



School of Science & Engineering Technology 2014-2015

Biotechnology Advanced	includes Fast Track
Chemical Laboratory Technician	
Chemical Engineering Technology	includes Fast Track
Environmental Technology	includes Fast Track
Pharmaceutical and Food Science Technology	includes Fast Track
Water Quality Technician	

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

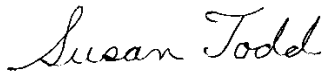
WELCOME STUDENTS

A Message from the Dean and Vice President, Academic

Thank you for choosing Durham College's School of Science and Engineering Technology to further your education. It is a great pleasure for the faculty and staff to guide and assist you in reaching your goals. The purpose of this Program Guide is to provide you with information relating to **all areas** of the college, including important dates and deadlines, all services offered to students to assist in both academic life and life in general.

Your chosen program has been designed to provide you with the theoretical and hands on experience which will enhance and enrich your resume. Durham College provides a great many services for students so please do not hesitate to take advantage of them. Your professors are all dedicated professionals chosen for their knowledge and excellence in your field of study. They will be more than happy to share this knowledge and guide you along your journey.

The School of Science and Engineering Technology takes pride in our mission to encourage a progressive, motivating and experiential learning environment which produces exceptional graduates who exceed employer and industry standards. We welcome you and wish you every success!



Susan Todd, Dean

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 SCIENCE AND ENGINEERING TECHNOLOGY
Contact Information Oshawa/Whitby Campus – fall 2014**

Administration/ Support Staff Name	Office #	Phone Voice Ext. Voice Mail	E-mail Addresses	Position
Todd, Susan (A)	H140F Osh 117A Whitby	2319 2319	susan.todd@durhamcollege.ca	Dean
Calhoun, Maureen (A)	H140D Osh 117A Whitby	2168 2168	maureen.calhoun@durhamcollege.ca	Associate Dean
Head, Jenni-Lynn (S)	H140	3060 3060	jenni-lynn.head@durhamcollege.ca	Administrative Assistant
Dillon, Linda (S)	H140E	2545 2545	linda.dillon@durhamcollege.ca	Administrative Coordinator
Green, Maureen (S)	H140A Osh Rm. 117 Whitby	2383 2383	maureen.green@durhamcollege.ca	Student Advisor/Admin. Support
Knihnisky, Steve (S)	H230B	2378 2378	steve.knihnisky@durhamcollege.ca	IMC Technician
MacKay, Dave (S)	H220	2767 2767	dave.mackay@durhamcollege.ca	Electronics Technologist
Myers, Jeff (S)	H166D	2385 2385	jeff.myers@durhamcollege.ca	Mechanical Technologist
Oberg, Stacey (S)	A210	2210 22101	stacey.oberg@durhamcollege.ca	Science Lab Technologist, Oshawa Campus
Rigby, Terry (S)	22-28 Whitby	4203 4203	terrence.rigby@durhamcollege.ca	Field Laboratory Technologist
Thompson, Craig (S)	A210	2210 22102	craig.thompson@durhamcollege.ca	Science Lab Technologist

Field Placement

Field training provides valuable experience in the workplace. When on field placement, students must realize that their behaviour reflects upon the entire student body and the image of the college. Students are expected to act in a professional manner. This includes punctuality and regular attendance. It is **strongly recommended** that students do not carry any outstanding courses in third year to ensure that they meet field placement pre-requisite requirements and graduation deadlines.

Evaluation criteria and weighting

- ❖ In order to be eligible to graduate, the student must successfully complete a minimum of 80 hours on the job placement in his/her chosen field and 5 hours of required workshops on or before May 13, 2015.
- ❖ The student must have the employer complete and sign the “student evaluation form” and submit the form to the Student Advisor in the Technology Office (H140A) on or before May 13, 2015. **The evaluation must indicate a satisfactory rating.** Please be aware that employers may also be contacted by the Student Advisor or the Program Coordinator.
- ❖ If a student does not successfully complete his/her placement requirements he/she will not be eligible to graduate.
- ❖ The student must also submit a completed tracking form (Task Log) to the Student Advisor in the Technology Office (H140A) on or before May 13, 2015. This tracking form (Task Log) is attached to the employer evaluation form in your placement package and must be **signed** by the employer.

Terms and conditions of placement

Students must have a minimum 2.0 GPA and have successfully completed all of their first and second year courses before they can begin their placement. Exceptions may be made with the written consent of the Dean.

Placement must be completed before final grades are due in order to graduate.

Placement comes in different formats for different programs. The minimum requirement is that each student obtains at least 80 hours of program related, practical work experience in his/her chosen field plus 5 hours required workshops.

The placement options are:

- 1) One day a week during the fall and/or winter semester for a minimum of 80 hours.
- 2) A summer position after second year related to your field of study.
- 3) An “internship” for 4, 8, 12 or 16 months.
- 4) A prior work experience with proper approval and documentation.
- 5) Working during a block period of time such as the Xmas break, Reading week or in May once all course work is complete.

Students are responsible for their own transportation, safety glasses and safety boots. Placement should be treated as a job and proper work attire should be worn. If sick, it is the student’s responsibility to call his or her workplace supervisor. In addition, any work issues should be discussed with support person first. If there is no resolution, please speak to the Program Coordinator or Maureen Green, the Student Advisor in H140A.

Should the field placement assignment not meet the needs of the student, the student, in conjunction with the placement coordinator will attempt to find another placement company for the student. The student should notify the field placement coordinator within two weeks of the assignment if alternate arrangements need to be made.

In addition, the Coordinators receive leads from employers in regard to the employer’s placement requirements. These leads are then passed on to the students but may be subject to change from year to year.

Program Information

Biotechnology Advanced 3 Year Diploma

Program Description

The Biotechnology Advanced program at Durham College prepares students to obtain employment in a wide variety of science-related industries including pharmaceuticals, biosciences, agriculture, biomedical research, bioremediation, and energy production.

Students develop highly transferrable laboratory skills in cell biology, microbiology, bioprocessing, analytical instrumentation, biochemistry, and pharmaceuticals that are essential to the biotechnology industry.

In our Biotechnology Laboratory, students conduct extensive experiments in cell and molecular biology in order to develop essential laboratory skills. Students learn how to isolate and manipulate DNA, to purify and characterize proteins, and to grow and maintain cells in tissue culture. Once basic skills have been developed, they are applied to real-world research projects in order to develop more advanced research, data management, and communications skills.

In our newly renovated Microbiology laboratory, Biotechnology students learn a wide variety of microbiological techniques including the cultivation, enumeration, isolation and identification of pathogenic microorganisms. In their final semester, students use biological organisms to actively manufacture a chemical product used in an industrial process.

Students also develop a clear understanding of regulatory affairs and ethical implications of the Biotechnology industry and its influence on society. A work placement program in third year allows students to utilize their newly acquired skills and gain valuable industry related experience.

Advantages at Durham College:

State-of-the-art biotechnology research laboratory for experiments in cell and molecular biology
Extensive hands on student access to highly specialized analytical equipment in our newly renovated instrumentation laboratory

Four semesters of study in our newly renovated, fully-equipped, microbiology laboratory
PSG (Pharmaceutical Sciences Group) scholarships awarded to students who achieve academic excellence in the Biotechnology Advanced program

Advanced Standing:

Students with post-secondary credits may be considered for advanced standing on an individual basis.

Fast Track Opportunity:

Both domestic and internationally educated students with a Bachelor of Science (BSc) may be eligible for a compressed, fast track opportunity to complete diploma requirements in two semesters. Along with a BSc, students must also show successful completion of two university level chemistry credits and one biochemistry credit.

Qualified graduates of this program may be eligible to apply their academic credits towards further study. See Credit Transfer Information under Additional Important Information in the Index.

For further information, please see the Durham College Pathways to Degrees under Additional Important Information.

Durham College Biotechnology graduates are working in a variety of positions including:

Pharmaceutical technologist,
Immunology technologist,
Food technologist,
Microbiological technologist,
University laboratory research assistant
Clinical study technologist,
Pharmaceutical sales manager,
Instrumentation technologist,
QA/QC technologist,
Production technologist,
Bioprocessing laboratory technologist

Synopsis of the Vocational Learning Outcomes

Biotechnology – Advanced (Ontario College Advanced Diploma)

The graduate has reliably demonstrated the ability to

1. perform laboratory duties independently and in compliance with pertinent legislation and regulations, as well as biotechnology standards and guidelines.
2. collaborate in implementing and evaluating quality control and quality assurance procedures to meet organizational standards and requirements.
3. select and implement best practices for sustainability.
4. complete complex biotechnological applications using advanced principles of chemistry, biology and biostatistics as well as basic principles of physics.
5. co-ordinate, implement and validate laboratory procedures to carry out quantitative and qualitative tests and analyses.
6. co-ordinate, implement and validate standard cell culture procedures under aseptic conditions.
7. co-ordinate, implement and validate molecular biology procedures.
8. manage biological data to support biological scientists and researchers in capturing, organizing/summarizing and storing their data.
9. prepare, analyze, interpret, maintain and communicate scientific data effectively.
10. develop and present a strategic plan for ongoing personal and professional development to enhance work performance.
11. apply basic business principles to biotechnology practices.

Note: The learning outcomes have been numbered as a point of reference; numbering does not imply prioritization, sequencing, nor weighting of significance.

Chemical Laboratory Technician (January or September start)

2 Year Diploma

Program Description

This two year program provides students with entry level qualifications for a chemical and/or biological laboratory technician position in industry. Students will gain the necessary skills required to work in a laboratory environment in a broad range of industries. Students will be able to apply their skill set to both biological, chemical and instrumental methods of analysis within a supportive role in various quality control/quality assurance or research and development laboratory settings. Employment may be found in various industry laboratories where technicians are required to set up and conduct experiments, tests and analyses. Graduates may also assist in the set up and conduction of chemical experiments, operate and maintain laboratory equipment, compile records and interpret experimental or analytical results, as well as assist in developing and conducting sampling and data analysis.

Employment Opportunities

Graduates of this program will be equipped with the skills and knowledge to find employment as any of the following:

- Chemical lab technicians
- Biological lab technicians
- Validation and documentation technicians
- Quality control technicians
- Analytical technicians
- Biochemistry technicians
- Formulation technicians
- Laboratory technicians
- Pilot plant technicians
- Chemical laboratory assistants

Potential employers may include:

- Federal and provincial governments
- Food product companies
- Pharmaceutical companies
- Chemical product manufacturers
- Industrial chemical manufacturers
- Environmental laboratories
- Scientific companies

After successful completion of the program, students may elect to graduate with an Ontario College diploma or continue their education by enrolling for approximately an additional year in other full-time advanced diploma science programs offered at Durham College.

Qualified graduates of this program may be eligible to apply their academic credits towards further study. See Credit Transfer Information under Additional Important Information in the Index.

For further information, please see the Durham College [Pathways to Degrees](#) under Additional Important Information.

Synopsis of the Vocational Learning Outcomes

Chemical Laboratory Technician Program Standard

The graduate has reliably demonstrated the ability to

1. Apply mathematical, physical, and chemical concepts to routine tasks such as the analysis and synthesis of chemical compounds and samples.
2. Conduct basic manual quantitative and qualitative analyses accurately, using prescribed laboratory procedures.
3. Prepare organic and inorganic compounds using standard synthetic and purification procedures.
4. Perform routine statistical calculations to report the results of analyses.
5. Perform instrumental chemical analysis and report the quantitative/qualitative results.
6. Apply basic computer skills relevant to the chemical laboratory technology field.
7. Perform established Quality Assurance and Quality Control procedures to ensure that processes remain within designated limits.
8. Perform all assigned work in compliance with occupational health, safety, and environmental law, legislation, and regulations; established policies and procedures; and in accordance with ethical principles.
9. Apply problem-solving skills to chemical laboratory technology.
10. Use interpersonal and communication skills appropriate to the chemical laboratory technology environment.
11. Develop a plan for continued professional growth.

Note: The learning outcomes have been numbered as a point of reference; numbering does not imply prioritization, sequencing, nor weighting of significance.

Chemical Engineering Technology

3 Year Diploma

Program Description

Chemical Engineering Technology is about creating value through chemical conversions all the way from lab-scale processes to optimizing full plant operations, and this program provides training to enable graduates to do this. Applications include manufacture of high-tech polymers, water treatment operations, catalytic conversions, nuclear power and other fuel sources. Chemical engineering technologists play key roles in each of these areas.

This program will provide you with hands-on experience and a solid background in analytical chemistry, organic chemistry, nuclear physics and instrumental analysis including chromatography and spectroscopy, as well as process control and sustainability. Working alone and in teams, first-hand experience is emphasized through our fully equipped Analytical Instrumentation laboratory. The core of the program will give you training and experience in the handling, analyzing, monitoring, processing and properties of a wide variety of chemicals.

Safety and environmental compliance are both emphasized in the course as chemical engineering technologists take processes from cradle to grave. Work placement in the program provides valuable contacts and experience.

Employment Opportunities

Graduates will have a broad range of job opportunities in mining and refining, chemical conversion industries, plastic and polymer manufacturing, nuclear power, alternate power generation, pharmaceutical applications or the preservation of the environment. Typical career options in these fields include:

Process coordinator or supervisors

Machine operators

Laboratory positions performing analysis, quality control and standardization

Research and development

Technical Support

Sales

Advanced Standing:

Students with post-secondary credits may be considered for advanced standing on an individual basis.

Fast Track Opportunity:

Both domestic and internationally educated students with a Bachelor of Science (BSc) may be eligible for a compressed, fast track opportunity to complete diploma requirements in two semesters.

Along with a BSc students must also show successful completion of two university level chemistry credits

Qualified graduates of this program may be eligible to apply their academic credits towards further study. See Credit Transfer Information under Additional Important Information in the Index.

For further information, please see the Durham College Pathways to Degrees under Additional Important Information.

Synopsis of the Vocational Learning Outcomes

Chemical Engineering Technology (Ontario College Advanced Diploma)

The graduate has reliably demonstrated the ability to

1. perform all work in compliance with relevant statutes, regulations, standards, practices and guidelines.
2. implement, co-ordinate and evaluate quality control and quality assurance procedures to meet organizational standards and requirements.
3. troubleshoot industrial or chemical processes and laboratory equipment.
4. solve complex problems and perform tasks by applying principles of mathematics, physics, chemistry and chemical engineering.
5. perform, co-ordinate, implement and validate laboratory procedures to conduct quantitative and qualitative analyses and tests.
6. prepare and purify compounds using standard synthesis and purification procedures.
7. maintain and control industrial or chemical processes and assist with their design using chemical engineering principles.
8. analyze and interpret data using statistical methods.
9. select and use current technologies in chemical engineering tasks and projects.
10. prepare, modify, interpret and present technical documents for chemical engineering applications.
11. apply best practices for sustainability.
12. develop strategies for ongoing personal and professional development to enhance work performance in a multi-disciplinary workplace.

Note: The learning outcomes have been numbered as a point of reference; numbering does not imply prioritization, sequencing, nor weighting of significance.

Environmental Technology

3 Year Diploma

Program Description

Pursue a career protecting the environment. Statistics Canada has identified Environmental Technology as one of the top three emerging employment sectors.

The Environmental Technology program focuses on the chemical and biological sciences as they relate to environmental pollution. An emphasis is placed on groundwater and surface water quality, soil and waste management, recycling in urban and industrial settings and air monitoring. Students will also examine environmental regulations and review their social and economic impacts on communities.

Training and experience in the handling, analysis and monitoring of a wide variety of biological and chemical parameters linked to pollution are at the heart of the program. First-hand field and laboratory experience is emphasized. Environmental problems and concerns are constantly changing. Our aim is to always adapt in order to stay at the leading edge of these changes.

A work placement program in third year allows you to work one day per week for a company while completing your studies at Durham College.

Advanced Standing

Students with post-secondary credits may be considered for advanced standing on an individual basis.

Fast Track Opportunity:

Both domestic and internationally educated students with a Bachelor of Science (BSc) may be eligible for a compressed, fast track opportunity to complete diploma requirements in two semesters.

Along with a BSc students must also show successful completion of two university level chemistry credits.

Qualified graduates of this program may be eligible to apply their academic credits towards further study. See Credit Transfer Information under Additional Important Information in the Index.

For further information, please see the Durham College [Pathways to Degrees](#) under Additional Important Information.

Employment Opportunities

The Environmental program is intended to provide the technological background for graduates to work in areas of environmental concern. The focus of the program is to train students in the chemical and biological sciences as they relate to such areas as monitoring of air, water quality and waste management with the social, community and planning elements of this multi discipline business. Graduates of the Environmental Technology program will be qualified to work in the following areas:

- air monitoring
- private laboratories
- quality analysis and quality control departments
- energy sectors
- waste management
- recycling
- conservation authorities
- chemical production and processing (i.e. process control, quality control inspection)
- environmental and engineering consulting firms
- government agencies and laboratories (i.e. Ontario Ministry of the Environment, Ontario Ministry of Energy, local municipalities)
- industrial laboratories (i.e. quality control labs or analytical labs)
- scientific equipment sales and technical support
- water and waste treatment facilities

Synopsis of the Vocational Learning Outcomes

Environmental Technology (Ontario College Advanced Diploma)

The graduate has reliably demonstrated the ability to

1. Collect representative environmental samples, perform routine and specialized tests and interpret results, using current and relevant tools.
2. Identify, select and use scientific concepts and models in the prevention, control and elimination of environmental hazards and in the remediation of contaminated sites.
3. Analyze water/soil/air samples in a manner that contributes to the resolution of environmental problems through the selection and application of relevant scientific and engineering principles.
4. Participate in the planning, design, implementation and maintenance of environmental projects, following standard procedures.
5. Promote and maintain sustainable practices by applying the elements of ecosystem-based management.
6. Carry out work responsibilities adhering to standards of professional conduct and principles of professional ethics.
7. Suggest strategies aimed at ensuring all tasks are completed in adherence to occupational health and safety standards and applicable legislative requirements.
8. Contribute to the development, implementation and maintenance of environmental management systems.
9. Provide ongoing support for project management.
10. Communicate technical information accurately and effectively in oral, written, visual and electronic forms.
11. Develop and present strategies for ongoing personal and professional development to enhance performance as an environmental technologist.

Note: The learning outcomes have been numbered as a point of reference; numbering does not imply prioritization, sequencing, nor weighting of significance.

Pharmaceutical and Food Science Technology

3 Year Diploma

Program Description

The Pharmaceutical and Food Science Technology program focuses on the essential skills in biology, microbiology and chemistry to provide graduates with the background to pursue a rewarding career in a number of industries.

The Food Industry in Ontario ranges from small independently owned and operated companies to large multinational companies. It is one of the largest manufacturing industries in the province. Pharmaceutical companies also have a large presence in Ontario from large name-brand companies to specialty contract production companies. Graduates also have the skills needed to work in a number of allied industries in a number of job types.

Food analysis and quality control, food safety and new product development are all skills you will learn in this program. In addition, the testing of pharmaceutical products using sophisticated instrumentation is taught in our well-equipped laboratories. You will learn about regulations, quality assurance, production and evaluation of both foods and pharmaceuticals.

Our microbiology laboratory provides the skills required to test consumer products for microbial contamination and to isolate and identify the microbes responsible. You will graduate with a strong background in biological and chemical techniques in addition to specialized knowledge of the industry and how it operates. A work placement program in the third year of the program provides an opportunity to obtain some valuable work experience in a related industry.

Our graduates have been very successful over the history of the program and often participate in career nights and on program advisory committees to make sure our programs stay current.

The Canadian Institute of Food Science and Technology (CIFST) and The Ontario Food Protection Association (OFPA) have and will continue to donate cash awards to our students for academic excellence. This is a unique program in Ontario and local employers repeatedly require the technical expertise of our graduates.

Employment Opportunities

The program provides the students with the technical and personal management skills necessary to work in:

- research laboratories
- new product development laboratories
- product testing
- quality control laboratories
- processing /manufacturing
- administration
- marketing and/or salesin various food, pharmaceutical or cosmetic industries

Some Related occupations:

- food safety co-ordinator
- QA manager
- biochemical technologist
- chemical technologist
- food science technologist
- microbiological technologist
- HACCP co-ordinator

Advanced Standing

Students with post-secondary credits may be considered for advanced standing on an individual basis.

Fast Track Opportunity:

Both domestic and internationally educated students with a Bachelor of Science (BSc) may be eligible for a compressed, fast track opportunity to complete diploma requirements in two semesters. Along with a BSc students must also show successful completion of 2 university level chemistry credits.

Qualified graduates of this program may be eligible to apply their academic credits towards further study. See Credit Transfer Information under Additional Important Information in the Index.

For further information, please see the Durham College [Pathways to Degrees](#) under Additional Important Information.

Synopsis of the Vocational Learning Outcomes

Pharmaceutical and Food Science Technology

The graduate has reliably demonstrated the ability to

1. Apply mathematical, physical, biological and chemical concepts to the performance of assigned tasks and the analysis of problems.
2. Perform quantitative and qualitative analyses and tests using appropriate laboratory procedures, and interpret the results.
3. Prepare organic and inorganic compounds using standard synthetic and purification procedures.
4. Perform microbiological techniques and procedures under aseptic conditions for use in quality control and research and development.
5. Perform statistical calculations to report the results of analyses and tests.
6. Perform relevant Quality Assurance and Quality Control procedures.
7. Apply computer skills relevant to the food and pharmaceutical technology field.
8. Maintain and troubleshoot process and laboratory equipment.
9. Analyze the operation of food and pharmaceutical processes.
10. Apply problem-solving skills to food and pharmaceutical technology.
11. Use interpersonal and communication skills appropriate to the food and pharmaceutical environment.
12. Ensure that all tasks are completed in compliance with applicable municipal, provincial, and federal requirements.
13. Obtain practical industrial work experience.
14. Develop a plan for continued professional growth.

Note: The learning outcomes have been numbered as a point of reference; numbering does not imply prioritization, sequencing, nor weighting of significance.

Water Quality Technician

2 Year Diploma

Program Description

Public health depends on superior management of water quality and a team of professionals is required to ensure safe water for residents of Ontario. The Water Quality Technician program is designed to provide training in water and waste water treatment, water distribution, waste water collection, and environmental monitoring. Students in this program will receive specific education and develop skills to meet the requirements of municipalities with water and waste water treatment systems, water use industries, and environmental monitoring agencies.

The focus of the training includes the impact that water quality has on human health, environmental quality, engineering concepts, and professional responsibility relating to co-workers, the public and regulators. Targeted skills development includes knowledge development in the areas of operations of water and waste water systems; systems design concepts and blue print reading; chemistry and mathematics relating to water quality, treatment and analysis; microbiology, emerging pathogen risks and public health concepts; sampling and laboratory techniques and data interpretation; hydrology; and conflict management, problem solving and effective communications.

Field placement allows students to utilize their applied training and further develop hands-on competencies that are critical to developing public trust in water quality.

New government legislation requires that all operators of municipal water and waste water treatment plants be certified. Graduates will have the opportunity, once they are employed, to become certified under the Ontario Environmental Training Consortium and the Ontario Ministry of Environment.

Advanced Standing

Students with post-secondary credits may be considered for advanced standing on an individual basis.

Qualified graduates of this program may be eligible to apply their academic credits towards further study. See Credit Transfer Information under Additional Important Information in the Index.

For further information, please see the Durham College [Pathways to Degrees](#) under Additional Important Information.

Employment Opportunities

Public health depends on superior management of water quality. You can be part of the professional team that will ensure safe water for residents of Ontario. Graduates of this program will have the necessary knowledge and training required to attain employment within the water and waste water treatment plants, water distribution and waste water collection centers across Canada. In addition, graduates may attain employment within other water use industries, environmental monitoring agencies and regulatory branches.

Synopsis of Program Vocational Learning

Water Quality Technician program

The graduate has reliably demonstrated the ability to:

1. Work independently and with others to conduct tests related to water and waste water in the lab and field.
2. Analyze and interpret test results for clients or supervisors.
3. Collaborate with individuals in testing and troubleshooting equipment at water and waste water plant facilities.
4. Make decisions based on an understanding of Ontario environmental legislation affecting waste water treatment plants, scope and authority of certificates of approval, owner/operator responsibilities.
5. Collaborate on basic design concepts and operational techniques of industrial and municipal water treatment systems.
6. Collaborate with others in providing emergency responses to plant issues.
7. Contribute to the design of water supply pumping systems, pipe networks and distributed storage reservoirs.
8. Develop and implement risk management strategies for hazardous and non-hazardous industrial waste.

Note: The learning outcomes have been numbered as a point of reference; numbering does not imply prioritization, sequencing, nor weighting of significance.

Websites for the School of Science and Engineering Technology programs Program of Studies

Architectural Technician/Technologist

<http://www.durhamcollege.ca/programs/architectural-technician>
<http://www.durhamcollege.ca/programs/architectural-technology>

Biomedical Engineering Technology/Biomedical Engineering Technology Fast-Track

<http://www.durhamcollege.ca/programs/biomedical-engineering-technology>
<http://www.durhamcollege.ca/programs/biotechnology-advanced-compressed-fast-track>

Biotechnology Advanced/Biotechnology Advanced Fast-Track

<http://www.durhamcollege.ca/programs/biotechnology-advanced>
<http://www.durhamcollege.ca/programs/biotechnology-advanced-compressed-fast-track>

Chemical Engineering Technology/Chemical Engineering Technology Fast-Track

<http://www.durhamcollege.ca/programs/chemical-engineering-technology>
<http://www.durhamcollege.ca/programs/chemical-engineering-technology-compressed-fast-track>

Chemical Laboratory Technician

<http://www.durhamcollege.ca/programs/chemical-laboratory-technician>

Electro-Mechanical Engineering Technology

<http://www.durhamcollege.ca/programs/electro-mechanical-engineering-technology>

Electronics Engineering Technician/Electronics Engineering Technology/Electronics Engineering Technology Fast-Track

<http://www.durhamcollege.ca/programs/electronics-engineering-technician-two-year>
<http://www.durhamcollege.ca/programs/electronics-engineering-technology-three-year>
<http://www.durhamcollege.ca/programs/electronics-engineering-technology-compressed-fast-track>

Energy Management Sustainable Building Technology

<http://www.durhamcollege.ca/programs/energy-management-and-sustainable-building-technology>

Environmental Technology/Environmental Technology Fast-Track

<http://www.durhamcollege.ca/programs/environmental-technology>
<http://www.durhamcollege.ca/programs/environmental-technology-compressed-fast-track>

Horticulture-Food and Farming

<http://www.durhamcollege.ca/programs/food-and-farming>

Horticulture Technician

<http://www.durhamcollege.ca/programs/horticulture-technician>

Mechanical Engineering Technician

<http://www.durhamcollege.ca/programs/mechanical-engineering-technician>

Mechanical Engineering Technician Non-Destructive Evaluation/Mechanical Engineering Technician Non-

Destructive Evaluation Fast-Track

<http://www.durhamcollege.ca/programs/mechanical-engineering-technician-non-destructive-evaluation>
<http://www.durhamcollege.ca/programs/mechanical-engineering-technician-non-destructive-evaluation-compressed-fast-track>

Mechanical Engineering Technology

<http://www.durhamcollege.ca/programs/mechanical-engineering-technology>

Pharmaceutical and Food Science Technology/Pharmaceutical and Food Science Technology Fast-Track

<http://www.durhamcollege.ca/programs/pharmaceutical-and-food-science-technology>
<http://www.durhamcollege.ca/programs/pharmaceutical-and-food-science-technology-compressed-fast-track>

Water Quality Technician

<http://www.durhamcollege.ca/programs/water-quality-technician>

Durham College Academic Policies & Procedures

To view the Durham College Academic Policies & Procedures, please go to: www.durhamcollege.ca/academicpolicies

Science and Engineering Administrative Policies

Communication/MyCampus

Regular communication between college staff and students is very important to ensure that students stay informed about special events, changes in programming and various deadlines. The School of Science and Engineering Technology office will use MyCampus (DC Mail) email to alert you to important details about your program. You are requested to visit MyCampus often to view campus-wide announcements and to check your MyCampus email account.

Professors will confirm their preferred method of communication. Emails sent to professors and/or staff must be professional in appearance and content. Inappropriate emails will be retained and a copy forwarded to the dean or associate dean for appropriate action.

Timetables and timetable changes

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) 721-3333. MyCampus provides students with the ability to modify timetables at specified times as listed in the Academic Calendar (posted on MyCampus). **Please note: students have the responsibility to ensure that all of their required courses are on their schedules.** Assistance is available via your Student Advisor. Should you find a discrepancy on your timetable, **seek assistance immediately.**

Disclaimer

Because of our commitment to continuous improvement of our curriculum, there may be some changes in courses offered. If this occurs, we will notify those affected.

Course/program changes

Adding and/or deleting courses or changing a program must be done within the first week of course or program commencement.

Application for a course credit

Applications must be submitted to the Registrar’s Office no later than two weeks from the course commencement.

Emergency Calls

The School of Science and Engineering Technology staff will accept messages for students in the event of a family emergency. Please make sure that anyone in your life who needs to locate you during class time for reasons other than an emergency has a copy of your timetable (e.g. classmates, family, day care provider, and employer). The staff is unable to release your schedule information to anyone due to the Freedom of Information Act.

Freedom of Information

Freedom of Information/Protection of Privacy - Pursuant to the Freedom of Information & Protection of Privacy Act, the School of Science and Engineering Technology office may not release any personal information regarding a student. This includes academic standing, personal data, timetable information etc. without a signed Release of Information form initiated by the student.

Course Completion/Attendance

Minimum course completion and attendance requirements will be specified in the course outlines. Students must be present and complete a lab before a report can be accepted unless alternative work is assigned. Students must attend their assigned lab period unless excused by the professor (due to exceptional circumstances). Class attendance and participation will enhance your opportunities for success. Please refer

to the course outline for specific expectations for each course.

Assignments

Students should keep back-up copies of all assignments in case the original is lost. Electronic submission of assignments is at the option of the professor. Assignments submitted electronically must be in the software format as stated specifically by your professor. Attachments that will not open are the responsibility of the student and subject to the late penalty.

Handing in/Returning of Reports/Assignments

Deadlines will be clearly specified in each course outline and all submissions must meet specified guidelines as detailed by the section professor. Academic penalties for late assignments will be specified in course descriptions. This may be up to non-acceptance of assignment and a mark of zero. A secure method of handing in and returning reports will be specified by each professor.

Faculty will return tests/assignments to students within a **three** week time frame. Confidentiality will be maintained and tests, grades, or assignments will not be posted or left in areas for students to pick up.

Academic Dishonesty

Efforts will be made to deny opportunities for dishonesty. These may involve changing rooms, having more than one invigilator, providing exam booklets, disallowing personal items etc. Any student caught cheating will be dealt with under the Durham College Academic policy.

<http://www.durhamcollege.ca/wp-content/uploads/ACAD-101-Academic-Integrity.pdf>

Examinations

In this section, a final examination is defined as an invigilated comprehensive evaluation given just after regularly scheduled classes. (Week 15) Final examinations will be held for courses as specified in the course outline. A final examination will be comprehensive, and examination questions should reflect the approximate time weighting specified in the course outline.

Prerequisite courses

Course prerequisites exist to promote student success. Exceptions to the established prerequisite course structure are not permitted. Students who do not have all credits completed from previous semesters may not be eligible for a full-time course load due to required prerequisites. Students with “non-standard” scheduling needs are urged to review their academic plan with the Student Advisor each semester.

Repeating courses

Durham College’s grading and promotion policy states that courses may be repeated only once without approval from the Dean or designate. The School of Science and Engineering Technology approves repeating of courses for all Science and Engineering students who are repeating a course a second time or more. Students are encouraged to meet regularly with the Student Advisor if they are struggling with academic success.

Withdrawing from a course

All withdrawals must be done within the first two weeks of the start of any module with no record notes on the student’s transcript. Students withdrawing from a course during week three, four or five of the start of the module will have the course recorded as a ‘W’ (withdrawn) on their transcript. Students may not withdraw from a course during the last two weeks of the module in which they are enrolled. After this date, all courses will be graded and recorded on the student’s transcript. Please refer to the “Important Dates” section for a listing of withdrawal deadlines.

Graduation Requirements

Students must have a minimum GPA of 2.0 to be eligible for graduation. In addition, a student must have successfully completed all required courses. A student who has a GPA of less than 2.0 should contact the School of Science and Engineering Technology office to arrange for academic counselling. Please refer to the academic policies posted on the Durham College website, www.durhamcollege.ca/policies, for more 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. Students must complete an application for graduation on MyCampus or via paper form in Registration.

Application for graduation

Applications for graduation for those wishing to graduate at the June Convocation are available online via MyCampus in January and due by a specified deadline (usually mid-February). A diploma will not be prepared until the application is received. Applications for graduation for the October Convocation are usually due by mid-September. Check MyCampus for deadline dates and updates.

Computer Labs

Computer labs are reserved for coursework. Games are not permitted. Adult material must not be displayed at any time. Please refer to the Information Technology Acceptable Use policy posted on the Durham College website www.durhamcollege.ca/policies. Note: afterhours access to labs is unique by course and must be approved by the professor. Students must sign in and out with Security.

Laptop & Desktop Computers: (Instant Messaging, (MSN, etc.) Chat, Gaming, Cell phones)

Research studies and feedback have shown that these activities can cause a distraction to other students. They are not acceptable classroom behaviours. Students involved in chatting or gaming during a teaching session will be asked to leave the classroom.

Safety in Science Labs

Before students begin working in the laboratories they must undergo **documented** safety training and evaluation. This is available on line through Durham Connect (D2L) and must be completed before admittance to any laboratory. Students who endanger themselves or others in the lab will receive a warning and a written report (Academic Alert Form). After the second occurrence the student will be required to meet with the dean. After the third occurrence the student will be asked to withdraw from the course. Please refer to the Lab Safety Regulations for detailed expectations.

Missed Laboratories

If a student misses a lab due to illness, documentation must be provided. If documentation cannot be provided, the student will receive a mark of zero for the missed lab. If a student misses labs due to compassionate reasons, a note from the program manager/coordinator will be required. Students will not write up a laboratory report for labs they did not attend.

Lab Cleanliness

Everyone is expected to leave the labs clean and neat. Course outlines may specify an academic reward/penalty to encourage this. Students will not be signed out of the laboratory until their work area is clean and tidy.

Placement

Students must have a 2.0 GPA and no failures or outstanding courses in order to qualify for placement in third year. Students must successfully complete 80 hours of on the job placement in their chosen field and five (5) hours of required workshops. Proper documentation must be provided to Maureen Green in the Technology Office (H140) before May 15th in the graduating year.

Examinations

- a) Graduating students requesting exemption from final exams because of employment must provide their dean or designate with a letter from their potential employer explaining the situation. The opportunity must be for a full time permanent position in a program related field. The student's grades must be reviewed in order to ensure that the student is in good standing, maintaining a minimum 2.0 GPA and eligible to graduate with Aegrotat already on file.
- b) Students writing exams in the Student Academic Learning Centre, see Table of Contents for specific information page.

Grade Point Average GPA

Students must have a 1.5 or greater GPA at the end of year one to proceed to year two. Students with a GPA less than 1.5 will be advised to repeat year one, but may get credit for any courses with a 60% or better. Students with 0.0 to .99 GPA will be automatically suspended; students with a 1.0 to 1.49 GPA will automatically be on probation. Students on suspension and probation do not receive an invoice to proceed and must meet with their Student Advisor. Second year students with a GPA less than 1.75 will be advised to repeat year two. Note: these are the minimum requirements. All students want to maintain a 2.0 GPA to ensure academic success. All students must have a 2.0 GPA and no failures to graduate from the program. Students in a 3 year program will be required to complete a Field Placement component (minimum 80 hours on the job and 5 hours required workshops) to be eligible to graduate. Please refer to your Student Handbook or your Student Advisor for more information on GPA.

Grade appeals

Students who do not agree with their marks have 15 days from receipt of that mark to launch a grade appeal. The first step in the appeal is to speak to the professor who issued the grade. For more details on the grade appeal process please consult the procedures regarding grade appeals posted on MyCampus.

Lab Policies and Expectations

1. Laboratory attendance is compulsory; there will be no makeup laboratories.
2. Students must attend in their scheduled lab section unless otherwise approved by the instructor.
3. Students must arrive to all laboratories on time in order to hear the pre-lab instruction. Students arriving **later than 20 minutes past the hour may not be admitted** and will receive a mark of zero for that lab.
4. If a student misses a laboratory, documentation must be provided. If documentation cannot be provided the student will receive a mark of zero.
5. Students may be excused from completion of a lab, with proper documentation, for a maximum of **2 lab periods**. Beyond this they will receive a mark of zero regardless of whether documentation is provided or not. (This may reflect a 20% maximum based on various laboratory schedules and will be clarified by the professor as appropriate)
6. Students must have their lab workbook data signed off by the professor where appropriate, **before leaving** the laboratory.
7. Students must be present and actually complete the laboratory in order for a report to be accepted.
8. Students must work cooperatively, respectfully and safely. Students who do not follow the college code of conduct or lab safety rules and regulations may be asked to leave the laboratory.

Lab Safety Regulations

Before starting work in the labs, all students must complete the safety training as provided on line through Durham Connect (D2L). This includes a safety video and quiz where students are required to achieve a grade of 80% (multiple attempts are permitted). Any special health conditions or safety concerns may be noted here. Completion of this training confirms the student understands and agrees to the safety regulations put forth. **Students not completing this requirement will be denied access to the labs and will receive a mark of zero for the missed lab periods.**

1. Supervision is required in all labs for first, second and third year students. Exceptions to this may be permitted in certain labs with professor approval.
2. Eating, drinking and horseplay in the lab are not permitted.
3. PPE: Lab coats, safety glasses required in A120, A209, A213, A240, I210, 11-06 (Whitby) at all times. Designated lab coats required in A206 at all times. Students must wear closed heel and toe shoes and long pants or skirts while working in any lab. Laboratory coats and other PPE are not to be worn outside of the laboratory areas as they may be a source of cross contamination. Microbiology lab coats are not to be worn outside of the Microbiology lab, A206.

The use of cellphones, headphones and ear buds may distract you from what you are doing in the lab and prohibit you from hearing instructions and safety warnings. There is also the possibility of these being contaminated with harmful chemical and/or biological substances. For this reason, they are not permitted in the laboratories. Please inform your lab professor if you are required to wear medical devices.

Some instructors may allow the use of cameras, including cellphone cameras, to document laboratory results, however this is only at the discretion of the instructor.

4. Read the safety warning on reagent containers. Become familiar with the Material Safety Data Sheets. Use the fume hood for all chemicals/reactions producing offensive odours/or toxic fumes.
5. Use the fume hood for all chemicals/reactions producing offensive odours/or toxic fumes.
6. **Report all spills, accidents or injuries to the professor immediately.**
If chemical enters the eye, immediately use eye wash and flush for a minimum of 5 minutes.
If chemical is spilled on skin, immediately wash with plenty of water.
The Lab professor and student must jointly complete an online incident report form and forward as directed. The supervisor should be noted as maureen.calhoun@durhamcollege.ca to ensure a copy of the report is sent to the office for appropriate follow up.
<http://www.durhamcollege.ca/forms/accidentinjury/>
7. **Use proper lab techniques at all times:**
Use appropriate pipetting devices. Oral pipetting of any substance is prohibited.
Waft fumes to nose rather than smelling directly.
Carry all strong acids and bases in an approved rubber container.
Pour acid slowly into water. NEVER WATER INTO CONCENTRATED ACID.
Point test tube away from yourself and others when carrying out reaction.
When inserting anything glass into a rubber stopper, lubricate with water or glycerol; wrap hand in towel; apply gentle pressure with twisting motion, never force.
Discard cracked or chipped glassware in "broken glassware" box located in each lab.
Flammable liquids should never be used with open flame in lab.
Extremely corrosive materials should be handled only while wearing gloves.
Label each container of material as you remove it from a reagent bottle according to WHMIS.
Do not put extra removed material back into reagent bottles.
Do not use Parafilm as a lid for volumetric flasks or other glassware unless directed to do so by the professor.
8. **Pour or scoop out only quantities of reagents or chemicals as required by the experiment.**
Weigh quantities directly from containers and do not transfer excessive amounts to large weigh boats. Return lids to all containers immediately after use.
9. **Clean up spills immediately using appropriate method**
For acids use sodium bicarbonate or the acid spill kit
For bases use water or the base spill kit
For organics use absorbent or the organic spill kit.
(Spill kits are in the balance room – A211) Inform your instructor when there is a spill.

10. Clean up balance immediately after use. Brushes are at each balance for this purpose.
11. Disposal of chemicals: When in doubt consult professor. Never mix chemicals unless specifically instructed to do so.

Organic Compounds: In general, all liquid is to be placed in "Halogenated" or Non-halogenated" waste cans as appropriate. Non-toxic organic solids may, on advice of the professor, be placed in garbage.

Inorganic Compounds: Follow specific instructions. In general, if water soluble, dissolve in water and flush down drain with lots of water. Insoluble materials may be placed in garbage.

Acids and Bases: Neutralize strong acids and bases prior to disposal. Pour slowly into sink **in the fume hood**, while water is running. Keep water running for a few minutes after. Never dispose of acids and bases together.

12. Any sample that needs to be stored must be clearly labelled, dated and stored in an appropriate container and designated laboratory cabinet. Samples stored in laboratory glassware such as a volumetric, will be disposed of.
13. At end of lab period your work station should be left clean with all glassware cleaned and returned to the appropriate location. **NO BEAKERS ARE TO BE LEFT IN THE FUME HOODS.** Wash your hands before leaving the lab.
14. Special rules will apply to A206 for Microbiology and will be detailed by professor as needed. No material or equipment is to be removed from A206 without professor's permission.
15. Students are not to remove any chemicals, solvents, equipment or supplies from the laboratory without permission. If a student does, he/she may be asked to withdraw from the program.
16. Familiarize yourself with the location of fire extinguishers, fire blankets, emergency showers, eyewash, emergency gas shut off and evacuation routes.

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>

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>