



*Academic Regulations  
and Procedures*



*January 2004*

# Board of Governors' Policies

## Yukon College

### Vision, Journey & Trails Statements

Yukon College has a **Vision** of a respectful community of fulfilled individuals.

Our pursuit of this vision is a **Journey** of continuous exploration and implementation of excellent, relevant, and accessible learning opportunities for people in a northern context.

Our **Trails** on this journey will reaffirm the wisdom of Yukon First Nations and respect the relationships among all cultures and our land.

Acting within the Values and End Statements of the College the Board of Governors establishes the following **priorities**:

- Skills development appropriate to the achievement of our learners' chosen career paths or individual goals
- Specific programs and services in support of the self-determination needs of Yukon people\*
- External connections of the College shall focus on circumpolar connections

\*The self-determination needs of Yukon people include those arising from the Umbrella Final Agreement and specific land claims agreements, the needs of Yukon First Nations without a land claim and the devolution of Federal program and responsibilities to local Yukon jurisdictional control.

Yukon College Board of Governors

September 10, 1999

## Academic Council

2003-2004

Robert Ferro, Chair  
Doug Graham, Secretary  
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Esther Dobbs  
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## Approval Statement

The following academic regulations and procedures have been unanimously recommended by the members of the Academic Council and are hereby deemed in effect the first day of January 2004.

*Sally Adams Webber*

Sally Webber, President, Yukon College

*December 22, 2003*

Date



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# 1.0 Academic Council

Yukon College has an Academic Council to establish and maintain academic standards. The Academic Council performs, to the best ability of its members, its duties in a manner consistent with the College's mission, goals and values and Board policy. Its terms of reference (as approved by the President on February 28, 1994) are noted below.

## 1.01 Purpose

To assist in the establishment and maintenance of academic standards at Yukon College.

## 1.02 Membership

The Council consists of the Registrar; a counsellor; a student nominated by the Student Council; the Deans of Professional Studies, Developmental Studies, and Arts and Science; the Director of Community and Extension Services; and one faculty member nominated by and from each of the three programming divisions.

For positions whose membership is not fixed, the term of appointment is for a two-year renewable term beginning in September. As well, appointments will be staggered to ensure continuity. At least one representative shall be a First Nations person.

## 1.03 Roles

The Academic Council fulfils three principal roles:

- To formulate and recommend academic regulations and, once approved, ensure compliance with them
- To review course and program requests, to assign academic credit and to assess continuing education units (CEU's)
- To administer and to hear, as required, appeals on academic matters

## 1.04 Operation

The Council will normally meet every month during the academic year or at the call of the Chair. The Chair will be designated by the President. The Registrar will serve as the Council's secretary and will, together with the Chair, ensure that meetings are properly arranged, minutes are kept and appropriately circulated, and follow-up occurs. The Council may establish ad hoc sub-committees as appropriate to ensure that it fulfills its roles. Members may be selected from outside the council's membership but sub-committees will normally be chaired by a member of the Council. The Chair of the Council is responsible for ensuring that the President is promptly and regularly apprised of all academic matters addressed by the Council.

## **2.0 Admissions, Registration, and Program Advising**

### **2.01 Authority to Admit**

The authority to admit students rests with the Registrar. The Registrar is responsible for ensuring the integrity of the College's admission requirements while maintaining fair and equitable access to College courses and programs.

### **2.02 Admission Requirements**

Admission Requirements are established by the College's programming divisions to provide students with the best opportunity for success in a program. Specific academic requirements are listed under each program in the current College Calendar. Applicants without the prescribed academic requirements may be admitted to some courses as part-time students only.

Applicants without the stated program prerequisites may qualify by successfully completing admission tests (normally the Canadian Achievement Test) as may be prescribed by the Registrar.

Some programs prescribe medical requirements. In such cases, these will be the responsibility of the applicant.

### **2.03 Application Procedures**

Applications shall normally be made on the application form available from the Admissions Office.

Some Continuing Education courses may not require an application. For most Continuing Education courses application may be made via telephone.

Applicants shall arrange to have transcripts for all prior education (high school, college, university) or, where applicable, proof of relevant work experience sent to the Registrar.

### **2.04 Selection for Admission**

In general, qualified applicants will be admitted on a "first-come, first-served" basis after all documents have been received by the College. In some programs selection for admission may be based on specific criteria that are established in advance and available for student review.

### **2.05 English Language Proficiency**

International students who apply for admission to Yukon College while attending a college campus, may obtain admission based on appropriate College Achievement Test (CAT) and English Placement scores. International students seeking admission to professional programs and/or university transfer programs based on CAT scores must write the College English Assessment. All other admission requirements for specific programs must be met.

English is the language of instruction and communication at the College. All coursework required of the students shall be in English unless otherwise specified. Regardless of Country of origin or citizenship, all applicants will be required to demonstrate proficiency in English before being accepted to programs of study (other than English as a Second Language Program).

This may be done by providing:

- Proof of achievement at the grade level designated as the academic prerequisite for the program to which the student is applying, or equivalent, or
- Proof of achievement, at the prescribed level, in the Test of English as a Foreign Language (TOEFL), or
- Proof of achievement, at the prescribed level, in the International English Language Testing System (IELTS).

## **2.06 Admission to “Brokered” Programs**

Where academic responsibility for a program rests with another institution (such as a degree program offered by a university through the College), admission is granted by or approved by the delivering institution and may require dual registration.

## **2.07 Admission Status**

**Accepted** applicants will be so advised and notified of registration dates by a letter of acceptance.

When a program is full, an admissible applicant will be placed on an “**Applicant List**” and shall be so advised. When a space becomes available, he/she will be accepted and advised of registration requirements.

**Undeclared** students may be allowed to complete up to 50% of a program before being required to apply for acceptance to a program. Professional programs, such as Early Childhood Development, Supported Living Worker, Nursing and Social Work may revise the number of credits and undeclared student may complete, but under no circumstances will an undeclared student be permitted to begin practicum placements prior to acceptance to the program.

An applicant who is refused admission shall be advised of the right of appeal, the reason for refusal, and ways to upgrade his/her qualifications.

## **2.08 Appeal of Admission Status**

An applicant who believes that he/she has been unfairly denied admission has the opportunity for redress through the following appeal procedure:

- He/she initiates discussion with the Registrar. The Registrar, should the matter not be resolved, shall refer an appeal to a review committee composed of the appropriate Dean, a counsellor and the Registrar
- If the resolution by the review committee is deemed unacceptable, by any party, the decision may be appealed to the Academic Council

## **2.09 Mature Applicants**

A mature student is an applicant who is at least 19 years of age, or who is at least 17 years of age, has not graduated from high school, and has not attended school for one year or longer.

In exceptional cases, the Registrar may allow a student who has not reached 17 years of age to register.

## **2.10 International Applicants (Student Visa Applicants)**

International Students require a valid student visa to be admitted to a program. A letter confirming application or provisional admission (if qualified) will be provided to assist in applying for student visa.

## **2.11 Applicants with Special Needs**

See Section 7.

## **2.12 Returning Students**

Students who have successfully completed the first year of a two-year program will be automatically admitted to the following year.

Students who were dismissed from a program, failed to attain an acceptable grade point average, or failed to complete program requirements within the prescribed time period, shall complete an application form, be interviewed by a counsellor, receive approval of the Dean, and have the application reviewed and approved by the Registrar before registration will be permitted.

## **2.13 Academic Year and Term**

The academic year at Yukon College is from September to August. Different programs, however, have different beginning and ending dates.

In all Program Divisions except Arts and Science, the academic year is divided into three terms: *Fall* (September to December), *Winter* (January to April), and *Spring/Summer* (May to August). The Arts and Science Division has four terms: *Fall*, (September to December), *Winter* (January to April), *Spring* (May/June), and *Summer* (July/August).

## **2.14 Registration Process**

All students admitted to the College must register for their courses during the published registration period.

All registrations must be processed by the Registrar's Office. All students are required to receive program advising prior to having registrations completed and approved. The signature of a program advisor is required on all registration forms.

Registration is final only upon payment of fees or upon special arrangement with the Registrar's Office.

Sponsored applicants (applicants whose training costs are paid by employers or other agencies) shall arrange to have a letter of sponsorship sent by the sponsor to the Registrar, outlining the extent of financial support for fees, books, supplies, etc.

### **2.15 “No-Shows”**

Where an applicant, accepted to a limited enrollment program, does not register and does not attend the first two classes or days of instruction and does not notify the Registrar, the applicant will be declared a “no-show”. The applicant’s place in the program will then be offered to the next eligible person on the applicant list. An applicant designated as a “no-show” must reapply for admission and wait for space in the program to become available, should he/she wish to enter the program.

### **2.16 Registering for Repeat Courses**

A student may register for a course a maximum of three times. All attempts will be recorded on the student’s transcripts. Credit, however, will be granted only once. The highest grade obtained in any of the courses will be used for GPA calculations.

### **2.17 Full Course Load and FTE**

A full course load is considered a program consisting of 15 credits a term or 375 hours of classes a term.

One full-time equivalent (FTE) is equal to 30 credits or 750 hours of instruction.

### **2.18 Classification of Students**

A student who takes 80% or more of a full course load in a given academic term is considered to be in **full-time attendance**. In special circumstances and upon the recommendation of the appropriate Dean, the Registrar may deem a student taking less than 80% of a full course load as full-time. Certain rights and privileges at Yukon College may be limited to students in full-time attendance.

A **part-time student** is normally any student registered in less than 80% of a full course load.

A **continuing education student** is any student registered in Continuing Education courses.

A **co-operative education student** is any student registered in both the academic and work placement components of a Co-operative Education Program.

An **audit student** is a student registered in a course but for whom work is not evaluated nor credit awarded. All “audits” must be approved by a program advisor.

## **2.19 Enrolment Reporting**

Deans and the Director of Community and Extension Services shall, prior to the beginning of the academic year, provide (on course masters) the Registrar with credit equivalencies for each course/program.

After the start of each term, and after the deadline for withdrawals without penalties, the Registrar shall produce:

- FTE counts on a program-by-program basis
- Course registration counts,
- Head counts (i.e., count of full-time and part-time students)

The Registrar shall also report annual enrolment (FTE) estimates at the beginning of each term (based on actual enrolments in the first term and estimates for the remainder of the year), and annual actual FTE counts in June of each year with comparative figures for the previous five (5) years.

## **2.20 Program Changes**

A student may change programs, during the first two weeks of the term provided:

- He/she meets the admission requirements of the program/course into which he/she wishes to transfer
- Space is available in the receiving program/course

## **2.21 Withdrawals**

Students may officially withdraw from a course or program without academic penalty until one half of the course contact hours have been completed. Specific withdrawal dates vary and students should become familiar with the withdrawal dates in their program.

A student must submit either an official withdrawal form, obtained from the Registrar's Office, or a dated letter clearly outlining the course name, number and section, and signed by the student. Late withdrawals will be considered by the Registrar in the event that extenuating circumstances prevent the student from notifying the college prior to the last day to withdraw. A grade of "W" will be assigned when a student officially withdraws from a course.

Failure to comply with the proper withdrawal procedures may result in a grade being assigned based on the work completed to the date of withdrawal or a failing grade (F) and ineligibility for any refund of tuition fees. Withdrawals will not be accepted without the student's signature.

A student may be dismissed from a course or program for academic misconduct, academic deficiency or for unsatisfactory attendance. A final grade will be assigned based on the work completed to the date of dismissal. Dismissals are subject to appeal and students must be informed, in writing, of their right to appeal such a decision at the time of dismissal.

## **2.22 Program Advising**

Each programming division will ensure that students within each of its programs are provided timely and accurate academic advice. Typically, this will be accomplished by appointing trained faculty in each division to serve as “program advisors”.

Program advisors are responsible for:

- Providing ongoing academic advice to students about entry requirements, prerequisites, advanced standing/credit, transferability, course selection and load, and graduation requirements
- Informing students of special college services such as learning assistance, counselling, etc.
- Reviewing student progress on an ongoing basis to enable students to access special assistance if needed
- Assisting with the verification of program completion
- Assisting, as required, with academic appeals

Program advisors shall have responsibility for approving registrations, course additions or deletions, evaluation of transfer credit, and any correspondence regarding academic matters related to a student’s program in the College.

## **2.23 Financial Information**

Current information about fees, service changes, penalties, refunds and estimates of educational costs shall be published in the College’s calendar. Current information about student financial assistance will be made available to students through the Registrar’s Office.

## **3.0 Transfer Credit, Advanced Credit/Advanced Standing, Advanced Placement, CEU and Prior Learning Assessment**

### **3.01 Transfer Credit, Advanced Credit and Advanced Placement**

Transfer credit, advanced credit and advanced placement is awarded to recognize educational and work/life learning the student has already acquired, and thus avoid unnecessary repetition of courses or course content.

- **Advanced Credit** is credit given for prior structured or unstructured learning experience (such as courses taken in other institutions, relevant work/life learning, etc.)
- **Transfer Credit** is advance credit based on credit courses taken at another institution
- **Advanced Placement or Standing** refers to the practice of exempting students from specified courses in a program, yet with the requirement that relevant and approved courses should be taken in lieu of exempt courses to complete program requirements

### **3.02 “Transfer”/Transferability to Other Institutions**

Yukon College has negotiated the transferability of many of its courses and programs with other institutions. The College has an obligation to its students to provide accurate and timely information about such arrangements. In particular, students will be informed that such transfer arrangements do not, in themselves, ensure students’ admission to other institutions.

Many institutions provide transfer credit to admitted students, on a course-by-course basis, even if formal arrangements have not been developed.

A student may seek transfer credit for courses successfully completed at Yukon College at any time during or after his/her course of studies at Yukon College. The student is responsible for pursuing such opportunities. The College will assist with appropriate documentation as requested.

### **3.03 Prior Learning Assessment**

Prior Learning Assessment (PLA) is assessment by some valid and reliable means, by a qualified specialist, of what has been learned through nonformal education/training or experience, that is worthy of credit in a course or program offered by the institution providing the credit.

Source: British Columbia Council of Admissions and Transfer, Prior Learning Assessment, 3<sup>rd</sup> Update, May 1994 Standards.

#### **A. Educational Standards**

1. Credit should be awarded only for demonstrated learning and not for experience.

2. Credit should be awarded only for learning which is relevant to the content and learning outcomes of the course or program to which the credit is being applied.
3. Credit should be awarded for learning which is consistent with the achievement levels required by the postsecondary credential to be awarded.
4. Credit should be awarded for learning which has both the theory and practical applications that are appropriate to the subject, course or program.
5. The assessment of prior learning and the determination of credit awards should be made by content specialists, with external advice as necessary.

## **B. Administrative Standards**

1. Credits awarded as a result of PLA should be identified as such on the transcript issued by the institution.
2. Credit awards and the transcript entries should be monitored to avoid giving PLA credits and other credits for the same learning.
3. Policies and procedures applied to assessment, including provision for appeal, should be fully disclosed.
4. Fees charged for assessment should be based on the services performed in the process and not determined by the amount of credit awarded.
5. All personnel involved in the assessment of learning should receive training for the functions they perform, and there should be provision for their continued professional development in areas related to PLA.
6. PLA policies and practices should be regularly monitored, reviewed, evaluated, and revised as needed.

### **3.04 Course Challenge**

Course Challenge is one method of prior learning assessment by which a student may receive credit for relevant knowledge or skills acquired outside of the college environment. Availability of course challenge is dependent on the suitability of the challenge and administrative limitations. Each Dean is responsible for outlining procedures, restrictions, or limitations respecting course challenges. For some courses, it may not be practical or possible to challenge the course due to constraints imposed by external agencies. The following guidelines apply:

- The challenge cannot be used as a means of upgrading a course mark for which credit has already been granted by Yukon College.
- A student may not challenge a course if they have taken, and failed, the course previously.
- The challenge must evaluate performance on the full range of objectives and content related to the course
- A maximum of one half of the total credits required for the Yukon College program may be obtained by a combination of course challenge and transfer credit

- Students shall either be admitted to the program or qualified for admission before seeking a course challenge.
- Students registered in a course may challenge that course within the first one third of the scheduled total number of course hours.
- Students shall be allowed to challenge a course only once. If unsuccessful, the student shall register and complete the course in order to receive the credit.

### **3.05 Request for Transfer Credit**

Application for transfer credit shall be made through the Registrar's Office at the time of application for admission to the program. A time limit may be imposed in areas where there is an "obsolescence" of knowledge and/or skills.

Official transcripts shall be submitted before transfer credit will be considered.

Transfer credit shall only be given for credit courses that are equivalent to Yukon College courses from recognized colleges, universities, technical institutes, professional bodies and selected courses from high schools.

Transfer credit shall only be given for courses in which a grade of D (or equivalent) or higher has been achieved. However, minimum grade requirements in prerequisite courses (typically C or better) will normally apply.

Transfer credit will not exceed 50% of total credits required to complete the Yukon College program for which the student has applied.

The evaluation of transfer credit is the responsibility of the appropriate Dean and will normally be carried out by program advisors.

Transfer credit shall not be given unless the student has been admitted to the program.

Courses not taken at Yukon College for which transfer credit has been granted shall not be included in the calculation of term or cumulative grade point averages.

In the event that students have completed credit courses which have no precise Yukon College equivalents, unassigned credits may be granted. These may not be applied towards specific course requirements within the program. Normally these may only be used to satisfy elective requirements.

### **3.06 Continuing Education Unit (CEU)**

The CEU is a measure of the amount of organized study that a person has completed. One CEU equals ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instructions. **CEU's are not academic credits and are only used for continuing education courses and other activities not normally awarded academic credit.** Consequently, those sections of the Academic Regulations which apply to "credit" activities will not normally apply to activities for which CEU's are awarded.

## 4.0 Academic Conduct

### 4.01 Attendance

Students in all program areas are expected to attend classes. However, attendance requirements may vary from program to program. Special permission from the Dean or Chair is required if a student is enrolled in another course and the timetables for the two courses overlap. Attendance requirements are noted below.

- Individual instructors shall inform students of the attendance requirements for their course at the beginning of the semester
- Admission to a lecture or laboratory may be refused by the instructor due to lateness or misconduct. Students who do not attend classes or submit assignments as required may be refused admission to further classes
- Attendance at practicum activities and work placement activities (in Co-op programs) is required. Students shall notify the placement agency as well as the instructor whenever practicum/work attendance is not possible
- Attendance for sponsored students will be reported to the sponsoring agency as required

#### Attendance Policies

- **General:**

Attendance is mandatory. A student may be dismissed from a course or program if more than ten percent (10%) of the scheduled contact hours are missed in any one course. Dismissal from a course may result in loss of full-time status and loss of sponsorship funding.

- **Trades/Vocational and Developmental Studies (Except College Prep):**

Attendance is mandatory. A student may be dismissed from a program after missing three consecutive days or after ten days accumulated absences in a single term.

### 4.02 Inappropriate Student Conduct

Students shall conduct themselves in a responsible manner. The following activities constitute inappropriate student conduct:

- Disturbing, disrupting or otherwise interfering with studies, work or other activities of fellow students, or the operation of the College
- Threatening to subject or subjecting any student or staff member to physical or mental harassment, indignity, injury or violence
- Sexual harassment of any kind
- Cheating, plagiarism, fraud, deceit or other forms of academic dishonesty

- Intentionally damaging, destroying, removing or moving without authority or permitting damage, destruction or unauthorized removal or movement of the property of the College, or property under the care and authority of the College, Student Council, or of any student, staff member, or resident
- Unauthorized use of or entry to College property
- Participation in unauthorized and/or hazardous activities on campus
- Failure to obey the lawful instructions of any College staff acting in the performance of his/her duty and failure to obey all published or posted regulations or procedures relating to the use of, and entry to, College buildings and facilities
- Libelous or indecent statements, unfounded allegations and statements harmful to others' dignity
- Neglecting safety procedures/practices or intentionally creating safety hazards
- Falsification of any College document or withholding or falsification of information on an application for admission to the College

#### **4.03 Discipline**

If a student's conduct is unacceptable, disciplinary action, subject to appeal, may be applied as follows:

- A failing grade or mark of zero in the course, examination or assignment in which the misconduct occurred
- Requirement to rewrite an examination or to resubmit an assignment or essay
- A reprimand placed on the student's file
- Withholding of grades and certification
- A demand for restitution in the case of property damage
- Suspension or dismissal from the course, program, or in extreme cases, from the College

If disciplinary action is taken that results in dismissal from a course, program or the College, the student will be informed of the action in writing and a copy will be forwarded to the Registrar's Office. If a student seeks readmission after dismissal, readmission will require the special approval of a counsellor, the Registrar and the Dean.

## **5.0 Student Evaluation, Grades and Records**

### **5.01 General**

Instructors shall ensure that each student is fully informed, through course outlines, of the course content and requirements. This will normally be done within the first week of classes. Course outlines shall follow the format prescribed by the Dean.

### **5.02 Assignments, Exams and Other Course Requirements**

Instructors shall inform students, at the beginning of each course, of class schedules, student evaluation methods, assignments and examinations and such other course requirements. The Dean shall ensure that course requirements are reasonable and major assignments and examinations are balanced during a term.

Major assignments (those comprising more than 10% of the total course grade) shall not be assigned in the two weeks immediately prior to the final exam period.

Except under special circumstances approved by the appropriate Dean, all 3-credit courses will conclude with a three-hour final examination given during the formal exam period.

A copy of each final exam is normally to be submitted to the divisional office 48 hours prior to the exam.

Except in special circumstances approved by the Dean, final exams are to be invigilated by the course instructor at the scheduled time.

### **5.03 Evaluation Process**

Student evaluation is based upon the student's academic performance throughout the term: all elements of the learning process, such as examinations, assignments, laboratory work, field work, shop work, reports, projects, job placement, and class participation may be evaluated.

Instructors will ensure that students are informed, at the beginning of each term, of the evaluation practices that will be applied in each course/program under their jurisdiction.

## 5.04 Grading System

Yukon College's grading system is a letter-grade system based on a 4.0 point scale:

Grade	Grade Point Value	% Equiv. Most Yukon College Courses	% Equiv. Trades & Office Admin. Programs only
A+	4	95 - 100	A = 90 - 100
A	4	86 - 94	
A-	3.7	80 - 85	
B+	3.5	75 - 79	
B	3	70 - 74	B = 80 - 90
B-	2.7	65 - 69	
C+	2.5	62 - 64	
C	2	58 - 61	C = 70 - 79
C-	1.7	55 - 57	
D	1	50 - 54	D = 60 - 69
F	0	under 50	F = under 60

The letter grade is normally determined by the percent equivalent as indicated in the above table. However, for some courses and programs different correlation between letter grade and percent equivalent may apply. The College may assign codes other than grades according to the following:

Grade		Indicates
AD	Advanced Standing, Advanced Credit or Transfer Credit	Equivalent course work has been completed in another program or recognized educational institution, or through work/life learning
AU	Audit	Student not required to complete course requirements
CC	Course Challenge	Student has been granted credit as a result of successful completion of a challenge examination
CP	Course in Progress	Course work that may bridge more than one term or academic year (ABE courses only)
I	Incomplete	Permanent grade is delayed, at the discretion of the instructor, until course requirements are met
M	Mastery	Student has mastered the skills to the required standard in a given course
NG	No grade submitted	NG is assigned until permanent grade is submitted by instructor (This is only assigned by the Registrar's Office.)
P	Pass	Successful completion of the course requirements for non-credit courses, placement exams and Cooperative work terms
W	Withdrawal	Officially withdrawn from the course (This is only assigned by the Registrar's Office.)
CU	Continuing Education Unit	1 CU is assigned for every 10 hours of organized continuing education

Grade points are calculated by multiplying the number of credits assigned to a course by the grade point value of the grade assigned. The grade point average (GPA) is then calculated by dividing the total number of grade points earned in a term by the total number of credits for the courses taken during that term. Examples of mark equivalencies are shown below.

An example of Grade B+ in a 3-credit course and Grade C in a 2-credit course follows:

$$3 \text{ (credits)} \times 3.5 \text{ (grade point value)} = 10.5$$

$$2 \text{ (credits)} \times 2.0 \text{ (grade point value)} = 4.0$$

$$\text{Total Grade Points} \quad 14.5$$

$$\text{GPA (Grade Point Average)} = 14.5 \div 5 = 2.90$$

### **5.05 Submission of Final Grades**

Assigning and submission of final grades is the responsibility of the instructor. Final grades are to be submitted to the Registrar, or entered electronically, within five (5) working days of the final examination date or of the last day of classes. To change a grade once grades have been transferred to a student's permanent record, a grade change form must be completed by the course instructor and submitted to the Registrar's office.

### **5.06 "Course Repeats"**

A student may repeat a failed course in order to meet graduation requirements or repeat a course to improve a grade received in that course. A student may take a course a maximum of three times. Each occurrence shall be noted on the student's transcripts, however only the higher of the grades received will be used in the calculation of the student's grade point average (GPA).

Under exceptional circumstances, a student may make application to the Registrar in order to take a course more than three times.

### **5.07 Clearance of Course Incompletes**

A student with an incomplete must discuss the outstanding requirements for the course with the instructor. Required work and the date by which it must be completed shall be stated in writing by the instructor. Required work must normally be completed within three weeks of the last day of the term in which the courses were taken. An extension may be granted, but in no event will it extend beyond the end of the immediately following term.

A grade of incomplete is only to be given when there is a contract between the student and the instructor indicating a date by which all outstanding requirements are to be met. Such contracts will normally be in writing and a copy attached to the grade sheet. In the event that no contract is established for the submission of outstanding work, the instructor will calculate and submit a grade based on the work completed. If a student has not met all requirements but has academically achieved a grade other than F, then that grade should be given and the grade changed on submission of the outstanding work.

A permanent grade will be based on the work completed by the deadline.

A student with an incomplete standing in a course may not register for further courses for which that course is a prerequisite without the approval of the appropriate Dean or Chair. Instructors should not award an incomplete if they are not available to evaluate the outstanding work.

### **5.08 Clearance of Other Course Deficiencies**

The Deans shall prescribe methods by which deficiencies in course work shall be rectified by a student who has not completed program requirements.

Methods available may include deferred final examinations, supplemental examinations and such other methods prescribed by the Dean.

### **5.09 Actions Following Unsatisfactory Academic Standing**

Failure to maintain satisfactory academic standing in a course or program may result in a range of actions, such as termination from one or more courses, assignment of probationary status, suspension, termination from the program, or upgrading.

### **5.10 Probation - Academic and Professional Programs**

A full-time student who achieves a term grade point average (GPA) of less than 2.00 will be placed on academic probation for the following term in which the student registers. The program advisor, in consultation with the appropriate Chair or Dean, may restrict the number of courses that the student shall register for in the following term.

A student on academic probation who achieves a grade point average (GPA) of less than 2.00 in the next term of study will normally be terminated and not considered for registration for a period of at least one full term. Upon re-registration, the student shall be placed on probation.

A student who returns after having taken one term off as a result of achieving a grade point average (GPA) of less than 2.00 in two consecutive terms and achieves a grade point average (GPA) of less than 2.00 will be terminated and not considered for re-admission for at least one academic year. The student must apply for readmission to the program.

A student's academic probation shall continue until the student achieves a grade point average (GPA) of greater than 2.00 in one term.

### **5.11 Probation - Vocational and Developmental Studies**

In cases of unsatisfactory performance, the student and the instructor shall meet to discuss the student's performance.

If the student's performance does not improve, the instructor shall notify the Dean in writing of the student's learning difficulties. The Dean will convene a meeting of the student, instructor, the Dean and a counsellor at which time the student shall be informed that he/she is on academic probation and what must be done to remove it. The Registrar's

Office shall be informed and the probationary status shall be entered on the student's academic record.

Vocational and Developmental Studies students who are on academic probation and have not improved their performance over the term of the probationary period may be suspended by the Dean.

### **5.12 Levels of Certification**

A certificate is normally awarded for successful completion of a program of studies of up to two terms of full-time study or equivalent. A certificate "with honours" is awarded to graduates with a cumulative GPA of 3.50 or greater.

A diploma is awarded for successful completion of a program of studies generally of two years duration or its equivalent. A diploma "with honours" is awarded to graduates with a cumulative GPA of 3.50 or greater in the program. Students are expected to complete the requirements for a certificate within five years of beginning a program.

A diploma is awarded for successful completion of a program of studies of four terms of full-time study or equivalent. A diploma "with honors" is awarded to graduates with a cumulative GPA of 3.50 or greater in the program. Students are expected to complete the requirements of a diploma within ten years of beginning a program.

### **5.13 Certification Requirements**

Students who have a cumulative GPA of 2.00 or greater in the program, and have met all the program requirements as outlined in the Calendar at the beginning of their program, are eligible to graduate with certification.

Students who successfully complete a program must apply to the Registrar for the appropriate certificate or diploma in the term in which completion of the program requirements, as outlined in the College Calendar, is expected.

Students who already have a certificate or diploma from Yukon College may pursue another certificate or diploma subject to the following conditions:

- A minimum of one-half of the courses required for the additional certificate or diploma beyond the requirements for the first certificate or diploma must be completed.
- The student shall meet all program and graduation requirements for the second certificate or diploma.

### **5.14 Transcripts and Mark Statements**

Grade reports shall be made available to students at the end of each term. Reports shall list the grades achieved in each of the courses taken during the term and may be made available in electronic or printed form.

A Transcript is an official cumulative grade report, bearing the College seal and the signature of the Registrar or her/his designate, of credit coursework undertaken at the College.

A Record of Achievement is an official cumulative record, bearing the College seal and the signature of the Registrar or her/his designate, of all non-credit coursework undertaken at the College.

### **5.15 Outstanding Debts**

Students who have outstanding debts owing to the College or have not returned books or borrowed equipment will not receive official documents until all debts are paid and outstanding books and equipment returned.

### **5.16 The Deans' List**

In recognition of their academic achievement, full-time students with a GPA of 3.50 or greater in any term shall be placed on the Deans' List for that term.

### **5.17 Custodians of Confidential Records**

<u>Type of Record</u>	<u>Official Responsible</u>
Student Records, General	Registrar
Student Counselling/Health Records	Registrar
Final Examinations, and Papers	Dean

All final examination papers will be kept at least until the end of the following term.

### **5.18 Public Access to Student Records**

The information available to the public concerning a College student, without the student's express consent for the release of information, is limited to the verification of whether or not he/she attended a specific program/course between given dates, and whether or not he/she received certification. All other student information is confidential.

### **5.19 College Access to Student Records**

No person in the College, except for the Registrar, may authorize his/her own access to records, information systems or data storage. Such authorization may only be granted by the Registrar.

Any College student shall have the right of access to his/her records through the Registrar. If information in the records is believed to be inaccurate, he/she shall have the right to have the records corrected by providing appropriate documents.

Members of the College administration with a legitimate interest in specific student records may be granted access to such records.

Access to electronic data will be allowed in accordance with procedures set out by the Registrar's Office.

## **5.20 Release of Confidential Information**

The release of confidential student information shall only be through the Registrar. Disclosure of information to interested external parties in response to verbal or written enquiries shall consist only of information determined to be matters of public records as described in AC 5.18. Release of information beyond this requires written authorization from the student involved or other legal authorization (e.g., a court order, a power of attorney, etc.).

## 6.0 Student Appeals

### 6.01 General

The Registrar deals with all appeals and acts on behalf of the Academic Council, whose responsibility it is to ensure a fair and equitable system for all appeals dealing with academic matters. The Academic Council is the final level of appeal on all matters of an academic nature.

### 6.02 Appeal Procedure

In accordance with the principles of natural justice, Yukon College believes students appealing have a right to a fair hearing.

A student who believes that she/he has been unjustly treated at the College is encouraged to seek all appropriate avenues of redress, including the discussion of the concern with her/his instructor, and/or Chairs, the divisional Dean, and/or a student counsellor. Other means of alternative dispute resolution may also be used.

After such discussion, if the issue remains unresolved, the student should initiate a formal appeal in writing by informing the Registrar within ten (10) working days of the incident or within five (5) working days of receiving the final decision from the Dean.

The student should include the following in the written request for an appeal:

- a. The decision or act being appealed (including the name of the person whose decision is being appealed)
- b. The reasons why the student believes the appeal should be allowed
- c. The remedy that the student is seeking

Once a written appeal is received by the Registrar, the Registrar shall:

- a. Begin a numbered appeals file for the student (which will contain the original written appeal and any other supporting documentation that may be presented)
- b. Inform the Dean of the student's division that an appeal has been received
- c. Inform the Chairperson of the Appeals Committee.

During the appeal process a student is expected to attend classes. If, however, a decision based on inappropriate student conduct is being appealed, the student may not be allowed in classes during the appeal process. The decision will consider the extent to which the presence of the student represents potential safety, criminal, or other intolerable effects on the learning environment. No record of the appeal will be placed on the student's file.

### 6.03 Appeals Committee Terms of Reference

Academic council will appoint three or four of its members to serve as members of a subcommittee, called the Appeals Committee, of Academic Council. Two of these will be appointed co-chairs of the Appeals Committee. They will serve for a period of two academic years.

The Chairperson shall convene the Appeals Committee for the purpose of hearing appeals within five (5) working days of the receipt of the written appeal. If the Appeals Committee requires more members or replacement members due to time schedules, place of appeal, or conflicts of interest, the chairperson will select new or additional members to sit on a particular Appeals Committee.

The Appeals Committee shall hear any appeal referred to it by the Registrar. If an issue on appeal raises an unclear or unresolved question of regulation or procedure of importance to the appeal, the Committee, if struck, may refer that question to the Academic Council for resolution.

In order to ensure that an appeal is fairly conducted, and all parties have had a full and complete hearing, the Appeals Committee may, with the permission of all parties, waive procedural rules provided, or make other rules.

The Appeals Committee, in making a decision, may:

- a. Reverse the decision, or any part of the decision being appealed
- b. Set aside the decision being appealed and return the question to the staff member to reconsider
- c. Dismiss the appeal
- d. Refer the matter to the Academic Council.

The appellant and/or the named staff member may be required to appear or may request permission to appear before the Council or its subcommittee.

#### **6.04 Procedures Prior to the Appeal Hearing**

Upon the receipt of an appeal, the Chairperson will ask that the student (Appellant) and the person(s) who made the decision being appealed (Respondent) submit, to the Chairperson, an “appeal package” that will consist of the following:

- a. Copies of any documents which the Appellant or Respondent intends to rely on at the hearing
- b. The names of any witnesses the Appellant or Respondent proposes to call at the hearing, as well as the names and roles of any persons who may assist and/or represent the Appellant or Respondent in the hearing. Deans and the Registrar are excluded as persons who are able to assist or represent the Appellant at the hearing.

Prior to the hearing, the Chairperson shall circulate copies of the “appeal package” material submitted by the Appellant and Respondent to the members of the Appeals Committee, the Appellant, and the Respondent.

Parties are responsible for producing their own witnesses and for paying costs associated with their appearance at the hearing. Alternatives to appearing in person may include affidavits, teleconferencing, etc.

All parties are encouraged to make every effort to proceed as quickly as possible. A student is expected to confirm his/her attendance at the appeal hearing. An appeal will be deemed to be permanently abandoned should the student fail to appear (in person or by

teleconference) at a scheduled hearing without having given notice to the Chairperson in advance, and the original decision will stand.

## **6.05 Procedures at the Appeal Hearing**

The Chairperson of the Appeals Committee is responsible to manage the process of the appeal hearing.

Attendance of any party to the appeal may be waived if the party so desires.

The Appellant is the first party heard and begins with an opening statement that contains a brief description of the appeal, including what he/she believes was unreasonable, unjust, or unfair about the action or decision being appealed, and outlines the resolution sought. The Appellant's case provides the factual support to show why her/his grievance should be remedied and may include any or all of the following:

- Appellant's oral testimony
- Oral testimony of Appellant's witnesses
- Documents or other written evidence in support of this testimony.

The Respondent then presents his/her case, beginning with an opening statement that contains a brief reply to the Appellant's claims and the main arguments justifying the action or decision being appealed. The Respondent's case provides the factual support to defend the action or decision being appealed and may include any or all of the following:

- Respondent's oral testimony
- Oral testimony of Respondent's witnesses
- Documents or other written evidence in support of his/her testimony.

Questioning of the parties and their witnesses normally occurs at the close of each person's testimony. The Appeals Committee members may question either party and their witnesses. The Committee may request that it be provided with further information other than that supplied initially by the appellant or respondent. The Committee may call its own witnesses or require the production of written or documentary evidence in addition to that provided by the parties to the appeal, and the power to rule on the admissibility of evidence. Parties to the appeal shall have access to all written or documentary evidence presented to the Committee. Witnesses generally are present in the hearing room only during the time they are giving information. If, after the exchange of "appeal package" a party requires witnesses in addition to those named on the Appellant's or Respondent's list, the party must so inform the Committee and the other party prior to the appeal hearing.

At the hearing, subject to the rulings of the Committee, the following procedure should be followed:

- a. The Appellant may make an opening statement
- b. The Appellant may call and examine such witnesses as the Appellant sees fit
- c. The Respondent may ask questions of the Appellant's witnesses (including the Appellant), in order to clarify the verbal and written information presented to the Committee

- d. Appeals Committee members may ask questions of the Appellant's witnesses
- e. The Respondent may make an opening statement
- f. The Respondent may call and examine such witnesses as the Respondent sees fit
- g. The Appellant may ask questions of the Respondent's witnesses (including the Respondent), in order to clarify the verbal and written information presented to the Committee
- h. Appeals Committee members may ask questions of the Respondent's witnesses
- i. The Appellant may make a closing statement
- j. The Respondent may make a closing statement
- k. The Appellant may respond to any matters arising out of the Respondent's statement to which the Appellant has not yet spoken

### **6.06 Procedures After the Appeal Hearing**

The Committee will move to a closed session to make a decision on the appeal according to a majority vote. No new information may be introduced at this session. All members present will be bound by the requirement of confidentiality.

The Committee shall arrive at a decision by majority vote. The Committee's decision and supporting reasons should be communicated in writing to the appellant and respondent within five (5) working days of the appeal decision. In the case of a minority vote, the minority may if it wishes give reasons for its dissent. In the event of a tie vote, the decision shall be granted in favor of the student.

After the decision is rendered, the Chairperson of the Appeals Committee will:

- a. Collect all pertinent and confidential information, relating to the appeal, from committee members; keep one copy for the file and shred the other copies
- b. Deliver or mail the written appeal decision to the appellant, respondent, and Registrar. (A copy of the decision, including any recommendations, shall be given to the President.)
- c. Make sure a copy of the appeal decision is put into the numbered file along with any other supporting documentation resulting from the appeal hearing
- d. Inform the Registrar that the appeal process has been concluded and give the numbered file to the Registrar for filing

### **6.07 Annual Report of Student Appeals**

The Chairperson of the Appeals Committee shall, in October of each year, provide to the Academic Council and to the President an annual review of all appeals. The report shall state the number of appeals heard, their disposition and general nature, and shall include recommendations made by the Council, or its subcommittee, to the President.

## **7.0 Accommodations and Services for Students with Special Needs**

### **7.01 General**

The following is intended to serve as guidelines for the accommodation/provision of services to those Yukon College students who identify themselves as having a condition or disability - either permanent or temporary - that affects their learning. This applies to those defined as adult learners with special needs who have mental and/or physical disabilities or impairments.

More specifically, this definition applies to, but is not limited to, individuals with any of the following:

- Visual impairment
- Hearing impairment
- Communication disability
- Learning disability
- Developmental disability
- Orthopaedic disability or mobility impairment
- Chronic health condition or impairment
- Neurological (i.e., head injury, cerebral palsy, etc.) psychiatric, psychological or emotional disability or impairment
- Multiple disabilities

The degree or severity of a disability or impairment varies considerably in its effect on any one individual. Consequently, the nature and extent of College assistance to the individuals with special needs will vary.

### **7.02 Learning Assistance Centre - Special Education Services**

Whenever a student requires special accommodations/services because of a disability, the Learning Assistance Centre-Special Education Services Coordinator will work with all relevant College personnel to address the student's needs. More specifically, the Coordinator will:

- Gather the necessary information/documentation
- Recommend appropriate accommodations/services
- Advocate on behalf of the student
- Assist the student in the negotiation of the terms of the accommodations to be made
- Research diverse and feasible accommodation options
- Provide and/or coordinate the required support services/agreements
- Advise the College administration on resources required to meet the present and foreseeable special needs of Yukon College students

Recommendations for accommodations/services may include but are not limited to:

- Advanced registration
- Reduced courseload
- Course material in alternate media
- Use of specific equipment or device, whether provided by the College, an outside agency or by the student
- Alternate testing arrangements
- Individualized assistant (i.e., guided study session, etc.)
- Handicapped parking permit.

The College may require a written “Agreement for Special Services/Accommodation”. All such accommodation/services will be for a specified period of time, usually one term.

### **7.03 Applicants and Students with Special Needs**

Disclosure of a disability is only required if the person has the need for accommodation/services as a direct result of the disability.

The applicant or student with special needs must initiate contact with the Special Education Services to request accommodation/services, provide documentation as required, and authorize the Coordinator to proceed and remain fully involved in the whole process. The special needs applicant or student must be involved in the whole process.

Because of the complexity and expense of certain accommodation/services, applicants with special needs should notify the College of their needs at the earliest opportunity, ideally at or before the time of application. Generally, six-weeks notice will be sufficient. However, when major adjustments have to be made (i.e., alternate media material required), it is recommended that the applicant with special needs approach the College one semester prior to registration.

Admissions staff will inform applicants, potential applicants, and students on the assistance available to students with special needs and the importance of advanced notice of the particular need. When additional information is noted (i.e., request for special services) on the application form, Admissions staff will notify the Learning Assistance Centre Coordinator. When applicable and recommended by the Coordinator, Admission files will indicate clearly the special needs of the students (i.e., sign language, interpreter, alternate medial, etc.).

## **8.0 Assignment of Credit for a Course and Certification of a Program**

### **8.01 General Principles**

It is not the responsibility of the Academic Council to determine the need for or approve the development and delivery of a course or program. Responsibility for these rests with the Board and the College's academic officers. The role of the Council is, as per its terms of reference, to "assist in the establishment and maintenance of academic standards at Yukon College" partly through the "review of course and program requests." Normally, therefore, a request for the assignment of credit or for certification of a program will occur late in the development process.

The following applies only to courses and programs developed at the College for College credit or certification. It does not apply to courses or programs brokered from other institutions.

### **8.02 Naming Courses**

Yukon College course titles should not exceed thirty (30) characters in length and should provide students with a general idea of course content. Subject codes shall not exceed four (4) characters in length and must be approved by Academic Council.

### **8.03 Approval of Credit for a Course**

As per its terms of reference, the Academic Council has the sole responsibility for approving credit for Yukon College courses. The originating programming division submits to the Secretary of the Council (the Registrar), a completed "Request for Assignment of Course Credit," (see page 28) a completed course description and any other pertinent documentation.

The Council establishes criteria for evaluation, ensures the College does not currently offer similar courses, evaluates the proposed course based on such criteria and determines whether the proposed course should be credit or non-credit.

The Council may direct further development or revision of the content prior to approval of credit.

The Secretary of the Council will maintain a registry of courses approved for credit.

### **8.04 Certification of a Program**

All new programs and all existing programs that are significantly modified must be approved by the Academic Council prior to the awarding of a College certificate or diploma.

All requests for program certification are to be directed to the Secretary to the Council. Each request will include a completed "Request for Certification of a Program" (see page 29) and all required documentation. Documentation will include, but not be limited to,

the proposed program's title, an outline of coursework, admission requirements, evaluation standards, proposed external accreditation and transferability (if any), general learning outcomes/objectives, and instructional requirements/standards.

The certification equivalencies of a program must be completed prior to it being offered to the public as a program leading to certification. The Secretary of the Council will maintain a register of courses approved for credit.

#### **8.05 Assessment of Continuing Education Unit (CEU)**

The Academic Council is responsible for the assessment of CEU's. All requests for CEU assessment must be submitted to the Secretary of the Council using the "Request for CEU Assessment" form (see page 30) and must include a detailed description of the continuing education activity. A complete registry of assigned CEU's will be maintained by the Secretary of the Council.

## REQUEST FOR ASSIGNMENT OF COURSE CREDIT

REQUEST	
Title: _____	
Credit Requested 1 2 3 4 5 6 (← circle one) or Other: _____	
Grading System to be used: <input type="checkbox"/> Regular <input type="checkbox"/> Trades/Vocational <input type="checkbox"/> Mastery <input type="checkbox"/> Pass/Fail	
Requested by: _____ (Division)	
Recommended by: _____ (Dean)	
Date: _____	

**FOR ACADEMIC COUNCIL USE ONLY:**

ASSESSMENT			
	YES	NO	COMMENTS
New Course			
Course Outline Provided (to College standard)			
- Instructional Contact indicated (including credits)			
- Course description included			
- Learning outcomes stated			
- Delivery methods/format described			
- Prerequisites stated (if required)			
- Evaluation described			
- Text/support materials indicated			
- Equivalency and/or Transferability included			
- Instructional Requirements			
- Topic outline/syllabus included			

APPROVAL	
<input type="checkbox"/> Approved by Council <input type="checkbox"/> Not Approved by Council (see assessment)	
_____ The Registrar (Secretary, Academic Council)	_____ Date

## REQUEST FOR CERTIFICATION OF PROGRAM

REQUEST	
Title of Program: _____	
Certificate _____	Diploma _____
Total # of credits _____	
Total # of Courses _____	
Requested by: _____	(Division)
Recommended by: _____	(Dean)
Date: _____	

### FOR ACADEMIC COUNCIL USE ONLY:

ASSESSMENT			
	YES	NO	COMMENTS
New Program			
Program Outline provided			
- Admission requirements			
- Graduation requirements			
- General learning outcomes/objectives			
- Outline of coursework			
- Instructor credentials/experience			
- Transfer/Equivalency/Accreditation			
APPROVAL			
<input type="checkbox"/> Approved by Council <input type="checkbox"/> Not Approved by Council (see assessment)			
_____ The Registrar (Secretary, Academic Council)	_____ Date		

## REQUEST FOR ASSIGNMENT OF CEU

### REQUEST

Title: \_\_\_\_\_

CEU Requested 1 2 3 4 5 6 (← circle one) or Other: \_\_\_\_\_

Requested by: \_\_\_\_\_ (Division)

Recommended by: \_\_\_\_\_ (Dean/Director)

Date: \_\_\_\_\_

### FOR ACADEMIC COUNCIL USE ONLY:

### ASSESSMENT

	YES	NO	COMMENTS
New Course			
Course Outline Provided (to College standard)			
- Instructional Contact indicated (10 hrs per unit)			
- Learning outcomes stated			
- Topic outline/syllabus included			
- Delivery methods/format described			
- Text/support materials indicated			
- Instructor experience/credentials			
- Evaluation			

### APPROVAL

- Approved by Council  
 Not Approved by Council (see assessment)

\_\_\_\_\_  
The Registrar (Secretary, Academic Council)

\_\_\_\_\_  
Date