



School of Justice & Emergency Services
2014-2015

Court Support Services

PROGRAM GUIDE

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

June 2014

Welcome Students

A Message from the Dean

On behalf of the faculty and staff of the School of Justice & Emergency Services, it is a pleasure to welcome you to Durham College.

We are committed to providing a high quality program to meet your educational needs. We wish you success as you embark on a challenging journey toward a rewarding career. We will do our best to support you in reaching your career goals. If you have any questions or need assistance please ask us for help to access the many services available to support your success.

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



Stephanie Ball, B.A., LL.B.
Dean, School of Justice & Emergency 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.



Judy Robinson,
Vice President, Academic

PROGRAM SPECIFIC INFORMATION

School of Justice & Emergency Services

The office of the School of Justice & Emergency Services is located in F211 of the Gordon Willey Building.

	<u>Phone</u>	<u>e-mail address</u>
Dean	Stephanie Ball Ext. 2458	stephanie.ball@durhamcollege.ca
Associate Dean	Moreen Tapper Ext. 3695	moreen.tapper@durhamcollege.ca
Administrative Coordinator:	Mary Bartosik Ext. 3072	mary.bartosik@durhamcollege.ca
Student Advisor:	Pina Craven Ext. 2432	pina.craven@durhamcollege.ca
Staff Support Officer:	Treina Kennington Ext. 3070	treina.kennington@durhamcollege.ca
CIJS & Field Placement Coordinator:	Trevor Greenall Ext. 2808	trevor.greenall@durhamcollege.ca
Student Advisor/Field Placement Coordinator	Michelle Theophille Kennedy Ext.3695	michelle.theophillekennedy@durhamcollege.ca
Paramedic Lab Technician	Melissa Simpson Ext. 2095 (Lab: SW208)	melissa.simpson@durhamcollege.ca
Program Coordinator:	Debbie Miller Ext. 2806	debbie.miller@durhamcollege.ca

The School of Justice & Emergency Services can be viewed through the Durham College website by following the link below:

<http://www.durhamcollege.ca/academic-schools/school-of-justice-emergency-services/>

Field Observation

Each week students will attend either a clinic or a field observation to provide the foundation for the material that will be taught throughout the program. This course stresses appropriate courtroom dress and decorum so students are well prepared for their respective venues.

In the first semester, students will also attend field trips composed of court proceedings, court administrative offices, private court reporting firms visits and court related agencies where provided by the employer, to compare the theoretical knowledge and skills they are learning in the program.

In the second semester, students will have the opportunity to work one-on-one with a staff member in a discipline of their choice for the purpose of observation and learning. Students will be required to submit a criminal record check prior to attending in field placements this semester.

This course has a strong practical component and the ongoing field observation component is essential for success in the program. Assistance and direction will be provided to students to ensure that field observations are appropriate to the curriculum and address the needs of the program.

Guest speakers in the field will complement this course.

Because of the uniqueness of court business, a solid foundation of information about court decorum as well as the courtroom and working environments is important to students to ensure that, when they move into their field observation situations, they are well prepared. This foundation also provides students with significant information about legal terminology, participants, documents, procedures and court structure which will ensure that they understand the language of the court and relationship between the various courses being taught in the program and the practical experience

“Placement was a valuable learning experience and all of us treasured every minute of time that we were able to spend with the staff. The staff, like our professors here at Durham College, had a similar goal and that was to assist us to succeed in our chosen field. I want to thank Durham College and those responsible for allowing us to participate in the placement program.”
Lloyd Passey 2011 Graduate

Program Information

Program Description

The program is designed to provide graduates with the specialized knowledge and skills required to work in various court support staff capacities for the Ontario Courts, agencies, boards and tribunals, as well as providing specialized evidence recording and transcription services to a variety of organizations in addition to the Courts, such as corporate boards, law firms and official examiner offices. The intent of the program is to produce graduates who will meet the high standards of the Ontario Courts and a variety of other professional organizations.

Program Learning Outcomes

The graduate has reliably demonstrated the ability to:

1. Examine and compare diverse court support functions within court, tribunal and hearing settings.
2. Work professionally with a wide range of senior professionals, executives, media, judiciary, police and other court officers and officials.
3. Participate in the daily activities of real court proceedings as a member of a court support team.
4. Research, utilize and compare varieties of specialized technology applications employed by courts and tribunals.
5. Take the verbatim court recording of evidence in a variety of court proceedings and produce transcripts of evidence using either analogue or digital technology in the Superior Court of Justice, the Ontario Court of Justice and in Agencies, Boards and Commissions.
6. Examine, compare and produce various forms used in court support proceedings.
7. Maintain and manage critical details of court minute books, exhibit lists and evidence logs and ensure their secure storage during and after courts.
8. Select and administer appropriate oaths to a wide variety of religious faiths.

Employment Opportunities

Graduates from the program have found employment in a number of professional and legal environments, including provincially and municipally operated courts, official examiner offices, family responsibility offices, private court reporting agencies and law offices.

Future Studies

Durham College – School of Justice & Emergency Services:

- 911 Emergency & Call Centre Communications
- Paralegal
- Law Clerk Advanced
- Legal Studies – UOIT
- Mediation-Alternative Dispute Resolution Graduate Certificate
- Victimology Graduate Certificate
- Protection, Security & Investigations
- Office Administration – Legal

COURT SUPPORT SERVICES

COURSE NAME	CODE	PREREQUISITES	COREQUISITES	LECT. HRS	LAB HRS	ALT. DEL. HRS	FIELD PLMT. HRS
SEMESTER 1							
COURT CLERK CRIMINAL-OCJ	CCCO 1301			4	0	0	
INTERPERSONAL & GROUP DYNAMICS-CTSS	COMM 2326			3	0	0	
INTRO TO COMPUTERS/COURT TECH	COMP 1371			0	3	0	
COURT CLERK - FAMILY I	FAMY 1300			3	0	0	
FIELD OBSERVATION I	FWK 1304			0	0	0	70
CANADIAN LAW-CTSS	LAW 1320			3	0	0	
COMMUNICATIONS-CTSS	COMM 1370			3	0	0	
COURT REPORTER/MONITOR I	MNTR 1300			0	3	0	
				16	6	0	70
SEMESTER 2							
COURT REGISTRAR-SCJ-CIVIL/CRIMINAL	CCCL 2300			3	0	0	
YOUTH COURT CLERK - OCJ	CCCR 2300	CCCO 1301		3	0	0	
CAREER PREPARATION-CTSS	PREP 2303			2	0	1	
COURT CLERK - FAMILY II	FAMY 2300	FAMY 1300		3	0	0	
FIELD OBSERVATION II	FWK 2308	SPEC 0000		0	0	0	70
CLERK/POA	MNTR 2300			3	0	0	
COURT REPORTER/MONITOR II	MNTR 2301	MNTR 1300		0	3	0	
				14	3	1	70

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.

COURT SUPPORT SERVICES – JANUARY START

COURSE NAME	CODE	PREREQUISITES	COREQUISITES	LECT. HRS	LAB HRS	ALT. DEL. HRS	FIELD PLMT. HRS
SEMESTER 1							
COURT CLERK CRIMINAL-OCJ	CCCO 1301			4	0	0	
INTERPERSONAL & GROUP DYNAMICS-CTSS	COMM 2326			3	0	0	
INTRO TO COMPUTERS/COURT TECH	COMP 1371			0	3	0	
COURT CLERK - FAMILY I	FAMY 1300			3	0	0	
FIELD OBSERVATION I	FWK 1304			0	0	0	70
CANADIAN LAW-CTSS	LAW 1320			3	0	0	
COMMUNICATIONS-CTSS	COMM 1370			3	0	0	
COURT REPORTER/MONITOR I	MNTR 1300			0	3	0	
				16	6	0	70
SEMESTER 2							
COURT REGISTRAR-SCJ-CIVIL/CRIMINAL	CCCL 2300			3	0	0	
YOUTH COURT CLERK - OCJ	CCCR 2300	CCCO 1301		3	0	0	
CAREER PREPARATION-CTSS	PREP 2303			2	0	1	
COURT CLERK - FAMILY II	FAMY 2300	FAMY 1300		3	0	0	
FIELD OBSERVATION II	FWK 2308	SPEC 0000		0	0	0	70
CLERK/POA	MNTR 2300			3	0	0	
COURT REPORTER/MONITOR II	MNTR 2301	MNTR 1300		0	3	0	
				14	3	1	70

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Program Specific

Academic Policies & Procedures

Classroom Management

In order to ensure a quality learning environment for all students the following policies have been established. Any behaviour that disrupts the learning environment will be dealt with accordingly.

Attendance

Attendance is a student responsibility. Students are expected to attend all classes, tests, in-class assignments and other evaluation activities. Students are expected to participate actively in class activities and discussions. Students who miss class are responsible for all material covered during the missed class including notes, handouts and any verbal instruction. Regular attendance is required for a student to be successful in this course. Given the importance of attendance, in-process marks may be allocated on the specific course outline reflected in the evaluation criteria.

Tests/Assignments

Each individual professor will provide details within their course outline regarding tests and assignments. The course outline will reflect the procedure used for the process of completing assignments and tests in accordance with this guide.

Assignments

Assignments are to be submitted on the due date, at the beginning of the class unless otherwise directed by the course professor. Late assignments will be penalized at a percentage indicated on the assignment and/or course outline for each school day that it is late and only accepted within two (2) days of the assignment being due, then the student will receive an automatic zero. Late penalties apply to all assignments, whether the assignment is to be submitted in hard copy in class or electronically to your professor.

Students who are absent on the day an assignment is due must contact their professor on the due date and may be dealt with in accordance with the late policy as noted above unless medical or other appropriate documentation for a legitimate absence is produced to the professor. The assignment will only be accepted at the discretion of the course professor and may still be subject to late penalties. Students who cannot attend school on a due date to hand in assignments are responsible for submitting the assignment *with the permission of the professor* in an electronic format or having someone hand it in for you by the due date in class.

The weighting for an assignment missed for legitimate reasons may be added to another assignment at the professor's discretion. Please refer to your specific course outline for applicable details.

All assignment marks will stand. There will be no make-ups for an assignment evaluation that has already been graded and submitted in grade book.

Tests

Students who are absent from a scheduled test must contact the professor on the day of the test advising the professor of a legitimate reason for the absence. Situations will be reviewed on an individual basis. Tests will not be allowed to be written after the test date without medical or appropriate documentation provided to the professor for review.

If a student knows that he/she will be away or not available on the test date, he/she is to make appropriate arrangements with the course professor PRIOR to the test date. With prior notice of the student's individual circumstances, the course professor has the discretion to allow a student to write the test on another scheduled school day.

The weighting for a test missed for legitimate reasons may be added to another test/exam at the professor's discretion. Please refer to your specific course outline for applicable details.

Students may not be allowed to write a test if they are late entering the classroom. If students arrive after the normal start time of 10 minutes after the hour when the test has already commenced, they may be asked to leave.

There will be no food allowed in the classroom during tests. Students will be asked to put the food away or remove it if they are seen consuming any food while writing a test.

During a test, all backpacks, purses, books, cell phones, electronic devices and papers will be put away and stored underneath the desk while the student is writing the test.

All test marks will stand. There will be no re-writes or make-up tests for a test evaluation that has already been graded and submitted in grade book.

Electronic Communication Devices

When you are in class, please turn all electronic communication devices off. If you must leave a device on because someone may need to contact you (family member, caregiver, etc.), then please ensure it is set to vibrate and leave the class prior to responding to the message. If you forget to set an electronic communication device to vibrate and it is activated, please turn it off as quickly as possible. If a device is activated frequently causing unnecessary disruption to the class, you will be asked to leave.

There is absolutely no text messaging allowed during class. If you use a device for this purpose, you will be asked to leave the class.

Music Devices/Earphones

Music devices/earphones are not permitted in the classroom at any time. When you arrive and the class begins, please remove all music devices/earphones and put them away. If you are found to be in contravention of this policy, you will be asked to leave the classroom.

Late Arrivals

If you arrive late for class, please enter the classroom as quietly as possible and/or wait until there is a formal break in the class to minimize disruption to students who arrived on time. If you disturb the class upon your arrival, you will be asked to leave the class. If you arrive late on a regular basis, you may not be granted access to the class after the normal start time of 10 minutes after the hour. Professors can deduct attendance marks for students arriving late to class.

General/Other

Unclaimed Tests or Assignments

Unclaimed tests or assignments are discarded after three (3) weeks from the date they are handed back in class.

Refreshments

Snack foods may be consumed in class. There will be no food allowed or consumed during tests. Beverages are acceptable, but students must ensure they are properly disposed of.

“The field hosts were impressed with the knowledge we had already learned in the program prior to going out on placement.” - 2012 Graduate

“A terrific way to prepare for employment within Ontario’s court support system. A program taught by professionals each and every one who were as invested in my learning as I was.” - 2013 Graduate

Computer-Based Courses

- **Print Balance.** It is the student's responsibility to ensure that his/her print balance is sufficient to cover the printing of all assignments and/or tests etc. Be advised that the student's inability to print assignments, tests and/or quizzes during lab class is not a legitimate excuse for failing to hand in an assignment, test or quiz and will result in a penalty for lateness or a mark of zero in accordance with the course policy.
- **Portfolio/Precedent binder.** Students may be required, in their particular course, to prepare either a portfolio or precedent binder for submission in some subjects or for field placement purposes using work completed in other subjects. If required, it is expected that the student place the appropriate documentation in his or her portfolio/precedent binder. The instructor of the subject requiring a portfolio/precedent binder will advise the students of the minimum required documentation from various subjects to be placed in his or her portfolio/precedent binder.
- **Equipment Failure.** Every effort will be made to ensure that computers, printers and software function without any problems. Computer equipment does malfunction, so flexibility is required when working with technology.
- **Learning Environment.** The environment will be business-like and task-oriented with emphasis on:
 - Creating error-free documents before hard-copy printing.
 - Building continuous improvement in individual productivity levels.
 - Working well with others in problem-solving, decision-making and completing team projects.
 - Managing to meet deadlines with time built in for unexpected challenges.
 - Maintaining a congenial, positive attitude toward work/class/office responsibilities and relationships.
 - Professional attitude and demeanor is expected at all times.
- **Computer Usage during Lab Times:** There is absolutely no personal use of computers allowed in class during lab times. This includes instant messaging, checking personal email, surfing, shopping, etc. The computers are there for the completion of assignments, exercises and labs. Students who choose to utilize the computers for activities other than those prescribed in the course outline will be required to leave. If a student completes their assigned work before class time expires, they will be permitted to use the computer for personal use if the computer is available.
- **Sharing/Lending Work:** Do not lend your storage device or hard copy of assignments to other students. Consulting with a classmate during regular class activities (not during a test) is equivalent to consulting with a colleague in the workplace and is quite appropriate. Be sure you are clear on the difference between "consulting" and "copying" or "sharing" work.

Faculty Advisory System

The Faculty Advisory System is aimed at improving the student retention rate. There are several, often repeated reasons why such a program is important.

1. The success of our students is fundamental to our profession. Students who fail do not realize their potential, and there can be no satisfaction for us in that;
2. By helping students succeed, we ensure viable class sizes in all of our programs and;
3. By ensuring viable class sizes, we help ensure a healthy program.

It has been shown that retention can be substantially improved by means of such reasonably simple procedures as a Faculty Advisory System.

Students who learn the ropes quickly, who attend classes regularly, and who get to know their teachers and classmates, are very likely to succeed. One purpose of the Faculty Advisory System is to provide each student with a friendly contact who can assist and encourage the student to adapt quickly to college life.

FACULTY ADVISORS

Faculty members will participate in the Faculty Advisory program strictly on a volunteer basis.

A Faculty Advisor can be a good listener, third party, familiar face, ally, friend, facilitator or mentor to their students. Faculty Advisors are not expected to be expert, personal, career or financial counselors.

For the majority of students who are doing well, Faculty Advisors are a source of encouragement and positive reinforcement. They are cheerleaders.

For students experiencing personal, financial or academic problems, the Faculty Advisor is a sympathetic first contact, a good listener and a source of help in finding and referring the student to expert help.

The Faculty Advisor does not intervene when a student is having problems with another faculty member. In this case, students are referred to the normal chain of problem solving: starting with the professor and then possibly going to the Dean, or Vice President, Academic.

SCHOOL OF JUSTICE & EMERGENCY SERVICES

Policies

1. Freedom of Information/Protection of Privacy - Pursuant to the Freedom of Information & Protection of Privacy Act, the School of Justice & Emergency Services office will not release any personal information regarding a student. This includes academic standing, personal data, timetable information etc.
2. Timetables are available online through our intranet – “MyCampus”. You can view and/or print your timetable from any computer with internet access. If you require assistance, please contact the Help Desk : 905-721-2000, ext. 3333 or by email at servicedesk@dc-uoit.ca.
3. Timetable Changes – MyCampus provides students with the ability to modify timetables at specified times as listed in the Academic Calendar (see the Student Handbook for dates). **Please note: It is the students’ responsibility to ensure that all of their required courses are on their schedules.** Assistance is available via your Student Advisor or designate. Should you find a discrepancy on your timetable – report it immediately.
4. Emergency Calls – School of Justice & Emergency Services staff will accept messages for students only in the event of a family emergency. Please make sure that anyone in your life that needs to locate you during class time for reasons other than an emergency has a copy of your timetable (eg. classmates, family, day care provider, employer). Staff are unable to release your schedule information due to the Freedom of Information Act.
5. Disclaimer - Because of our commitment to continuous improvement of our curriculum, there may be some changes in courses offered or course content. If this occurs, we will notify those affected.
6. Computer Labs - Computer labs are reserved for coursework. Games are not permitted. Adult materials must not be displayed at any time. Laptops are to be used only to support student learning; laptop use not related to classroom activities is not permitted.
7. Graduation Requirements - Students must have a minimum G.P.A. of 2.0 to be eligible for graduation. In addition, a student must have successfully completed all required courses. A student who has a G.P.A. of less than 2.0 should contact the School of Justice & Emergency Services Office to arrange for academic counselling. Please refer to the Grading System section located on the college website, www.durhamcollege.ca, for detailed 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.

8. Final Marks - Final marks will not be released by faculty members or office staff. Grades will be posted on MyCampus and the marks will be released on a set date/time as outlined in the Important Dates.
9. Students are able to print their own grade reports, at the end of each semester, through MyCampus. Refer to the Academic Calendar in the Student Handbook for the specific date whereby students can view and print their grade reports. No grade reports will be mailed out to students. Students can request, for a fee, an official transcript from the Registrar's Office.
10. Course Outlines – Students print their own course outlines for each of their current semester's courses through MyCampus. Students may also print course outlines for courses where they wish to apply for subject credit.
11. Exam Schedules – Exam schedules are available, electronically, through MyCampus, under the heading "Important Announcements". Below the image for DC Exam Schedules for the specific semester, click on the link below the image. It will open to a page that lists the schedules and messages pertaining to the exams for your specific program. Please refer to your subject outline, under Evaluation Criteria, if you are unsure whether there is a final exam in your specific course or consult with your professor.
12. Academic Probation – Students on academic probation must meet with their program dean or designate, and conditions for continuing in their program may be applied.

School of Justice & Emergency Services Policies & Expectations for the Learning Environment:

1. Class attendance and participation will enhance your opportunities for success.
2. Refer to the course outline for specific expectations, prerequisites, corequisites, requirements and evaluation criteria for each course.
3. Students are responsible for regularly checking their "MyCampus" and DC Connect areas for messages from professors and College Administration. Communication will come in the form of email, targeted messages, announcements and posted documents.
4. Students should keep back-up copies of all assignments in case the original is lost.
5. Visit the Durham College website, www.durhamcollege.ca for detailed policies and procedures relating to "Student Rights and Responsibilities".
6. Course prerequisites exist to promote student success. Exceptions to the established prerequisite subject structure are not permitted.

ADDITIONAL IMPORTANT INFORMATION

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>

Campus Conflict Resolution Services



CAMPUS CONFLICT
RESOLUTION SERVICES

~Mission~

To provide a free, confidential conflict resolution service, assisting the campus community to collaborate in a safe and professional environment

~Vision~

Resolving conflicts to promote educational success

Confidentiality is our promise.

What does CCRS provide?

- An impartial and structured setting
- Work with students to create group-work contracts
- Facilitate pre-conflict negotiations
- Third-party mediations
- Classroom visits to discuss conflict resolution at the request of faculty
- Provide tips on effective listening and communication skills to help build and strengthen relationships
- Help devise a mutually acceptable solution to conflicts

How long is a session?

Sessions can take anywhere from half an hour to two hours, depending on the conflict.

How is the session structured?

When a request is received by CCRS, a mediator is assigned to it. The mediator then works with the students involved to schedule a meeting at a mutually convenient time. At the meeting, the mediator:

- Listens to each participant's views
- Helps identify key issues
- Encourages students to discuss options to resolve conflict
- Assists with negotiating a mutually acceptable agreement

- Discusses how to implement the agreement

Note: The final outcome of a mediation process will depend on the willingness of students to resolve conflicts.

What types of conflicts are resolved?

- Friends
- Groups (including group work)
- Classmates
- Relationships
- teams

How do you get help?

To book an appointment please contact:

CCRS@durhamcollege.ca

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

Durham College is dedicated to helping you build upon your previous education. If you have studied previously at Durham College or another recognized post-secondary institution, you may be eligible to receive credit for the courses you have successfully completed. Please view the following link for credit transfer information:

www.durhamcollege.ca/credittransfer

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:

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.

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>