



School of Interdisciplinary Studies
& Employment Services

GENERAL ARTS & SCIENCE

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.

WELCOME FROM THE DEAN

On behalf of the entire School of Interdisciplinary Studies and Employment Services team, I would like to take this opportunity to offer you a warm welcome to Durham College! We sincerely appreciate that you have chosen to pursue your studies here at Durham College and, as such, that you have entrusted us to play a key role in the pursuit of your career goals. It is a significant responsibility – one that we all take very seriously. Our goal is to ensure your experience with us is an extremely positive and personally fulfilling one.

Your success matters to us! We are here to support you. If you have any questions or need any kind of assistance, please, don't hesitate to ask. The School of Interdisciplinary Studies and Employment Services office is located in room SW216. Our hours are Monday to Friday, 8:30 a.m. to 4:30 p.m. We are here to help. Thanks again for choosing Durham College. We very much look forward to working with you.

Warm regards,



Kevin J. Baker, Dean
School of Interdisciplinary Studies and Employment 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

School of Interdisciplinary Studies & Employment Services

Program Specific Information

Program Faculty & Staff

The office of the School of Interdisciplinary Studies and Employment Services is located in SW216 of the Gordon Willey Building.

		Extension	e-mail
Dean	Kevin Baker	6596	kevin.baker@durhamcollege.ca
Associate Dean	Bev Neblett	2471	bev.neblett@durhamcollege.ca
Administrative Co-ordinator	Ann Conroy	2152	ann.conroy@durhamcollege.ca
Student Advisor	Rhonda Christian	2501	rhonda.christian@durhamcollege.ca
Administrative Assistant	Janice Haslett	2316	janice.haslett@durhamcollege.ca

GENERAL ARTS AND SCIENCE - (GASC) - 2 SEMESTERS

This program will give you an opportunity to study liberal arts courses while reinforcing key academic skills and providing a broad range of post-secondary courses to select from according to your personal interests and goals. Some General Arts and Science courses are transferable to other post-secondary programs. An academic and career planning course is available and individual academic planning assistance is offered by your student advisor.

To graduate with a General Arts and Science certificate, you will be required to complete 18 hours of class per week in each of two semesters. Your workload will consist of five core courses comprised of two communication courses, two computer courses and a mathematics course. The remainder of your courses will be electives that can be chosen from a wide variety of disciplines.

GENERAL ARTS AND SCIENCE - HEALTH SCIENCES PREPARATION (GASH) – 2 SEMESTERS THE HEALTH SCIENCES

The Preparation option of the General Arts and Science program is designed for those interested in pursuing a health science career. This option will provide you with the foundation necessary for success in a health science program such as Paramedic, Practical Nursing, Dental Assistant and Dental Hygiene. It is specifically designed for those who lack the science, communication and/or mathematics background, grades necessary for admission or for mature applicants returning to school. In addition, it will familiarize students with college life and the demands of a college workload.

This program is two semesters in length and will reinforce key academic skills while providing a broad range of post-secondary courses that can be selected according to personal interest and goals. If you successfully complete this program, you will receive bonus points when being considered for admission to the health science programs mentioned above. **Please note, admission is not guaranteed.**

To graduate with a General Arts and Science certificate, you will be required to complete 18 hours of class per week in each of two semesters. Your workload will consist of five core courses comprised of two communication courses, two computer courses and a mathematics course. In addition, students will select biology and chemistry courses as required for admission to their goal program. The remainder of your courses will be electives that can be chosen from a wide variety of disciplines.

GENERAL ARTS AND SCIENCE – BUSINESS PREPARATION (GASB)

This General Arts and Science stream is specifically designed to assist students who do not meet Durham College's business program entrance requirements (grade 12 math). As with all General Arts and Science streams, you will develop and refine your academic skills and, ultimately, acquire the foundational knowledge you will need to ensure your success in your subsequent business program studies.

Applicants who want to pursue studies in the School of Business, who are without grade 12 mathematics, register in the General Arts and Science – Business block for one semester. Upon successful completion of the semester and the applied mathematics course, you can apply to transfer directly into semester 2 of select Business programs. Individual academic planning assistance is offered by your student advisor. For students choosing this stream, we strongly encourage you to meet with your student advisor before you select your courses.

GENERAL ARTS AND SCIENCE – LIBERAL ARTS UOIT TRANSFER (GAST)

The Liberal Arts UOIT Transfer option of the General Arts and Science program is designed for individuals interested in pursuing studies in UOIT's Bachelor of Arts (Honours) in Criminology and Justice, Legal Studies or Public Policy and Community Development programs.

It is designed, specifically, for individuals who lack the academic background necessary for admission to UOIT and for mature applicants returning to school. In addition, it will familiarize you with college life and college workload.

This program is two semesters in length and is designed to reinforce key academic skills while providing a broad range of post-secondary courses designed specifically to support your academic and career goals.

As with all General Arts and Science streams, you will be required to complete six (three credit) courses per semester (twelve courses in total). These include two communications, two computers, one mathematics and seven other social science and liberal arts courses that have been selected by UOIT.

GENERAL ARTS AND SCIENCE – LIBERAL ARTS UOIT TRANSFER – FORENSICS (GASF)

The Liberal Arts UOIT Transfer – Forensics option of the General Arts and Science program is designed for individuals interested in pursuing studies in UOIT's Bachelor of Arts (Honours) in Forensic Psychology. The first two semesters of this three semester option are identical to the Liberal Arts Transfer – UOIT Pathway. The third semester consists of two additional courses. It is specifically designed specifically for individuals who lack the academic background necessary for admission to UOIT and for mature applicants returning to school. In addition, it will familiarize you with college life and college workload.

This program is two semesters in length and is designed to reinforce key academic skills while providing a broad range of post-secondary courses designed specifically to support your academic and career goals.

As with all General Arts and Science streams, you will be required to complete six (three credit) courses per semester (twelve courses in total). These include two communications, two computers, one mathematics, two biology and nine social science and liberal arts courses that have been selected by UOIT.

GENERAL ARTS AND SCIENCE – NURSING PREPARATION UOIT TRANSFER (GASN)

The Nursing Preparation UOIT Transfer option of the General Arts and Science program is designed for individuals interested in pursuing studies in the Collaborative Bachelor of Science in Nursing delivered by Durham College and UOIT and other health science programs offered by UOIT. This option is identical to the Health Preparation stream except you are also required to complete Statistics (MATH1108) which is an entrance requirement for the Collaborative Bachelor of Science in Nursing.

It is specifically designed for individuals who lack the science, communication and/or mathematics background necessary for admission and mature applicants returning to school. In addition, it will familiarize you with college life and college workload.

This program is two semesters in length and is designed to reinforce key academic skills while providing a broad range of post-secondary courses designed specifically to support your academic and career goals. If you successfully complete this program, you will receive bonus points when considered for admission to one of the health sciences programs mentioned above. **Please note: Admission is not guaranteed.**

As with all General Arts and Science streams, you will be required to complete six (three credit) courses per semester (twelve courses in total). These include ten core (or mandatory) courses in communications (two), computers (two), mathematics (one), biology (two) and chemistry (two). While Psychology as a Behavioural Science (GNED1106) is highly recommended, the remaining two courses can be drawn from a wide array of courses in the social sciences and liberal arts.

GENERAL ARTS AND SCIENCE – SCIENCE AND ENGINEERING PREPARATION (GASK)

The Science and Engineering Preparation option of the General Arts and Science program is designed for individuals interested in pursuing a career in the engineering technology sector. This option provides the foundation necessary for success in engineering technology programs such as Biomedical, Chemical, Electronics, Environmental, Mechanical and Water Quality.

It is specifically designed for individuals who lack the science, communication and/or mathematics background necessary for admission and mature applicants returning to school. In addition, it will familiarize you with college life and college workload.

This program is two semesters in length and is designed to reinforce key academic skills while providing a broad range of post-secondary courses designed specifically to support your academic and career goals. If you successfully complete this program, you will receive bonus points when considered for admission to one of the competitive entry programs mentioned above. **Please note: Admission is not guaranteed.**

As with all General Arts and Science streams, you will be required to complete six (three credit) courses per semester (twelve courses in total). These include communications (two), computers (two), advanced mathematics (three), physics (one), biology (one) and chemistry (one). While Issues and Ethics in Science (GNED 1503) is highly recommended. The remaining two courses can be drawn from a wide array of courses in the social sciences and liberal arts.

GENERAL ARTS AND SCIENCE – SCIENCE AND ENGINEERING PREPARATION UOIT TRANSFER (GASZ)

The Science and Engineering Preparation UOIT Transfer option of the General Arts and Science program is designed for individuals interested in pursuing various science and engineering programs at UOIT. The first two semesters of this three semester option are identical to the Science and Engineering Preparation stream (GASK). The third semester is specifically designed for individuals who lack the science, communication and/or mathematics background necessary for admission and mature applicants returning to school. In addition, it will familiarize you with college life and college workload.

This program is three semesters in length and is designed to reinforce key academic skills while providing a broad range of post-secondary courses designed specifically to support your academic and career goals.

Unlike most other General Arts and Science streams, you will be required to complete six (three credit) courses per semester over three semesters (eighteen courses in total). These include communications (two), computers (two), advanced mathematics (five), physics (three), biology (two) and chemistry (two). While Issues and Ethics in Science (GNED 1503) is highly recommended. The remaining two courses can be drawn from a wide array of courses in the social sciences and liberal arts.

GENERAL ARTS AND SCIENCE – UNIVERSITY ARTICULATION (GASD) – 4 SEMESTERS

This stream currently has two options.

a) ONTARIO COLLEGE DIPLOMA – TRENT UNIVERSITY ARTICULATION

In this articulation program, you will select courses that suit your individual needs and goals and receive an Ontario college diploma and a year's worth of credits toward a three year general degree at Trent University.

You will begin by completing the requirements of the certificate program with a minimum GPA of 3.5 (75 per cent - B). Following first year, you will then complete a Trent University 100-level course with a minimum grade of 60 per cent. These courses may be taken on the Durham College campus and can be integrated into the General Arts and Science curriculum, reducing your second-year program requirement for two semesters for a total of 18 hours per week.

Following successful completion of a two-year Ontario college diploma and the Trent 100 level course, four unassigned Trent credits and one credit for the completed 100-level Trent course will be given.

Trent also requires completion of the University Preparation 101 course offered by the Academic Skills Centre at Durham College, Trent's Peterborough campus or online.

Please note: some courses may require a course fee.

In order to complete the diploma, the remainder of your courses will be electives that can be chosen from a wide variety of disciplines. **Please note: each educational institution determines its own admission requirements.** If you plan to attend any college other than Durham College, please ensure that courses taken meet its admission requirements.

b) ONTARIO COLLEGE DIPLOMA –UNIVERSITY OF ONTARIO INSTITUTE OF TECHNOLOGY (UOIT) COMMERCE ARTICULATION STREAM

Graduates from any two or three year Ontario college diploma or University degree, with a minimum mid-70's average or better, will be considered for admission to UOIT's Bachelor of Commerce (Honours) bridge program. These students complete five bridge courses and once completed, with a minimum cumulative B average, they will enter directly into third year of UOIT's four-year Bachelor of Commerce (Honours) program.

The specific average or standing required for admission varies from year to year. Students are selected by taking into consideration a wide range of criteria including school marks, distribution of subjects taken and performance in subjects relevant to the academic program. Possession of minimum requirements does not guarantee acceptance. Preference will be given to applicants with the best qualifications. Applicants wishing to enrol for May/Sept must apply through the Ontario Universities' Application Centre (OUAC code: DBB). Students can start the General Arts and

Science program in September, January, or May. Interested students should contact Rhonda Christian, Student Advisor, 905-721-2000 ext. 2501 for more information.

IT IS THE STUDENT'S RESPONSIBILITY TO SELECT SUFFICIENT CREDIT HOURS TO MEET THE CERTIFICATE OR DIPLOMA REQUIREMENTS.

PROGRAM LEARNING OUTCOMES

The General Arts and Science program provides the student with the opportunity to:

1. Design ongoing strategies and plans for personal, academic and career development.
2. Acquire specific academic skills which are needed for success in a future program of studies.
3. Develop, through general knowledge gained in a wide range of subjects, insight into both self and society.
4. Extend flexibility and clarity of both thought and expression in order to increase communications competence to a level required by business and industry.
5. Understand and utilize critical thinking processes and problem solving techniques
6. Examine and evaluate various aspects of our changing society to assist in developing a sense of personal and social responsibility as a citizen in society.

Program Specific Academic Policies & Procedures

IMPORTANT NOTE: Due to the nature of the General Arts and Science program, students may be taking courses that are offered through other programs. Therefore, it is imperative that students carefully review each of their course outlines to familiarize themselves with all relevant academic policies and procedures.

The following is a summary of some of the academic policies which are explained in more detail in the Durham College Student Association Handbook. Students are advised to familiarize themselves with college academic policies by reading the Student Handbook and by consulting their Professors and Student Advisor as they plan their program. All policies outlined below are subject to change at any time.

Test and Exam Policies

Please ensure that you bring your Durham College student ID card to ALL tests and exams. Students arriving 20 minutes after the beginning of a test period will not be admitted. No student shall leave any test within the first 20 minutes. Students who arrive thirty minutes late for a formal exam will not be allowed to write the exam and will be subject to the college missed exam policy. There will be no individual re-writes. A student who misses one test, for any reason, may be eligible to write one comprehensive test at the end of the semester. In some cases, the final exam will represent the comprehensive test. Please refer to your course outline for specifics.

Tests and Assignments

Professors will grade tests, assignments or projects within a timeframe appropriate for the evaluation method. If a student is absent from the class in which graded work is reviewed, it is his/her responsibility to contact the professor.

Late Policy

Assignments are due on the date and time given by the subject professor. Course outlines and/or specific assignment guidelines provided to the student will indicate any penalties for late submissions.

Student/Faculty Consultation

Faculty timetables are posted outside of each professor's office. It is the students' responsibility to contact their individual professor to agree on a mutual consultation time.

Electronic Communication and Devices

The college considers the electronic format (i.e. MyCampus, DC Mail or DC Connect) as the primary channel of communication. Students should check the sources regularly for current course information.

It is expected that all electronic devices not being used as direct learning tools be turned off (and put away) during class so that students can focus on the learning environment and also not disturb other students. Those students who do not adhere to this expectation can be asked to leave.

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

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.