



School of Justice & Emergency Services
2014-2015

Office Administration - Legal

PROGRAM GUIDE

INDEX

Welcome Students	1
A Message from the Dean.....	1
A Message from the Vice-President Academic	1
PROGRAM SPECIFIC INFORMATION	2
Contact Information for Dean, Associate Dean, Office Staff & Program Coordinator	2
Field Placement.....	3
Program Information.....	4
Program Description.....	4
Program Learning Outcomes	4
Program of Studies.....	6
Program Specific Academic Policies & Procedures	8
Faculty Advisory System.....	11
SCHOOL OF JUSTICE & EMERGENCY SERVICES	12
Policies	12
ADDITIONAL IMPORTANT INFORMATION	14
Academic Advising - Student Advisors	14
Academic Integrity	14
Aegrotat.....	14
Campus Conflict Resolution Services	15
Centre for Students with Disabilities	17
Continuing Education Course Book.....	17
Course Outlines.....	17
Credit Transfer Information.....	17
Durham College Mission, Vision and Values.....	17
Essential Employability Skills	18
General Education.....	18
Important Dates	18
Learning Management System Usage (LMS).....	18
Library	18
Missed Final Examinations.....	18
Pathways to Degrees	19
Prior Learning Assessment and Recognition (PLAR)	19
Requirements For Promotion	19
Scholarships, Bursaries and Awards.....	20
Student Academic Learning Services (SALS)	20
Student Communications	20
Student Rights and Responsibilities	20

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:	Peggy Hinan	Ext. 7386	peggy.hinan@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 Placement

In the second year, Office Administration -Legal students will complete 170 hours of field placement in a legal office environment. This experience will provide students with practical, hands-on experience and the opportunity to apply the theories and concepts learned in the Office Administration – Legal program classroom.

Field placement hosts offer students excellent learning opportunities in various areas of practice and in a variety of sizes of firms/agencies.

Field Placement will take place in the final semester and will consist of two days per week. The student is expected to complete 170 hours within the final semester (14 weeks).

Students are responsible for obtaining their placement, although assistance will be provided by the field placement coordinator to attempt to place students in a setting which matches their abilities, expectations and interests. The students are evaluated by the employers upon completion of the placement.

Program Information

Program Description

This two-year diploma program will provide you with advanced computer skills and a specialized education that will prepare you for a career as a legal office assistant. Emphasis is placed on the practical demands of the job including confidentiality, professional ethics, meeting deadlines and interpersonal relations.

You will gain a basic understanding of the core areas of legal office administration with an emphasis on the practices and procedures of law including:

- Civil litigation
- Corporate
- Family law
- Criminal
- Landlord and Tenant; and
- Real estate

Specialized terminology and documentation will form the basis on which your keyboarding, word processing and electronic transcription skills are developed. In addition, emphasis will be placed on accuracy, improving communication skills and developing human relations. Computers are an integral part of the legal office environment and you will become familiar with the most commonly used legal software. Keyboarding skills will be assessed upon entry to the program and then improved upon through keyboarding lessons, drills and timed writings. A final keyboarding speed of 50 net words per minute is the objective upon graduation.

Program Learning Outcomes

The graduate has reliably demonstrated the ability to:

1. Apply scheduling, task coordination, and organizational skills to facilitate the completion of tasks and to meet deadlines in the legal environment.
2. Establish and maintain data management systems to ensure organized electronic and paper records for the legal environment.
3. Coordinate the organizing, processing, and responding to electronic and paper communications to facilitate the flow of information in the legal environment.
4. Produce accurate financial records for the legal environment within a specified time frame by compiling information and using appropriate software.
5. Produce accurate legal correspondence by a specified deadline using available computer technology as well as applying recording, editing, and language skills.
6. Use effective interpersonal skills in the legal environment to assist in the completion of individual and team tasks, to ensure effective customer service and to promote the image of the organization.

7. Troubleshoot and show initiative in the creation and production of accurate documentation for civil, corporate, real estate, family and wills and estates law by a specified deadline using computer technology.
8. Provide technical support and training related to computer software to others in the legal environment as required.
9. Use the Internet and its tools in a legal environment to enhance communication and business opportunities.
10. Demonstrate administrative skills to enhance the effective operation of the workplace.

Career options

- Law Firms
- Corporate Legal Departments
- Paralegal Firms
- Financial Institutions
- Government Offices and Insurance Companies

Opportunities for Degree Completion or Additional Credentials

Durham College – School of Justice & Emergency Services:

- Law Clerk Advanced Diploma
- Paralegal Diploma
- Court Support Services (certificate)

OFFICE ADMINISTRATION-LEGAL (2-YEAR DIPLOMA)

COURSE NAME	CODE	PREREQUISITES	COREQUISITES	LECT. HRS	LAB HRS	ALT. DEL. HRS	FIELD PLMT. HRS
SEMESTER 1							
PC LAW ACCOUNTING	ACCT 1312			0	2		
COMMUNICATIONS I	COMM 1335			3	0		
AUTOMATED LAW OFFICE PROCEDURES I	COMP 1382			0	3		
G INTERPERSONAL AND GROUP DYNAMICS	COMM 2326			3	0		
CRIMINAL LAW	LAW 1208			2	0	1	
CANADIAN LAW	LAW 1320			3	0		
SUCCEEDING IN A LEGAL ENVIRONMENT	LEGL 1301			2	0		
				13	5	1	0
SEMESTER 2							
AUTOMATED LAW OFFICE PROCEDURES II	COMP 2371	COMP 1382		0	3		
CIVIL LITIGATION ADMINISTRATION	CILI 2300	LEGL 1301 LAW 1307		0	3		
COMMUNICATIONS II FOR LEGAL ADMINISTRATION	LECM 2321	COMM 1335		3	0		
REAL ESTATE ADMINISTRATION	LAW 1210	LAW 1307		0	4		
G ADR-ALTERNATIVE DISPUTE RESOLUTION	GNED 1103			3	0		
LEGAL RESEARCH I	RESR 2301	LAW 1307		0	2	1	
				6	12	1	0
SEMESTER 3							
ETHICS AND PROFESSIONAL RESPONSIBILITY - LEGAL	ETHC 3303	LEGL 1301 LAW 1320		2	0		
FAMILY LAW ADMINISTRATION	FLAW 3300	LAW 1307		0	4		
FIELD PLACEMENT PREPARATION	FWKP 3301	LEGL 1301 SPEC 0000		2	0		
CORPORATE ADMINISTRATION	LAW 1211	LAW 1307		1	2		
LEGAL TRANSCRIPTION	LTRN 3302	COMP 2371 LAW 1210	FLAW 3300 LAW 1211	0	4		
G GENERAL EDUCATION ELECTIVE	GNED 0000			3	0		
CUSTOMER SERVICE	SERV 1302			2	0		
				10	10	0	0

OFFICE ADMINISTRATION - LEGAL

COURSE NAME	CODE	PREREQUISITES	COREQUISITES	LECT. HRS	LAB HRS	ALT. DEL.	FIELD PLMT. HRS
SEMESTER 4							
RESIDENTIAL LANDLORD & TENANT LAW	LAW 2304			0	2	1	
SMALL CLAIMS COURT I	CIVL 1301			2	1		
AUTOMATED LAW OFFICE III	COMP 4312	COMP 2371		0	3		
FIELD PLACEMENT	FWK 4401	SPEC 0000		0	0		170
G GENERAL EDUCATION ELECTIVE	GNEC 0000			3	0		
WILLS & ESTATE ADMINISTRATION	WILL 4400	LAW 1320		1	2		
				6	8	1	170

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.

Eligibility for placement is the successful completion of ALL courses in all previous semesters EXCEPT GNEC courses.

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.

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.

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.

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.).

Computer Policies

- **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 will be required, in their particular discipline, to prepare either a portfolio or precedent binder for submission in some subjects or for field placement purposes using work completed in other subjects. It is required 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.
- **Electronic Storage Device Audits.** The instructor, from time to time, may complete random electronic storage device audits. The student, when requested by the instructor, will be required to produce his or her storage device to the instructor for audit purposes.
- **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.
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 the 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 may also print course outlines for courses where they wish to apply for subject 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 with a cumulative GPA of less than 1.5 will not receive an invoice for the next academic 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>