Pre-Service Firefighter Education and Training 2014-2015

Program Guide
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Please note the following important information:
Durham College strives to ensure the accuracy of the information in this publication. Please note that the academic curriculum is continually reviewed and revised to ensure program quality and relevancy. As such, the college reserves the right to modify or cancel any course, program, fee, procedure, timetable or campus location at any time. Please consult our website at http://www.durhamcollege.ca for the most current information.
June 2014
Welcome Students

A Message from the Dean

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

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

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

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

A Message from the Vice-President Academic

Congratulations on choosing Durham College and taking a very important step in preparing for your future. Durham College is known for high quality programs, leading edge technology, an award winning library and a student-centered approach to learning. Supporting our mission that the student experience comes first, Durham College is committed to providing students with quality learning experiences and support in finding fulfillment in education, employment and lifelong learning.

Our programs are continually shaped by market needs and delivered by exceptional teachers with real-world experience. The program you have chosen has been designed to help you develop the necessary skills and knowledge to support your success in your chosen career path. Our dedicated and professional staff and professors are committed to helping you achieve your educational goals and your career aspirations.

Durham College strives to be accountable to students and employers through the preparation of work-ready graduates who will continue to live our "success matters" focus in their professional work environment.

We are pleased you have chosen to study at Durham College and we look forward to supporting your learning journey – work hard, have fun, enjoy your college experience and campus life.

I wish you much success with your studies.

Judy Robinson,
Vice President, Academic
There is no content on this page.
Program Information

Program Description
This program provides students with the knowledge and practical skills to pursue a career as a firefighter. The curriculum is based on the current Ontario Firefighter Standards and was developed in conjunction with the Ontario Association of Fire Chiefs (http://www.oafc.on.ca) and the Office of the Ontario Fire Marshal (http://www.gov.on.ca/OFM/index2.html).

Students apply practical skills in simulated and controlled live fire training scenarios on campus and fire service training facilities. Students receive assistance with resumes and interviews in preparation for the job application process. Upon successful completion of this program, students are eligible to write the Ontario Fire Marshal provincial test.

Program Learning Outcomes
Graduates of the program will be able to:

1. Begin the department orientation and the first year of employment with a solid theoretical base and practical skills in content, providing the successful graduate with knowledge and skills in the following areas: basic fire science, fire suppression principles and practices, firefighter emergency patient care, fire prevention/public education and specialty modules such as confined space and environmental hazards.

2. Apply generic skills reflecting the beginning competencies required of the recruit or new volunteer in areas of content, providing the successful graduate with knowledge and skills in the following areas: basic fire science, fire suppression principles and practices, firefighter emergency patient care, fire prevention/public education and specialty modules such as confined space and environmental hazards.

3. Develop the necessary vocational, general education and generic skills to promote lifelong learning and career path potential in a career that usually lasts a lifetime.

4. Begin the initial steps in the professionalization process as a new recruit in order to meet the ethical, legal and safety requirements inherent in professional practice.

5. Describe and safely use fire department apparatus, tools and equipment.

6. Demonstrate safe practices and techniques.

7. Communicate effectively verbally, non-verbally and in writing using common fire service terminology.

8. Interact appropriately in a wide variety of interpersonal situations in emergency and non-emergency settings.

9. Demonstrate critical thinking skills

10. Interact effectively in the community with its representation from a variety of multicultural and social economic backgrounds.
11. Demonstrate knowledge of how to work effectively with other members of the fire service team, emergency patient care team and related groups.

**Employment Opportunities**

- Municipal Fire Departments
- Industrial Fire and Safety
- Private Industry
## PROGRAM OF STUDY 2014/2015

### SCHOOL OF JUSTICE & EMERGENCY SERVICES

#### PRE-SERVICE FIREFIGHTER EDUCATION & TRAINING

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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.

PLEASE NOTE-
- Semester 1 & 2 AND 3 are 14 weeks in length.
- SPEC 0000 – must successfully complete all previous semesters (1 & 3) courses in order to be eligible for FPGE 3400

To graduate: cumulative GPA 3.0 or higher with:
- Minimum pass of 70% in each course
- NO course failures (below 70%)
Program Specific Academic Policies & Procedures

POLICIES FOR TESTS AND EXAMS
Students will be required to present their student I.D. card for all tests and formal exams. If an I.D. card is not presented, the student may be asked to leave the room and may not be allowed to rewrite the test or exam. Please ensure that you bring your DURHAM COLLEGE STUDENT I.D. card to ALL tests and exams.

LATE POLICY
Assignments are due on the date and time given by the subject professor. Subject outlines provided to the student will indicate any penalties for late submissions.

ABSENTEEISM ON TEST DATES/DUE DATES
Students miss tests and exams for a variety of acceptable or unacceptable reasons. If you miss a test or exam, the first thing you should do is telephone the individual professor. If not answered personally, you may leave a voice mail message after the fourth ring. Your voice message should include your full name, the date and time you are calling, your telephone number and a short message of explanation. You may also email the professor through DC Mail. Refer to the individual subject outlines for the policies and procedures you are to follow regarding missing tests/due dates in the specific subjects.

STUDENT/FACULTY CONSULTATION
It is the responsibility of your professor to be available for consultation with you outside of classroom hours. Professor and student timetables may vary significantly; as a result, a consultation time may have to be arranged that is mutually agreeable to both the professor and student.

ATTENDANCE
Each professor may treat the topic of attendance slightly different, but one common factor exists - there is a definite correlation between attendance and marks. Refer to the individual subject outlines.

ACADEMIC EXPECTATIONS

What happens if:

1. A student misses a class?
   As a matter of courtesy, it is appropriate for a student to inform the professor of any absence. It is the student’s responsibility to get copies of course notes, handouts, etc. to complete any assignments given out during the student’s absence and to ask the professor about tests, deadlines, etc.
2. **The professor misses a class?**
   Every effort will be made to inform students of class cancellations because of a professor’s absence. Check the School of Justice & Emergency Services bulletin board outside the office, F211, or refer to your personal MyCampus, DC Connect and DC Mail accounts for faculty updates.

3. **A student misses a test?**
   Please refer to your course outlines.

4. **The College is closed because of**
   a) **Statutory Holidays?**
      Statutory holidays are taken into consideration when the course schedule is created.
   b) **Inclement Weather?**
      Public announcements of the college closing will be made (after 3:00 p.m.) on local radio stations (CKAR 1350 AM; CKGE 94.9 FM; CHOO 1490 AM). Time missed because of weather conditions may be made up at a later date.

**HEALTH POLICIES AND GUIDELINES**

**Accidental Injury**
Any student sustaining an injury during class or at field placement must fill out an Accidental Injury Report. Forms are available from your professors or the Health Nurse. **Any accidental injury may result in a Workers Compensation Claim.** Please discuss this with your professor or Director of your program within 24 hours of injury.

**Format for Completing an Accidental Injury Report**
1. Notify your Field Placement Supervisor of the accident/injury immediately.
2. Complete an Accidental Injury Report **within 24 hours** following the injury. The report must be legible and be completed by the injured person with the assistance of the faculty or the Health Nurse.
3. If an injury/accident occurs on a placement, also notify the placement agency of the injury, **then follow that agency’s policy.**
Management of Persons with Exposure to Blood or Body Fluids:
Definition of “Exposure”: Exposure encompasses situations such as a break in the integrity of the skin due to needle stick injury, scratches, bites, lacerations and contact as a result of splashing with blood or other fluids to which universal precautions apply.

1. If an exposure occurs, immediately apply First Aid:
   a. Instruct the person to press cuts or punctures of the skin to make it bleed.
   b. Wash the area with soap and water.
   c. If eye(s) splashed, rinse with tap water or saline with eye(s) open.
   d. If mouth is affected, spit out suspected fluid and rinse with water.
   e. If splashed and contact with skin occurs, wash area with soap and water then assess the integrity of the skin contacted.

2. Reporting and Post-Exposure Management:
   a. Students and staff members should report exposures immediately after they occur because certain interventions that may be appropriate, for example, prophylaxis against Hepatitis B, must be initiated promptly to be effective.

After receiving appropriate First Aid care, the exposed students/staff should:
1) Notify their immediate supervisor (i.e. placement professor/faculty).
2) See a physician within 12 hours of the exposure for initial evaluation, treatment as needed, counseling and follow-up.
3) Follow the policy of the agency in which exposure occurred.
4) Notify the Health Nurse at Durham College.
5) Complete the Durham College Accident/Injury form. Relevant information includes the following:
   a. Date, time, location (agency) of exposure.
   b. Job duty being performed by the student/staff at the time of exposure.
   c. Details of exposure, including amount of fluid or material, type of fluid/material, severity of exposure and duration of contact.
   d. Description of source of exposure, including if known, whether the source material contains HIV or HBV.
   e. Details about referral to physician for assessment/treatment (date, time, location name of physician).
6) Arrange and follow-up counseling and on-going evaluations by a physician if the student/staff does not have a physician.

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. Please refer to your course outline for detailed information on academic policy as it relates to the individual course.
Course Specific Policies and Expectations

ATTENDANCE
Students are expected to attend classes, tests, presentations, exams and other forms of evaluation. Students are expected to be punctual when attending class and handing in assignments and to actively participate in class discussions and exercises. Attendance will be taken at the start of every class and any time throughout the class.

LATE TO CLASS
Students who arrive late to class are expected to enter the classroom with minimal disruption. Chronic lateness will result in an Academic Alert.

TECHNICAL SUPPORT
All electronic devices (cellphone, pagers, iPods) are to be turned off before the start of class. Failure to do so may result in the student being excused from class, at the instructor’s discretion. Laptops are to be used to support student learning. Laptop use not related to classroom activities is prohibited.

FOOD
Food is not prohibited in the classroom. Beverages are permitted.

CAMPUS MEDIATION
This course specifically endorses and will use where appropriate Campus Mediation Services (CMS). For details regarding the policy for CMS, please refer to your program guide.

DIVERSITY
This course acknowledges cultural pluralism and that through distinctions in race, creed, ability, place of origin and/or sexual orientation, there are many perspectives which shape and create meaning in this world. This course specifically endorses, where possible, the use of readings, discussions and case studies that enable students to understand and recognize the legitimacy of difference as well as engage and support concepts of compatibility.

DEPORTMENT
Character, behaviour and academics are equally important to student success. It is essential to develop behaviours in this area. It is expected that students will treat everyone with dignity and respect, including classmates, professors, instructors and staff. Firefighters are professionals and are expected to act professionally in every situation.
Uniforms

Uniforms: Protective Clothing

In order to comply with occupational health and safety requirements, students will wear the following uniform:

At no time is any clothing to be worn that would have a negative impact on the Fire Service/College.

- Shirt: Blue
- Pants: Cargo style
- Shoes: Leather
- Boots: black, police style crest
- ID: ID badge is available
- Bunker Pants/Bunker Coat
- Firefighting Helmet with approved student identification
- Firefighting Balaclava
- Firefighting Gloves
- Firefighting Boots
SCHOOL OF JUSTICE & EMERGENCY SERVICES

Policies

1. Freedom of Information/Protection of Privacy - Pursuant to the Freedom of Information & Protection of Privacy Act, the School of Justice & Emergency Services Office will not release any personal information regarding a student. This includes academic standing, personal data, timetable information etc.

2. Timetables are available online through our intranet – “MyCampus”. You can view and/or print your timetable from any computer with internet access. If you require assistance, please contact the Help Desk : 905-721-2000, ext. 3333 or by email servicedesk@dc-uoit.ca and have a “ticket” opened for you.

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 3.0 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 3.0 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.

NOTE: In order to graduate in the Pre-Service Firefighter program, students must have a cumulative GPA of 3.0 or higher with a minimum pass of 70% in each course.
8. Final Marks - Final marks will not be released by faculty members or office staff. Grades will be posted on MyCampus and marks will be released on a set day/time as outlined in the Important dates.

9. Students are able to print their own grade reports, at the end of each semester, through MyCampus. Refer to the Academic Calendar in the Student Handbook for the specific date whereby students can view and print their grade reports. No grade reports will be mailed out to students. Students can request, for a fee, an official transcript from the Registrar’s Office.

10. Field Placement – One of the requirements for field placement eligibility, where applicable, is a cumulative GPA of 2.0. Please refer to your field placement course outline(s) for a complete list of requirements.

11. Course Outlines – students print their own course outlines for each of their current semester’s courses through MyCampus. Students can also print course outlines for courses that they wish to apply for credit.

12. Exam Schedules – Exam schedules are available, electronically, through MyCampus, under the heading, Important Announcements. Below the image for DC Exam Schedules for the specific semester, click on the link below the image. It will open to a page that lists the schedules and messages pertaining to the exams for your specific program. Please refer to your subject outline, under Evaluation Criteria, if you are unsure whether there is a final exam in your specific course or consult with your professor.

13. Academic Probation – Students not progressing satisfactorily will be notified, in writing, and placed on academic probation. Students on academic probation must meet with their program dean or designate, and conditions for continuing in their program may be applied.

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

1. Class attendance and participation will enhance your opportunities for success.

2. Refer to the course outline for specific expectations, prerequisites, corequisites, requirements and evaluation criteria for each course.

3. Students are responsible for regularly checking their MyCampus and DC Connect areas for messages from professors and College Administration. Communication will come in the form of email, targeted messages, announcements and posted documents.

4. Students should keep back-up copies of all assignments in case the original is lost.

5. Visit the Durham College website, www.durhamcollege.ca for detailed policies and procedures relating to “Student Rights and Responsibilities”.

6. Course prerequisites exist to promote student success. Exceptions to the established prerequisite subject structure are not permitted.
ADDITIONAL IMPORTANT INFORMATION

Academic Advising - Student Advisors
Each school provides a student advisor(s) to help you reach your full academic potential. These representatives can assist you with: accessing other college services; developing academic plans to promote success in the event of failed subjects or a low GPA; finding equivalent credits; identifying career goals and making sound academic decisions; making decisions regarding full- and part-time studies; reviewing graduation requirements; selecting electives and options; setting up academic plans; or transferring to another program. To view contact information for your Student Advisor, please visit: http://www.durhamcollege.ca/student-experience/helping-you-succeed/academic-support-resources/academic-advising

Academic Integrity
Academic integrity refers to the pursuit of scholarly activity in an open, honest and responsible manner. Acts that undermine academic integrity, such as plagiarism, cheating and misrepresentation of work, contradict Durham College’s core values. To ensure the highest academic standards, students are accountable for the work they produce, and student work must be the product of his or her efforts. Durham College has purchased a license with Turnitin.com, an online service to detect unoriginal work and citation errors. The Academic Integrity Policy and Procedure documents (http://www.durhamcollege.ca/academicpolicies) provide a comprehensive explanation of Durham College’s expectations regarding academic integrity.

Aegrotat
Aegrotat refers to a ‘compassionate pass’ in a course in which, due to emergency circumstances related to health and wellness, a student was unable to complete all of the evaluation requirements. Emergency circumstances that may warrant the designation of an Aegrotat include, but are not limited to: injury, illness and/or bereavement. Documentation supporting the request for an Aegrotat designation may be required. The awarding of an Aegrotat credit is noted in a student’s transcript as AEG and is therefore not included in the calculation of a student’s grade point average. A student shall receive Aegrotat standing only once in a five year period.

Further information about Aegrotat standing can be found in the Aegrotat Policy and Procedure documents, please visit the following link: http://www.durhamcollege.ca/academicpolicies
Campus Conflict Resolution Services

~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