeal fee of $10 must be paid at the time of appeal. Parking without authorization, failure to see or read signs, or ignorance of the regulations are not acceptable grounds for appeal. Lack of signage does not indicate authorized parking. Missing or broken gate arms does not indicate free parking.

There is a $10 fee for submitting an appeal. Forms are to be returned to either Campus Safety and Security or the parking office at the respective campus for consideration by parking office staff.

1.8.3 Outstanding fines
A record of outstanding fines is kept in student records in the Office of the Registrar. Until fines are paid, it is college policy to place a hold on a student’s account, which may prevent access to transcripts and grades, and may further prevent registration in subsequent terms.

1.8.4 People with disabilities
Designated parking spaces for persons with disabilities are located in parking areas throughout college campuses. Only vehicles displaying a valid Ontario Ministry of Transportation Disabled Parking Permit may park in these designated areas. Drivers of these vehicles are subject to the same rules and regulations and pay the same fee as all others parking on campus. Individuals with disabilities are not exempt from ticketing and/or towing.

Handicapped individuals being dropped off or picked up and not using parking facilities are asked to make arrangements through their program office for exit at no cost to the drop-off or pick-up vehicle. The municipalities in which Georgian campuses are located will also issue tickets and/or tow with respect to abuse of handicapped parking spaces on campus.

Georgian College is committed to continually improving access to all college premises, facilities, services and public information with the goal of achieving barrier-free accessibility for persons with disabilities studying, visiting and working at the college. This procedure is available in alternate formats upon request through Human Resources at 705.728.1968, ext. 1630.

1.9 Lockdown procedure
Although highly unlikely, the possibility of a violent incident occurring at a Canadian postsecondary institution has become a reality in today’s society. Accordingly, the college has developed and implemented a Lockdown procedure to provide general direction to the college community during an incident in which a lockdown might occur. This Lockdown procedure is a resource tool that provides general principles and guidance to members of the Georgian community and is designed to increase the level of preparedness in an attempt to limit the impact of an occurrence. It is expected that students and staff will read the Lockdown procedure so they will know how to respond appropriately should an incident occur. For further information on this procedure, please refer to the Lockdown procedure on the Policies and procedures page of our website.

2. Admissions
Georgian’s Admission policy was developed to ensure that all applications are considered fairly and equitably. The policy endorses and seeks to apply the principles of the Ontario Human Rights Code, the Ontario Ministry of Training, Colleges and Universities’ regulations and the directives of the Board of Governors of Georgian College.

2.1 Application
Students applying to full-time studies at Georgian College must
submit a completed application to ontariocolleges.ca. For 2015/2016, the application fee is $95. ontariocolleges.ca receives and records applications and offers. The applicant must also confirm his or her offer at ontariocolleges.ca. Part-time students at Georgian College who are interested in applying for full-time studies must follow the ontariocolleges.ca application process. Part-time student status does not provide preferred access to a full-time program. New students to Georgian wishing to apply for advanced standing must also apply through ontariocolleges.ca. See also section 2.11, Advanced Standing. To apply to full and part-time programs, a student must be 19 years of age or have a Grade 12 diploma.

2.1.1 Exceptions to applying through ontariocolleges.ca
Applications for Continuing Education (part-time) certificates are not made through ontariocolleges.ca. A detailed listing of these programs can be found at GeorgianCollege.ca/coned. For these programs, students must complete a Georgian College application for admission form and submit it, along with transcripts if required, to the Office of the Registrar. A $50 non-refundable application fee, payable to Georgian College, is also required. Please check individual program outlines for additional requirements and application procedures.

2.1.2 Deadlines
Applicants are urged to submit their application as early as possible since some programs may require them to take part in an information session, write selections tests, or complete a resumé. For highly competitive programs, applications received by Feb. 1 will be considered equally. For offer of admission process deadlines, please see 2.12 Offer of admission (acceptance letter) and accepting the offer.

2.1.3 Applying after Feb. 1
Applications received after Feb. 1 will be processed on a first-come, first-served basis. To find out which programs are open, which are closed and which are taking applicants on a waiting list visit ontariocolleges.ca, contact the inquiry line at 519.763.4725 or toll-free at 1.888.892.2228, contact Georgian College directly at 705.722.1511 or registrar@georgiancollege.ca.

2.1.4 International students
International students applying to full-time studies at Georgian College must complete an international student application form and submit it to Georgian College at:
Georgian College
Office of the Registrar – International
One Georgian Drive Barrie, Ontario L4M 3X9
Canada telephone: 705.728.1968, ext. 5820, Fax: 705.722.5158
Original or certified copies of all documentation and academic records must be attached to the application. Applicants need to show proof of graduation, subjects taken and marks received. For documents that are not in English, certified translated copies must be provided. Please note that some programs have selection requirements such as tests, resumés, letters of intent and others. A $100 CAD application fee must accompany the application. The international student application form can be downloaded at GeorgianCollege.ca/international. Applicants may also request an international application package by email to international@georgiancollege.ca.

For those international applicants whose first language is not English, see Section 2.5, English Language Proficiency. While applications may be submitted anytime, they are considered on a first-come, first-served basis. For program availability and general inquiries, email international@georgiancollege.ca.

Final or conditional offers of admission are sent by email only to those applicants who meet admission requirements.

2.2 Academic qualifications
Applicants must possess ONE of the following requirements to be eligible for admission to most certificate and diploma programs:

Secondary school applicants:
• Ontario Secondary School (OSS) curriculum: Ontario Secondary School Diploma (OSSD) or equivalent, with courses at the college, university or university/college level
• Non-secondary school applicants (19 years or older): Credit courses taken at Georgian College

Non-secondary school applicants (19 years or older):
• Equivalent courses taken through secondary school or Independent Learning Centres (at the general, advanced, college or university level)
• Academic and Career Entrance Certificate (ACE) program available at most Georgian campuses
• Mature student testing that meets the minimum standards for admission available through most testing services at Georgian campuses
• Ontario High School Equivalency Certificate (GED)
• Credit courses taken through accredited colleges/universities

Home school applicants:
• Applicants to most programs can write the mature student testing that meets the minimum standards for admission for most programs available through testing services at most Georgian College campuses

In addition to stated course requirements in each program, applicants should also have an overall average of 60 per cent (C) or greater in the required credential. Graduate certificate programs require a college diploma or a bachelor's degree. Degree programs require an OSSD with six Grade 12 U or M level courses. Most degree programs have specific grade point average (GPA) requirements. For all programs, refer to the program outline for specific admission and selection requirements. For other equivalencies, please contact the Office of the Registrar at registrar@georgiancollege.ca.

2.2.1 Non-secondary school (mature) applicants to postsecondary certificate and diploma programs
Non-secondary school applicants who are 19 years of age or over by the first day of classes, and who lack the academic entrance qualifications, may be considered for entrance to an appropriate postsecondary diploma or certificate program as mature applicants. Mature applicants must meet all program-specific prerequisites including all courses listed for each program, and all selection criteria; most equivalencies are stated above. Applicants who are unsure whether they meet admission requirements should contact the Office of the Registrar.

In addition, those applying as mature students and having no documentation of Grade 12 education must supply, if required, proof of age, such as a copy of an official birth certificate or driver’s licence. Refer to Section 2.5 and 2.6 of this document for further details.

Some programs also have selection requirements, such as resumés, entrance testing, etc. Applicants applying to the following programs must meet both admission and selection requirements:
• Paramedic
• Veterinary Technician
• Community Integration through Co-operative Education
• Marine Technology – Navigation
• Graphic Design and Graphic Design Production

2.2.2 Mature applicants to degree programs
Mature applicants must meet all of the following criteria:
• Must be 21 years of age or older by Dec. 31 of the year of admission.
• Must not have been enrolled in a formal education program for at least one year prior to the beginning of degree studies. (BScN applicants must have been away from formal education for a minimum of two years).
• Must have no recent unfavourable academic performance.
• Must have demonstrated potential for success in degree studies through academic accomplishments.
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2.3 Learning skills
Student success in college depends as much on well-developed learning skills and attitudes as on prior academic achievement. While achievement is of major importance in program admissions, other skills such as being able to work independently, participating on a team, being well-organized, developing good work habits, and showing initiative, are those that result in greatest success in college. By contrast, students lacking these skills are less likely to become well-integrated into college programs and are more likely to leave without completion. Applicants should therefore develop these skills and attitudes before beginning their college programs.

2.4 College preparatory programs/Academic and career preparation
Applicants who have completed college preparatory programs and Academic and Career Entrance (ACE) upgrading are eligible for admission to postsecondary programs (not degree or graduate certificate programs) and will be given priority admission to the college providing that admission requirements and deadlines have been met. (Not applicable to highly competitive postsecondary certificate or diploma programs).

Note: To meet the grade 12 C level math requirement the ACE Math AACE1003 does not qualify.

2.5 English language proficiency
In addition to the academic admission requirements, all applicants for whom English is a foreign language must provide proof of language proficiency. Applicants must meet one of the following criteria to meet Georgian’s language proficiency requirements:

- Must have completed three full years of study at the secondary school level in English in a country where English is a primary language (not applicable to Pharmacy Technician).
- Must have completed one full year of study in an accredited postsecondary program in English in a country where English is a primary language (not applicable to Pharmacy Technician).
- Graduation from Georgian College’s English for Academic Purposes Level 4 program with a GPA of 60 per cent or higher for admission to Georgian’s diploma and certificate programs; a GPA of 75 per cent or higher for admission into Georgian’s degree programs; a GPA of 80 per cent or higher for admission into Georgian’s graduate certificate programs.
- Ontario Secondary School Diploma and English credit (Grade 12 U, M or C) issued by a public or catholic school board (not applicable to BScN or Pharmacy Technician).
- International English Language Testing Service (IELTS Academic): overall 6.0 for diploma and certificate programs; overall 6.5 for degree and graduate certificate programs; minimum bands of 5.0.
- Canadian Academic English Language (CAEL) (not applicable for BScN or Pharmacy Technician): overall 60 for diploma and certificate programs; for degree and graduate certificate programs minimum bands of 50.
- Pearson Test of Academic English (PTE) (not applicable for BScN or Pharmacy Technician): overall 58 for diplomas and certificate; 61 for degree and graduate certificate programs.
- Other tests may be considered; please email registrar@georgiancollege.ca.

2.6 Other admission requirements
Some postsecondary programs require special prerequisite courses, essays, resumes, testing, portfolios, minimum cut-off scores, or information sessions. These requirements are listed under the admission requirements, admissions details and selection process sections of each program outline and referenced in the Georgian College Program Guide. It is the responsibility of the applicant to complete these requirements as part of the admission process. The Office of the Registrar will inform applicants of any changes to admission requirements if they are not contained in recent publications.

2.7 Criminal record check
Some college programs have a clinical or work placement component within their curriculum. Students in such programs may be required by host agencies or employers to provide a current criminal record check from a recognized police service before they may start their clinical or work placement. Individuals who have been charged or convicted criminally and not pardoned may be prohibited from proceeding to a clinical or work placement. For those programs affected, some jurisdictions require a long lead-time for processing. Please check with the program co-ordinator to ensure sufficient turnaround time. These checks are required prior to the placement start.

Note: For the health science programs, those individuals who have been charged or convicted criminally and not pardoned will be prohibited from proceeding on clinical or work placement.

2.8 Course prerequisite equivalencies
To meet course prerequisites, students must have courses at the general, advanced, college or university level. For a complete listing of equivalencies, please refer to the chart: Course Prerequisite Equivalencies GeorgiannCollege.ca/wp-content/uploads/CoursePrerequisiteEquivalencies.pdf
Courses taken at a postsecondary institution will be considered on an individual basis. Students must provide official transcripts and course descriptions for evaluation. Courses taken outside Ontario are evaluated based on the educational standards of that province or country. For further information, please email the Office of the Registrar at registrar@georgiancollege.ca.

2.9 Highly competitive programs
When there are more equally qualified applicants than spaces available in a given program (highly competitive), the college will use formal selection techniques to determine final selection, in accordance with the Ontario Human Rights Code and Ministry of Training, Colleges and Universities (MTCU) policy. The selection criteria and their techniques are approved by MTCU and include but are not limited to: academic requirements and performance, testing, information session participation, resumés, reports, physical health and age requirements. These techniques may vary from program to program. For programs requiring selection testing, a non-refundable testing fee is required. This fee must be paid at the time of scheduling the test. Students are notified of this fee once they apply to the college. The testing fee is non-refundable if the student chooses not to write, fails the test, does not meet entrance requirements, does not receive an offer to the program, or chooses not to attend if accepted.

2.10 Priority of admissions
When a program is highly competitive, applicants will be admitted to the college in the following order, as required by the Ministry:
1. Permanent residents of Ontario
2. Permanent residents of another Canadian province
3. Citizens of other countries

2.11 Advanced standing
Advanced standing uses a number of relevant postsecondary credits from recognized and accredited institutions and/or relevant life/learning experience toward course exemptions in a student’s Georgian College program that places the student in a semester beyond their first. Receipt of advanced standing does not imply admission to a specific program. Applicants must apply through the standard application process (see Section 2.1 for information on how to apply) and admission will be based on space availability.

2.11.1 Process
For the student to properly plan his or her academic progress, all requests for advanced standing should be made at the time of application. A $100 fee is required for all advanced standing requests, as well as any Prior Learning Assessment and Recognition (PLAR) if applicable (see section 3.3.2 Prior learning assessment and recognition PLAR). The following steps are to be followed:

• It is the student’s responsibility to be informed of the Georgian College courses for which he or she is seeking advanced standing.
• At this point, a consultation with the program co-ordinator is recommended.
• The student must obtain the necessary documentation for prior life/learning experience and/or the courses in his or her previous studies, including course grades (official transcripts) and course outlines/descriptions that will allow an assessor to evaluate whether the learning matches that of the Georgian College courses, and whether the student’s performance is sufficient to warrant advanced standing. Examinations or other evaluations may be required. See Section 3.3, Assessment of Previous Learning.
• The student must pay applicable fees and complete a request for assessment of previous learning form (also available in the Office of the Registrar).
• The student must then take the completed form and documentation to his or her program area to arrange for the advanced standing assessment.
• The program area will forward the assessment to the Office of the Registrar for final approval. The approval will be posted on Banner, the college’s student information system. Copies of declined requests may be obtained through the academic area.
• Inquiries regarding assessments should be directed to the academic area or the Office of the Registrar.
• Applications must be submitted to full-time programs (see Section 2.1 for information on how to apply).
Advanced standing will appear on the student’s grade report or transcript. The result of an advanced standing assessment is final and is not subject to appeal. See the following sections for more detailed information on advanced standing requests.

2.11.2 Articulation and transfer agreements
Articulation and transfer agreements allow Georgian College graduates to enter programs at other institutions with transfer credits so that they do not have to repeat courses. To provide opportunities for advanced studies to our students and graduates, Georgian College has developed agreements with many institutions. For more information, please visit the articulation page. GeorgianCollege.ca/articulations.

Changes and updates to these articulation/transfer opportunities occur throughout the year. Georgian endeavours to ensure the accuracy of each articulation opportunity, however changes may occur. Admission offering, admission requests and transfer credits granted by participating institutions. Georgian College makes no representation as to the continued offering by the articulating institution of the related programs/degrees. Students must check directly with the articulating/transfer institution for any related current information and status.

If a student is entering Georgian College from another educational institution that has an articulation agreement with Georgian College, the student must identify this fact prior to registration so that appropriate advanced standing credits can be assigned.

2.11.3 Certificate program to diploma program
Applicants who are presenting a cumulative average of 60 per cent (C) or better will be considered for advanced standing, depending on the degree of affinity of the college program with Georgian’s program. Most courses are evaluated on an individual basis (see also Section 3.3.1, Credit transfer/exemption).

2.11.4 Diploma program to Georgian degree program
Applicants who are presenting an overall GPA of 60 percent (C) or greater from a two-year diploma program from an accredited and recognized college will be considered for admission to a Georgian degree program; some exceptions apply (see program outline). For advanced standing, courses may be evaluated on an individual basis or based on block transfer depending on the overall GPA obtained in the diploma program and the field of study. Credit may only be granted for courses with a grade of 60 per cent (C) or better; some program exceptions apply (see program outline). Please refer to Section 3.3.1, Credit transfer/exemption, for more information.

2.11.5 Degree program to diploma/certificate program
Applicants who are presenting a cumulative average of 60 per cent (C) or greater will be considered for advanced standing, depending on the degree of affinity of the degree program with the diploma/certificate program; some exceptions apply (see program outline). Most courses are evaluated on an individual basis (see also Section 3.3.1, Credit transfer/exemption).

2.11.6 Degree program to degree program
Acceptance of transfer credits from degree programs shall be based on the recognition that, while learning experiences may differ in a variety of ways, their substance may be essentially equivalent in terms of their content and rigour. As often as possible, acceptance of transfer shall allow for the maximum recognition of previous learning experience in degree-level courses. Subject to degree, grade and program requirements, any course offered for credit by one institution shall be accepted for credit by another institution when there is essential equivalency in
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course content. For more information, please refer to Section 3.3, Assessment of previous learning.

2.11.7 Qualifying bridge program to degree program
Applicants who have successfully completed a Georgian qualifying bridge program with a grade of 60 per cent or greater in each course and an overall average of 65 per cent for the program will be considered for admission, with advanced standing, into a Georgian degree program.

2.12 Offer of admission (acceptance letter) and accepting the offer
Applicants will be notified of their acceptance in an offer of admission letter from the college and all offers will be displayed on the college Web for Admissions applicant service and at ontariocolleges.ca. For programs that start in the fall and winter term, acceptance letters are mailed out commencing Feb. 1 for most programs and the second week of March for highly competitive programs and/or programs with selection processes.

Applicants have until May 1 to accept the offer through ontariocolleges.ca, which will reserve a space for them in that program. An applicant may accept only one offer of admission on ontariocolleges.ca at one time. Applicants who do not respond before May 1 may forfeit their place in the program to students on the waiting list. Applicants who receive an offer of admission after May 1 have 10 working days to accept the offer.

After the offer is accepted (conditional or final), applicants will be required to pay a deposit or full fees by the fee deadline to confirm their seat. For more information, see Section 3.1, Tuition and other fees.

Applicants may be conditionally accepted pending fulfillment of requirements stated in the program outline and by checking the college’s Web for Admissions applicant service. Applicants may be conditionally accepted pending fulfillment of requirements stated in the program outline and by checking the college’s Web for Admissions applicant service. https://sis.georgianc.on.ca. All conditions must be met before final admission is granted. Applicants who do not meet the conditions will be notified by an Admissions Officer. Applicants who meet the requirements will not be notified. It is the applicant’s responsibility to check their conditional status on the college’s Web for Admissions applicant service. Dates and processes mentioned above apply to conditional and final offers.

International students: For more information, please see Section 2.1.4, Admissions: International students.

2.12.1 Waiting lists
Qualified applicants who are not initially accepted may be placed on a waiting list. An admission selection procedure will be used to establish which applicants will be placed on the list and in which order they will appear. Applicants placed on a waiting list for a program that also has a scheduled January or May intake may be offered admission for the next intake, without the need to reapply. Applicants will be advised if this is the case. If a seat becomes available, an applicant will be contacted by an admissions officer. Applicants who apply for more than one Georgian program can remain on the wait list for one Georgian program while accepting the offer for a different Georgian program. Applications received after Feb. 1 are considered on a first-come, first-served basis.

2.13 Re-admission
Students must apply for re-admission in any of the following circumstances:
• If the student has failed to remain continuously registered following the typical sequence of semesters for his or her program.
• If the student has received a promotional decision from his/her program area indicating that he or she must re-apply for admission because of unsatisfactory progress.

2.13.1 Guidelines
When a student is re-admitted to the college, he or she must successfully complete the graduation requirements described in the current program outline. Students in semester one must apply for re-admission through ontariocolleges.ca. Those in subsequent semesters must apply using an internal college application form. There is a $50 non-refundable fee payable at the time of application. The program co-ordinator and the Office of the Registrar will determine the student’s academic eligibility for re-admission. The Office of the Registrar will inform the student of the decision.

2.13.2 Process
Before being re-admitted, the student’s progress will be reviewed. This review may include examination of any of the following:
• Health records and current health assessment
• Interview results
• Transcripts
• Course outlines
• Evaluations from previous academic records
• Letters of reference from employing agencies or other educational institutions
• Diagnostic testing (fees may apply)

Priority for re-admission will be given to the following:
• Students returning to any year of their program who have had an illness and whose physician recommends, in writing, that the student is able to cope with the physical, emotional and cognitive demands of the program.
• Students who have failed or withdrawn from any previous courses in which the program co-ordinator and the Office of the Registrar have determined that the student has a reasonable chance of success.

2.14 Program transfer
Students wishing to transfer to another program in an advanced level or to the same program at a different campus must apply for program transfer.

2.14.1 Guidelines
When a student is re-admitted to the college, he or she must successfully complete the graduation requirements described in the current program outline. Students in semester one must apply for re-admission through ontariocolleges.ca. Those in subsequent semesters must apply using an internal college application form. There is a $50 non-refundable fee payable at the time of application. The Program Co-ordinator and the Office of the Registrar will determine the student’s academic eligibility for re-admission. The Office of the Registrar will inform the student of the decision.

2.14.2 Process
Before being transferred, the student’s progress will be reviewed. This review may include examination of any of the following:
• Health records and current health assessment
• Interview results
• Transcripts
• Course outlines
• Evaluations from previous academic records
• Letters of reference from employing agencies or other educational institutions
• Diagnostic testing (fees may apply)

Priority for transfer will be given in the following priority sequence:
1. Students wishing to transfer to the same program at a different campus.
2. Students wishing to transfer to similar programs at the same campus, where the curriculum is identical or almost identical.
3. Students applying to transfer from another program at Georgian College.
4. Students applying to transfer from a program at another institution.

2.15 Special needs applicants
Georgian College encourages academically qualified people with special needs to apply for admission to its programs. While
all students must satisfy the usual admission and graduation requirements, the college recognizes that students with special needs may require individualized assistance. This assistance is also available to students with short-term special needs. Students with learning disabilities should contact a learning disabilities co-ordinator at 705.722.1523 to discuss opportunities at Georgian College. For details about the modified admissions process, please visit GeorgianCollege.ca/student-services/accessibility-services/

The college adheres to the Ontario Human Rights Code and will make every effort to provide reasonable academic accommodation to students who have special needs. These accommodations provide special needs students with an equal opportunity to meet the standards of the courses in their programs.

To discuss services and accommodations, students must contact Accessibility Services upon being admitted to the college. Students will be required to forward all related documentation about their disability to Accessibility Services. For more information, contact: 705.722.1523 (Barrie Campus), 705.329.3113 (Orillia Campus), 519.376.0840, ext. 2099 (Owen Sound Campus) or visit the Student Services page on our website.

2.16 Unsuccessful applicants

Applicants who meet admission requirements but did not receive an offer, or applicants who do not meet admission requirements, may view outstanding requirements on the college’s Web for Admissions applicant service. Applicant’s may discuss alternatives available to them with the Office of the Registrar or a college counsellor. In accordance with ministry guidelines, Georgian College provides a process for reviewing admission decisions. For more information, see Section 9.1, Admission appeal. For more information, contact the Office or Registrar at 705.722.1511 or email registrar@georgiancollege.ca

3. Registration

The registration process begins after the student has been accepted and confirmed into a program or course at Georgian College. This process involves payment of tuition (deposit) and other fees or submission of an “intent to register” (for subsequent terms within the same academic year) and registration into courses. To receive a refund of any fees or to adjust outstanding fee assessments if only deposit was paid, students must withdraw in writing by the specified deadlines as outlined on our website. Please note that students must register each semester. There are fee implications if students withdraw after the deadlines.

3.1 Tuition and other fees

All fees are subject to review and may be changed. Some course fees are subject to HST. Income tax receipts will be available online to eligible students at the end of February.

3.1.1 Fee payment deadlines

A tuition deposit payment is required once* per academic year as follows:

- June 15, 2015 for fall program start (new intakes and returning programs)
- Oct. 15, 2015 for winter program start (students not here in the fall)
- March 15, 2016 for summer program start (students not here in the fall or winter)

* Fees for eligible returning students attending subsequent terms in the same academic year are due on the second day of the term. No deposit is required to register into classes but an “intent to register” form must be submitted by the fee deadline in order to access registration. For example:

- Semester one starts in the fall so a deposit is required by the stated June deadline and the balance of fees is due on the second day of the term. That same program continues to semester two in January so no deposit is required to register into winter term classes. Full fees, however, are due on the second day of the term. If no fees are paid the student will be withdrawn from all courses. The same program has no scheduled courses in the summer (either co-op or break) and continues to semester three in the fall. This is the beginning of a new academic year so a deposit is required by the stated June deadline and the balance of fees is due on the second day of the term.

The balance of tuition and other compulsory fees for new students as well as returning students are due on day two as follows:

- Sept. 9, 2015 for fall 2015
- Jan. 12, 2016 for winter 2016
- May 10, 2016 for summer 2016

Students who fail to pay fees by the required due dates will be charged a $150 late fee and may risk forfeiting their place at the college, be withdrawn from all courses, and/or denied registration to future terms. In addition, students will be sent a letter from Georgian College’s finance department requesting payment within 10 days. If payment is not received and no response is forthcoming to subsequent reminder letters, the student account will be referred to an agency for collection. Interest on any unpaid account will be charged at a rate of two per cent per month, compounded monthly (26.8 per cent per annum).

Registration in a course or program is not complete until fees are paid in full for that term. Students who fail to pay full fees will not be permitted to register for the program in the following term. Aboriginal students who are non-residents of Canada have the same rights and obligations as Canadian citizens, pursuant to the Indian Act. Accordingly, non-resident Aboriginal students will be charged the same tuition rate as Canadian citizens.

3.1.2 Tuition deposits

A non-refundable tuition deposit of $500 for domestic students and $2,500 for international students is required once per academic year, per program.* The deposit is considered the preliminary payment and reduces the amount of tuition owing. It is required to be paid in order to access registration.

The preferred method of payment is through your bank. Students may also pay in person by certified cheque, money order or debit card. Credit cards may be used for the initial tuition deposit only. Please note that personal cheques are not accepted.

*Students wishing to pay the balance of their fees may pay in person prior to the term start. After the term starts, you must pay through your bank. Interest on any unpaid account will be charged at a rate of two per cent per month, compounded monthly (26.8 per cent per annum).

*Students changing programs are required to pay the non-refundable tuition deposit.

3.1.3 Students in default

Students who have outstanding fees, fines, or emergency loans, or who have failed to return books or equipment owned by Georgian College will not be issued official transcripts and will be refused registration in subsequent semesters. Further, a graduation credential will not be issued until the situation is resolved to the satisfaction of the Office of the Registrar.

3.1.4 Fee disputes

Notification of a dispute of charges or payments on a student account is to be filed in writing the Office of the Registrar within ninety (90) days of the end of the term in which the dispute occurs. The dispute shall be researched and, if deemed to be valid, shall be immediately rectified. If there is insufficient evidence to make a determination, the individual must submit written evidence to support the dispute.

3.1.5 Tuition and related fees for students with permanent disabilities

Any student with a permanent disability who requires a reduced course load as a learning accommodation may be eligible for a reduction in tuition fees. If additional semesters are required to
3.2 Program and course registration

Students may use a variety of methods to register: online via the student information system (Banner); through change forms signed by academic areas and approved by the Office of the Registrar; or directly through the Office of the Registrar. Students may also view their timetables online via the student information system.

Students may not attend classes until registration is complete. Students are responsible for initiating any changes to their timetables; this includes course adds, course drops and course withdrawals. Seat availability cannot be guaranteed once add/drop opens.

3.2.1 Registration definition – full-time student

Students are considered full-time in any semester when they are enrolled in at least 70 per cent of that semester’s course hours (which is usually 13 hours of a total of 18 hours per week) or 66.6 per cent of that semester’s program course load (which is typically four of a total of six courses). Exempt, audit and withdrawn courses are not considered in the determination of course load. Please check the “recommended courses by term” available on Banner self-service.

3.2.2 Full-time registration

Students are considered to be registered full-time when they have registered (or have been registered), have met the hour requirement (enrolled in at least 70 per cent of that semester’s course hours which is usually 13 hours of a total of 18 hours per week), or 66.6 per cent of that semester’s program course load which is typically four of a total of six courses, and all fees have been paid. Students are advised to check the “recommended courses” for each term on Banner self-service to determine full load – 100 per cent.

Any missed course in any semester may drop a student’s status to part-time. This may have OSAP, course accessibility, and scholarship implications. Courses picked up in subsequent terms may also have fee implications. Students are advised to contact the Office of the Registrar or the Financial Aid office for more information.

3.2.3 Part-time registration – credit courses

Part-time students will be permitted to register in credit courses providing space is available and the student meets course requirements. International students may be registered as part-time only in their graduating semester.

3.2.4 Prerequisites

Prerequisites are courses that the student must successfully complete before being registered for subsequent courses. Students who do not successfully complete a prerequisite cannot officially register in subsequent courses. Students are not registered in a course if they are missing its prerequisites even if they attend classes and receive evaluation results before their absence from the class list is discovered. If a student fails, withdraws or does not complete prerequisite courses, it is his/her responsibility to complete any outstanding course(s) in the next semester it is offered (subject to space availability).

These courses should take priority if a timetable conflict occurs. Extra fees may apply.

3.2.5 Corequisites/concurrent prerequisites

Corequisites represent two or more courses that must be taken at the same time. If a student fails, withdraws or does not complete corequisite courses, it is his/her responsibility to complete outstanding course(s) in the next semester it is offered (subject to space availability). These courses should take priority if a timetable conflict occurs. Extra fees may apply.

3.2.6 Antirequisites

Antirequisites are courses that are similar in content and learning outcomes and as such, only one course may be used to meet graduation requirements.

3.2.7 Immunization and placements

The Simcoe Muskoka District Health Unit provides policies and procedures based on best practices and research and has produced several documents outlining the rationale and need for immunization. One such document indicates that “Health care workers (HCWs) who acquire a vaccine preventable disease can not only suffer morbidity and mortality as a result of infection, but serve as vectors for transmitting disease to patients, other staff and residents.” (1) In addition, in order to obtain clinical experiences, the college enters into contractual agreements with its agencies. Many of these agencies require immunization of students prior to granting them the experiential learning within their agency. In order to comply with those contractual agreements, applicants must have up-to-date immunization records in compliance with the Public Hospitals Act. Completion and submission of this immunization record is required during registration in order to ensure placement in clinical and field placement facilities. Students who do not provide this proof of registration requirement may be unable to complete clinical field placements and, as a result, will not meet graduation requirements. Please check the program outline for further information on clinical placements and immunization requirements.

(1) FACT: Immunization Recommendations for Health Care Workers in Non-Acute Care Settings, 2012

3.2.8 General education

General education courses help students develop important academic skills such as research, writing and analytical skills which are invaluable in college studies. Program requirements at Georgian College generally include five to six general education courses for three-year college programs and three to four general education courses for two-year programs. General education course offerings vary from term to term. Students are able to select courses from a broad range of subject areas: social sciences, humanities, arts and literature, science and technology. While the GNED course code prefix is used to identify most general education courses, there are other courses that are considered general education courses as well. For example: PSYL1001, PSYL1002, SOCL1001 and SOCL1002. For a comprehensive list of general education course offerings, please refer to GeorgianCollege.ca/academics/academic-areas/liberal-arts/general-education-tab/

Some program areas recommend particular general education selections. Certain courses, due to their close relation to the professional program field, cannot be taken for general education credit by students in some programs. Consult program literature and a program co-ordinator for guidance.

3.2.9 Transferring from part-time to full-time studies

Part-time students who wish to transfer to full-time studies must go through the standard ontariocolleges.ca application and admissions process. See section 2.1, Admissions for more information. Part-time students are not provided with preferred ranking for admission to full-time programs.

3.2.10 Overload and full-time students taking part-time credit courses

Students may wish to take credit courses in addition to a full course load for a semester. The implications of this overload should be discussed with the program co-ordinator. Students will be required to pay additional fees for these overload courses.
3.2.11 Credit and audit status
Credit status applies when a student is registered in a credit course for the purpose of receiving credit. Audit status applies when a student is registered in a credit course but will not be receiving a credit. This must be specified at the time of registration and is a privilege, not a right.

All prerequisite requirements are applicable to audited courses. Permission to register for audit status must be obtained from the appropriate program co-ordinator and course instructor. Fees for audited courses and credit courses are the same as regular fees, but the student is not entitled to examination or any other evaluation privileges, nor will the student receive a grade or credit for the audited course. Approval for audit status will be determined after full-time and part-time registration is complete and is subject to space availability. Priority is given to students seeking credit status.

3.2.12 Changes in program, course, section or co-op
Changes in program, course, section or co-op are essentially a combination of a registration and a withdrawal. The formal processes must be followed for the changes to be official. Full-time students may make course changes directly online – course adds, course drops or course withdrawals. Students must ensure that all changes are made within the deadlines. There are fee implications if students drop or withdraw from courses after the deadlines.

Note: Students can drop or withdraw online from all but their last course. If students wish to drop or withdraw from all of their courses, this is considered a program withdrawal. Please contact the Office of the Registrar to obtain a college withdrawal form or visit: GeorgianCollege.ca/admissions/forms.

If changing programs, students require approval from their current program co-ordinator and the co-ordinator of the new program. If the program is beyond semester one, students may be required to complete an internal application form and fees apply. If the student would be entering semester one of the new program, he or she must apply to ontariocolleges.ca.

If students are changing their progression in a program (for example, opting not to go out on their work term but wish to attend an academic semester), they must seek approval through their program co-ordinator and their co-op consultant.

3.2.13 Registration into co-op
It is the students responsibility to register into their co-op work term on Banner within the deadlines. Students who do not register are subject to late fees as well as formal registration and grade allocation will be deferred to a future term. This may impact future registration into work terms and also affect graduation eligibility.

3.2.14 Communications placement assessment
This assessment evaluates students’ literacy skills. All postsecondary programs (except graduate certificate and degree programs) require students to undergo assessment in communications (reading comprehension, sentence skills, punctuation and grammar). The results of this assessment determine which communications course a student takes first. It should be noted that to complete communications assignments, students require a working knowledge of a word processing software package.

There is a $30 fee for the assessment which is included in student fees. The assessment will generally be written at the campus to which the student has applied. Special arrangements may be made for students from outside the province.

Official scores from other institutions may be used to fulfill the college assessment requirement providing the scores are current and that the assessment taken is deemed equivalent to Georgian’s.

3.3 Assessment of previous learning
A number of ways are provided to enable students to have a previous learning experience assessed for credit toward a certificate, diploma or degree. The student may be interested in pursuing assessment of previous learning if he or she has any of the following:

- Relevant postsecondary credits from an accredited and recognized institution (see section 3.3.1, Credit transfer/exemption).
- Equivalent skills and knowledge acquired through, life/learning experience (see section 3.3.2, Prior learning assessment).

- A number of relevant accredited and recognized credits, semesters or years of postsecondary education and/or significant relevant life/learning experience (see section 2.11, Advanced standing).

Note: Students must have relevant previous learning recognized however must ensure graduation residency requirements are met. (see section 5.1, Graduation residency requirements)

3.3.1 Credit Transfer/exemption
Credit transfer is the acceptance or recognition of credit by Georgian College for a course completed at another recognized and accredited institution. A transfer credit from a recognized and accredited postsecondary institution that matches at least 80 per cent of the learning outcomes of a Georgian College course can be used toward an exemption in the equivalent course. Normally, credit will only be granted for courses taken at accredited and recognized institutions with a grade of 60 per cent (C) or better; some program exceptions apply (see program outline). Transfer credits are granted on an individual basis. If an exemption via transfer credit is granted, the transcript will show the code "EX" and is not included in the GPA calculation. The result of a transfer credit assessment is final and is not subject to appeal.

3.3.1.1 Co-op credit transfer
A course exemption may be granted for a co-op work term and that is part of a student’s program based on a completed accredited and recognized co-op work term from another postsecondary institution where the outcomes of the co-op work term match at least 80 per cent of the outcomes of Georgian's co-op work term. It must be a learning outcome-based experience. If a course exemption is granted, the transcript will show the code “EX” and no course mark will be recorded. The student must complete at least one co-op work term while at Georgian College as part of his/her program.

3.3.1.2 Communications and undergraduate coursework
Students with five or more courses (or one semester of study) at the baccalaureate degree level, with an overall average of 60 per cent (C) or better, from an accredited and recognized institution where the language of instruction is English in a country where English is the primary language – meeting at least 80 per cent of the learning outcomes – may receive an exemption from COMM1016. Students with a completed university degree in English, health, business or technology from an accredited institution where the language of instruction is English in a country where English is the primary language may receive exemptions from both COMM1016 and COMM1017. Students must follow the Credit transfer process (3.3.1.3 below) to receive the COMM 1016 and/or COMM 1017 exemption(s) on this basis.

3.3.1.3 Process
For the student to properly plan his or her academic progress at the college, all requests for credit transfer should be made prior to initial registration. To avoid complications arising from possible denial of requests, exemptions should be requested two months prior to the start of the course. In all cases, credit transfer requests must be submitted no later than 10 working days after the start of the course or co-op work term. A fee of $50 per course is required for credit transfer requests, to a semester maximum of $100. The following steps are to be followed:

- It’s the student’s responsibility to be informed of the Georgian College course(s) for which he or she is seeking exemption so a consultation with the academic area is recommended.
- The student must obtain documentation for the course(s) in his or her previous studies, including his or her course grade (official
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The student must ensure that the requested documentation for the learning experience has been obtained (including a statement from his or her supervisor if for co-op). This documentation will allow an assessor to evaluate whether the learning outcomes match those of the Georgian College course and whether the student's performance is sufficient to warrant PLAR exemption. Challenge exams or other summative evaluations as indicated above may be required.

If documentation is in a language other than French or English, the student may have to arrange for official translation of the documents if assistance in the language in question is not available at Georgian College.

The student must complete a request for assessment of previous learning form (available in the Office of the Registrar or at GeorgianCollege.ca/admissions/forms) and pay the fee for his/her credit transfer request.

The student must then take the completed form to his or her program area to arrange for an official exemption assessment.

Students should check their student records online for Credit transfers which have been granted.

If there are any questions regarding assessments, please check with the academic area or the Office of the Registrar.

3.3.2 Prior learning assessment and recognition (PLAR)

PLAR is an evaluation of prior formal and informal learning acquired through life and work experience. It involves the assessment and evaluation of acquired equivalent knowledge and skills that match at least 80 per cent of the learning outcomes of a Georgian College course. The evaluation of learning is accomplished using a variety of techniques. Learning is assessed on an individual basis and how well that learning is presented. If the PLAR exemption is granted, the transcript will show the code “P” and no course mark will be recorded unless the assessment method was strictly a challenge exam. A PLAR exemption (unless assessed strictly via challenge exam) is not included in the GPA calculation. The result of a PLAR assessment is final and is not subject to appeal. Unsuccessful PLAR challenges are not recorded on the transcript. Consultation with the Office of the Registrar and the individual instructor is recommended prior to submitting a formal request for assessment.

3.3.2.1 PLAR experience and assessment methods

A course is challenged using PLAR based on life and work experience gained through one or more of the following: employment, independent study, training programs, noncredit courses, travel, volunteer, community work and/or special skills and interests. Prior learning can be assessed in a number of ways. Some methods include challenge exam, performance observation, skills demonstration, interview and portfolio evaluation. Failed credit courses do not qualify for PLAR challenge unless documentation to support life and work experience is provided and the acquired learning has taken place after failing the course.

3.3.2.2 Co-op PLAR

Prior work experience and skills attained in a non-accredited work environment may be used to request PLAR where at least 80 per cent of the learning outcomes of a co-op experience for a Georgian academic co-op program have been achieved. The work experience must be equivalent in quality and depth to Georgian’s co-op work experience and reflect its learning outcomes. An evaluation statement by the student’s employer for this work experience is required. If the PLAR exemption is granted, the transcript will show the code “P” and is not included in the GPA calculation. The student must complete at least one co-op work term while at Georgian College as part of his or her co-op program.

3.3.2.3 Process

For a student to properly plan his or her academic progress at the college, all requests for PLAR exemptions should be made at the time of initial registration. To avoid complications arising from possible denial, requests should be made two months prior to the start of the course for which the student is requesting PLAR exemption. In all cases, PLAR requests must be submitted no later than 10 working days after the start of the course or co-op work term. A fee of $134 per course is required for PLAR requests. Not all courses are eligible for PLAR. Check the official course outline for eligibility. The process for a student to request a PLAR evaluation is as follows:

• The student must be informed of the Georgian College course(s) for which he or she is seeking PLAR exemption.
• At this point, a consultation with the academic area or Office of the Registrar is recommended.
• The student must ensure that the requested documentation for the learning experience has been obtained (including a statement from his or her supervisor if for co-op). This documentation will allow an assessor to evaluate whether the learning outcomes match those of the Georgian College course and whether the student’s performance is sufficient to warrant PLAR exemption. Challenge exams or other summative evaluations as indicated above may be required.
• If documentation is in a language other than French or English, the student may have to arrange for official translation of the documents if assistance in the language in question is not available at Georgian College.
• The student must complete a request for assessment of previous learning form (available in the Office of the Registrar or at GeorgianCollege.ca/admissions/forms) and pay the fee for his/her request.
• The student must then take the completed form to his/her program area to arrange for an official PLAR exemption assessment.
• Students should check their student records online for PLAR exemptions that have been granted. If there are any questions regarding assessments, please check with the academic area or the Office of the Registrar.

3.3.3 Letters of permission

A letter of permission is issued by Georgian College granting a student permission to take a specific (equivalent) course at another recognized and accredited postsecondary institution. It guarantees recognition of that credit in the student's program of study upon successful completion of the course. This process can be followed only if the course that is intended for credit has not yet started. Students may have to adjust their plans if permission is not granted. If the approved credit course is completed successfully, students must subsequently provide an official transcript to the Office of the Registrar. Normally, credit will be granted only for courses taken at accredited and recognized institutions with a grade of 60 per cent (C) or better; some program exceptions apply (see program outline). The designation “EX” will appear on the student's transcript and is not included in the GPA calculation.

If a student fails a course not subsequently offered by the college, he or she must successfully complete an equivalent credit course either at Georgian College or another postsecondary institution. The chosen course must be deemed equivalent by the student's program co-ordinator and the Office of the Registrar prior to enrolment in the course. The request and program co-ordinator approval must be forwarded to the Office of the Registrar on a request for letter of permission form (available at the Office of the Registrar or at GeorgianCollege.ca/admissions/forms). If a positive decision is made, the Office of the Registrar will issue a letter of permission sent to the student's current address on file. Note: Only students who are in good academic standing (see promotional status chart) are eligible for letters of permission. The $50 fee is payable per course request.

3.3.3.1 Process

If a student wishes to take and use an equivalent postsecondary course at another postsecondary institution, the following steps must be followed:

• The student must provide a course outline of the proposed postsecondary credit course to his or her program co-ordinator or, in the case of college-wide courses, to the communications or general education co-ordinator.
3.3.4 Georgian to Georgian transfer credits
If a student has completed a credit course at Georgian in one program and wishes to use that course for credit toward another program, no documentation is required provided the course codes are identical. The course and grade will automatically be used toward graduation. If the course code is different, the student is required to either check with his or her program co-ordinator or the Office of the Registrar to determine whether or not these courses are equivalent.

General Education credits are transferable between college programs. For example, if a student completes four General Education courses in the Business program and then transfers to the Advertising and Marketing Communications program, the four general education courses can be applied toward the Advertising and Marketing Communications program. No documentation is required. General education credits, however, are not transferable from college to degree programs. For example, if a student completes two general education courses in the Pre-Health program and is then admitted to the BScN program, the general education courses cannot be used toward the BScN program.

Note: Students must ensure graduation residency requirements are met, see section 5.1, Graduation residency requirements.

3.4 Alternatives to completing a course
The college offers alternatives in situations in which dire circumstances occur to prevent normal completion of courses before the term ends or when a student has failed a course and is not able to retake it. The following are some alternatives:

3.4.1 Independent study courses
Under certain conditions, students may be granted permission to complete credit courses through independent study. Approval will be based on the availability of resources, the suitability of the course to be delivered through independent study and the appropriateness to the student’s course load and academic record.

Students who are in good academic standing may request an independent study course if any of the following conditions are met:
- The student is enrolled in a semester in which the specific course is not offered.
- The student has a timetable conflict with other courses.
- The student cannot take the course in a subsequent semester or at another institution.

Restrictions to independent study courses are as follows:
- Only students who are in good academic standing are eligible to take courses through independent study.
- Independent study cannot be used to complete portions of course work that the student has failed or not completed.
- Not all courses are suitable for delivery through independent study, particularly those with laboratory, practicum or clinical components.
- Limit of one independent study course for one-year certificate or graduate certificate programs
- Limit of two independent study courses in two-year diploma programs
- Limit of three independent study courses in three-year diploma programs
- Limit of four independent study courses in four-year degree programs
- Limit of one independent study course can be taken within an academic semester

Once approval for independent study has been granted, details of the course contract will be outlined by the instructor and program co-ordinator and reviewed with the student. This contract will include the following:
- Readings, learning resources and materials
- Schedule of meetings with the instructor
- Evaluations, projects, reports, tests and examinations with specific reference to dates and frequency
- The completion date of the required course which must be within a regular semester
- The passing grade

3.4.2 Process
- The student must obtain a Request for independent study form from the Office of the Registrar and submit it to his or her program co-ordinator.
- The program co-ordinator must obtain approval from the dean of the appropriate program area.
- The student must register for the course with the Office of the Registrar and pay all applicable tuition and service fees related to the independent study courses (prior to the deadline for course additions as per the deadlines listed at GeorgianCollege.ca/admissions/important-dates).

3.4.3 Fees
A full-time student taking an independent study course as part of his or her normal load is required to pay a service fee. A part-time student or a student taking an independent study course as an overload course is required to pay the regular tuition, applicable ancillary fees, as well as the independent study service fee.

3.4.4 Incomplete grade designation
If the student does not or cannot complete all course requirements due to dire circumstances, he or she may request an “incomplete” grade designation (IN) from the instructor and negotiate a contract to complete the course requirements by a specified date. This is a privilege, not a right. The following conditions apply to an incomplete grade:
- The student must have a passing average in the course at the time of the request.
- Permission to use college resources (including the instructor’s services) must be obtained from the appropriate dean.
- In all cases, the instructor has the option to negotiate a contract with the student.
- The contract must be submitted to the Office of the Registrar within 30 calendar days of submitting the incomplete grade. If no contract is received, a grade appropriate to the student’s performance to date in the course will appear on his or her transcript.
- The maximum duration for completing the contract is four months. If the student needs more time, he or she must repeat the entire course. If the contract is completed within the agreed time period, the student’s grade will be processed. The instructor, through the appropriate program co-ordinator, will inform the Office of the Registrar if the contract has been completed and will then assign a final grade within three days of the contract completion date.

An “incomplete” will not be granted in situations in which the student has submitted all course requirements but failed the course.

3.4.5 Co-op incomplete
An “incomplete” status for a co-op work term may be designated by the co-op consultant when requirements of a co-op experience credit have not been met due to dire circumstances. Please refer to previous section, Incomplete grade designation, for conditions.

3.5 Program and course withdrawal
A student’s official record (transcript) and eligibility for OSAP funds and scholarships may be affected by withdrawal from a program or course.

If the student withdraws from a program or course after the deadline for withdrawal the student’s records will show the achieved grades to date for all the courses the student is enrolled in at the time he or she withdraws. (The withdrawal form must be received by the Office of the Registrar within stated deadlines.)
Students who have withdrawn from a program or course should contact the Financial Aid office for clarification of their OSAP or other financial aid status. Students are also advised that no refund will be issued without a completed program withdrawal form, provided the withdrawal form is received within stated deadlines (the first 10 days of the term).

Note: Program and course withdrawal information also applies to part-time students.

3.5.1 Program withdrawal process
Program withdrawals cannot be done online.

Note: Students can drop or withdraw from all but one of their courses online. If students wish to drop or withdraw from all of their courses, this is considered a program withdrawal.

If a student wishes to withdraw from a program, he or she must complete a withdrawal form (available from the Office of the Registrar and the Student Services department). He or she must discuss his or her decision and possible options with the program co-ordinator and a counsellor. The student, his or her program co-ordinator and a counsellor must sign the form after these consultations. The student must then submit the completed form to the Office of the Registrar.

If the student is unable to attend in person, he or she may mail or fax a personally signed letter to the Office of the Registrar indicating his or her intention to withdraw from a program. This letter must include the student’s identification number and all the information needed to identify himself/herself and the program. International students should attach a letter of acceptance or enrollment from another institution. Scanned letters with a signature are also accepted.

The official date of withdrawal is the date the student’s form or letter is received and date stamped by the Office of the Registrar. Withdrawals are not official if made by telephone or other means not specified above. Also, please note that the student is not officially withdrawn if he or she ceases to attend classes or verbally notifies his/her instructor, registration staff, counsellors or any other college staff. Without official withdrawal, and even if the student ceases to attend classes or participate in college activities, the student will remain enrolled. The student will be required to pay fees for that semester and grades will be recorded as appropriate to the work he or she has submitted. There are also fee implications if the student withdraws after the deadlines.

3.5.2 Program fee refunds
To receive a refund of fees (or to adjust outstanding fee assessments if only the initial deposit was paid), the student must submit a withdrawal form to the Office of the Registrar within the first 10 working days of the term. After this deadline, a refund and/or adjustment for that term will not be provided (although any tuition fees the student may have paid for subsequent terms will be refunded). This applies to all students including those paying fees through their OSAP loan, or any other sponsorship (WSIB, band council, company, etc.).

3.5.2.1 Refunds – domestic students
When calculating the adjustment or refund, the college will withhold $500 for program withdrawals for domestic students as well as any non refundable fee items.

3.5.2.2 Refunds – international students
For students paying international fees, they will be entitled to a refund of a portion of the full fees paid for the term if the withdrawal is received within the first 10 working days of the term and calculated using the following equation:

Refund = fees paid – (international student tuition fee x $500) divided by the tuition fee for CFF* students

* CFF students = students that are eligible for funding under the College Framework Funding

For study permit refusals, a full refund of tuition fees paid will be issued.

Proof of study permit refusals must be provided to be eligible for a refund.

International refund, for example:
An International student has decided to withdraw from their program on the 5th working day of classes. The student has paid their full program fees of $7287.11 for the semester. Based on tuition fees for their program of $5,500 for International students and $1342.88 for Domestic students for the semester, they would receive a refund of:

$7287.11 – ($5,500 x $500, divided by $1342.88) = $5239.27

The college will withhold $2,047.84 for this program.

3.5.2.3 Non-refundable fees
Non refundable fees include assessment of previous learning and testing fees, convocation, alumni and insurance fees. There may be additional non-refundable fees, depending on the date of withdrawal. For more information, contact the Office of the Registrar at registrar@georgiancollege.ca.

3.5.3 Course withdrawal process
Students are advised to discuss course withdrawals and possible options with a program co-ordinator and/or the instructor. Full-time postsecondary students may withdraw from courses online.

Note: Students can drop or withdraw from all but one of their courses online. If students wish to drop or withdraw from all of their courses, this is considered a program withdrawal.

The official date of online withdrawal is the actual date of online submission of the withdrawal. Part-time and non-postsecondary students must complete a Request for change of section, course or program form (available from the Office of the Registrar). Both the student and the co-ordinator must sign the change form.

Completed forms must be submitted to the Office of the Registrar within the appropriate deadlines.

If a student wishes to withdraw from a course but is unable either to attend in person or to access the internet, he or she must submit a personally signed letter indicating his or her intention to withdraw from the course. The letter can be mailed or faxed to the Office of the Registrar and must include the student number and all information needed to identify the student and the course. The official date of withdrawal in this case is the date the student’s letter is received and date stamped by the Office of the Registrar. Students may view all course changes online.

3.5.4 Fee refunds (part-time or overload courses)
Course withdrawals do not always result in a refund of fees. To qualify for a partial refund of fees, the student must either withdraw online or submit a withdrawal form to the Office of the Registrar within the deadlines. See the Important dates section in this document or the website for withdrawal deadlines. Refer to the Continuing Education website for all refund information.

3.5.5 Changes to co-op work term
To withdraw from a co-op work term, the student must obtain a request for change of section, course or program form from the Office of the Registrar. The student must discuss his or her request with the co-op consultant and obtain approval. The student must then submit the completed form to the Office of the Registrar within the first four weeks of the semester or scheduled co-op work term. If the student does not intend to complete a scheduled co-op work term and follows the process outlined above, he or she will receive an “unsatisfactory” (U) on his or her transcript and will be required to register for the co-op work term again. The student’s OSAP status may also be affected. Students who are considering a change in academic status should speak to a representative in the Financial Aid office. To add a co-op work term, students must use the online registration process. Refer to: GeorgianCollege.ca/academics.
4. Course evaluation

Instructors will use formative and summative evaluation methods that directly measure course learning outcomes. Summative evaluation is defined as evaluation that focuses on the end of a learning cycle and measures mastery of material. Although students have access to summative evaluations (e.g., examinations), they are not returned to the student unless stated otherwise in the course outline or syllabus. Formative evaluation focuses on continual assessment and the progressive development of skills or knowledge. Any student work involved in formative evaluation will be returned to the student, unless stated otherwise in the course outline or syllabus. Instructors will make available to students either hard copy or electronic versions of course material (including an official course outline and syllabus) during the first four hours of scheduled sessions. This material will clearly state the course learning outcomes, methods of evaluation and evaluation criteria. Evaluation criteria will include the weighting of assignments, tests, presentations and other evaluation tools, calculating the final mark, and the approximate timing of all work. Instructors will keep any assignments, exams, tests, project work, etc., that students do not pick up for one year from the date the course ends, as required by the Freedom of Information and Protection of Privacy Act. Program co-ordinators are available to assist students in their progress through the program and courses and in their program and course choices. Co-ordinators will also monitor fairness of evaluation across multiple sections, instructors, courses and student experiences.

4.1 Grading system

In most cases, students will receive a numerical grade. However, other grading symbols may be used in certain instances to describe course status. Numerical grades are submitted by instructors and are used in the calculation of the program and semester grade point average (GPA). When failed courses appear on a transcript, the numerical grade achieved for these symbols is calculated in the program and semester GPA. Other grading symbols are not calculated in grade point averages. See the Course Grading Symbols Chart. To obtain credit for co-op work experience, students must officially register online via the student information system for each co-op work term within the registration period; submit a completed Co-op learning agreement to their co-op consultant prior to starting the work experience; receive a satisfactory employer evaluation; and submit a satisfactory work term report to their co-op consultant by the deadline date. Failure to fulfill any of the above will result in the student receiving a failing grade and will require the completion of an additional co-op work term. Students may refer to the Student Services department for additional requirements. Fees may apply for late registration and late submission of work term reports.

4.1.1 Grade reports/transcripts

At the end of each academic semester, students may view their grade reports online. Students may receive official copies of transcripts from the Office of the Registrar. Official transcripts are subject to a fee. Written requests for transcripts are required (telephone requests are not accepted). For more information about requesting a transcript, call the Office of the Registrar at 705.722.1511.

4.1.2 Calculation of weighted averages

Semester and program weighted averages are used to determine GPA. GPA is used to determine promotional status and eligibility to graduate at Georgian College. GPA includes all credit courses taken in the semester. Grades receive quality points (QP) ranging from 0 to 100 (grade earned = QP). Courses are assigned “credits” based on the number of total hours (42 hour course = 3 credits). The total course QP is calculated by multiplying the QP (based on the grade) by the course credits. For example, a student completes four courses as follows:

MATH1001, 3 credits, 70 per cent : 70 QP x 3 credits = 210 total QP
ACCT1006, 3 credits, 65 per cent : 65 QP x 3 credits = 195 total QP
PSYC2001, 3 credits, 80 per cent : 80 QP x 3 credits = 240 total QP
GNED2001, 3 credits, 50 per cent : 50 QP x 3 credits = 150 total QP

12 Total Credits = 795 Total Semester QP

To calculate the semester GPA, divide the total QP by the total course credits as follows: 795 total semester QP divided by 12 total credits = 66.2 per cent. Program GPA is computed similarly and includes all course grades for all semesters in the student’s program. Prior to fall 2003, Semester Weighted Average (SWA) and Program Weighted Average (PWA) were used at Georgian College to determine promotional status and eligibility to graduate. The SWA includes all credit courses taken in the semester (excluding Fundamentals courses as of fall 1998). The PWA is calculated by multiplying the final course grade by the course hours to give the weighted grade. Grade x total course hours = weighted grade The weighted grades from each course are then totalled and divided by the total hours for all courses taken in that semester (excluding Fundamentals courses as of fall 1998) to calculate the semester weighted average. Sum of all weighted grades divided by the sum of total hours = SWA.

4.1.3 Promotional status

The passing grade for all courses is 50 per cent. The semester GPA for promotion through each semester of a program is 60 per cent. Courses at the graduate certificate and degree levels require a minimum grade of 60 per cent to fulfill prerequisite and graduation requirements. Courses in the Bachelor of Science in Nursing program with a Nursing subject code require a minimum grade of 65 per cent to fulfill prerequisite requirements, for promotion, a minimum of 65 per cent or C+ is required. Students who fail three or more courses or fail a practicum, either theoretical classroom or clinical portion or both, will be withdrawn. Courses in the Pre-Service Firefighter Education and Training program with a FIRE subject code require a minimum grade of 70 per cent to fulfill prerequisite and graduation requirements.

A student’s promotional status, which is based on his or her academic performance, is determined at the end of each semester. A student studying on a part-time basis will be assessed for promotion once he or she has registered for six credit courses. Certain programs may have additional promotional status requirements in addition to those stated in this document.

COURSE GRADING SYMBOLS

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>Co-op work term successfully completed</td>
</tr>
<tr>
<td>U</td>
<td>Co-op work term unsuccessful; must be repeated</td>
</tr>
<tr>
<td>P</td>
<td>Course requirements met</td>
</tr>
<tr>
<td>F</td>
<td>Unsatisfactory performance; failed to meet course requirements</td>
</tr>
<tr>
<td>IN</td>
<td>Course incomplete; further work required. Work must be completed within one semester</td>
</tr>
<tr>
<td>IP</td>
<td>Course in progress. Grade will be issued at end of semester</td>
</tr>
<tr>
<td>AS</td>
<td>Advanced standing granted for related accredited postsecondary credits</td>
</tr>
<tr>
<td>EX</td>
<td>Exemption granted for previous educational credits</td>
</tr>
<tr>
<td>WD</td>
<td>Withdrawal in accordance with college academic policy</td>
</tr>
<tr>
<td>AU</td>
<td>Audited course</td>
</tr>
<tr>
<td>MT</td>
<td>Mid-term of full-year course, no grade available</td>
</tr>
<tr>
<td>ASN</td>
<td>Courses taught by an association. Credit not issued by Georgian</td>
</tr>
<tr>
<td>ATT</td>
<td>Course with no evaluation factor, normally a non-credit course</td>
</tr>
<tr>
<td>DNA</td>
<td>Did not attend; normally a non-credit course</td>
</tr>
<tr>
<td>UNV</td>
<td>Course taught by a partner institution</td>
</tr>
</tbody>
</table>
## POLICIES & PROCEDURES

### PROMOTIONAL STATUS

<table>
<thead>
<tr>
<th>End of first semester</th>
<th>End of next semester</th>
<th>End of next semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>If semester average (SA) is 60, or greater, IN GOOD STANDING</td>
<td>If SA is 60, or greater, IN GOOD STANDING</td>
<td>If SA is 60, or greater, IN GOOD STANDING</td>
</tr>
<tr>
<td>If SA is less than 60, ON PROBATION</td>
<td>If SA is 60, or greater, IN GOOD STANDING</td>
<td>If SA is 60, or greater, IN GOOD STANDING</td>
</tr>
<tr>
<td>If all courses failed or SA is less than 50, MUST meet with co-ordinator or associate dean before proceeding to next semester</td>
<td>If SA is 60, or greater, IN GOOD STANDING</td>
<td>If SA is 60, or greater, IN GOOD STANDING</td>
</tr>
<tr>
<td></td>
<td>If SA is less than 60, SUSPENDED for two semesters</td>
<td>If SA is less than 60, WITHDRAWN from the college for one year (may re-apply with conditions)</td>
</tr>
</tbody>
</table>

Students are advised to consult official program outlines for more information.

A student who fails the same course twice is not permitted to register for it again without prior approval of the academic area and the Office of the Registrar. Students who are permitted to register for a course for the third time and who are again not successful must consult with their dean to discuss program progression or transfer options. For further details, please see the promotional status chart above. Promotional status cannot be appealed. Students are encouraged to speak with their academic area to discuss progression through their program.

Students are permitted to take clinical, practicum or field placement courses only once, unless they are granted special permission by their dean. Students who fail a clinical, practicum or field placement course must consult with their dean to discuss program progression or transfer options.

### 4.1.4 Definitions

- **In good standing** – May proceed to next semester.
- **On probation** – May proceed to next semester on probation. Student should seek academic advice on how to improve chances for academic success.
- **Under academic warning** – May proceed to next semester under academic warning. If the semester GPA is less than 50 per cent, he or she may not engage in workplace experiences, including co-op, unless approval is granted by the co-op consultant. Students must seek academic advice on how to improve their chances for academic success.
- **Suspended (for two semesters)** – May not proceed. Students who are suspended:
  - May not engage in any form of workplace experience (e.g., co-op, field placement, internship, clinical placement, etc.) that is part of their program.
  - May not enroll in any part-time postsecondary credit courses, nor are they admissible to any other Georgian College full-time or part-time certificate or diploma programs (except academic upgrading).
  - Will have any current offers of admission revoked.
  - May apply for re-admission after two semesters using the standard application process.
  - If accepted for re-admission, may return after two semesters. If the student does not achieve a semester GPA of at least 60 per cent in that semester, he or she will be academically dismissed.
- **Academic dismissal (Required to withdraw for one calendar year)** Students are required to withdraw for one calendar year, whether full-time or part-time. After 12 months, the student may register for part-time general interest non-credit courses or apply for admission to another Georgian College program provided it does not have any vocational courses in common with the program from which he or she was required to withdraw. The conditions and progression are shown on the Promotional Status chart above.

### 4.1.5 Promotional status and eligibility for co-op

A student may proceed to a co-op work term if any of the following reflect his or her current academic standing:
- In good standing
- On probation
- Under academic warning with a semester GPA of greater than 50 per cent

Note: In order to be considered eligible for co-op progression, a student must be enrolled full-time in his or her previous academic semester (refer to Section 3.2.1, Registration definition). Exceptions may apply to students who have been granted course exemptions/credit transfers, or with the approval of the co-op consultant. See Promotional status chart above.

### 5. Graduation

To graduate, the student must meet program graduation requirements in place at the time of admission and achieve an overall program GPA of 60 per cent or greater. To fulfill graduation requirements, students in graduate certificate programs require a minimum grade of 60 per cent in each course. Students in degree programs require a minimum grade of 60 per cent in each course and an overall average of 65 per cent in the program.

Students are responsible for checking their course selections and graduation requirements each semester to ensure they are on track to graduate. To do so, students should look under Academic Records, Credential Evaluation, on their Banner accounts prior to registering. This will assist with course selection and future planning. All students must submit a request to graduate form to the Office of the Registrar at least eight weeks prior to convocation ceremonies. Refer to deadlines posted on the website under Important Dates.

In extenuating circumstances, the vice president, academic, and the registrar, in consultation with a dean, may review a student’s written request for review of graduation eligibility.

### 5.1 Graduation residency requirements

The following residency requirements must be met to be eligible for a Georgian credential:
- For certificate of achievement programs the student must complete a minimum of 25 per cent of the program courses at Georgian College.
- For certificate and diploma programs that are one to three years in duration, the student must complete a minimum of one semester OR 25 per cent of the program courses, whichever is greater, at Georgian College.
For degree programs that are four years in duration, the student must complete a minimum of 25 per cent of the program courses at Georgian College. This means a student may be exempt from up to 75 per cent of his or her degree program. Up to 50 per cent of the program credit may be obtained by using PLAR and the remaining 25 per cent may be obtained through credit transfer.

For all of the above, to meet residency, these must be different courses than those already taken for credit toward previous certification. When the candidate has been granted advanced standing (see Section 2.11, Advanced standing and/or Section 3.3, Assessment of previous learning) for the program applied for, he or she will be required to take other courses to meet the requirements outlined above. Further, he or she must obtain the approval for these courses from his or her academic area.

5.2 Second program certification

Students who wish to pursue a program of study leading to a second credential must complete the graduation requirements for that program as outlined below:

- For certificate of achievement programs the candidate must apply for the program desired and, upon being admitted, take a minimum of 25 per cent of the program courses at Georgian College. These must be different courses than those already taken for credit toward previous certification.
- For certificate and diploma programs that are one to three years in duration, the candidate must apply for the program desired and, upon being admitted, complete a minimum of one semester OR 25 per cent of the program courses, whichever is greater, at Georgian College. These must be different courses than those already taken for credit toward previous certification.
- For degree programs that are four years in duration, the candidate must apply for the program desired and, upon being admitted, complete a minimum of 25 per cent in the degree program at Georgian College. These must be different courses than those already taken for credit toward previous certification.
- When the candidate has been granted Advanced Standing, Prior Learning Assessment and Recognition (PLAR) and/or course exemptions for the program applied for, he or she will be required to take other courses to meet the requirements outlined above. Further, he or she must obtain the approval for these courses from his or her academic area.
- Co-operative education requirements, where applicable, will be assessed on an individual basis by the appropriate co-op consultant and dean.

Note: Students applying to graduate from more than one program with overlapping courses are eligible to receive the highest-level credential only.

5.3 Graduation timelines

Some students may not be able to complete their program requirements to graduate within the normal timelines. For these students, the following timelines apply:

- Students registered in degree programs must complete program requirements within eight years of being admitted to the program.
- Students registered in six-semester full-time programs must complete program requirements within six years of being admitted to the program.
- Students registered in four- or five-semester full-time programs must complete program requirements within four years of being admitted to the program.
- Students registered in two- or three-semester programs must complete program requirements within two years of being admitted to the program.
- Students registered in one-semester programs must complete program requirements within one year of being admitted to the program.
- Students registered in part-time studies programs must maintain continuous registration in order to complete the program according to the curriculum in place when they were admitted.

Students not registered for one calendar year or more must then be readmitted and follow the new curriculum. Any exceptions to this must be approved by the registrar.

5.4 Dean’s list

The Dean’s List recognizes full-time, postsecondary students who have achieved a GPA of 80 per cent or higher in any academic semester. This is indicated on the student’s official transcript.

5.5 Georgian scholar

The status of Georgian Scholar recognizes graduates from Ministry-approved postsecondary programs who have achieved an overall GPA of 80 per cent or higher at the time of graduation. These graduates are recognized at convocation and their certificate, diploma or degree states “with honours.”

5.6 Program distinction

The status of Program Distinction recognizes graduates from apprenticeship programs who have achieved an overall GPA of 80 per cent or higher at the time of graduation. These graduates are recognized at convocation and their certificate states “with distinction.”

5.7 Governor General’s academic medal

Each year, the Governor General of Canada provides one medal to each college in Ontario. This prestigious medal is awarded to the Georgian College graduate of a postsecondary diploma program who has achieved the highest overall academic average.

6. Academic records

Academic records are the property of Georgian College. The student’s academic record is confidential and will not be released to others without the student’s written consent. At no time will personal information about a student be released without confirmation of consent, this includes requests from immediate family members and/or relatives. The student has the right to view and receive a copy of his or her records at any time throughout their academic year but fees may apply for processing the request. Assignments, examinations and tests that the student does not claim by the end of the academic year, are held for a period of retention of one year as required under the Freedom of Information and Protection of Privacy Act, 1990. Any program assignments, examinations or tests that a student does not claim after one year, will be destroyed accordingly.

6.1 Freedom of Information and Protection of Privacy Act

The purposes of this act are:

(a) To provide a right of access to information under the control of institutions in accordance with the principles that,
   (i) Information should be available to the public,
   (ii) Necessary exemptions from right of access should be limited and specific, and
   (iii) Decisions on the disclosure of government information should be reviewed independently of government;

(b) To protect the privacy of individuals with respect to personal information about themselves held by institutions and to provide individuals with a right of access to that information.

Georgian College takes the privacy of students very seriously. All information collected from students or about students will be kept confidential according to the provisions of the act. Only staff or faculty who require the personal information of a student to perform their duties will access that information. Any access to a student’s records without “the need to know” or without “expressed consent” from the student will be investigated by Georgian’s Access and Privacy Consultant.

Students have the right to know why we are collecting, using and disclosing their personal information. Georgian College, under the
POLICIES & PROCEDURES

Freedom of Information and Protection of Privacy Act, 1990 and the Ontario Colleges of Applied Arts and Technology Act, 2002, provide a notice of collection on all Georgian College forms to ensure legislation is accurately followed.

If a student wishes to access or acquire copies of their personal records, they must complete a Request for Access To or Correction of Personal/Personal Health Information Form. This form can be found on the Georgian College website under Privacy and Access Information. The student should contact the department or academic area responsible for those records but if they are unsuccessful in obtaining the information required, students may contact Georgian’s Access and privacy consultant at accessprivacy@GeorgianCollege.ca or 705.728.1968, ext. 5770.

7. Academic rights and responsibilities

Higher education and society benefit when a college promotes and enforces standards of integrity that provide a foundation for a vibrant academic life, promotes progress in science and arts, and prepares students for responsible citizenship and professional conduct. The Centre for Academic Integrity (www.academicintegrity.org) defines academic integrity as a commitment to the fundamental values of honesty, trust, fairness, respect and responsibility. Georgian College endorses these values and is committed to translating them into action. Since they adversely affect the credibility of academic work by students at the college and the credentials held by alumni of the college, breaches of ethics and integrity will not be tolerated.

7.1 Student academic rights

The student’s rights in the academic, human and legal arenas are important in ensuring a smooth path to his or her success. The student must not let anyone diminish the value of his or her achievements by taking unfair advantage. The student should never accept any academic dishonesty or actions that diminish the dignity of students or staff, however they occur.

7.2 Student academic responsibilities

Students are responsible for conducting themselves in a manner that brings credit to themselves and the college community. The responsibilities can be summed up in the following attendance statements and eight cardinal rules, paraphrased and taken from Rutgers University website http://academicintegrity.rutgers.edu.

7.2.1 Attendance

Instructors determine the requirements for success in the student’s courses. Students are responsible for attending classes, not only for course content, but also for information related to the progress of the course. Tests, examinations and assignments must be written/submitted at the time specified. Requests for absence must be made prior to the test/examination/assignment date. Reasons for absence in medical, or bereavement situations, if documented, will allow students to make alternate arrangements for assignments and tests or allow consideration of an incomplete contract if necessary. See also Section 3.4.4, Incomplete grade designation.

Accommodations may also be made to allow for religious observance. In all cases, arrangements must be made with the instructor prior to the test, examination or assignment due date. Other reasons for absence are not sufficient to receive any special consideration and will result in a mark of 0. For more information, see also Sections 1.6, Accommodation of religious observances and 10, Test and examination regulations.

7.2.2 Student conduct

The learning environment and activities are controlled by the instructors, and guided by mutual respect, common sense, propriety, courtesy and etiquette. The instructor has the right to require any student to cease and desist in actions that are disruptive or that impede positive progress in the course. The instructor has the right to require anyone to leave the learning environment if positive progress is impeded by his or her actions or comments. Also, students are not permitted to transmit, distribute or make materials available that are harassing or discriminatory. Illegal, abusive, obscene, threatening, intimidating or demeaning transmissions to any individual or group are also prohibited. This includes, but is not limited to, the use of electronic mail systems and postings on electronic bulletin or message boards, Blackboard and web pages. Further actions may be taken under law, or the college’s Student Code of Conduct or Human Rights policies. For further information on this policy, please refer to the policies and procedures listed at GeorgianCollege.ca.

7.2.3 Improper use of technology

The instructor may ban any device deemed to impede positive progress of the class or deemed to compromise the integrity of tests or examinations. The instructor has the right to cancel a class if safety or health of any individual is at risk. Further actions may be taken under law, or the college’s Student Code of Conduct or Human Rights policies. For more information, see Section 1.7, Information technology acceptable use.

7.2.4 Acknowledgement of sources

Whenever students use words or ideas that are not their own when writing papers, they must cite their sources with an in-text citation, use quotation marks where appropriate, and include a list of references for the sources cited. Instructors have the right to submit a student’s work for electronic detection of plagiarism or to require that the student submits his or her own work for detection of same.

Plagiarism is the representation of words or ideas of another as one’s own in any academic work. Students should be aware that plagiarism of any part of a work is academic misconduct; there is no partial culpability or penalty. To avoid plagiarism, every source of information must be identified and properly documented according to an established writing convention, for example APA (American Psychological Association) style.

7.2.5 Protection of work

The student must not allow anyone access to the work he or she has prepared for evaluation, whether in a test, examination or assignment, etc. The student is the only one who should receive credit for what he or she knows, unless prior agreement has been reached with the instructor that group work (and group credit) will be allowed.

7.2.6 Avoiding suspicion

The student should not put him or herself in a position where he or she could be suspected of having made their work accessible to others, or having copied another’s work, or having used unauthorized aids. Even the appearance of dishonesty may undermine an instructor’s confidence in a student’s ability.

7.2.7 Taking credit for another’s work

The purpose of assignments is to develop skill and measure progress. Letting someone else do the work for which another student takes credit defeats the purpose of education and may lead to serious charges.

7.2.8 Never falsifying a record

Students must never falsify a record of any kind, nor permit another person to do so. Academic records are regularly audited and students whose grades have been altered put their entire grade history at risk. Students should keep copies of work they hand in to protect themselves from loss.

7.2.9 Never fabricating

Students must not fabricate data, citations, experimental results or any other activity-derived work. Also, students must not fabricate any medical or other documentation used to support a test
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Penalties for academic misconduct

<table>
<thead>
<tr>
<th>Offence</th>
<th>Minimum penalty</th>
<th>Maximum penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Mark of “0” in the work evaluated</td>
<td>Immediate dismissal from the college for the current term, plus one subsequent term</td>
</tr>
<tr>
<td>Second</td>
<td>Mark of “0” in the course</td>
<td>Immediate dismissal from the college for three years</td>
</tr>
<tr>
<td>Third</td>
<td>Mark of “0” in the course, immediate dismissal from the college for one year</td>
<td>Immediate dismissal from the college for five years</td>
</tr>
</tbody>
</table>

Rewrite, extension, or other request for special consideration.

7.2.10 Always telling the truth

Any attempt to deceive may destroy the relationship between the student and the instructor and the student and the college. Hiding, omitting or misrepresenting information does not constitute the truth and, in situations where the student is a witness, may make the student an accessory who is subject to the same penalty as the culprit.

8 Academic misconduct

In any academic activity at the college, students are responsible and accountable for academic integrity. Academic misconduct will be disciplined according to the severity of the offence. Those who are found to have repeated offences will be progressively disciplined.

In addition to the areas of academic misconduct outlined in this section, offences involving civil or criminal law involving academic work or materials are subject to penalties under this procedure. Students should also be aware that other types of misconduct may be dealt with by the college under other procedures such as the Student Code of Conduct procedure, the Information technology acceptable use procedure, the Ontario Human Rights Code or the Criminal Code of Canada.

Work that is submitted for credit as group work will usually receive a grade that is recorded identically for each member of the group. If academic misconduct is identified for group work, the process will proceed individually for every member of the group, except in cases where one or more members of the group (a subset of the group) are identified to be responsible for the misconduct. This may occur by an admission of responsibility by a subset of the group and a disavowal of responsibility by the other members, or may be determined by discovery of fact and a decision based on balance of probability. In this situation, the process continues only for, and penalties are applied only to, the responsible subset of the group. If such a subset is not identified to be responsible, the group as a whole has collective and individual responsibility for the misconduct (as it has benefit for the credit) and the process and penalties are applied to each individual member of the group.

Under the Freedom of Information and Protection of Privacy Act, respondents have the right to know that information has been collected about them. If any action is to be taken against respondents in an area of academic misconduct, the respondents have the right to know the allegations against them and enough information about the complaint to be able to defend themselves.

The following six areas constitute the major types of academic misconduct and are subject to penalties. Please note that misconduct on one or any portion of a work constitutes misconduct; there are no partial culpability or penalty options. No fees are refunded to students who are dismissed from the college for misconduct. Refer to the chart above.

Cheating

Cheating is the use of inappropriate, un-allowed or unacknowledged materials, information or aids in any academic work. The use of books, notes, calculators and conversation with others is restricted or forbidden in many instances of academic work and their use constitutes cheating. Students may not request others (including commercial or free term-paper organizations) to conduct research or prepare any work for them. Students may not submit identical work, or portions thereof, for credit or honours more than once without prior approval.

Fabrication

Fabrication is the falsification or invention of any information or citation in an academic work. Invented information may not be used in any laboratory experiment or other academic work without the prior authorization of the instructor. It would be considered misconduct, for instance, to analyze one sample in an experiment and invent data based on that single experiment for several more required analyses. The actual and original source of the information must be acknowledged in a citation.

Plagiarism

Plagiarism is the representation of words or ideas of another as one’s own in any academic work. Students should be aware that plagiarism of any part of a work is academic misconduct; there is no partial culpability or penalty. To avoid plagiarism, every source of information must be identified and properly documented according to an established writing convention, for example APA (American Psychological Association) style.

Instructors have the right to request that students submit their work for electronic detection of plagiarism.

Facilitating academic misconduct

Students who knowingly or negligently allow their work or portions of their work or drafts of their work to be used by other students or who otherwise aid others in committing academic misconduct are violating academic integrity. This applies to students who hide, misrepresent or falsify information related to an incident of academic misconduct. Such students are as guilty as a student who receives and uses the material or is involved in the incident directly, even though they may not themselves benefit from that act of misconduct.

Denying access to information or material

It is a breach of academic integrity to deny others access to academic resources or to deliberately impede the progress of another student or scholar. This would include giving other students false or misleading information, making library or shared resource material unavailable to others by stealing, deliberately misplacing, defacing or destroying any of these resources, including computer files that are not one’s own.
8.1 Academic misconduct process
In all instances, the instructor will keep and secure any and all documents related to an incident until the process is complete. When an instructor suspects an offence has occurred, the student(s) will be required to meet with the instructor within five working days to discuss the incident. If the situation is shown, to the instructor’s satisfaction, to be free of academic misconduct, no record will be kept of the incident.

If the instructor or program co-ordinator determines that an offence has occurred, perhaps without identifying the offenders or severity of the offence completely, a formal process will be started and records will be kept. The process involves the following:

- The first part of an academic misconduct form (available online at GeorgianCollege.ca/academics/forms and in all program areas) will be completed by the instructor for every student involved in the incident. The Office of the Registrar will be contacted to determine if previous instances of academic misconduct are on file for those students. A previous incident will determine the minimum penalty available as per the Penalties for academic misconduct chart, above.
- The student(s) will be required to meet with the instructor and a witness (preferably the program co-ordinator or college-wide Co-ordinator or Counsellor) within five working days of the form being completed to discuss the offence. The student(s) will meet individually with the instructor and a witness. The witness will keep notes during this discussion, and a copy of the academic misconduct form(s) will be given to the student(s). If individual responsibility in a group situation can be established by balance of probabilities (see Section 9, Appeals, for definition) to the satisfaction of both the instructor and witness during this stage, the process is discontinued for members of the group that do not bear responsibility for the incident and the academic misconduct form for the latter are destroyed. If any student is unresponsive or unwilling to meet, the process will move to the next step after the five days have elapsed.
- The academic misconduct form and the notes will be passed on to the office of the dean of the student’s program. The student(s) will be required to meet with the instructor (and/or witness) and the dean or designate of the student’s program within five working days of the meeting with the instructor to discuss and make the decisions required in the second part of the form. The signature of the student and the dean or designate acknowledge the decision made by the student. The next steps arising from the decision made by the student are discussed with the student. If the student is unresponsive or unwilling to meet, the academic misconduct form is forwarded to the Office of the Registrar for processing. Only the dean or designate will sign in this instance.
- If the student wishes to appeal the sanction, he or she must follow the appeal procedures outlined in Part 2 of Section 9.2.1. Otherwise, the Registrar will process the sanction within five working days. A revelation of previous offence(s) from the student’s record may result in the penalty being increased, and the student will be so notified. The academic misconduct form will remain part of the student’s file in the Office of the Registrar for one year after leaving Georgian College. No indication of academic misconduct will be made on a student grade report or transcript. As with other documents in the student’s file, access is restricted by the Freedom of Information and Protection of Privacy Act as noted in Section 6, Academic records.

9. Appeals

Decisions made in academic situations are based on law, education regulations, college policy and administrative directives. Those decisions that are subject to appeal are stated as such and the process for appeal is outlined. Where the opportunity for appeal is not explicitly stated, no appeal is possible under these policies and procedures. Students, however, may reasonably request a review of records to check for and redress the effects of a possible clerical error.

The role of the appeal panel is to formally decide upon a resolution to an appeal in accordance with the following procedures. All aspects of the adjudication process are strictly confidential. The panel will have access to all information available concerning the appeal and in accordance with the Freedom of Information and Protection of Privacy Act.

Decisions will be based on information presented to the panel and will be based on a “balance of probabilities.” The term “balance of probabilities” means that more likely than not, the evidence supports the allegation that a violation or action proscribed by this procedure has occurred. The term also applies in determination of individual responsibility and other judgments made on culpability with respect to an incident.

Appeal panels adhere to the principles of fairness. Some basic rules to ensure fairness include:

- Adequate notice of the panel meeting
Notice of the panel meeting must include the time and place of the hearing and all written statements available about the case such as statements from both the instructor and student, the registrar’s report and notice of witnesses. The registrar can extend the time limits in this procedure after consulting with both the respondent and the complainant to ensure appropriate preparation time. In all cases, unless agreed upon by all parties, there will be a minimum of 48 hours notice of a panel meeting.

- Opportunity to fully present the case
Both parties will have the opportunity to present their cases to fully disclose pertinent information. Questioning of witnesses will be directed through the panel.

- Reasons for decisions
Reasons for decisions made by the panel will be included in the panel’s final report. A copy of the report will be sent to the student, the instructor and the dean for the student’s program area. A copy will remain in the student’s file for one year after the student leaves Georgian College.

When it deems it necessary, the college may designate staff to act on behalf of persons or positions noted in this document. This will usually be done to ensure reasonable timelines are followed in cases in which those college personnel identified are not available, or whose availability is constrained.

Note: Appeal decisions are final and binding.

9.1 Admission appeal
An applicant who has been refused admission to the college has the right to request an appeal if he or she believes that equal consideration with other applicants was not provided.

9.1.1 Process
Before an admission appeal can begin, applicants must contact the Office of the Registrar to request an explanation of the admission decision. This request must be in writing and must be submitted within 30 days of the admission decision. If the applicant is not satisfied with the explanation, he or she may submit a request for a formal review of the admission decision to the registrar. This request must be in writing and must be submitted within 30 days of the explanation.
The request must set out the following:

- The decision or issue being appealed.
- Full details of the grounds on which the appeal is being made, including copies of all relevant documents.
- The desired outcome of the appeal.

When the registrar receives the written request for a formal review of the admission decision, the following steps will be taken:

- Receipt of the request will be acknowledged in writing.
- Once it has been determined that an admission appeal panel should be convened, the registrar will select three members (a student representative, a faculty member and a dean).
- The applicant will be advised of the panel meeting date and time.
- After the meeting of the panel, a recommendation will be made to the registrar and the student will be provided with the final decision, in writing.

9.2 Academic appeal

A student at Georgian College can appeal the following:

- A mark on an assignment, test, examination or practical experience.
- A final mark for a course or co-op work term.
- Missing or incorrect assessment information on a grade report and/or transcript.
- An ad hoc review committee decision.

A student cannot appeal a decision regarding whether or not a PLAR or exemption is available for an individual course, nor the method of challenge used, nor promotional status.

9.2.1 Process

Part 1: The student must discuss the reasons for the appeal with the instructor within five working days of receiving the assessment he or she wishes to appeal. If the issue is resolved, the appropriate changes are made by the instructor.

If the issue remains unresolved, the student must discuss the appeal with the program co-ordinator within the next three working days. The co-ordinator will attempt to mediate resolution by meeting with the instructor and student. If the issue is resolved, the appropriate changes will be made by the instructor.

If the issue remains unresolved, the student must submit a written appeal to the office of the dean within three working days of the meeting with the co-ordinator. The dean or designate will review the situation within three working days and determine the next step with the student, the instructor and the co-ordinator. The dean or designate will either uphold the instructor’s decision or suggest other options.

If appealing the decision of an ad hoc review committee, the student must submit a written appeal to the office of the dean within five days of the notification of the committee’s decision.

Part 2: If the student disagrees with the dean’s or designate’s decision, the student must submit a written request within five days to the Office of the Registrar for a review by the College Academic Appeal Panel (CAAP). This request must set out the following:

- The grade, decision or issue being appealed, including relevant dates, the decision taken or the conduct that occurred.
- Full details of the grounds on which the appeal is being made, including copies of all relevant documents.
- The desired outcome of the appeal.

Once the above has been submitted and it has been determined that a CAAP should be convened, the registrar or designate will select three members (a student, a faculty member and a dean/designate) from program areas other than the student’s. The panel will be chaired by the dean/designate. The registrar or designate will act as a non-voting recording secretary for the panel.

The role of the panel is to formally decide upon a resolution to the appeal in accordance with this procedure. All aspects of the adjudication process will be strictly confidential. The panel will have access to all information available concerning the case, and in accordance with the Freedom of Information and Protection of Privacy Act. The panel will fully review the facts and confer with the panel chair, who will render a decision in a free and unbiased manner. Before the panel meets, the registrar or designate will investigate the appeal situation, collect statements from the individuals involved, prepare a preliminary report for the panel and summarize the essential issues of the case.

The panel will convene within five working days of being selected. All members of the panel are involved in the hearing and the decision. Decisions regarding the outcome of the case and any penalties should be reached by consensus whenever possible. The chair will make the final decision on behalf of the college if consensus is not reached.

The instructor and student may be accompanied by one support person each when meeting with the panel, as long as the support person is identified to the registrar or designate 24 hours prior to the meeting. Witnesses and other concerned individuals may be asked by the chair to provide information to the panel. The instructor and student are responsible for arranging their own support persons and witnesses, and for informing them of the schedule and process to be followed. Support persons, witnesses and those directed by the panel will be the only people allowed to attend the panel sessions, and only as necessary during the hearing.

Decisions will be based on information presented to the panel and will be based on a “balance of probabilities.” Reasons for a decision must be based on the statements found in this procedure. The panel will decide on an outcome to the issue, a resolution process and any penalties to be applied.

The dean in the student’s area and the registrar are responsible for ensuring that the panel’s decisions are enforced. The registrar or designate will communicate the decision of the panel to all parties within two working days of the decision.

10 Test and examination regulations

Tests and examinations must be written at the time scheduled by the instructor. Only documented medical/family emergency situations or conflicting religious observance schedules are grounds for special consideration. Requests for adjustments to prescribed examination or test dates must be made before the examination or test dates. See section 1.6, Accommodation of religious observances.

Students should also be aware of the following policies:

- No evaluation is permitted after the last day of classes of a semester, except those scheduled during the official examination period by the Office of the Registrar.
- The student must appear at the test room at least five minutes before the examination or test is scheduled to start, and 20 minutes before if the examination is taking place in an examination hall.
- No one is allowed into a test room during an examination or test except the students writing the examination or test and the instructors.
- Bags and books must be left in areas designated by the instructor (not taken to a desk or table).
- The student must bring his or her student ID card for admission into the test room and should place the card on his or her desk (where it can been seen).
- The instructor has the authority to assign seats.
- The student must follow the instructions on the examination booklet, answer sheet or examination paper, as appropriate.
- If the student wishes to enter the test room after an examination or test has started, he or she must have the instructor’s permission. If permission is given, the student must complete the examination or test in the time remaining. If not, the student will receive a mark of “0” on the examination.
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• An instructor may ban any device deemed to compromise the integrity of a test or examination.
• If the student brings unauthorized material into the test room or asks for assistance from any other student or unauthorized source, he or she will not be permitted to continue writing. The student may also be denied permission to write subsequent examinations or tests and may be subject to penalties under the regulations for academic misconduct.
• Once an examination or test has started, the student cannot leave the test room for at least the first 30 minutes, nor can the student leave during the final 10 minutes (so as to not distract others still writing), except in Marine courses where students are not permitted to leave the examination or test environment during the entire period as regulated by Transport Canada.
• All writing must stop when the instructor announces that the examination or test time is over. If the student does not observe this rule, his or her paper may not be accepted.
• Students are not permitted to take examination books and other materials out of the examination room unless specified in the course outline.

10.1 Cancellation of examinations
In the event of a college closure due to inclement weather or unforeseen circumstances, students should contact their academic area for information on the rescheduling of tests or exams.