

Academic Policies & Procedures

Freedom of Information and Protection of Privacy

Note: The complete college policy is available on the College's website.

Camosun College gathers and maintains information used for the purpose of admission, registration and other activities related to being a member of the Camosun College community and attending a postsecondary institution in British Columbia.

In signing an application for admission all applicants are advised that both the personal information they provide and any other personal information placed into the student record will be protected and used or disclosed in compliance with the *Freedom of Information and Protection of Privacy Act*. Camosun College may be required to disclose a student's personal information if it becomes aware of compelling circumstances where there is a risk to the health and safety of the student or of others.

If you have questions regarding Camosun College's collection and use of personal information please contact:

Ian M. Brindle
Privacy Officer
Camosun College
Phone: 250-370-3016
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Prior Learning Assessment Policy (PLA)

Purpose/Rationale

The purpose of this policy is to provide guidelines to determine equivalencies to the learning that students have acquired from past life or work experiences to formal college credits.

Scope

This policy applies to all current or prospective Camosun College students requesting formal assessment of learning acquired from prior life or work experiences for college-level credit.

Principles

Camosun College recognizes that learning which some students acquire from their life and work experiences may be equivalent to college-level learning.

Opportunities to acquire credit in a module, course or program through assessment of learning gained from prior life or work experiences may be offered to students.

Formal credit for learning that has been assessed as equivalent to Camosun College courses and programs is granted as follows:

- it is considered Camosun College resident credit; and,
- it is given a grade which is recorded on college transcripts as a regular course without being identified as PLA credit. Grading is as per the College's grading system which is published in the College calendar. If the grading is by letter grade, it is calculated into the College GPA.

A successful assessment of prior learning will apply only to the designated module or course and will not constitute completion of any prerequisites for other modules, courses or programs.

PLA processes are developed and implemented by the department or discipline in which the credit is sought.

PLA processes will include assessment of performance on the full range of theoretical and practical learning outcomes of a module or course.

Students will request or be requested to document their learning of specific knowledge, skills and values related to the course or program learning outcomes, objectives or competencies for which credit is requested. Documentation must support learning statements and may include and not be restricted to the following:

- personal profiles and portfolios;
- non-credit certificates/diplomas;
- work products and artifacts;
- course challenges (written, oral, performance examinations [e.g. laboratory, clinical, work-site], product assessment, standardized exams);
- performance evaluations (e.g. role-plays; live, video or audio presentations; lab demonstrations; simulations; work-site demonstrations); and
- documented learning from life and work experiences and accomplishments.

Definitions

Base Funded Courses: provincially subsidized programming that accommodates the general needs of the public.

Non-base Funded Courses: programming that is not provincially subsidized; the program fees are determined by the delivery costs of the program.

Official Course Withdrawal: withdrawal from a course after the fee deadline and before 66% of the course has been completed, as per the *Course Withdrawal Policy*.

Resident Credit: resident credit is equivalent to having earned the credit at Camosun College for graduation purposes.

Academic Term: a period equal to the normal duration of the course.

Procedures

Application

Having decided to apply for prior learning assessment of a module or course, students must:

- Begin the PLA application process before or up to and including the first week of the commencement of the regular (non-PLA) course. Exceptions may be made at the discretion of the Chair or Program Leader of the department.
- Consult with the Enrolment Services Office to determine whether they meet:
 - requirements; and
 - the prerequisite requirements.
- Obtain a 'Prior Learning Assessment Application' form from the Enrolment Services office.
- Contact the department offering the course for which they wish to have a prior learning assessment and schedule an advisory session with the Chair or Program Leader to discuss suitability. Bring the 'Prior Learning Assessment Application' form to the session.

If a PLA is determined to be suitable, students must:

- Obtain the departmental signature approving the PLA module or course and the start and end dates. Start and end dates for the PLA course are mutually agreed upon by the faculty member and the student.
- Submit the signed 'Prior Learning Assessment Application' form to the Enrolment Services office and register and pay fees.

Fees

Base-funded PLA courses: Tuition fees are assessed at 50% of the current College approved rate. Applicable levy fees are assessed by the Enrolment Services Office.

Non base-funded PLA courses: Tuition fees are established by the department offering the program or course.

PLA fees are non-refundable. Special consideration of a refund may be given in extenuating medical or compassionate circumstances as per the *Course Withdrawal Policy*.

Withdrawal

Once registered in a PLA module or course, students may withdraw according to guidelines established in the *Course Withdrawal Policy*; however, course withdrawal is not permitted for PLA courses of one week's duration or less.

Grading

Upon completion of a PLA module or course:

- Students are entitled to an interview with a faculty member to review their course performance;
- A final grade will be awarded, submitted to Student Records by the faculty member, and entered on the student's transcript regardless of the grade received.

Repeating a Course

Any student who has previously taken a regular (non-PLA) module or course or module, whether successful or unsuccessful, can not be assessed for prior learning for that same course until at least one full academic term has elapsed (see definition). Once this period has elapsed, the student must be able to demonstrate to the Chair or Program Leader additional learning acquired which supports his/her PLA application.

Student Appeals

Students who wish to appeal decisions regarding final grades must refer to the *Student Appeal Policy*.

Standards of Academic Progress

Each school has standards of academic progress that students should familiarize themselves with upon enrolment in a program or course. These Standards of Academic Progress statements can be found in each school's chapter. For further information on the Camosun College *Academic Progress Policy* refer to camosun.ca/policies.

Student Evaluation Procedure

Each college instructor will provide each student in his/her class with a course outline which includes the evaluation process during the first meeting with that class. If a final examination will be used as a part of the formal evaluation, it must be specifically identified at this time.

Grade Changes

There are special circumstances for which grades can be changed (e.g. when there has been a grade appeal or in the case where an "I" grade has been assigned awaiting completion of outstanding requirements).

Other than in the case of an "I", grade changes after initial submission by instructors, require approval of the Dean.

"I" grades will be accompanied by a form which describes the outstanding requirements for course completion. The instructor will provide a copy of this form to the student and the school office. Any "I" grade that has not been changed after the six-week period will be converted to an "F" grade. Extensions to this six-week period will only be considered for exceptional reasons and will require written approval of the Dean.

Promotion

In most cases a "C" or "COM" grade is required to move to the next level of study. However, some programs and/or courses require a higher level of achievement before a student can progress. Where a higher level of achievement is required it will be clearly outlined in the course description chapter of the Camosun College credit calendar.

A grade point average (GPA) of 2.0 is normally required to graduate from a Camosun College program. Where a higher GPA is required for graduation it will be published in the Camosun College credit calendar.

Grade Notification

It is the responsibility of instructors to notify students of their grades. Generally, instructors post grades outside their offices or in the education school office. Instructors will advise as to the particular location. Grades will be posted using Student Numbers.

Students with a Camlink account will be able to check their grades online using Camlink. *If students are unable to access their grades via the web, a restriction may have been placed on their student record. See the Student File Restrictions section of this calendar, and contact Student Services for further information.*

Final Examinations

All final exams will occur during the final exam period. Students are expected to write tests and final examinations at the scheduled time and place. Final exam schedules will be posted. Where possible, students will write no more than two final examinations on the same day.

Where a student has more than two final exams scheduled on one day, the student is to contact the instructor(s) to discuss alternate arrangements.

In emergency circumstances, a student may write a test or final examination before or after the scheduled time if the student would otherwise be unable to complete the program or course. Exceptions, due to emergency circumstances, such as unavoidable employment commitments, health problems, or unavoidable family crises, require the approval of the appropriate instructor. Holidays or scheduled flights are not considered to be emergencies. The student may be required to provide verification of the emergency circumstance.

Invigilators will inform students of any rule which may apply to the conduct of a specific examination. This may include, but is not limited to, rules for the following:

- the consumption of food or beverages within the final examination room;
- late entry to the final examination room thirty minutes after the scheduled commencement of the examination;
- students leaving during the first thirty minutes of the examination;
- the use of calculators, cell phones, terminals or other information processing devices;
- the access to washroom facilities during the final examination;
- the use of supplementary books, manuals or reference sources;
- the use of previously completed course material, studio or shop projects or experiments; and,
- the provision of special arrangements for any disabled students.

Retention of Records

All instructors' records of all student marks (e.g. marks, books, breakdowns of marks) shall be retained by the instructional area for twelve months after the conclusion of a course. Final examination papers are the property of Camosun College. For the purposes of appeal, all major examination papers or assignments not returned to students must be retained by the instruction area for twelve months after the submission of the final grade. All students will be given the opportunity to review their final examination papers, but the ultimate disposal of both the examinations and completed papers is the sole responsibility of the appropriate department and/or faculty member. All instructors using a common examination must agree if these documents are to be returned to the students.

Academic Progress Policy

Purpose/Rationale

The purpose of this policy is to enhance a learner's likelihood of success and to encourage a learner to use college resources effectively. This policy will define the college-wide standard for academic progress and will establish principles and protocols to assist students, their instructors, and administrative staff to monitor and intervene when a student is "at risk."

Scope/Limits

This policy applies to students registered in Education Council approved courses and programs at Camosun College. This policy—with the exception of the stage four intervention of academic suspension—is under the authority of the Deans and Directors of schools and administrative units (henceforth called "schools") that provide educational programs.

Appeals related to academic probation, removal and suspension fall under the *Student Appeal Policy*.

Principles

The College recognizes the considerable effort on the part of students to establish and meet their educational goals and is committed to creating a supportive learning environment as students make progress toward their educational goals.

Formal assessment of students' academic performance and the assignment of grades are based on the quality of student achievement compared with the standards and requirements established by the College, the school, the program, and the individual courses.

Students are ultimately responsible for their learning and progress and are expected to seek help in a timely manner when they are unable to meet the course requirements. The College is committed to supporting student success and to working with students in achieving their educational goals.

When an instructor, during the process of ongoing assessment, determines a student to be at academic risk, the instructor will alert the student and discuss improvement strategies. Because students are ultimately responsible for their progress, they should communicate their progress and challenges to the instructor and act on the improvement strategies.

In order to remain in good academic standing, a student must maintain a minimum GPA of 2.0 in each academic term. Some programs may require a higher minimum GPA, specific attendance requirements, or the passing or successful completion of specific courses to continue in the program. These are published in the College calendar.

For those programs graded under the non-GPA Competency Based Grading System the student must demonstrate continued satisfactory progress in order to remain in good academic standing.

All students are assumed to be in good academic standing unless stated otherwise on their academic record. When a student has failed to meet an academic standard, the College will intervene to alert and counsel the student. Ultimately, part of the intervention will involve structured limits which may include probation and in some circumstances removal from the program.

If a student has failed a course twice, he/she may register for it again only with the permission of the Dean. Due to the nature of self-paced and continuous entry programming, students in these courses will be permitted to register only three times for the same course. Only in exceptional circumstances and at the discretion of the Dean may these limits be waived. (The Dean will receive the records from the Office of the Registrar.)

Definitions:

At Risk: "At risk" students are those who are experiencing academic difficulty and who, without change, will not meet the academic progress standards by the end of the academic term.

Personal Learning Plan (PLP): The process and tools through which Camosun College helps students with academic and personal planning, assisting them to achieve their educational goals.

Stages of Academic Intervention

All students are expected to meet college standards of academic progress in order to be permitted to continue or to be promoted to the next level of the program. When a student is at risk, the College will offer academic support and, if and when needed, provide intervention strategies.

Stage One Intervention: Academic Alert

At any time during the academic session, an instructor or a student may identify that the student is "at risk." The instructor and student will meet to discuss improvement strategies. Whenever possible, College employees will identify where students can obtain extra support.

Stage Two Intervention: Academic Probation

A student who does not meet a minimum GPA of 2.0 for any semester or quarter will be placed on academic probation by the Dean. In non-GPA programs, the decision as to what triggers academic probation will be made at the program and departmental level, bearing in mind that a student in self-paced courses may register only three times in the same course.

Notes:

Spring and summer sessions, combined, are considered one semester.

Some programs may require a higher GPA, specific attendance requirements, or a specific level of achievement to continue in the programs.

College Process:

- At the end of each semester or quarter, the Registrar will notify each school of all students who did not achieve the minimum GPA of 2.0. Non-GPA program probation reports will be done at the departmental level.
- The Dean will write to the student indicating the academic probation, any required follow-up, and the consequences of not improving his/her academic standing. Information about college services will be included.
- The Registrar will be notified, and a notation will be placed on the student record indicating the academic probation.

Stage Three

Intervention: Academic Removal

Students on Academic Probation who do not achieve a minimum GPA requirement in any subsequent semester or quarter will be removed from their program for a period of twelve months. Prior to registering into another program, the student must complete a new Personal Learning Plan (PLP).

College Process:

- At the end of each semester or quarter, the Registrar will notify the school of all students who have not achieved a minimum GPA of 2.0 more than once.
- The Dean will notify the student, in writing, that he/she has not met the minimum standard for progress for two academic terms and is therefore restricted from reregistering into the program for a period of twelve months. Re-admission is not automatic or guaranteed. The letter will specify any additional requirements related to re-admission to program, including an indication of when the student can reapply, the registration priorities of the program, and, when relevant, program application information.
- The Registrar will be notified and a notation will be placed on the student record indicating the academic removal.

Stage Four

Intervention: Academic Suspension

If a student does not meet the GPA requirement in a subsequent program, a recommendation will be forwarded to the President to suspend the student from the College for a minimum of two years.

College Process:

- At the end of each semester or quarter, the Registrar will notify the school of all students who have been subject to an Academic Removal penalty and have again not achieved a minimum GPA of 2.0.
- The Dean will alert the Vice President of Education and Student Services that the student has again not met academic progress standards, and will request that the student be suspended from the College for a minimum two-year period.
- The VP of Education and Student Services will review the file and, if he/she supports the decision for Academic Suspension, will make this recommendation to the President. The President will inform the student of the decision in writing.

Student Conduct Policy

Purpose/Rationale

The purpose of this policy is to provide clear expectations of appropriate academic and non-academic student conduct and to establish processes for resolution of conduct issues or the imposition of sanctions for inappropriate conduct.

Scope/Limits

This policy covers all students enrolled in a college course or program, on or off campus, as well as prospective students, while engaged in college-related activities.

This policy does not apply to conduct related to harassment which is covered under the *Human Rights Policy*.

Principles

The College recognizes the considerable effort on the part of students to establish and meet their educational goals. To enhance students' opportunity for success in meeting their educational goals, the College expects members of the college community to act toward each other in a manner that contributes to a positive, supportive and safe learning environment.

The College is committed to high curriculum standards:

- Every student will be provided a course outline that establishes student expectations and assessment criteria;
- Student achievement against the assessment criteria is the basis for grading and evaluation;
- Students are expected to meet the course requirements as described in the course outline;
- Students experiencing difficulties in meeting course requirements are expected to seek help in a timely manner;
- To facilitate learning, wherever possible, staff and faculty will identify where students can obtain extra support that is available through the College;

- Entrance to a program or course of study does not ensure successful completion.

To enhance the learning environment, the College expects all students to act in an honest and appropriate manner:

- The College will not tolerate inappropriate student conduct such as academic dishonesty, or disruptive, threatening or dangerous conduct. (See *Section C, Examples of Unacceptable Student Conduct*.)
- The College will take whatever action is necessary to intervene when inappropriate student conduct occurs and will impose disciplinary consequences that reflect the severity and nature of the inappropriate conduct.

The College is committed to the provision of a fair and timely appeal process through which student concerns regarding final grades and discipline can be addressed. (See *Student Appeal Policy*).

Imposed discipline will remain in place while an appeal is being considered.

Definitions

Academic Dishonesty: Obtaining an academic advantage dishonestly through conducts such as cheating or plagiarism. Academic dishonesty also includes gaining admission through dishonest means whether providing false or fraudulent documentation or withholding information or documentation required for admission.

Cheating: An act of deceit, fraud, distortion of the truth, or improper use of another person's effort to obtain an academic advantage.

Plagiarism: The presentation of another person's or source's words and/or ideas as one's own. Plagiarism ranges from an entire assignment that is not the student's own work to specific passages within an assignment taken from a source without acknowledgement. (See *Plagiarism: Definition and Consequences*)

Inappropriate Student Conduct: Any conduct that has the effect of disrupting the learning environment or that is a threat, or perceived to be a threat, to the safety of other students, staff, and faculty, whether conducted on or off campus. (See *Examples of Inappropriate Conduct*)

Decision-maker: Any member of the College faculty, staff or administrator who holds the authority for making a decision regarding final grades or for imposing discipline.

Disciplinary Consequences

Disciplines are intended to be corrective and to reflect the severity and nature of the inappropriate conduct. In some instances appropriate action may include the involvement of authorities outside of the College. At any time, the Dean, Director, Chair or instructor may refer students to appropriate services such as counselling,

financial aid, disability support services, learning skills centre, etc.

If a student believes he or she has been treated unfairly in relation to the imposition of the following measures, he or she may seek resolution, within the stipulated timelines, through the process outlined in the *Student Appeal Policy*.

Academic Dishonesty

The disciplinary consequences will vary according to the severity of the incident and may include, but not be limited to, those cited below. The Dean, Director, Chair or instructor may call upon College Safety to assist in the investigation.

Repeat the Assignment or Test, or Issuance of a Special Assignment or a Failing Grade for a Test or Assignment: The terms and conditions of these measures will be provided to the student in writing by the instructor.

Issuance in Writing of a Failing Grade for the Course: The terms and conditions of this measure will be provided to the student in writing by the instructor after consultation with the Dean.

Written Reprimand: The student is advised in writing that further incidents of improper conduct, such as academic dishonesty, may result in more severe discipline. Written reprimands may also describe terms and conditions of probation or may describe expectations for student conduct. Written reprimands will be administered by the appropriate decision-maker, (Director, Dean or College Safety); copied to the appropriate Dean, the Vice President of Education and Student Services and placed on the official student record.

Removal from a Program: The student is removed from the program. The terms and conditions of this measure will be provided to the student in writing by the Dean, after consultation with the Chair and the Vice President of Education and Student Services, and placed on the official student record.

Refusal to Enrol or Re-enroll: Refusal of the College to enrol or re-enrol the student into a course, courses or a program. The terms and conditions of this measure will be provided to the student in writing by the Dean, after consultation with the Chair and the Vice President of Education and Student Services, and placed on the official student record.

Suspension from the College: Refusal of the College to admit a student to any class, course, program, college service or college activity. The terms and conditions of this measure will be provided to the student in writing by the President; copied to the Vice President of Education and Student Services and the Board of Governors; and placed on the official student record. **Note:** *This measure may be appealed to the Board of Governors.*

Forfeiture of College Award or Credential: Request return of anything awarded by the College, including awards or credentials, when the award or credential was acquired through dishonest or inappropriate means. The terms and conditions of this measure will be provided to the student in writing by the Vice President of Education and Student Services, and placed on the official student record. **Note:** *This measure may be appealed to the President.*

Inappropriate Student Conduct: Academic and Nonacademic

The discipline will vary according to the severity of the incident and may include, but not be limited to, those cited below. The discipline may be invoked for disruptive conduct or for academic concerns at the discretion of the appropriate decision-maker.

The Dean, Director, Chair or instructor will collaborate with College Safety in any investigation where a student's conduct may be (or perceived to be) threatening to themselves or others, violent, illegal, or uncontrollably disruptive.

If a student believes he or she is being treated unfairly in relation to the imposition of the following measures (with the exception of suspensions and forfeiture of college Award or Credential), he or she may seek resolution, within the stipulated timelines, through the process outlined in the *Student Appeal Policy*.

Verbal Reprimand: The student is informed that the conduct exhibited is inappropriate. Such a reprimand may be issued by College personnel when confronted by inappropriate conduct.

Removal from a Class In-Progress: Immediate removal of a student from a class in-progress. In some cases the disruption may be significant enough that the class is terminated and postponed until the disruptive conduct can be mitigated. Terms and conditions for return to the class must be communicated to the student by the instructor who will inform the department Chair and the Dean.

Written Reprimand: The student is advised in writing that further incidents of improper conduct may result in more severe discipline. Written reprimands may also describe terms and conditions of probation or may describe expectations for student conduct. Written reprimands will be administered by the appropriate decision-maker (Director, Dean, or College Safety); copied to the appropriate Dean, the Vice President of Education and Student Services and to College Safety; and placed on the official student record.

Restriction of Activity or Access to an Area or Services: Restriction or exclusion of a student from certain college activities, or denial of access to certain areas of the College, or to the use of certain facilities or equipment. The terms and conditions of this

measure will be provided to the student in writing by the appropriate decision-maker (Director, Dean, or College Safety); copied to the appropriate College personnel and to the Vice President of Education and Student Services; and placed on the official student record.

Recovery of Costs: Recovery of costs is requested for damages deliberately caused by the student. The terms and conditions of the measure will be provided to the student in writing by College Safety; copied to the appropriate decision-maker (Dean or Director) and the Vice President of Education and Student Services; and placed on the official student record.

Removal from a Course: Immediate exclusion of a student from a course. The terms and conditions of this measure will be provided to the student in writing by the department Chair after consultation with the instructor and the Dean; copied to the Vice President of Education and Student Services and to College Safety; and placed on the official student record.

Removal from a Program: Removal of the student from the program. The terms and conditions of this measure will be provided to the student in writing by the Dean, after consultation with the department Chair and the Vice President of Education and Student Services; placed on the official student record; and copied to College Safety.

Suspension from the College: Refusal by the College to admit a student to any class, course, program, college service or college activity. The terms and conditions of this measure will be provided to the student in writing by the President; copied to the Vice President of Education and Student Services, to College Safety and the Board of Governors; and placed on the official student record. **Note:** *This measure may be appealed to the Board of Governors.*

Forfeiture of College Award or Credential: Request return of anything awarded by the College, including awards or credentials, when the award or credential was acquired through dishonest or inappropriate means. The terms and conditions of this measure will be provided to the student in writing by the Vice President of Education and Student Services; and placed on the official student record. **Note:** *This measure may be appealed to the President.*

Plagiarism: Definition and Consequences

Representing the work of others as the student's own is plagiarism. Quoting and citing sources in a way that gives proper credit avoids plagiarism. When in doubt about how to acknowledge a source, students must consult with their instructor. Plagiarism includes the following:

- Submitting an entire assignment (e.g., paragraph, essay, report, lab report, technical drawing, exam, etc.) written

by someone else. This is plagiarism even if making revisions to the original work.

- Submitting an assignment in which the student has copied or cut and pasted one or more passages from one or more other works or an internet site without enclosing those passages in quotation marks and providing clear, correct citations for those passages.
- Submitting an assignment in which the student takes one or more ideas from another work(s) without citing them, even when rewording or putting those ideas in their own words (that is, paraphrasing them). Students must provide clear, correct citations for theories, arguments, facts, stories, or other information that they did not come up with on their own.
- Submitting an assignment that an editor or tutor, whether amateur or professional, has partially or entirely rewritten for the student. A tutor is not a copy editor. A tutor's role is to explain general principles of writing, grammar, syntax, punctuation, and spelling.
- Submitting a group project which contains plagiarism. It is the responsibility of all members of the group to monitor the progress of the work to ensure that plagiarism does not occur.

Consequences for Plagiarism

Camosun College's *Student Conduct Policy* covers both academic honesty and student behaviour. Note that the consequences for Plagiarism are those listed under Academic Dishonesty as part of this policy.

Examples of Unacceptable Student Conduct

Assault and Threatening Conduct

This includes any physical, written or verbal assault directed at any individual or group affiliated with the college community that occurs within any college-related activity and that could result in physical, mental or emotional harm, or harassment.

- Examples: Hitting, slapping, punching another person; continued unwanted contact with or stalking of another person; using threatening language; communicating in any manner an image, picture or graphic that is threatening.

Conduct Endangering the Safety of Others

This includes any conduct that potentially or actually endangers the safety of any person in the course of any college-related activity.

- Examples: Tampering with fire access doors or discharging fire extinguishers; unsafe operation of a motor vehicle; inappropriate use of tools, equipment or procedures that places a person at risk.

Failure to Comply with Reasonable Requests of College Employees

This includes any failure to comply with a reasonable request or directive of any college employee, issued in order to protect the rights, privileges or safety of any member of the college community.

- Examples: Failure to leave a building during a fire alarm; refusal to remove a vehicle parked in a fire lane; refusal to remove weapons from campus; failure to vacate a college service or instructional area when directed.

Disruptive Conduct/Disorderly Conduct

This includes any conduct that interferes with the provision of college services or instruction or that interferes with any member of the college community.

- Examples: Verbal outbursts, physical gestures, actions or interruptions which limit or interfere with the provision of college services or instructional activities; unwarranted and unreasonable disturbances during any Camosun College-related activity.

Unauthorized Entry or Presence

This includes any unauthorized act of entering, remaining in, or allowing others to have access to areas of the College.

- Examples: To enter, or allow others to gain entry to, computer laboratories outside of authorized times and conditions; or unauthorized presence in any college office or area.

Misuse of Information

This includes any falsification, alteration or misuse of personal identification, electronic identification, records or documents.

- Examples: Unauthorized alteration of grades or records; inappropriate use of computer password access privileges or Phone registration privileges, or refusal to produce valid identification upon request.

Theft of Personal or College Property

This includes any theft (attempted or actual) or unauthorized removal of property belonging to the College or to any member of the college community.

- Examples: Theft of library resources; theft of personal property such as a knapsack or purse; or unauthorized duplication of computer software belonging to the College.

Vandalism/Intentional Damage or Misuse of Personal or College Property

This includes any intentional altering of, or damage to, any resource or property belonging to Camosun College or to property of any member of the college community.

- Examples: Damaging library books; defacing college buildings; or damaging vehicles.

Seem to Violate Federal, Provincial or Municipal Laws, Statutes or Regulations

This includes any conduct that violates the laws, statutes, or regulations of any applicable authority.

- Examples: Violations of BC Liquor Control Act; possession, use or sale of illicit substances such as steroids or drugs; possession of weapons on campus; violations of the *Motor Vehicle Act*; issuing a false fire alarm; or failure to comply with Workers' Compensation Board regulations.

Disrespectful or Demeaning Conduct

This includes any statement, publication, notice, sign, symbol, emblem or other representation which gives a member of the Camosun College community reasonable cause to believe that he or she has suffered hatred or contempt.

- Examples: Language, cartoons, photos, symbols, etc., which expose a person or a group or class of persons to pornography, hatred or contempt.

Making False, Frivolous or Vexatious Complaints

This includes any complaint that is intentionally made by a person who knows it is false, frivolous or vexatious.

- Examples: Alleging a theft of personal property that is untrue; alleging an assault that is found to be false; numerous complaints made by the same student when that student is actively inciting the conduct complained about.

Student Appeals Policy

Purpose/Rationale

The purpose of this policy is to provide an appeal process for students who have reason to believe they have been graded unfairly or treated unjustly in relation to discipline by Camosun College ("the College").

Scope/Limits

This policy applies to all students enrolled in college courses or programs and applies to the appeal of final grades including compulsory withdrawals from courses and disciplinary actions taken by the College.

Those wishing to appeal a decision of suspension made by the President must contact the Office of the Board of Governors, as defined in the College and Institute Act. Forfeit of College Award or Credential are imposed by the Vice President of Education and Student Services and may be appealed to the President.

A student can withdraw his or her appeal at any stage of the appeal process. If the student withdraws the appeal the matter will be considered closed and no further appeal will be allowed with respect to the same matter.

Non-final grades may not be considered for a final stage of appeal.

Principles

The College recognizes the right and responsibility of its faculty and staff to assess student performance and impose discipline in appropriate circumstances. The College also recognizes the right of students to be assessed in a manner that is fair, just and reasonable and to have sanctions imposed in proportion to the nature and seriousness of their conduct.

The College is committed to the provision of a fair and timely appeal process through which student concerns regarding final grades and imposed discipline can be addressed.

Students will have access to a multistage process within their schools for appealing a decision regarding a final grade or imposed discipline.

A final stage of appeal (a formal hearing beyond the school) may be provided if, in the assessment of the Vice President, Education and Student Services, sufficient grounds for an appeal have been demonstrated.

Final decisions with respect to final grade appeals will normally be made at the school level to ensure that individuals knowledgeable in the field assess the matter.

Forfeitures of College Award or Credential will be decided by the Vice President of Education and Student Services and may be appealed to the President within the time limit noted paragraph three below.

Suspensions will be decided by the President and may be appealed to the Board of Governors within the time limit noted in paragraph three below.

First Appeal Stage

The appeal process for a final grade begins with a student initiated discussion with the instructor.

The appeal process in the case of discipline begins with a student-initiated discussion with the decision-maker (see definition).

These discussions must be initiated by the student within ten (10) working days of the official posting of the grade or imposition of discipline. If the student is unable to reach the instructor or decision-maker, assistance should be sought through the school office.

The student and the instructor or decision-maker should discuss fully the basis on which the student feels unjustly treated

and ways in which his or her concerns may be addressed. These decisions must be concluded within five working days of being initiated. The decision of the instructor or decision-maker must be made in writing and copied to the Chair.

Failing satisfactory resolution at the instructor or decision-maker level, the student may take his or her concerns to the next level of authority within the school by raising the matter for full discussion with the department Chair within five (5) working days of the instructor or decision-maker's written decision. These discussions must be concluded within five (5) working days of being initiated and the decision of the Chair must be made in writing copied to the Dean.

Failing satisfactory resolution at the department Chair level, the student may take his or her concerns to the final level of authority within the school by raising the matter for full discussion with the Dean or his or her designate. These discussions must commence within five (5) working days of the written decision of the Chair and conclude within five (5) of being initiated. The Dean's decision will be communicated to the student in writing and a copy of the decision will be provided to the Vice President of Education and Student Services.

Final Appeal Stage

If the student is not satisfied with the decision of the Dean, the student may apply to the Vice President of Education and Student Services to have a panel convened to hear a final appeal ("Panel").

The student shall submit a completed 'Request for Final Stage Appeal' form and all supporting documentation to the Office of the Vice President Education and Student Services within ten (10) working days of receiving the Dean's written decision.

The student 'Request for Final Stage Appeal' form is available through the Student Services department, from all school administration offices, and online.

The Vice President of Education and Student Services will evaluate the 'Request for Final Stage Appeal' form and supporting documentation and will determine if there are sufficient grounds for an appeal. The Vice President of Education and Student Services may seek further information and/or clarification from any person involved in the appeal.

The grounds for a final stage appeal related to final grades are:

- the course outline has not been followed by the instructor;
- the evaluation criteria have not been applied according to the College grading and promotion policy; or
- the evaluation criteria have not been applied in a reasonable, fair and just manner.

The grounds for an appeal related to inappropriate conduct are:

- the student is denying the conduct;
- the student is appealing the severity of the discipline; or
- new information has come to light that would have an impact on the imposed.

Prior to directing that a Panel be convened, the Vice President of Education and Student Services must be satisfied that there is sufficient credible evidence on which the panel might reasonably conclude that one or more of the grounds for considering an appeal listed above have been met.

The Vice President of Education and Student Services may:

- direct that a Panel be convened;
- direct that a Panel not be convened;
- direct that some but not all of the issues raised in the Appeal be presented to a Panel;
- remit the matter back to the Dean for reconsideration with recommendations and/or directions; or,
- direct that the matter be remitted for an independent academic reassessment.

If a reassessment is deemed appropriate, the Vice President of Education and Student Services shall select a qualified new assessor or assessors who may be external to the College. Steps will be taken to ensure the impartiality of the assessor(s) and, where possible, to ensure the anonymity of the student. The assessor(s) may raise, maintain or lower the students' grade as appropriate. The decision of the assessor(s) is final and binding.

The Student Appeal Panel

If there are grounds for an appeal the Vice President of Education and Student Services will communicate to the student the details related to process, timing and location of the Panel hearing.

The Director of Student Services/Registrar will Chair the Panel ("the Chair").

The Panel will be comprised of the Chair, two students, and two college personnel. The Chair will be responsible for ensuring that the members of the Panel are free of conflict of interest related to the case being heard. Every attempt will be made to hear the appeal in a timely manner.

The decision of the Panel will be final and binding and will be communicated to the student in writing.

Definitions

Decision-maker: Any member of the College faculty, staff or administration who holds the authority for making a decision regarding final grades or for imposing discipline.

Student Penalties and Fines Policy

Scope

This policy applies to all students, past and present, and to all administrative units providing services or loans (library, equipment, or materials) to students, which carry a financial or return obligation on the part of the student.

Principles

Penalties and fines are established to encourage students to meet their obligations to return loaned items owned by the College and to pay monies owed to the College.

The College will ensure all fines and penalties are administered impartially, and fairly.

Fines and Penalties will be established for non-payment of tuition fees or failure to return loaned items. The chief penalty will be the suspension of student access to services until the College-owed obligation has been met.

The student may appeal the imposed fine or penalty at the place at which it was imposed.

As appropriate, the College will make use of collection agencies to collect monies owed to the College.

Students who have incurred a penalty and/or fine must return to the issuing department to make payment. See the Fees and Financial Policies Chapter of the calendar for more information.

Guidelines

Paying Fines & Removal of Penalties

The issuing department will receive payment and remove any imposed penalties as follows:

- If students have received library fines, they must return to the library to pay the fine and then have any imposed penalty removed;
- If tuition fees are in arrears, students will return to the Student Services department (cashier) to pay their fees; or,
- If students have received notice from a collection agency, they must pay the account directly to the collection agency.

Appeals

Appeals are to be made to the department issuing the penalty or fine.

The issuing department may require appeals to be in writing. All appeals must include or identify the reasons the appeal is being sought:

- Is the appeal being sought because the fine or penalty was unfairly levied? Please explain.

OR

- Is the appeal being sought due to unavoidable extenuating circumstances? Please describe and attach any supportive documentation.

Withdrawal Policy

Purpose / Rationale

The purpose of this policy is to establish clear, consistent principles and guidelines for the course withdrawal process.

Scope / Limits

This policy applies to all students enrolled in college courses.

Official withdrawal deadlines do not normally apply to self-paced programs.

Principles

Camosun College recognizes that students may need to withdraw from course(s). Financial and/or academic penalties for course withdrawals may be imposed depending on whether students withdraw before or after the Fee Deadline or Course Withdrawal Deadline. (See *Definitions and Table below.*)

Withdrawing Before or After the Fee Deadline:

- Prior to the Fee Deadline, students who drop courses will be refunded tuition and ancillary fees, but not the registration deposit.
- After the Fee Deadline, fees are nonrefundable.

If students do not officially withdraw prior to the Fee Deadline, they will be required to pay all outstanding fees, will receive no further service until all fees are paid, and may be assigned an "F" grade.

Withdrawing Before or After the Course Withdrawal Deadline:

- Prior to the Course Withdrawal Deadline (and after the Fee Deadline), students must follow official course withdrawal procedures (see *Guidelines*). A "W" (withdrawal) status will be entered on the student's record to indicate an official withdrawal has taken place.
- After the Course Withdrawal Deadline, students may no longer officially withdraw. Students who fail to successfully complete the course may be assigned an "F" grade.

Students experiencing extenuating medical or compassionate circumstances who wish to withdraw after the course withdrawal deadline and/or ask for a refund may apply for special consideration.

Definitions

Fee Deadline: The Fee Deadline is the date course fees are due and is the last day fees are refundable. This date is usually 14 days after the semester/quarter begins or 7 days after the term begins. Official Fee Deadline dates are published in the Camosun College Calendar.

Course Withdrawal Deadline: The Course Withdrawal Deadline is the last day students may withdraw from courses to avoid a possible academic penalty. Course Withdrawal Deadlines are set at 66% of course length regardless of the start and end dates (with the exception of self-paced courses—see *Limits*). Students may obtain official Course Withdrawal Deadline dates from the following sources:

- For semester, term, and quarter courses with regular start and end dates, students must consult the Camosun College Calendar.
- For courses with irregular start and end dates, students must contact Enrolment Services.
- Students enrolled in self-paced programs must consult Enrolment Services for withdrawal deadlines.

Withdrawal is not permitted for prior learning assessment (PLA) courses of one week's duration or less.

Guidelines for Withdrawing After the Fee Deadline and Before the Course Withdrawal Deadline

Forms: To avoid academic penalty, all students must submit a 'Request to Add, Audit, or Drop Course After Fee Deadline' form to Enrolment Services.

Signatures: In addition to completing the above form, the following students must obtain signatures of approval by contacting the appropriate office:

- **Students in Career Programs:** In order to be fully informed of the implications of withdrawing from a course, students enrolled in career programs are required to obtain the signature of their program chair/leader prior to withdrawal.
- **International Students:** International students who wish to withdraw are required to obtain a signature from an International Advisor in the International Education Department.
- **Loans:** Students receiving student loans are advised to consult with a Financial Aid Advisor prior to withdrawing. Student loans may be affected by withdrawals when students fail to maintain enrolment in at least 60% of a full course load.

Requesting a Refund and/or Withdrawing for Medical or Compassionate Reasons After Deadlines

Students experiencing extenuating medical and/or compassionate circumstances who wish to withdraw from course(s) and/or request a refund after Fee and/or Course Withdrawal Deadlines must proceed as follows:

To Request a Refund After the Fee Deadline and Before the Course Withdrawal Deadline:

- Obtain a 'Request for Withdrawal for Medical/Compassionate Reasons' form from Student Services;
- Obtain appropriate documentation and write a letter of request and explanation to support the request (as explained in the form);
- Submit the form and documentation to Student Services for consideration.

To Request a Refund and Official Course Withdrawal After the Course Withdrawal Deadline:

- Obtain a 'Request for Withdrawal for Medical/Compassionate Reasons' form from Student Services. Obtain appropriate documentation and write a letter of request and explanation to support the request (as explained in the form).
- Submit the completed form and documentation to the Dean's Office—or, in the case of international students, the International Education Department—for approval.
- If approval of late course withdrawal is granted, submit the completed form and documentation to Student Services to request a refund.

Note: Late withdrawals and/or refunds will normally only be approved prior to the beginning of the next semester, quarter or term.

Student Appeals

Students who wish to appeal decisions regarding final grades must refer to the *Student Appeal Policy*.

Forms

The following forms are available through Student Services:

Request to Add, Audit, or Drop Course After Fee Deadline

Request to Withdraw from Career or Vocational Program or Course(s) After Fee Deadline

'Request for Withdrawal for Medical/Compassionate Reasons'