



School of Health & Community Services
2014-15

Critical Care

PROGRAM GUIDE

INDEX

WELCOME STUDENTS:

Welcome from Dean and Associate Dean	2
Welcome from Vice-President, Academic	3
Welcome from Program Coordinator	4

PROGRAM SPECIFIC INFORMATION:

Contact Information for School of Health & Community Services	5
Program Information	
- program description	6
- program learning outcomes	7
Program of Studies	8
Program Specific Academic Policies	9

ADDITIONAL IMPORTANT INFORMATION:

Academic Advising - Student Advisor	15
Academic Integrity	15
Aegrotat	15
Centre for Students with Disabilities	15
Continuing Education	16
Course Outlines	16
Credit Transfer Information	16
Durham College Vision and Values	16
Essential Employability Skills	17
General Education	17
Important Dates	17
Learning Management System Usage	17
Library	17
Missed Final Examinations	18
Pathways to Degrees	18
Prior Learning Assessment and Recognition (PLAR)	18
Requirements for Promotion	18
Scholarships, Bursaries and Awards	19
Student Academic Learning Services (SALS)	19
Student Communications	19
Student Rights and Responsibilities	19

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, timetable or campus location at any time. Please consult our website at <http://www.durhamcollege.ca> for the most current information.

Welcome Students

A Message from the Dean and Associate Dean

On behalf of the faculty and staff of the Critical Care Graduate Certificate program, it is our pleasure to welcome you to Durham College.

This program has been designed to meet the Critical Care Nursing Standards of Ontario utilizing e-learning courses in critical care nursing, critical care simulated practice and preceptored clinical practice in a critical care unit.

The curriculum has also been designed to assist you in the integration and application of knowledge based on new learning; as well as drawing on previous knowledge and experience. Throughout the program you will be required to utilize professional judgment, clinical decision-making and skill development as you prepare for clinical practice with the critically ill client and his/her family. In some of the case studies you will be called upon to challenge your assumptions as you develop a sound foundation in the ethical, professional and legal aspects of respecting client choices, sanctity and quality of life issues and ethical dilemmas.

While studying with Durham College, you will have access to our award winning library and the electronic collection of journals to support your studies. Our IT helpdesk staff will be available to work with you to navigate the e-learning courses. Our dedicated, proactive team of professors is here to work with you as you advance your career goals.

We are pleased you have chosen to study with Durham College and we look forward to working with you.

Sincerely,



Susan Sproul, RN, BScN, MScN
Dean,
School of Health & Community Services

Sincerely,



Carol Burke, R.D.H., B.Ed
Associate Dean
School of Health & Community Services

A Message from the Vice-President Academic

Congratulations on choosing Durham College and taking a very important step in preparing for your future. Durham College is known for high quality programs, leading edge technology, an award winning library and a student-centered approach to learning. Supporting our mission that the student experience comes first, Durham College is committed to providing students with quality learning experiences and support in finding fulfillment in education, employment and lifelong learning.

Our programs are continually shaped by market needs and delivered by exceptional teachers with real-world experience. The program you have chosen has been designed to help you develop the necessary skills and knowledge to support your success in your chosen career path. Our dedicated and professional staff and professors are committed to helping you achieve your educational goals and your career aspirations.

Durham College strives to be accountable to students and employers through the preparation of work-ready graduates who will continue to live our “success matters” focus in their professional work environment.

We are pleased you have chosen to study at Durham College and we look forward to supporting your learning journey – work hard, have fun, enjoy your college experience and campus life.

I wish you much success with your studies.

A handwritten signature in black ink that reads "Judy Robinson". The signature is written in a cursive, flowing style.

Judy Robinson,
Vice President, Academic

A Message from the Program Coordinator

Congratulations on registering in the Durham College Critical Care Nursing Graduate Certificate Program.

You are embarking on a journey into e-learning critical care education funded by the Ministry of Health in Ontario. This exciting new model of critical care education offers you the opportunity to complete the graduate certificate program on your own time, at your own pace and in the location of your choosing, be it at work on your lunch hour or in the comfort of your own home.

Your choice to register in the Critical Care Nursing e-Learning offers many benefits, some of which are:

- High quality education facilitated by an interprofessional team of academic teaching experts and health care professionals;
- Affordable state-of-the-art critical care and simulation education;
- Curriculum that meets or exceeds newly established provincial critical care standards;
- Opportunity to learn at one's own pace through e-learning training model;
- Lifelong learning that supports reflective practice learning plans;
- Critical care certificate and advanced standing for entry into a Bachelor of Science in Nursing program;
- Formal recognition of knowledge and expertise of current ICU nurses, including prior learning assessments;
- Solid foundation for new critical care nurses;
- Provincially recognized and funded by the Ministry of Health and Long-Term Care with additional student funding available; and
- Accessible to all registered nurses in good standing in Ontario

The following pages will give you the information you will need to know to efficiently access the e-Learning program and its resources.

Once again, congratulations and best wishes in your studies.

Sincerely,

Margret Campkin

Margret Campkin RN, BScN, MN CNCC(C)
Coordinator, Critical Care Nursing e-Learning Graduate Certificate Program
Margret.campkin@durhamcollege.ca

School of Health & Community Services
Critical Care Program
Faculty & Staff

Dean	Susan Sproul	Ext. 2249	susan.sproul@durhamcollege.ca
Associate Dean	Carol Burke	Ext. 2125	carol.burke@durhamcollege.ca
Administrative Coordinator	Carol Connor	Ext. 2375	carol.connor@durhamcollege.ca
Documentation Officer	Michelle Osborne	Ext. 3601	michelle.osborne@durhamcollege.ca
Student Advisor	Nancy McGuire	Ext. 3066	nancy.mcguire@durhamcollege.ca
Placement Officer	Mary Sich	Ext. 2199	mary.sich@durhamcollege.ca
Office Administrative Assistant	Sara Donner	Ext. 2944	sara.donner@durhamcollege.ca
Program Coordinator	Margret Campkin	Ext. 2064	margret.campkin@durhamcollege.ca

School of Health & Community Services Office

SW106 – Gordon Willey Building

Telephone: 905.721.3080

Fax: 905.721.3189

Website: <http://www.durhamcollege.ca/academic-schools/school-of-health-community-services>

Health & Wellness Centre

G127 (Main Campus) 905.721.3037

The above individuals may be contacted by dialing directly 905.721.2000, followed by the appropriate extension

Critical Care Nursing Graduate Certificate Program Program Information

Program Description

The goal of the Ontario Critical Care Strategy is to improve quality of care and system performance in adult critical care services in Ontario, with an emphasis on investments that improve access, quality and system level resource management. The final report of the Ontario Critical Care Steering Committee (March 2005)* recommended that “professional staff working in critical care should be required to meet standards and core competencies that are recognized provincially” (page 70). Key to achieving this recommendation is a comprehensive Health Human Resources plan and an educational strategy based on recognized standards. A survey of critical care nursing education in Ontario, conducted in 2005, demonstrated the geographic variability of training and the need to create access to education for nurses practicing in rural and remote regions.

The Critical Care Nursing Graduate Certificate Program at Durham College is composed of eight courses. The model has three primary components including e-learning courses, simulation education and hands-on preceptored experience in a critical care unit (See Section Program of Study for a list of the courses).

Course advanced standing, challenge or transfer of credit will be considered on an individual basis. All registered nurses in Ontario in good standing with the College of Nurses of Ontario are eligible to apply to this advanced certificate program. Upon successful completion of the critical care course requirements, a Critical Care Certificate will be awarded.

Program Learning Outcomes: The students will be able to:

- ✓ Practice and promote the professional requirements as outlined in the Standards for Critical Care Nursing in Ontario.
- ✓ Use nursing science, knowledge and skills to promote health and healing in the critical care patient population.
- ✓ Establish professional caring relationships with individuals and families of critically ill patients.
- ✓ Establish professional relationships with colleagues and members of the interdisciplinary team in the critical care practice setting.
- ✓ Use critical thinking, scientific inquiry, problem solving and other ways of knowing, within a decision making framework to provide comprehensive care in the critical care practice setting.
- ✓ Apply leadership abilities to provide ethical quality care to patients in the critical care practice setting.
- ✓ Engage in reflective practice and self directed learning to support professional growth and development to fulfill the quality assurance requirement for all nurses in Ontario
- ✓ Advocate for the critically ill within the Ontario health care system.
- ✓ Utilize a variety of conceptual frameworks to inform practice, decision making and prioritization in the critical care practice setting

CRITICAL CARE NURSING E-LEARNING GRADUATE CERTIFICATE

FIELD

ALT.

LECT LAB DEL.

PLMT

COURSE NAME
.HRS

MOD

CODE

PREREQUISITE

COREQUISITES

HR

HR

SEMESTER 1

INTRODUCTION TO E LEARNING	A	CCIN 1500					20
FOUNDATIONS: CRITICAL CARE	B	CCFO 1500					39
MANAGEMENT OF CCHC: NEURO	C	CCRN 1503					39
MANAGEMENT OF CCHC: CARDIAC	D	CCCC 1501					39
MANAGEMENT OF CCHC: RESPIRATORY	E	CCRN 1505					39
MANAGEMENT OF CCHC: GI/RENAL/ENDOCRINE	F	CCRE 1503					39
CRITICAL CARE SIMULATIONS	G	CCSI 2501					39
CRITICAL CARE PRACTICUM	H	CCPR 2502					120

374

NOTES:

ELE - ELECTIVE - Students may take one or many subjects, depending on the requirements of their program. **ELET** - represents a typical subject load and IS included in the total hours per week, to reflect the total hours per week required.

OPT1/OPT2/OPT3 - OPTIONS - Students choose subjects. **OPT1** subjects are included in total hours per week.

G - GENERAL EDUCATION - Subjects marked at the left margin with G are "General Education" subjects.

Official Start and Maximum End Dates

Intakes September, January and May annually please refer to www.durhamcollege.ca/criticalcare for more information

IT Scheduled Outages – available by visiting www.durhamcollege.ca; Campus Services; IT Services

These dates represent the best information at time of publication. The College reserves the right to make changes subject to amendments to existing legislation, Collective Agreements or as required by the College. Dates may vary slightly from program to program.

Communication in the Durham College Critical Care e-Learning Program

In order to receive the quickest most complete response while in the critical care program please note the following:

**** ALWAYS** include your **start date in the program and student number** with any emails or phone messages.

****** Email is the fastest way to communicate with the program.

Getting Started Successfully in the Program

- Once you have applied through OCAS and received an offer into the program, you must **accept this offer**. Once you have accepted the offer, you will be **emailed an invoice**.
- Once you have paid your tuition you will be mailed a welcome letter, a program guide and log on information and then you are ready to start your courses.
- Please also check our website at www.durhamcollege.ca/criticalcare for frequently asked questions.
- Please contact IT services if you have any difficulty registering or accessing your courses at 905-721-3333

Communication Once You Have Started the Program

- Once you have enrolled in your courses, your individual **course instructor will be your primary contact** please email them through your DC Connect email and allow 1-2 business days for a response (we are usually much faster!)
- For **library issues** please contact the reference librarian at the Durham College library directly at 905-721-2000 ext 2390 or www.durhamcollege.ca/library

Simulation and Practicum

- Once you have completed the online courses, you must complete a simulation application for the simulation course prior to the deadline for your course intake. Please refer back to the suggested program of study that is posted on each on-line course in DC Connect for SIM application deadline for your intake. (i.e. January

students must apply by **July 1st**, May students must apply by **November 1st** and September students must apply by **March 1st**).

- All simulation applications are sent to Carol Connor at carol.connor@durhamcollege.ca. She will confirm your enrolment in simulation, until you are notified you are not considered confirmed.
- Practicum placements will be discussed upon successful completion of the online courses and simulation.

Graduation, Transcripts, Convocation Dates

- All students successfully completing the 8 courses in the Critical Care e-Learning Program must apply to graduate through the Durham College registrar's office.
- Please see steps to apply for graduation, certificate and/or transcripts on our website at www.durhamcollege.ca/criticalcare or call the registrar's office at Durham College.

Communication with the Program Coordinator

- For issues not falling into the categories above, please contact the program coordinator by email at Margret.campkin@durhamcollege.ca or by phone at 905-721-2000 ext. 2064

General Information

On-Line DC Connect Environment

As a DC Connect course, basic computer skills and equipment are required. See the computer requirements listed below. If necessary, check with the IT Service Desk to see if your home computer has the capacity to manage this course.

The following skills are necessary for facilitation of DC Connect course work:

- Basic Computing Skills;
 - Basic keyboarding and mousing skills
 - Basic word processing skills
 - Experience browsing the Web
 - Experience sending and receiving e-mail

If students are communicating electronically with the professor, they are expected to use DC Connect.

Note about student tracking in DC Connect:

DC Connect or the course web site automatically records all student activities, including the:

- first and last access to the course
- pages accessed
- number of quizzes completed

- number of conferencing messages read and posted

This information will be used as a means of evaluating student participation.

If the College computers are “down or not working” resulting in the inability to meet a required deadline, the student must obtain written, dated documentation of the problem from the IT Support Help Desk, to give to the professor. This must be done within 24 hours of the deadline.

The IT Support Help Desk can be reached at 905-721-3333 or at ITsupport@dc-uoit.ca. Information about the Help Desk hours can be found on My Campus.

Computer Requirements

PC system requirements

- PC with minimum PIII 750 megahertz or higher processor clock speed minimum;
- 512 megabytes (MB) of RAM or higher recommended;
- 20 gigabytes (GB) of available hard disk space;
- Internet access (high-speed Internet recommended);
- Super VGA (1024 x 768) or higher-resolution video adapter and display; and
- Keyboard and Mouse or compatible pointing device.

Apple Macintosh system requirements

- iBook or iMac with minimum G4 processor;
- 512 megabytes (MB) of RAM or higher recommended;
- 20 gigabytes (GB) of available hard-disk space;
- Internet access (high-speed Internet recommended);
- ATI Radeon (1024 x 768) or higher-resolution video card and supporting display; and
- Keyboard and Mouse or compatible pointing device.

Technical Support

The Service Desk provides 1st level support for all systems and services, including:

- Password reset for both network and MyCampus
- Re-enable MyCampus accounts
- Manage re-synch of DCmail
- DC Connect support
- Rejoin the users to the network domain
- Internet access, personal computer/ laptop hardware and software support must be provided by your personal service provider. The Durham College IT Support Center does not provide these services but we are looking forward to providing support for all DC in house applications as part of the CCH service delivery.

Access to the Service Desk is provided in two ways:

- Telephone: Call 905.721.2000 ext. 3333

E-mail ITSupport@dc-uoit.ca

ID and Password

You will be advised of your Student ID and Password in the Orientation Package sent to you by Durham College Registrar's office. Please note that your student ID can be located on the top right hand corner of correspondence from the college. The student ID and password are required to gain access to Durham College systems, so please be sure to check your orientation materials for this information as soon as you receive the package.

Please note that your DC Connect user name is your student identification number and your password will be in your orientation package. If you have lost your password, the default password is durham or your postal code. For security purposes, please ensure that you change your password as soon as possible.

My Campus

My Campus is an Internet portal designed to keep you connected to important information such as grades, job postings, e-mail, message boards, student life activities and most importantly, other students and faculty. MyCampus is available 24 hours a day, seven days a week from any internet connection around the world.

To log onto your MyCampus account, your username is your nine-digit Campus ID as printed on the top right hand corner of your correspondence from the Registrar's Office.

To log into MyCampus:

1. Visit www.durhamcollege.ca/mycampus.
2. Enter your user name (nine-digit Campus ID)
3. Enter your temporary password using the following order:
 - Birthdate: mmddyy (for example, December 25, 1979 = 122579);
 - Postal code: L1L2L3 (letters are all upper case and have no spaces), or durham
4. Click on the log-in icon.

*** When changing your password, remember it is case sensitive and must be a minimum of six characters or numbers or a combination of both.

IT Outages – Scheduled

In order to ensure the highest level of availability, stability, and security of the IT systems that support the college and university, it is necessary to regularly maintain these systems. The frequency of updates and security patches is increasing, and the opportune time to maintain these systems is decreasing.

For dates of scheduled outages, visit www.durhamcollege.ca. Go to Current Students; select IT Services.

Required and Optional Books

Durham College is able to provide discounted book packages for Critical Care e-learning students. Book ordering information is available on the program website and the required books needed are listed in each course outline. If you have any questions regarding the book package please contact individual course instructor. Book lists will be available upon course start up. Please do not purchase books in advance to ensure you have the most updates book package for the current school year.

Professor Support

You will receive an introduction letter from your professor via DC Connect learning platform detailing course information, including contact information for assistance in the course.

See website www.durhamcollege.ca/criticalcare for Coordinator and Faculty contact information.

Simulation Labs – Partnerships

Durham College has partnered with the following educational facilities to provide Simulation Labs:

- Confederation College
- Sault College
- Northern College

** please note there is an additional tuition cost for enrolling in simulation and practicum at one of our partner simulation labs.

Dates and locations of Durham College Simulation labs will be posted on the Durham College Critical Care website – www.durhamcollege.ca/criticalcare once they become available. **For those students participating in simulation outside of Durham College please contact the critical care coordinator and she will provide you with the contact information for the partner labs.**

Challenge Process

Experienced critical care nurses who are enrolled in the Critical Care Graduate Certificate Program and are currently working in a Level 2 or 3 critical care unit in Ontario are eligible to challenge up to 75% of the content/curriculum of the program. The student must:

1. Have greater than 3 years of recent full-time experience in a Level 2 or Level 3 critical care unit (completed within the last 5 years) or a minimum of 5850 hours in a Level 2 or Level 3 Critical Care Unit.

2. Provide a letter of reference from their clinical educator and/or manager indicating their competency level and suitability for challenge of content of the critical care certificate.

Challenge of Practicum

Experienced critical care nurses in Ontario who are enrolled in the Critical Care Graduate Certificate Program and are currently working in a Level 2 or 3 critical care unit are eligible to challenge the practicum component of the program. The student must:

1. Have demonstrated success in the Critical Care Simulation Course (CCSI 2501);
2. Have more than three years recent full time experience in a Level 2 or Level 3 critical care unit (completed within the last 5 years) or a minimum of 5850 hours in a Level 2 or Level 3 critical care unit.
3. Provide a letter of reference from their clinical educator and/or manager indicating their competency level and suitability for challenge of the practicum component of the critical care certificate.
4. Contact javeria.ahmad@durhamcollege.ca

Graduation

In order to be eligible to receive a Critical Care Graduate Nursing Certificate, the student must also successfully complete (at a minimum) the following requirements:

- one online e-learning course,
- the simulation course, and;
- pass the PLAR challenge exams for the remaining online e-learning courses.

How to Apply to Graduate

Complete the following steps once all eight courses have been successfully completed.

1. Log in to MyCampus (www.durhamcollege.ca/mycampus) using their student number and password. Any problems logging in should be directed to the IT Help Desk at 905.721.3333.
2. On the home page select the blue Administrative Services link on the left hand side of the screen.
3. Select Student Information.
4. Select Registration.
5. Select Application to Graduate.

Academic Advising - Student Advisors

Each school provides a student advisor(s) to help you reach your full academic potential. These representatives can assist you with: accessing other college services; developing academic plans to promote success in the event of failed subjects or a low GPA; finding equivalent credits; identifying career goals and making sound academic decisions; making decisions regarding full- and part-time studies; reviewing graduation requirements; selecting electives and options; setting up academic plans; or transferring to another program. To view contact information for your Student Advisor, please visit:

<http://www.durhamcollege.ca/student-experience/helping-you-succeed/academic-support-resources/academic-advising>

Academic Integrity

Academic integrity refers to the pursuit of scholarly activity in an open, honest and responsible manner. Acts that undermine academic integrity, such as plagiarism, cheating and misrepresentation of work, contradict Durham College's core values.

To ensure the highest academic standards, students are accountable for the work they produce, and student work must be the product of his or her efforts. Durham College has purchased a license with Turnitin.com, an online service to detect unoriginal work and citation errors. The Academic Integrity Policy and Procedure documents (<http://www.durhamcollege.ca/academicpolicies>) provide a comprehensive explanation of Durham College's expectations regarding academic integrity.

Aegrotat

Aegrotat refers to a 'compassionate pass' in a course in which, due to **emergency circumstances** related to health and wellness, a student was unable to complete all of the evaluation requirements. Emergency circumstances that may warrant the designation of an Aegrotat include, but are not limited to: injury, illness and/or bereavement. Documentation supporting the request for an Aegrotat designation may be required.

The awarding of an Aegrotat credit is noted in a student's transcript as AEG and is therefore not included in the calculation of a student's grade point average. A student shall receive Aegrotat standing only once in a five year period.

Further information about Aegrotat standing can be found in the Aegrotat Policy and Procedure documents, please visit the following link: <http://www.durhamcollege.ca/academicpolicies>

Centre for Students with Disabilities

The Centre for Students with Disabilities (CSD) at Durham College provides services to students with disabilities to ensure that equal access is available to all aspects of the

academic environment. These services are designed in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Our services are confidential. Please visit the following link to view valuable information regarding the CSD:

<http://durhamcollege.ca/student-experience/helping-you-succeed/centre-for-students-with-disabilities>

Continuing Education Course Book

If you are unable to access a day-time course (timetable conflicts, wish to repeat a course, etc.) or want to get a head start on your next semester, discuss your options with your Student Advisor. To view comprehensive information regarding Continuing Education offerings, please visit the following link:

<http://www.durhamcollege.ca/academic-schools/school-of-continuing-education>

Course Outlines

For each course, a Course Outline that describes course learning outcomes, course content, learning activities, evaluation methods, timelines and support resources is available online. Please note that students are expected to download copies of their course outlines from MyCampus prior to the first class in each course. Instructions for downloading are located on MyCampus at: <http://www.durhamcollege.ca/mycampus>

Please visit the following link to view the Course Outlines Policy and Procedure documents: <http://www.durhamcollege.ca/academicpolicies>

Credit Transfer Information

Credits for equivalent subjects completed at other educational institutions, may be granted at the discretion of the Dean or designate. A minimum “B” (seventy (70) per cent) grade is required and the course must have been completed with the last four years. The course must meet 80% of the content of the Critical Care Graduate Certificate Program and be a minimum of thirty nine hours in length.

For more details regarding the transfer of credit process, please contact the Program coordinator, Margret Campkin.

Durham College Mission, Vision and Values

Our mission, vision, values were created to help ensure the success of our students, staff and faculty. Please view our guiding principles at the following link:

<http://www.durhamcollege.ca/about-us/corporate-links/governance/mission-vision-and-values>

Essential Employability Skills

Essential Employability Skills (EES) are skills that, regardless of a student's program or discipline, are critical for success in the workplace, in day-to-day living, and for lifelong learning. Please view the following link for further information:

<http://www.tcu.gov.on.ca/pepg/audiences/colleges/progstan/essential.html>

General Education

The Ministry of Colleges and Universities requires all Ontario college students enrolled in a 2-year Ontario College Diploma or a 3-year Ontario College Advanced Diploma program to successfully complete three or more General Education (GNED) courses prior to graduation. For more information about GNED course selection, a full listing of GNED electives (with course descriptions), and how to receive GNED credits for prior post-secondary studies, please visit the General Education website at: <http://www.durhamcollege.ca/academic-schools/school-of-interdisciplinary-studies-employment-services/general-education>

Important Dates

Durham College strives to keep you informed of all important dates throughout the academic year. Please review the 2014-2015 important dates that includes fee payments, web registration, add/drop, exam dates etc. You can find this information online, in the Durham College handbook and on MyCampus. Please review MyCampus for important updates and reminders on important dates

Learning Management System Usage (LMS)

Professors are expected to use LMS or DC Connect to support student learning. As per the Learning Management System Usage procedure, faculty will post and reveal all marks to their students on an ongoing basis. To view the LMS Usage Policy and Procedure, please visit the following link: <http://www.durhamcollege.ca/about-us/corporate-links/governance/policies>

Library

The Library is here to help you succeed! Stop by for help to research a topic, complete an assignment, or when you just need a quiet place to study. You may visit the library virtually at <http://www.durhamcollege.ca/library> or to view information regarding locations, hours, and more, please visit the following link: <http://www.durhamcollege.ca/student-experience/learning-spaces/library/about-the-library>

Missed Final Examinations

A final examination is a discretely designed assessment administered in Week 15 of a 14 week semester. Students who, as a result of **non-emergency circumstances**, miss one or more final examinations during a single examination period may be eligible to apply to defer/reschedule the writing of these assessments.

To be eligible, students must have no less than a cumulative 1.5 GPA, apply for consideration using the appropriate forms and pay a fee. This privilege can only be used by a student once in a five-year period. External accreditation requirements, the availability of appropriate examination facilities and other constraints necessitate that not all courses will be eligible.

For more details, students should speak with their Student Advisor or review the Missed Final Examination Policy and Procedure documents at the following link:

<http://www.durhamcollege.ca/academicpolicies>

Pathways to Degrees

Continue your post-secondary journey and leverage your Durham College education to earn additional credentials. To learn how you can further your education, visit www.durhamcollege.ca/pathways or check out the Durham College Transfer Guide at www.durhamcollege.ca/transferguide. Additional information regarding transferring between institutions in Ontario can be found at www.ontransfer.ca.

Prior Learning Assessment and Recognition (PLAR)

Prior Learning Assessment and Recognition (PLAR) is the process you can use to gain college credit(s) for learning and skills acquired through previous experiences. This may include workplace training, life experiences, self-directed study, community work, travel, hobbies and military service. By using the PLAR process, you may be able to complete a college certificate or diploma program in less time. Please view the following link for PLAR information:

<http://www.durhamcollege.ca/wp-content/uploads/plar.pdf>

Requirements For Promotion

Evaluation and Promotion:

Academic courses are evaluated using a variety of methods such as tests, essays, labs, written or verbal assignments, in-process activities, group work and/or final examinations. The evaluation criteria for each course are noted in its course outline. Students are advised to familiarize themselves with these criteria early in the semester. Please refer to the Grading and Promotion Policy and Procedures documents (<http://www.durhamcollege.ca/academicpolicies>) for a complete overview of grading and

promotion practices. Students must achieve a program grade point average (GPA) of 3.0 in order to graduate. The overall pass mark for the critical care program is 70% with a minimum of 65% in each course.

Academic Probation:

Students who are not progressing satisfactorily according to criteria published in their respective program guides may be placed on academic probation, at the discretion of the school Dean or designate. Such students may be allowed to continue their studies on a Letter of Permission (an academic student contract) which will specify conditions which must be met to continue in their programs. Students who do not meet the conditions of their academic probation may be required to withdraw from full-time studies.

Scholarships, Bursaries and Awards

The Financial Aid and Awards office provides students with options to help fund their educational costs. To view valuable information, please visit the Financial Aid and Awards [Web Site](#).

Student Academic Learning Services (SALS)

The Student Academic Learning Services Centre helps Durham College students to achieve their academic goals. Academic supports include: peer tutoring, learning skills services, writing skills services, English language services, and subject specific supports for math, science, and business. Please visit the following link to view valuable information regarding SALS including how to register for 24/7 online access to SALS academic resources:

<http://durhamcollege.ca/student-experience/helping-you-succeed/student-academic-learning-services-sals>

Student Communications

Durham College is committed to communicating important information to you. Please view the following link to reference a comprehensive chart indicating specific vehicles. For example, social media, DC website, DC Mail, MyCampus, DC Connect, and more: http://www.durhamcollege.ca/wp-content/uploads/DCCares_StudentMatrix_v5.pdf

Student Rights and Responsibilities

A policy and procedure is in place which articulates the rights and responsibilities of students at Durham College, and provides a framework for addressing non-academic misconduct by students. To view the Student Rights and Responsibilities Policy and procedure, please visit the following link: <http://www.durhamcollege.ca/academicpolicies>