



School of Justice & Emergency Services
2014-2015

Emergency Services Fundamentals

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 (Lab: SW208)	Ext. 2095	melissa.simpson@durhamcollege.ca
Program Coordinator:	Lise Kozlinski	Ext. 2169	lise.kozlinski@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/>

Program Information

Program Description

The Emergency Services Fundamentals program is designed for those interested in pursuing a career in any of the emergency services: paramedic, fire, police, security and emergency response communications. This program can provide the academic foundation for success in subsequent emergency response programs. It is specifically designed for those who wish to enhance their communications, math and computer skills which are necessary for success in college. It also provides the opportunity to obtain credits for courses in future emergency service programs and the opportunity to be eligible to obtain external accreditations. The program will also be of interest to mature applicants returning to school and applicants who are seeking further information prior to making an emergency services career choice. In addition, it will familiarize students with college life and the demands of a college workload.

This program is two semesters in length. In this course, students will develop skills and strategies they can use to master the challenges of post-secondary education and the workplace. Students will develop their computer, writing and research skills. Students will also participate in self-assessments of aptitudes and skills, labour market assessments, job search techniques and strategies and the writing of employment search correspondence and resumes. Skills for effective job interviews will be explored and the concept of job portfolios will be introduced.

Students who successfully complete this program will receive a full bonus point when being considered for admission to the six (6) emergency services diploma programs offered at Durham College:

- Paramedic
- Police Foundations
- Pre-Service Firefighter Education & Training
- Protection, Security and Investigation
- 911 Emergency & Call Centre Communications
- Fire & Life Safety Systems Technician

It should be noted, however, that admission is not guaranteed.

Students are required to complete 18 to 20 hours per week in class, for two semesters. The course curriculum is applicable to all emergency services programs offered at Durham College.

Students are also required to select two (2) options from the list for the fall semester and select two (2) options from the list for the winter semester. STUDENTS CAN ONLY SELECT FROM THE OPTION LIST IN EACH

SEMESTER. Courses NOT listed in the Emergency Services Fundamentals Program of Study will not be accepted towards a certificate.

Program Learning Outcomes

The graduate has reliably demonstrated the ability to:

1. Identify and define the economic, social, political and cultural variables which impact the law enforcement and emergency services sectors.
2. Support the role of law enforcement and emergency service providers through the selection and appropriate usage of information technology.
3. Effectively communicate with other law enforcement and emergency services providers through the selection and use of appropriate terminology.
4. Develop law enforcement and/or emergency services training plans by applying research skills to gather and interpret available information.
5. Develop an education and career plan within the range of law enforcement and emergency services.
6. Apply basic mathematical calculations pertinent to the law enforcement and emergency services fields in order to communicate effectively and make sound judgments.
7. Demonstrate multi-tasking and crisis-handling in role-plays of emergency calls.
8. Demonstrate an understanding of policy, procedure and legislation unique to the law enforcement and emergency services sectors.

PROGRAM OF STUDY 2014/2015 SCHOOL OF JUSTICE & EMERGENCY SERVICES

**-WEEKLY
BREAKDOWN-**

EMERGENCY SERVICES FUNDAMENTALS

COURSE NAME	CODE	PREREQUISITES	COREQUISITES	LECT. HRS	LAB HRS	ALT. DEL. HRS	FIELD PLMT. HRS
SEMESTER 1							
EMS COLLEGE FUNDAMENTALS I	FUND 1306			2	0	2	
EMS ETHICS	ETHC 1307			3	0		
PRACTICAL MATHEMATICS FOR EMERGENCY SERVICES	MATH 1314			3	0		
LEADERSHIP	LEAD 1400			3	0		
APCO-PUBLIC SAFETY TELECOMMUNICATOR	OPT1 DISP 1300			3	0		
CHEMISTRY	OPT2 CHEM 1303			3	0		
BIOLOGY	OPT3 BIOL 1303			3	0		
FITNESS I	OPT4 FITS1301			1	1		
CANADIAN CRIMINAL JUSTICE SYSTEM	OPT5 PFP 101			3	0		
				24	1	2	
SEMESTER 2							
ADDICTIONS & MENTAL HEALTH	ADMH 1301			3	0		
EMS COLLEGE FUNDAMENTALS II	FUND 2306	FUND 1306		2	0	2	
INTRODUCTION TO LAW/CIVICS	LAWC 1301			3	0		
SENSITIVITY TRAINING	SENT 1301			3	0		
FITNESS I	OPT1 PFP 110			0	2		
PRACTICAL MATHEMATICS FOR EMERGENCY SERVICES	OPT2 MATH 1314			3	0		
SOCIOLOGY & CANADIAN SOCIETY	OPT3 GNED 1408			3	0		
SECURITY GUARD	OPT4 SECG 1300			1	0	2	
INTRODUCTION TO PSYCHOLOGY	OPT5 GNED 1102			3	0		
CHEMISTRY	OPT6 CHEM 1303			3	0		
BIOLOGY	OPT7 BIOL 1303			3	0		
EMS SKILLS CEERTIFICATIONS	OPT8 SKIL 2300			1	0	1	
				28	2	5	

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.

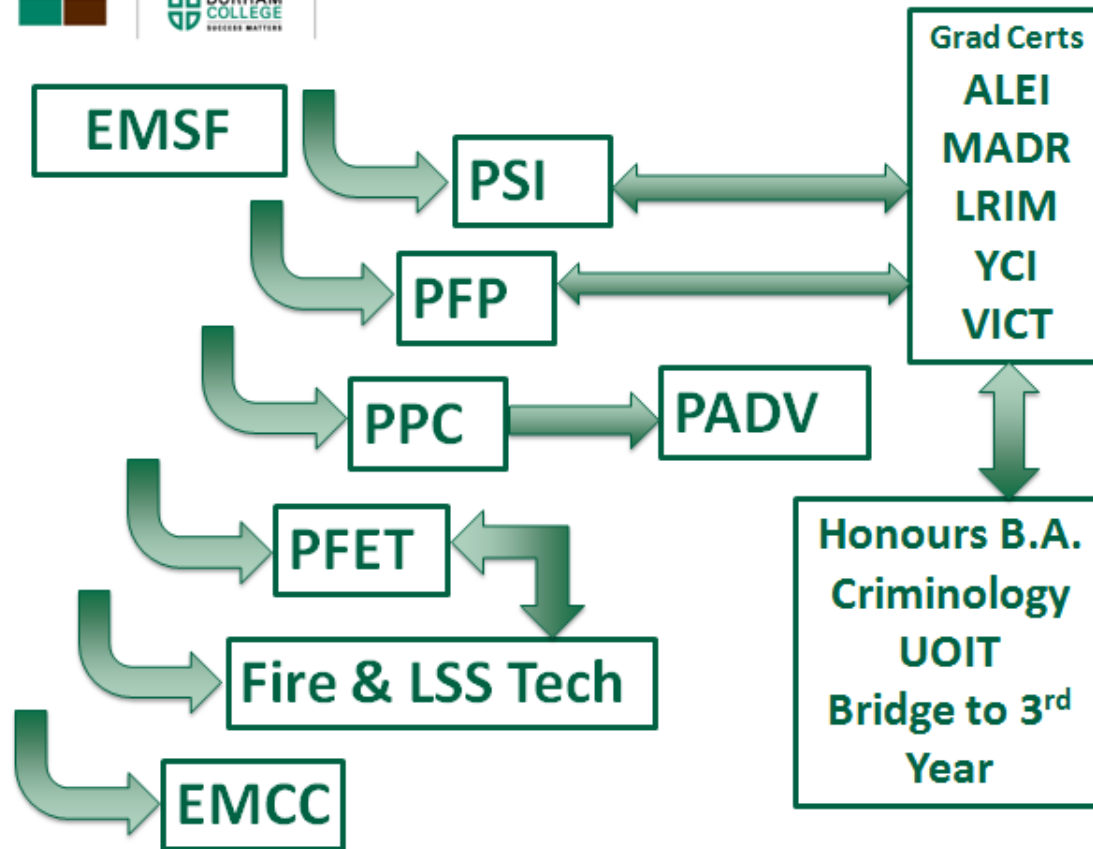
EMERGENCY SERVICES FUNDAMENTALS PROGRAM COURSES AND CREDIT TRANSFER OPTIONS

The following table shows the EMSF Program courses that will be recognized for credit in other SOJES Programs

EMSF	PARAMEDIC	PFP	PRE-FIRE	PSI	911
SEMESTER 1				FITS1301 (sem 3)	
Fitness I					
EMSF Ethics					ETHC1301 (sem1)
EMSF College Fundamentals I					
Practical Mathematics					
APCO Telecommunications*					DISP1300 (sem 1)
Chemistry					
Biology					
Leadership					
Cdn. Crim. Justice System		PFP101 (sem 1)		PFP101 (sem 1)	
SEMESTER 2					
Addictions & Mental Health				ADMH1301 (sem 2)	
EMSF College Fundamentals II					
Intro. To Law/Civics					
Sensitivity Training					
Fitness 1		PFP110 (sem 2)			
Practical Mathematics					
Chemistry					
Biology					
EMS Skills Certifications					
Sociology & Cdn. Society					GNED1408 (sem 2)
Security Guard**				SECG1300 (sem 3)	SECC1300 (sem 3)
Psychology		GNED1102 (sem 1)		GNED1102 (sem 1)	GNED1102 (sem 1)

* NOTE: Students may be eligible to certify with the Association of Public Safety Communications Officials (APCO).

**NOTE: Students may be eligible to write the provincial Security Guard licensing examination.



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. Given the importance of attendance, in-process marks may be allocated at the discretion of the professor and will be reflected in the evaluation criteria.

Food and Beverages in Classrooms

Should a student find it necessary to bring food/beverages to class, the student is responsible for collecting and disposing of all litter associated with the food/beverages and will be reminded if he/she fails to do so. Students will be asked to leave the classroom should the food be distracting or bothersome to those around them in terms of noise/smell, etc. The faculty member is at liberty to not permit food in the classroom if he/she deems appropriate and will advise the students accordingly.

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.

Email Communication

Students often communicate with faculty via email. Should a student need to contact a faculty member via email the student shall use his or her Durham College My Campus or DC Mail email account to do so. Emails received from non-Durham College accounts will not be replied to and deemed not accepted by faculty.

Unclaimed tests or Assignments

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

Assignment Delivery

Assignments shall be delivered to the professor as directed. Students shall not deliver assignments to the Campus Security Desk or the School of Justice & Emergency Services office.

Email/Electronic Assignment Submission

In general, all assignments are to be submitted via hardcopy in class. If a student is given permission to submit an assignment electronically, it is the student's responsibility to ensure they can produce a hard copy of the assignment if requested by the professor. If the student experiences difficulty making the electronic submission, he/she must contact the IT helpdesk at (905) 721-2000 ext. 3333 or email itsupport@dc-uoit.ca and have a "ticket" opened. If the technical issue cannot be resolved, the ticket number must be provided to the professor.

It is the student's responsibility to resolve individual IT issues with the Student Helpdesk located in the Computer Commons (e.g. password/user name problems, school email account access problems, etc.).

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 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 day/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. Field Placement – One of the requirements for field placement eligibility is a cumulative GPA of 2.0. Please refer to your field placement course outline(s) for a complete list of requirements.
11. Course Outlines – Students print their own course outlines for each of their current semester's courses through MyCampus. Students can also print course outlines for courses that they wish to apply for credit.
12. 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.
13. Academic Probation – Students on academic probation must meet with their program dean or designate and conditions for continuing in their program may be applied.
14. Students who have a cumulative GPA of less than 1.5 at the end of the academic year will not receive an invoice for the following year.

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:

<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.

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>