DURHAM COLLEGE
SUCCESS MATTERS

PROGRAM GUIDE

School of Media, Art & Design
2021-2022

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Please note the following important information:

Durham College strives to ensure the accuracy of the information in this publication. Please note that the academic curriculum is continually reviewed and revised to ensure program quality and relevancy. As such, the college reserves the right to modify or cancel any course, program, fee, procedure, and timetable or campus location at any time. Please consult the Durham College website for the most current information.

June 2021

A Message from the MAD Executive Dean

Welcome to the School of Media, Art & Design (MAD). You are beginning a challenging, but rewarding, adventure.

Because the conditions of the pandemic are fluid and uncertain, our plans (and yours) can change very quickly, and we may be forced to change what we plan to do (and how we do it) in the weeks and months ahead. We realize that there is no real guide for the future of education, even in the near term, so we're going back to basics: what do we need to do to help you learn the things you need to know to become a professional? How do we give you both competence and confidence? Through the fall, we'll work on answering these questions with you. We'll start with what we think will work and listen to you to see if we got it right. Together, we'll find the right way.

Please understand that you will have as much choice as we're allowed to provide by Public Health Ontario (PHO). Some of your classes will be delivered remotely, but some will allow you to study in our studios, using high value, industry-standard equipment.

Our delivery will accommodate as many learning preferences as possible. In most MAD programs, students will have an opportunity to work in the studio but are not required to. You can attend in-person one day, participate remotely the next (by interactive video feed), or watch a recording (VOD) at a later time.

To learn more about how we plan to deliver your program curriculum in the fall semester, please visit the College website: https://durhamcollege.ca/information-regarding-novel-coronavirus/fall-semester

I wish you success in your studies, and hope you make new friends and enjoy an exciting future in your chosen career. The MAD staff and faculty are committed to meeting your educational needs by providing high-quality programs, and we will do our best to support you as you begin your studies in Media, Art & Design. If you have any questions or need any kind of assistance please ask me and/or the MAD staff. We are here to help you.

I am pleased you have chosen Durham College and I look forward to meeting you in whatever way we can.

Success Matters.

Greg Murphy MFA
Executive Dean School of Media, Art & Design

A Message from the Vice President, Academic

I am so pleased to welcome you to Durham College (DC). Whether you are a returning student, getting back into the swing of things, or this is your first year of college, and you are just beginning this next stage of your educational journey, it is an exciting time.
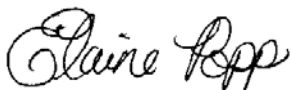
As a leading post-secondary destination, DC offers a comprehensive range of exceptional academic programs and student services. Our students develop the professional and durable skills required to realize meaningful careers and make a difference in the world.

DC continues to lead the way. We do this through our continued development of initiatives to support students in their transition to college, delivering excellence in teaching and learning, our focus on providing opportunities for experiential learning, and our expansion of technology-enabled learning opportunities. Our goal is to inspire students to create success for themselves and their communities through the best in innovative and transformative education.

As this new semester begins, it is also important to acknowledge that our world is changing at a rapid pace. By choosing to study with DC this year, you've demonstrated a willingness to adapt and grow with our evolving environment, which will help you move forward with your studies and life. We are all learning and experiencing things in new ways, and I encourage you to keep that momentum. Get to know your faculty members, your program coordinator, your student advisor and your associate dean. These individuals can provide you with valuable information and resources to support your studies and career planning. Make the most of the enriching and rewarding opportunities available to you.

You have made a fantastic decision to join us at DC. We look forward to supporting you and participating in your academic journey. We are confident that you will soon see why DC is one of Canada's top colleges.

Have a successful academic year!

Elaine Popp

Dr. Elaine Popp
Vice President, Academic

School of Media, Art & Design Contact Information

The School of Media, Art & Design Office is located in C237.
Our office hours are Monday – Friday 8:00 a.m. – 4:30 p.m.
Main office/General Inquiries: 905-721-3067

Office and Administrative Staff
Staff and Faculty can be reached by phone by dialing (905) 721-2000 followed by the extension provided.

Position	Name	Ext.	Email
Executive Dean	Greg Murphy	3128	Greg.murphy@durhamcollege.ca
Associate Dean	Moreen Fearon-Tapper	2064	Moreen.fearon-tapper@durhamcollege.ca
Administrative Coordinator	Alanna Desaillier	3148	Alanna.desaillier@durhamcollege.ca
Student Advisor Responsible for: FAD, Fine Art, Game Art, Graphic Design, Photography and Video Production	Kerry Doyle-Brownell	2474	Kerry.doyle-brownell@durhamcollege.ca
Student Advisor Responsible for: Advertising, Animation, Broadcast, Contemporary Web Design, Interactive Media Design, Journalism, Music Business, Public Relations	Sherri Taylor	2181	Sherri.taylor@durhamcollege.ca
Sound/Fabrication Support Specialist	Keir Broadfoot	6164	Keir.broadfoot@durhamcollege.ca
Photo/Video Support Specialist	Oliver Fernandez	2671	Oliver.fernandez@durhamcollege.ca
Technical Coordinator / Server Specialist	Jim Ferr	2645	Jim.ferr@durhamcollege.ca
Student Support Technician - Media Loans & Print Services	Megan Pickell	3672	Megan.pickell@durhamcollege.ca

Program Coordinator Contact Information			
Advertising and Marketing Communications/Graduate Certificate	Dawn Salter	L215B	6525
Animation Digital Production	Gary Chapple	C239B	3636
Broadcast- Radio and Contemporary Media	Phil Raby	L217A	2503
Contemporary Web Design	Linda Cheng	L218G	2583
Fine Art	Sean McQuay	L125	2239
Foundations in Art & Design	Steven Evans	L218K	2643
Game Art	John Goodwin	C239B	6271
Graphic Design	Tracey Hanson-Parry	C239E	2640
	MaryRose Thaler	C239D	2641
Interactive Media Design	Wade Clarke	L218D	2627
Journalism Mass Media	Brian Legree	L217D	2713
Music Business Administration/Management	Kathryn Waugh	L217C	3591
Photography	Brian Stephens	C239C	2678
Public Relations	Matisse Hamel-Nelis	L218A	2571
Video Production	Kris Felstead	C239A	3640

Welcome to the School of Media, Art & Design. We are extremely pleased that you have chosen one of our programs. Your experience is important to us and these policies have been developed with your success in mind. This program guide has important school and program information.

Important – Make sure you view your Program of Studies and Learning Outcomes on MyCampus under the School of Media, Art & Design school tab. In addition, always refer to your individual course outlines for policies for each course.

1. Regular communication between college staff and students is very important to ensure that students stay informed about special events, changes in programming and various deadlines. Make sure you check your DC Mail email account on a regular basis.

2. Timetables are available online through MyCampus. You can view and/or print your timetable from any computer with internet access. If you require computer assistance, please contact the I.T. Help Desk at (905) 721-3333. Instructions are also available on MyCampus.

3. Timetable Changes – MyCampus provides students with the ability to modify timetables starting at specified times as listed in the Academic Calendar (posted on MyCampus). Please note: It is a student's responsibility to ensure that all required courses are on your schedule. Assistance is available via your student advisor. Should you find a discrepancy on your timetable, please seek assistance immediately.

4. Midterm and Final Marks – Midterm marks will be posted on MyCampus around week eight of every semester and final marks will be posted at the end of every semester. Grades are posted as percentages or a P for pass or F for fail.

5. Graduation Requirements - Students must have a minimum Grade Point Average (GPA) of 2.0 (60%) to be eligible for graduation. In addition, a student must have successfully completed all required courses. A student who has a GPA of less than 2.0 and/or needs academic advice about missing courses should contact the School of Media, Art & Design Office to arrange for academic advising. Please refer to the academic policies posted on the Durham College website, www.durhamcollege.ca/academicpolicies, for more information. At least 25% of the completed program courses and/or weighted credit hours must be completed at Durham College to be eligible for a Durham College diploma. Students must complete an application for graduation on MyCampus within the specified timeframe. All students must apply to graduate on MyCampus while finishing their final courses in order to identify that they are in a position to graduate.

7. Computer Labs - Computer labs are reserved for coursework. Games are not permitted. Adult materials must not be displayed at any time. Please refer to the Information Technology Acceptable Use policy posted on the Durham College website www.durhamcollege.ca/academicpolicies.

8. Emergency Calls – School of Media, Art & Design staff will accept messages for students in the event of a family emergency. Please make sure that anyone in your life who needs to locate you during class time for reasons other than an emergency has a copy of your timetable (e.g. classmates, family, day care provider and employer). The staff are unable to release your schedule information to anyone due to the Freedom of Information Act.

9. Exceptions to policies - under exceptional, documented circumstances, exceptions to policies may be made by the executive dean or associate dean.

10. Freedom of Information/Protection of Privacy - Pursuant to the Freedom of Information & Protection of Privacy Act, the School of Media, Art & Design Office will not release any personal information regarding a student to anyone but the student without written consent. This includes academic standing, personal data, timetable information, etc.

11. Disclaimer - Because of our commitment to continuous improvement of our curriculum, there may be some changes in courses offered. If this occurs, we will notify those affected.

12. All academic policies are posted at www.durhamcollege.ca/academicpolicies.

Policies & Expectations for the Learning Environment

1. Class attendance and participation will enhance your opportunity for success (see below for further information about the importance of attendance).

2. Assignments – Students must make arrangements with professors for handing in assignments outside of class time. Assignments will not be accepted by the office staff.

3. Refer to the course outline for specific expectations for each course. Outlines are available on MyCampus.

4. All submissions must meet specified guidelines as detailed by the section professor.

5. Students are responsible for regularly checking their MyCampus and DC Connect areas for messages from professors and college administration. Communication will come in forms of emails, targeted messages and posted documents. Professors will confirm their preferred method of communication.

6. Students should keep back-up copies of all assignments in case the original is lost.

7. Electronic submission of assignments is at the option of the professor. Assignments submitted electronically must be in the software format as stated specifically by your professor. Attachments that will not open are the responsibility of the student and subject to the late penalty.

8. E-mails sent to professors and/or staff must be professional in appearance and content. Inappropriate emails will be retained and a copy forwarded to the executive dean or associate dean for appropriate action.

9. Attendance - Courses have been developed to enhance skills that students need to be successful in college and the workplace. Some of the assignments have been designed to take place in the classroom with peer and faculty support. Students should ensure that they are available in class to complete required work. Attendance must be regular. Attendance is closely linked to student success. Regular attendance is strongly encouraged as it has been shown to be the best predictor of student success. Courses are designed to build on skills previously learned and applied in class. A student missing topics will be less able to complete subsequent assignments. If a student is absent from class, it is his/her responsibility to learn what was missed prior to the next class. It is the student's responsibility to attend all classes, labs, evaluations, field placement, etc. In the event that the student cannot fulfill this obligation, it is the student's responsibility to notify their faculty, as required. In addition, the faculty and/or placement agency may require explanation/documentation to substantiate an absence. Each student is responsible for any missed materials and instruction as a result of the absence. A faculty will not re-teach the material that a student missed. Students are directed to contact a peer in class to find out what was missed and catch-up. In addition, it is the student's responsibility to

complete all assignments and to be aware of announcements made. It is the student's responsibility to arrive early, review notes, readings, and other requirements prior to class.

10. Evaluation Policy - Rationale - An effective evaluation policy has many goals and serves many stakeholders. For students, it should be both motivating and rewarding. For professors, it provides a framework for teaching and feedback for improving instruction or modifying curriculum. For the community, it should foster respect for our programs and confidence in our graduates. Academic courses are evaluated in a variety of ways. These may include tests, written or oral assignments, labs and group work. The use of electronic dictionaries, cell phones and other electronic devices in an invigilation setting is prohibited unless otherwise specified by the professor. The evaluation criteria for each course are included with the course outline. Students are advised to familiarize themselves with these criteria early in the semester. A passing grade in all courses is 50% (unless otherwise indicated in the course outline). A student must successfully complete all courses and maintain a GPA of 2.0 (60%) to be eligible to graduate.

11. Grade Appeals - Students who do not agree with their marks have a limited number of business days from the release of final grades to initiate a grade appeal. The first step in the appeal is to speak to the professor who issued the grade. For more details on the grade appeal process please consult the policy and procedures regarding grade appeals posted on MyCampus.

12. Class Tests and Quizzes - It is important to write tests and quizzes during the scheduled class time to achieve maximum academic success. If a student must miss a test or quiz it is mandatory they contact the section professor within 24 hours of the missed test. Voicemail messages and email messages to the professor are an acceptable form of contact. There are consequences for missing class tests and quizzes. It is your responsibility to read and understand the course outline for each of your courses. Please refer to the individual course outline for the policy regarding missed tests and quizzes. All course outlines are available on MyCampus.

13. Final evaluations must be completed at their scheduled time or submitted on their due date. Missing a final evaluation is a significant event and is reserved only for emergency situations. If a student misses a final evaluation, he/she must contact the professor within 24 hours of the evaluation. Voicemail messages and email messages are an acceptable form of contact. A failure to comply will result in a mark of zero for the final evaluation. Given compliance with the above and taking into account all relevant factors, the professor will determine if the student may be permitted to complete an evaluation at a later date. The student will be expected to make themselves available at the date/time arranged by the professor.

14. Assignments, Computer Labs and Group Work - There are consequences for missing assignments, computer labs and group work or submitting work late. It is your responsibility to read and understand the course outline for each of your courses. Please refer to the individual course outline for the policy regarding late assignments and penalties.

15. Prerequisite Courses - Course prerequisites exist to promote student success. Students who do not have all credits completed from previous semesters may not be eligible for a full-time course load due to required pre-requisites. Students with "non-standard" scheduling needs are urged to review their academic plan with the student advisor each semester.

16. Repeating Courses - Durham College's grading and promotion policy states that courses may be repeated twice without approval from the executive dean or designate. Students will be required to meet regularly with the student advisor if they are struggling with academic success and to be directed to college resources.

17. Full-Time Equivalent (FTE) - Full-time students may choose to register for Continuing Education courses in place of their day school classes that are equivalent to their day courses. Students must complete the prescribed form in their school office, obtain signed authorization by the school executive dean or designate to enroll and bring the form to the Student Services Building for in-person processing. Students taking a Continuing Education night course as part of their full-time studies and not exceeding the prescribed number of course hours in the semester, will typically pay a $30 administration fee for an in-class course. Online course fees are substantially higher. Students without an authorized form or are already in a full daytime course-load will pay full fees for courses delivered by the School of Continuing Education.

18. Withdrawing from Courses - Dropping a course can be done via MyCampus. It is recommended that you meet with your student advisor prior to making any changes to your Program of Studies. Deadlines for dropping courses are posted on MyCampus. Please note: Dropping courses may lengthen the time it takes to obtain your diploma and will result in extra fees to complete your program of study.

19. Course & Program Changes - Adding courses or changing a program must be done within the first five days of course commencement.

20. Student Services Building (SSB) - The SSB can assist students with registration, admissions, financial aid, transfer credit applications, career counseling, on campus work-study programs, international student support, and SALS (Student Academic Learning Services) which provides peer tutoring and study support. You can contact a representative at the SSB at 905-721-3000 or visit the Student Services Building. Whitby registration and enrollment services can be found in room 103.

21. Laptop Learning Program - Students enrolled in a laptop program will have the curriculum delivered in a mobile computing environment. They will enjoy an exceptional learning experience with the use of technology. Students are required to purchase their own laptop. The advanced technical skills and knowledge that employers look for in graduates will provide students with a decided advantage when entering the workforce. Please pay close attention to the hardware and software requirements of your program as the requirements are not the same for all laptop programs. Specifications for hardware & software requirements are available at the Durham College mobile website.

How laptop learning works:
- Review your specific program page for hardware and software requirements.
- Acquire your own laptop from a vendor of your choosing including all of the hardware and software components

Please note: Some software may be included in tuition fees for some programs. Please ensure that you are required to buy software before making a purchase.

22. Important College Tools - Always refer to your individual course outlines for polices for each course. In addition, view your Program of Studies on MyCampus to make sure you are on track for your program and graduation. Check MyCampus, DC Connect and DC mail email on a regular basis to track and take care of all your college business. Please also be aware of important dates, deadlines and your program health and safety rules, policies and guidelines.

23. Program Learning Outcomes - In an effort to maintain a level of quality and consistency of programs in community colleges across the province, the Government of Ontario initiated system-wide program standards in 1993. Similar programs must meet the outlined standards for employability skills, vocational standards and general education standards as deemed appropriate by the Ministry of Training, Colleges and Universities. These standards outline the essential skills and knowledge that a student must demonstrate in order to graduate from their program. For further information, please visit http://www.edu.gov.on.ca (search – Program Standards). Please refer to the program learning outcomes section on the School of Media, Art & Design section on MyCampus.

24. Communication - Students are encouraged to speak directly to their professor about their course work or when they feel there is a lack of direction/focus in the course work being offered, with a proposed solution to the issue/concern they present. If the student feels that the issue/concern has not been properly resolved with the professor, then they can put their concerns, in writing, to the Associate Dean (outlining the issues with the professor in addressing their concerns). Questions/concerns regarding the course should be addressed with the faculty who teaches the course. Questions/concerns regarding academic advising should be directed to the Student Advisor. Students are expected to play an active role in their learning and are expected to take responsibility for their own actions, decisions and consequences. Based on this premise, the following should be used when addressing/presenting concerns:
- Students will take responsibility to seek clarification from the proper source when unclear about communication or instruction.
- Students will deal with people, problems, and situations with honesty, integrity and personal ethics.
- Students are expected to conduct themselves in a professional manner using appropriate communication/language.
- Students will recognize and respect people's diversity, individual differences and perspectives. It is everyone's responsibility to develop tolerance and not to judge or impose one's values/beliefs on others.

MAD Resources for Students

There are a wide variety of excellent resources available to students enrolled in the School of Media, Art & Design. To assist in the access and appropriate use of these resources, MAD has friendly, expert staff available to help with technical issues, equipment sign-out and colour printing.

Meet the staff:
- Jim Ferr .... Technical Coordinator / Server Specialist (Mac support)
- Oliver Fernandez .... Photo/Video Support Specialist
- Megan Pickell .... Student Support Technician - Media Loans & Print Services
- Keir Broadfoot .... Sound/Fabrication Support Specialist (Windows support)

Our support staff can be found in our Tech Offices (C225) or in the Media Loans Office (L123). Please note: This year we are using a new form of software licensing for Adobe products in our computer labs which require you to have an Adobe ID. You are not required to buy anything from Adobe so please do not purchase a subscription.

1. Media Loans – Room L123
To support MAD student learning, an equipment lending service is proved. To borrow equipment, students must visit signout.mad.durhamcollege.ca, create an online account and agree to our terms of agreement, reserve equipment as needed and then present a valid student ID card in L123, which is scanned along with the asset tag on the item being signed out. Available equipment includes: DSLR cameras, lenses, tripods, flashes, digital video cameras, graphic tablets, microphones and more. For details, please visit L123.

2. Due Dates
Because this equipment is a resource shared by students in multiple programs and classes, reasonable return dates for equipment have been established. Each student must abide by the rules in the borrower agreement and will be responsible for College equipment in their possession. Failure to return equipment by the due date and time will result in a progressive restriction of borrowing privileges. For details on current policies, please visit room L123.

3. Sign-Out Procedure
MAD Media Loans Office hours of operation are posted outside room L123. Students are required to present a valid student card to borrow equipment. Equipment cannot be signed out without a student card. To replace a missing student card, please visit Campus ID Services.

4. Lost or Damaged Equipment
Lost or damaged equipment should be reported to the MAD Media Loans staff immediately. If equipment cannot be returned by its due date please e-mail Megan Pickell (megan.pickell@durhamcollege.ca) or call 905-721-2000 x3672 to avoid restrictions on your borrowing privileges.

5. Colour Printing – Room L123

Colour laser printing is available weekdays during regular scheduled Media Loans office hours. The procedure for obtaining colour prints is as follows:

- Students must have an online account through our signout system, signout.mad.durhamcollege.ca
- Colour print credits are purchased (minimum quantity of 5) from Megan Pickell in L123 but only using a debit or credit card, no cash accepted. Select programs offer additional print credits are part of their academic fees. These credits are added to student accounts automatically. Please inquire in L123 for more details.
- Once payment has been made, the number of prints purchased will be recorded in our database and assigned to the student's signout account.
- Files to be printed can be sent to the colour printer from any computer on the network. Student's wishing to print from their own laptops must add and install the print drivers, before sending their file. Once a file has been sent over the network, students must visit L123 and present a valid student card to pick up the print. Staff will record each print to update our database and keep track of the number of remaining print credits. Additional print credits can be purchased as required from L123 during regular scheduled hours of operation.
- Prints are not accepted by USB.
- The MAD colour printer supports letter 8.5 x 11, tabloid 11 x 17 and tabloid oversized 12 x 18-inch sizes — paper is supplied. Please see our support staff in L123 for further details.

6. Macintosh Desktop Labs

Our support staff are experts in the setup, operation and maintenance of Macintosh hardware. Our Mac labs are L101, L108, B110 and B113. Our goal in selecting the operating system and applications we install is to ensure maximum stability and functionality. If you have questions about specific software versions, please visit our support staff.

7. Our computers are in high demand, but MAD students have reasonable access to the desktop computer labs. Please be courteous to other lab users. Students who need access to a lab when a class is in progress must seek approval from the professor in the lab. Students who are given guest access must respect the wishes of the professor. Lab access policies also apply in the evening when Continuous Learning may have scheduled classes. Specific hours/policies for access are subject to change. Check with your professor or technical staff and look for details posted in the labs.

8. Desktop Login Procedure

Students should use their student ID and network password to login to our desktop systems. Please use a good password in order to protect your data. This will prevent the potential loss or theft of data. For access to our servers, check your DC Mail or ask your professor. Students should review the ITS Acceptable Use Policy in the student handbook. Password and account issues and questions are answered by the ITS Service Desk in the Learning Commons, room SW100. MAD servers (Animation/Game Art, Design and Video) are administered by Jim Ferr.

9. Backing Up Your Data

Students are responsible for their own data and backups. Complete details about the College's information systems policies can be found in the student handbook. If your data is worth creating, it is worth having a backup copy. Important data should be backed up to removable media, such as a USB Flash drive, or

external hard drive. Check with our support staff or your professor for assistance. We are always happy to help students with backup needs.

10. Laptops in Desktop Labs
Students are discouraged from bringing laptops into desktop labs because there are no Ethernet ports available for laptop connection to the network and limited wireless coverage where computer labs are located. *Please do not disconnect network cables from the desktop systems in order to use the network on your laptop.* Various laptop rooms, the Learning Commons and common areas are available for laptop users. Students who need assistance transferring data from laptop to desktop or vice versa should seek our help in C225.

11. No Food or Drink, Please
No food or drink is permitted in the Macintosh desktop labs, although drinks with a lid are tolerated. As a courtesy to others, *please* eat or drink in the common areas such as the cafeteria rather than bringing food and drink into a Mac lab. Every year keyboards and sometimes computers are damaged due to spills. In addition, food odours may disturb other lab users. Please treat the labs and other lab users with respect.

12. Preserving Your Data
Every year students come to use with notebook computers that have been dropped or had drinks spilled into them, or with drives that have failed. In some cases we can recover your data. It is much better for all concerned if you back up important data to protect yourself from accidents and hardware failures. Please see us for help on how to back up your data. Consider adding your notebook computer to your insurance policy.

13. Photography, Video and Audio Studios
Students enrolled in Media, Art & Design programs have access to our visual (photo and video), and audio capture studios. Students need to follow the booking procedures online through our sign-out system. Please contact the staff in L123 if you have questions or need support.

Our Doors Are Open
Our support staff are here to help. Please feel free to approach us with your questions and concerns. We're here to ensure your success in the School of Media, Art & Design.

Durham College Mission, Vision and Values

Guiding the overall direction of the college, the Strategic Plan outlines Durham College's (DC) mission, vision and values and is based on our four pillars – our students, our people, our work and our community. It is by working together, focusing on these guiding principles, that we are able to deliver exceptional teaching and learning opportunities that support the success of our students and faculty. The college's strategic plan is available on the college's website.

Academic Advising – Student Advisors

Student advisors are committed to student success and are available to help guide you through your college experience.

They can help you:
- identify education and career goals, and support the creation of academic plans to achieve those goals.
- make decisions regarding full-time/part-time studies.
- select courses and identify equivalent credits.
- change programs, transfer to another program or explore pathways to further education.
- develop academic success plans in the event of failed courses or a low grade point average (GPA).
- ensure progression and graduation requirements are met.
- access other college support services.

To view contact information for your Student advisor, visit the Student advisors website.

Academic Grading and Progression

Please refer to the ACAD 112 – Academic Grading Policy and Procedure document for a complete overview of grading practices and ACAD 127 – Academic Progression Policy and Procedure to clearly understand the requirements necessary for a student to progress through an academic program.

Evaluation: Academic courses are evaluated using a variety of methods including tests, essays, labs, assignments, assessments, in-process activities, group work and/or examinations. The evaluation criteria for each course are noted in its course outline. Students are responsible for becoming familiar with evaluation criteria at the beginning of each semester.

Academic Standing: Students who are not progressing satisfactorily according to the Academic Progression Policy and Procedure or the criteria published in their respective program guides may be placed on Probation, Academic Suspension, Academic Withdraw or Permanent Withdrawal.

Academic Integrity

Academic integrity in teaching, learning and research is fundamental to our mission and an expectation of the DC community. Acts that undermine academic integrity contradict our core values, erode educational inquiry and diminish the quality of our scholarship and reputation.

To ensure the highest academic standards, students are accountable for the work they produce, and work submitted must be the product of a student's own efforts. The Academic Integrity Policy and Procedure provides a comprehensive explanation of DC's expectations regarding academic integrity.

Access and Support Centre (ASC)
The Access and Support Centre (ASC) provides services to students who are temporarily at-risk or identified with an exceptionality, to ensure equal access to all aspects of the academic environment. The ASC provides accommodations to meet students' individual needs through assistive technology and through coaching.

Working in collaboration with faculty and other service areas, the ASC team provides opportunities for academic success for all students.

For more information on the services available, please visit the ASC website.

Coaching
DC is pleased to offer International Coaching Federation certified wellness coaches to partner with students and facilitate growth, action and movement towards the goals and outcomes they want to achieve. Coaching is not counselling, therapy or academic advising. Coaching is student-focused and provides a safe, non-judgemental space to explore and work through what is getting in the way of being their best possible self. The more students put into coaching, the more they get out of it.

Wellness coaches support students by encouraging self-awareness, growth, change, and success. Focusing on student development and helping students achieve their full potential, wellness coaching involves identifying goals, strengths, barriers, motivations, expectations, and underlying beliefs. Coaches actively listen, ask thought-provoking questions that encourage self-reflection and work with students to take actions to move forward.
For more information, please visit the Wellness Coaching website

Important Dates
DC strives to keep you informed of all important dates throughout the academic year. Students should check the college's website or MyCampus to view 2021-2022 key dates including deadlines for fee payment, web registration, and adding or dropping courses as well as grade release dates. Please review MyCampus regularly for updates and reminders on important dates.

Student Academic Learning Services (SALS)
The Student Academic Learning Services Centre (SALS) helps DC students to achieve their academic goals. Academic supports include: peer tutoring, learning and writing skills services, English language services, and content-specific supports for math, accounting, biology, and chemistry. Students also have access to fully online support, located on the DC Connect landing page. After logging in, look for the green arrow to register for SALS ONLINE academic resources to view videos, resources and quizzes to support your learning.