Degree Program Policies

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DEGREE POLICIES - INTRODUCTION

IN101 Mission

IN101	Introduction	Mission
Handbook	All	
Programs	All	
	Effective Date	April 2020
	Next Review	April 2025
	Revised	
	Accountability	Leadership Team, Advisory Board
Documentation/Forms		

Mission Statement

Western Community College (the College) provides a dynamic, collaborative, and participatory learning environment. The College's *mission statement is central to its purpose and academic mission as a post-secondary institution and reads:*

> Western Community College provides access to higher education opportunities that enable students to develop knowledge and skills necessary to achieve their professional goals, improve the productivity of their organizations and provide leadership for their community.

The College believes that its mission statement reflects the principles and philosophical underpinnings of a college offering a wide range of outcome-based programs that meet the needs of their community. Program design focuses on providing graduates with a comprehensive knowledge base, the practical training required to successfully apply theory to practice, and a desire to offer a higher standard of community-driven post-secondary education. We believe that the goal of education should be to produce self-reliant highly skilled and knowledgeable life-long learners, ready to meet their career objectives and the evolving needs of employers, their community, and the province.

Academic Goals

- To offer a wide range of competency-based, outcome focused, and market driven programs that meet the needs of its students, faculty, graduates, and community.
- To focus on providing graduates with a comprehensive knowledge base, the practical training required to successfully apply theory to practice, and a desire to offer a higher standard of community driven post-secondary education.

- To produce self-reliant highly skilled and knowledgeable life-long learners, ready to meet career challenges presented by the evolving needs of employers and the community.
- To provide a teaching experience committed to applying learning methodologies that promote constructive inquiry, critical thinking, analysis, application, problem solving, collaboration, and reflective practice enabling graduates to generate opportunities and solutions that address evolving 21st century challenges.
- To provide a learning experience committed to offering a problem-based learning environment that supports and enhances students' personal, intellectual, academic, and social development while being designed to ensure students are literate across a broad range of topics.
- To broaden students' understanding of the impact a post-secondary education will have on them, society, culture, and their environment, and conversely, how society, culture, and environment are driving the changing nature of and the demands on post-secondary education and the teaching-learning experience.
- We believe that all who wish and are committed to seeking a quality post-secondary education should be able to, and at a reasonable cost.

IN102: Policy Development Distribution

IN102	Administration	Policy Development Distribution
Handbook	All	
Program	All	
	Effective Date	April 2020
	Revised Date	August 2026
	Accountability	Academic Council; Leadership Team
Documents/Forms		

Policy Statement

A policy is a statement designed to provide guidance and direction, to set boundaries and to be used as the basis for making decisions. Policies are created and implemented so that members of Western Community College (the College) community understand how the activities and administration of the College is accomplished.

Policies will be created/recommended by the Leadership Team, the Academic Council and/or by the Advisory Board. Policies and associated documents are continually monitored and reviewed. In compliance with changing legislative requirements, evolving best practice, and changing circumstances within the College.

Scope

This policy applies to the development of policies relating to the operation of the College including those that are under the purview of the College Leadership Team, the Academic Council, and the Advisory Board.

<u>Purposes</u>

- Support Western Community College's mission and goals
- Guide compliance with statutory and regulatory requirements
- Assist in the management of unexpected risk
- Provide standards and guidance for decision-making.

<u>Considerations</u>

- College policies are principle-based statements that are followed in the development of procedures, decision-making, and daily functioning of the College.
- Policies should align with the mission and goals of the College.
- Policies should align with the responsibilities of the Advisory Board, Academic Council, and College Leadership Team where:
    - The Advisory Board is responsible for providing operational and management guidance to the president.

- The Academic Council is responsible for the academic governance of the College
- The College Leadership Team is responsible for the management, revenue generation, and business affairs of the College.
- Policies are created, reviewed, and approved by one of two administrative bodies, the College Leadership Team and the Academic Council and reviewed by the Policy and Procedure Committee and or Advisory Board.
- College policies are binding on members of the College community.
- Policies will be current, functional, and reviewed at minimum every five years.
- Policies will be accessible to the College community via the College's website and official documentation.
- Policy development will be inclusive with input sought from relevant members of the College community.
- Members of the College community are responsible for familiarizing themselves with College policies.

Responsibilities

The Leadership Team tracks the overall management of policies and procedures within the College.

The Policy and Procedure Committee ensures the regular review of all policies.

Procedure

The procedural framework for developing policies and associated documents follow five stages: initiation, development, approval, implementation, and review. Once the process for drafting or revising a policy has been initiated, the owner of the policy will begin the development stage by exploring all aspects of the proposed policy.

After a period of consultation with potential stakeholders affected by the proposed policy, the policy will be submitted through the Policy and Procedures Committee to the Academic Council and the Leadership Team for approval. The final stage for developing policies involves a review at the end of the first year after the effective date of the policy by the owner of the policy.

DEGREE POLICIES - ADMINISTRATION

AM101 Academic Freedom

AM101	**Administration**	**Academic Freedom**
Handbook	Degree Students, Faculty	
Programs	Degree Programs	
	Effective Date	April 2020
	Reviewed	December 2024
	Next Review	April 2025
	Accountability	Academic Council
Documentation/Forms		

Policy Statement

Western Community College (the College) is committed to the belief that the exchange of knowledge and ideas in an environment of intellectual freedom is the indispensable foundation of all education. The College supports the ability of the faculty to teach and discuss topics without restriction or interference by the school officials. The same is true with the ability of a student to engage in exploration of any topic or subscribe to any belief system, without being hindered by the faculty or school officials.

Scope
This policy applies to all faculty, staff and students at the College.

Definition
Academic freedom is t*he right to teach, learn, study, and speculate without deference to prescribed doctrine or threat of reprisal and discrimination.*

Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights. Persons engaged in teaching, research and dissemination of knowledge are members of the community, members of a learned profession, and members of an educational institution. These circumstances impose a high order of responsibility. They require continuing effort by all such people in scholarship and teaching, and at all times, fairness and a due regard for the evidence in making statements. Such people have the obligation to exercise academic freedom responsibly. They should not state or imply that they speak for the College or any of its units unless duly authorized.

College faculty and practitioners are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes

special obligations. As scholars and educational officers, they should be aware that the public may judge their profession and their institution by their utterances. Hence, they should be accurate, exercise appropriate restraint, show respect for the opinions of others, and indicate that they are not speaking for the institution.

Academic freedom does not give anyone the right to promote hatred or contempt for any social, political, national, or ethnic group; display incompetence in instruction or scholarship; or violate the human rights of students, staff, guests or other constituent communities.

AM102 Acceptable Use of College Property

AM102	Administration	Acceptable Use
Handbook	All	
Programs	All	
	Effective Date	April 2020
	Revised	December 2024
	Accountability	Leadership Team
Documents/Forms		

Policy Statement

Information technology facilities include computers and associated peripherals, communications (namely the Internet) and related equipment, facsimile machines, scanners, copiers, telephones, video and other multimedia devices, and all forms of hardware and software. Such resources and tools are made available to students in support of their training objectives and academic requirements.

Scope
This policy applies to all members of the College community.

Guidelines and Responsibilities
Every user (faculty, staff and students) of this technology assumes the primary responsibility for the material they choose to access, send, receive, or display. The facilities or technologies may not be used in any manner to create, send, or display material, which contravenes Western Community College's (the College) policies and/or any federal or provincial statute governing the use of information technology. Where the devices, such as personal computers, are the personal property of the user, the appropriate use expectations still apply when the devices are used on the College property.

Failure to adhere to these guidelines above may result in the suspension of access privileges as well as other actions as deemed appropriate by the College.

Inappropriate use of information technology includes, but is not limited to the following:

- Unauthorized access, alteration, destruction or removal of equipment, software, or systems and/or disclosure of data, information,
- Deliberate interference with the processing of a system or deliberate vandalism of the equipment and software
- Use of the College's facilities and resources for commercial or non-academic related purposes
- Propagation of hate literature
- Harassment, including sexual harassment (includes accessing, displaying, downloading, and installing pornographic materials from the Internet and/or personal media)
- Theft of resources

- Use the Internet to slander or disparage the College or their instructors or classmates.
- Malicious or unethical use
- Use violates provincial or federal laws.

After-class use of classroom facilities and equipment is at the discretion of the College. The students, faculty and staff will be held responsible for both the hardware and software in their possession during this period.

The College reserves the right to inspect at any time the computer display, hard drives, and removable media that faculty, students and staff bring into the facility. Such inspections take place only if there is reason to suspect an infraction of the rules.

The appropriate officials of the College will investigate the matter and, if circumstances warrant, proceed to investigate all work and files of the student, faculty or staff. If the College believes that the criminal code has been broken, appropriate authorities will be notified.

The College reserves the right to inspect at any time the computer display, hard drives, and removable media students bring into the facility. Such inspections take place only if there is reason to suspect an infraction of the rules.

The appropriate officials of the College will investigate the matter and, if circumstances warrant, proceed to investigate all work and files of the student.

AM103 Accommodation and Accessibility

AM103	Administration	Accessibility
Handbook	All	
Programs	All	
	Effective Date	April 2020
	Revised	August 2026
	Accountability	Leadership Team
Documents/Forms		

Policy Statement

Western Community College (the College) fosters an atmosphere that removes and prevents barriers that impact the accessibility of people with diverse learning needs and disabilities.

The College is committed to preventing, identifying, and removing barriers that impede the ability of diverse individuals to access the College's services. This includes students, staff, faculty, volunteers, and members of the College's community. The purpose of this policy is to outline practices and procedures in place at the College and provide an accessible and open learning environment.

The College recognizes that students may experience disabilities, learning disabilities, health-related challenges, temporary or permanent medical conditions, mental health-related challenges, or other circumstances that may affect their ability to participate fully in the learning environment. The College will make reasonable efforts to provide appropriate accommodations to eligible students while maintaining the academic integrity and essential learning outcomes of the program or course.

College staff and volunteers will ensure that they make all reasonable efforts to accommodate people with diverse learning needs and disabilities and to remove barriers to participation in the College's programs and services.

Definitions

Assistive Devices and Measures:
Supports made available by the College to improve access to the institution by persons with diverse learning needs or disabilities. These may include assistive technology, adapted learning materials, or other reasonable measures that support access to education and College services.

Personal Assistive Devices:
Personal supports used by persons with disabilities or other accessibility needs that enable them to carry out activities of daily living and allow access to services.

Accommodation:
A reasonable adjustment, support, or modification provided to remove or reduce a disability-related or health-related barrier to a student's participation in learning, assessment, or other College activities. Accommodations may include, where appropriate, adjustments to the learning environment, assessment conditions, instructional materials, attendance or participation requirements, or the use of assistive technology.

Learning Disability:
A diagnosed or identified condition that affects one or more processes involved in learning, such as reading, writing, mathematics, attention, information processing, memory, or organization, and that may require academic accommodation.

Health-Related Challenge:
A temporary or ongoing medical, physical, psychological, or other health-related condition that may create barriers to a student's participation in academic activities and may require reasonable accommodation.

Service Animal:
An animal used by a person with a disability to assist with disability-related needs. The presence of a service animal in class or other College facilities will be addressed in accordance with applicable legislation and College procedures.

Support Person:
A person who accompanies an individual with a disability or accessibility need to assist with communication, mobility, personal care, medical needs, or access to services. The presence of a support person in class, other than a student, must be discussed with the College in advance.

Procedure

The College is committed to ensuring an accessible and open learning environment for people with diverse learning requirements and disabilities by:

- Encouraging people with diverse learning needs and disabilities to use their own personal assistive devices to access the College's programs and services.

- Providing reasonable academic accommodations to students who experience disability-related, learning-related, or health-related barriers.

- Ensuring that students are provided with an opportunity to request accommodations and that requests are reviewed in a timely, respectful, and confidential manner.

- Working with students to identify appropriate accommodations based on the nature of the documented disability, learning disability, health-related challenge, or other

accessibility need.

- Considering accommodations that may support students in areas such as classroom instruction, examinations and assessments, assignments, learning materials, participation, attendance, communication, and the use of assistive technology, where appropriate.

- Providing reasonable flexibility in academic processes where required to address a disability-related or health-related barrier, provided that essential program, course, safety, clinical, practicum, and competency requirements can still be met.

- Consulting with the student and, where appropriate, relevant professionals or documentation providers to determine suitable accommodations.

- Maintaining the confidentiality and privacy of information relating to a student's disability, learning disability, health-related challenge, or accommodation request and limiting access to such information to those who need it to implement the accommodation.

- Communicating approved accommodations to relevant faculty and staff on a need-to-know basis.

- Reviewing accommodations periodically where the student's needs or program requirements change.

- Ensuring that students are not disadvantaged or discriminated against because they have requested or are receiving an approved accommodation.

- Providing reasonable accommodations while recognizing that the College is not required to eliminate essential academic, clinical, practicum, safety, or competency requirements of a program.

Request for Academic Accommodation

Students who require academic accommodation should contact the admission advisors as soon as reasonably possible. Students may be asked to provide appropriate documentation from a qualified professional to assist the College in understanding the functional limitations and accommodation needs. Students are required to complete the Accommodation Request Form and submit it to the Registrar’s Office.

Documentation should, where appropriate, identify the functional impact of the disability, learning disability, or health-related challenge and provide recommendations regarding reasonable accommodations. The College will consider each request individually and will work with the student to determine appropriate and reasonable accommodations.

Where an accommodation is approved, the College will communicate the accommodation requirements to the appropriate faculty or staff members responsible for implementing the accommodation.

Students are encouraged to request accommodations as early as possible, preferably before the start of a course, term, examination, practicum, or other academic activity where an accommodation may be required. Where a disability, learning disability, or health-related challenge arises during a program, students may request accommodation at any time.

Academic Accommodations

Depending on the student's documented needs and the requirements of the program, reasonable academic accommodations may include, but are not limited to:

- Additional time for examinations or assessments;
- A reduced-distraction or alternative examination environment;
- Use of approved assistive technology;
- Alternative formats for learning materials;
- Reasonable breaks during examinations or learning activities;
- Support with organization or access to course materials;
- Alternative methods of demonstrating learning where academically appropriate;
- Reasonable consideration of disability-related or health-related attendance or participation barriers; and
- Other reasonable accommodations determined on an individual basis.

Accommodations will not normally alter the essential learning outcomes, academic standards, professional competencies, clinical requirements, practicum requirements, or safety requirements of a program.

Faculty and Staff Responsibilities

Faculty and staff are responsible for supporting the implementation of approved accommodations and for working with the designated College representative when clarification is required.

Faculty and staff will maintain confidentiality regarding students' accommodation needs and

will not request or disclose unnecessary medical or disability-related information.

The College will make reasonable efforts to ensure that approved accommodations are implemented consistently across the student's academic activities.

Review of Accommodation Decisions

Where a student has concerns regarding an accommodation decision or its implementation, the student may request a review through the appropriate College process. The College will make reasonable efforts to resolve accommodation concerns in a timely and respectful manner.

Accessibility Commitment

Western Community College is committed to continuous improvement of accessibility practices and will periodically review its accommodation procedures, resources, and supports to identify and address barriers experienced by students and other members of the College community.

Policy Review

The policy will be reviewed every three years.

AM104 Campus Hours

AM104	Administration	Campus Hours
Handbook	Students, Faculty	
Programs	All	
	Effective Date	April 2020
	Revised	December 2024
	Accountability	Leadership Team
Documents/Forms		

Policy Statement

The College is required by regulators to provide all instructional hours indicated in a course or Academic Calendar.

Scope

Operational Hours

Western Community College (the College) Campus hours of operation are generally from 8:30 am to 8:30 pm, Monday through Sunday.

Instructional Hours

Diploma Programs: Classes are three (3) hour blocks - morning, afternoon and evening, with an hour for lunch at the mid-day break and twenty minutes for the evening break.

Morning:	8:30 am - 12:00 pm	(Morning classes – includes time for breaks)
Afternoon:	12:30 pm - 4:00 pm	(Afternoon classes – includes time for breaks)
Evening:	4:30 pm – 8:00 pm	(Evening classes – includes time for breaks)

Degree Programs: Lecture and Office Hours are provided on each course

syllabus. Non-Instructional Hours

The College has several labs available for independent learning, study, and homework completion.

Closures

In the event of a planned service or unexpected disruption of programs, the College will provide the faculty, staff, students and work experience hosts with a reasonable notice via the College's website, email, and social media. Notice of disruption will include the following information:

- The nature of the disruption in service
- The reason for disruption
- The expected duration of the disruption.

In the event the length and conditions of the disruption change, the College will continue to provide updates to all of its constituents via the College's website, email, and social media.

Weather

The College will advise students, faculty, and staff of campus closures by:

- 11:00 PM - if weather forecasts for the next day indicate that there will be unusual weather
- 6:00 AM - if lower mainland weather forecasters and/or the public transit authorities are recommending that travel not be undertaken.

This information will be circulated by email and posted to the College's website and related social media vehicles. Class rescheduling will be at the discretion of the College.

Holidays

The College is closed on these provincial/federal holidays. Statutory holidays may fall on weekends, which means that the following business day may be taken as a holiday.

New Year's Day- January 1
Family Day – third Monday in February
Good Friday – Friday before Easter Sunday
Victoria Day – Monday before May 25
Canada Day – July 1
BC Day – First Monday in August
Labour Day – first Monday in September
Thanksgiving – second Monday in October
Remembrance Day – November 11
Christmas Day – December 25
Boxing Day – December 26

Easter Sunday, *Easter Monday* and *Boxing Day* **are not considered** statutory holidays.

AM105 Code of Conduct

AM105	Administration	Code of Conduct
Handbook	All	
Program	All	
	Effective Date	April 2020
	Revised	August 2026
	Accountability	Leadership Team
Documents/Forms		

Policy Statement

Students, staff, and faculty are expected to always conduct themselves in a professional manner respecting the rights and responsibilities of all and comply with the operating policies and procedures of Western Community College (the College). Integral to this is the belief that honesty, fairness, mutual respect, and co-operation form the basis of the "student-faculty", "student-staff" and "faculty-staff" relationships. It is the responsibility of the College to ensure that academic achievement and the College's learning and working environment are not undermined by dishonest or unethical behavior and that the highest standards are being met. The College requires students, faculty and staff to demonstrate fair, honest and ethical conduct in all institutional practices and dealings.

The College expects all members of the College community to meet and adhere to a code of conduct while studying, working, teaching, participating in, or otherwise engaging College related activity. The list below outlines the code of conduct that students, faculty and staff are expected to follow. This list is not exhaustive, and students should request clarification if they have any questions.

Scope

Students, faculty, and staff are to follow expectations described in this document, the applicable College handbooks, the Academic Calendar, and College website and other applicable College policies and procedures:

All members of the College community are expected to:

- Treat all members of the College community with respect and courtesy.
- Refrain from harassment, discrimination, bullying, intimidation, or other disrespectful or inappropriate conduct.
- Refrain from cheating or plagiarism in completing class assignments
- Use College property as intended and without damage

- Refrain from bringing weapons of any kind to College properties or College-related activites.
- Refrain from bringing or using any alcohol or any prohibited mood-altering substances prior to attendance at the Institution
- Refrain from any other conduct which is determined to be detrimental or damaging to other students, faculty, staff, other members of the College community.
- Comply with applicable federal, provincial, and local laws and regulations, including the Criminal Code of Canada and applicable human rights legislation.
- Know and comply with all College and campus regulations.
- Maintain the confidentiality of College, student, employee, and other confidential information in accordance with College policies and applicable law.
- Comply with College safety and security requirements.
- Use College property, supplies, equipment, technology, and other resources responsibly and for authorized purposes.
- Comply with the College's acceptable use, technology, privacy, and information security requirements.
- Refrain from making inappropriate remarks concerning another person's ethnicity, race, religion or sexual orientation.
- Refrain from falsifying employment or other college records.
- Refrain from stealing property from coworkers, students or the college.
- Refrain from insubordination.

The above examples are not exhaustive. Conduct that is dishonest, unethical, unsafe, discriminatory, harassing, threatening, seriously disrespectful, or otherwise detrimental to the College community may constitute a violation of this Code of Conduct even if it is not specifically identified above.

AM106 Conflict of Interest

AM106	Administration	Conflict of Interest
Handbooks	All	
Applies To	All Programs	
	Date Created	April 2020
	Effective Date	April 2020
	Last Revised	October 2026
	Effective After Revised	October 2026
	Policy Owner /Accountability	President
	Approving Authority	Leadership Team
Documents/Forms		
Related Policy		

1. POLICY STATEMENT

Western Community College (the College) believes that its success depends on everyone working in the interest of the College and its constituents. The College is committed to the promotion of an environment that maintains the highest standards of integrity. The college expects fair, honest and ethical conduct in all institutional practices and dealings.

In general, the term 'conflict of interest' refers to a conflict between the responsibilities of a member of the College involved in College activities and their personal interests.

A conflict of interest occurs where the personal interest of Board members,
faculty, administrators, students, staff, third parties and contractors:

- Use their position or access to the College for personal gain in a manner that puts the College at a perceived or real loss.
- Provide preferential treatment to other faculty/staff/students due to any real or perceived relationships with them.
- Receive preferential treatment and/or remuneration that will affect their contracted responsibility, obligation and/or objectivity with respect to the work they perform for the College, faculty, staff, and students.

2.PURPOSE

To minimize instances of conflict of interest and allow the college to function effectively.

3. SCOPE

- Board members, faculty, administrators, students, staff, third parties and contractors that are engaged in College activities have an obligation to manage or avoid ethical, legal, financial, or other conflicts of interest. They have to ensure that their activities and interests do not conflict with their obligations to the College.

- Board members, faculty, administrators, students, staff, third parties and contractors have an obligation to indicate to the College when they believe they have an actual or perceived conflict of interest.
- Board members, faculty, administrators, students, staff, third parties and contractors must disclose in writing about any potential conflicts, for the conflicts to be reviewed.
- In a timely manner, the College will respond to a request for advice on how best to address and manage any conflict of interest
- The College will take appropriate measures to mitigate and protect itself, or any person, or third-party involved in a conflict.
- The College will keep a written record about what the conflict is, who was involved and how the conflict was addressed and resolved.

4. DEFINITIONS

Conflict of interest - refers to a conflict between the responsibilities of a member of the College involved in College activities and their personal interests.

5. PROCEDURES / IMPLEMENTATION

The College should be proactive in determining if a potential perceived or real conflict of interest exists.

Board members, faculty, administrators, students, staff, third parties and contractors shall disclose in writing, the nature and extent of their perceived or real conflict of interest. The person(s) involved will discuss with their immediate superior how to avoid or mitigate the conflict. In most cases, this action will be sufficient. The Superior may want to review the circumstances and outcome with the President.

Board members who believe that they may or will be in a position of conflict of interest must declare this situation to the Board. The Board will determine if a conflict exists and if so, the Board member will be excluded from the discussions and decision-making process of the Board.

When the conflict is deemed to be serious and cannot be adequately addressed or managed, the Board members, faculty, administrators, students, staff, third parties and contractors involved should stop the conflicting activities.

If a possible undeclared conflict of interest is discovered, disciplinary action may end in dismissal.

6. COMPLIANCE / CONSEQUENCES

If a possible undeclared conflict of interest is discovered, disciplinary action may end in dismissal.

7. APPEALS / DISPUTE RESOLUTION

A dispute/appeal to review conflict of interest can be resolved through dispute resolution policy where applicable. If not, then the appeal can be reviewed by the President for final resolution.

8. POLICY REVIEW & APPROVAL

The policy will be reviewed every three years or earlier if required to ensure that it remains current, relevant, and aligned with applicable legislation, regulatory requirements, institutional priorities, and operational practices.

9. DOCUMENT CONTROL / REVISION HISTORY

April 2020	Initial Policy
April 2021	Review and Amendment
December 2024	Review and Amendment
October 2026	Review and Amendment

AM107 Course Scheduling

AM107	Administration	Course Scheduling
Handbook	All	
Program	All	
	Effective Date	April 2020
	Reviewed	April 2021, December 2024
	Accountability	Leadership Team
Documents/Forms		

Policy Statement

Western Community College (the College) has the discretion of scheduling courses and programs.

Scope

The College reserves the right to:

- Adjust class schedules or to cancel any class not warranted by sufficient enrollment, or to merge existing classes to warrant continuance.
- Reschedule students or modify the sequencing of program courses at any time to accommodate the curriculum, classroom and facility usage needs.
- Offer no guarantee that time changes will not be necessary during the program of study.
- Arrange sessions inclusive of Monday to Sunday and schedule classes in morning, afternoon, and evening blocks.
- Accomplish work experience scheduling in collaboration with a host site, with the student, and the College.
- Notify, via a college email, when classes are cancelled or rescheduled, and post a notice on the respective classroom doors.

Procedure

- Course schedules will be created, posted, and issued by the Registrar's Office.
- Full-time faculty should review interim course scheduling with change requests submitted to the Dean of Programs and/or Registrar.

AM108 Ethical Practice

AM108	Administration	Ethical Practice
Handbook	All	
Program	All	
	Effective Date	April 2020
	Reviewed	December 2024
	Accountability	Leadership Team
Documents/Forms		

Policy Statement

Western Community College (the College), through its structure and its accreditation adheres to an ethical code of conduct that ensures that ethical standards are consistently achieved. The College recognizes the trust placed in it by its constituents and its communities and therefore subscribes to ethical standards of the highest caliber in the execution of its mission and mandate.

Scope

- The College will conduct its affairs in accordance with its accreditation provisions.
- The College will treat its students, faculty and staff fairly, appropriately, and professionally.
- Staff and faculty will interact with students and each other in accordance with the highest ethical standards.
- Faculty will foster honest academic conduct, guide and evaluate student work fairly, and treat students with the highest respect.
- Students will feel free to explore, test hypotheses, experiment in the spirit of academic freedom, and develop personalized approaches to learning.

Employment

It is the College's policy to provide equal employment opportunities for all applicants, faculty and staff.

Conflict of Interest

Any potential conflict of interest with faculty, staff and students will be documented and placed in their files.

Code of Conduct

All staff are expected to execute their responsibilities to the highest ethical standards in manner that complies with the College's policies and procedures and in compliance with all applicable laws.

Dispute Resolution

In policy AC110 Dispute Resolution, the College has laid out the dispute resolution policy with clearly defined requirements.

Student Records
All student information is managed and accessed by senior College administrators and is held in a secure manner.

Staff Records
All staff information is located in a secure environment and managed and accessed by the President (or designate).

Admissions and Enrolment
All admissions decisions are made in compliance with existing admissions requirements, policies and procedures. Admission counsellors do not make admissions decisions.

Auditing
The College conducts regular internal policy and procedure audits. The College participates in an independent annual financial audit.

Marketing
The College has a policy that ensures that all advertising accurately reflects and represents its program offerings.

Academic Independence
The College is committed to academic excellence and intellectual independence. Polices support practices of academic honesty and integrity.

AM109 Health and Safety

AM109	Administration	Health and Safety
Handbook	All	
Program	All	
	Effective Date	April 2020
	Reviewed	December 2024
	Accountability	Leadership Team
Documents/Forms		

Policy Statement

The Western Community College (the College) provides a safe work and educational environment. It will make every reasonable effort to eliminate and/or control all accidents, fires, health, and occupational hazards to its faculty, staff and students. To accomplish this, the College make safeguards to provide personal protection and first aid when required expectations

- Appropriate safety equipment will be available on-site, serviced and used accordingly.
- Faculty and staff will receive a health and safety procedural orientation and will be expected to effectively communicate these to students. The goal is to:
    - Establish and maintain a safe environment for all faculty, staff and students
    - Eliminate workplace and classroom hazards
    - Practice accident prevention
    - Promote safety awareness and individual responsibility
    - Involve staff in safety planning and prevention
    - Encourage a healthy workplace and classroom environment.
- Faculty, staff and students are expected to follow safety protocols and to take an active part in protecting themselves and colleagues.

<u>Fire</u>

- The Safety Officer on Duty ensures that adequate fire suppression equipment is available throughout the campus and is regularly inspected by qualified personnel at least annually or as required by code.
- The Safety Officer on Duty ensures that all staff receives training in the operation of the fire suppression equipment and the College fire evacuation procedures.
- The Safety Officer on Duty is responsible for ensuring that emergency instructions and exit route maps are in each room and in public space, including bathroom and storage rooms.
- In the event of a fire emergency, the Safety Officer on Duty or staff member on scene will dial 911 and advise the fire department of the location of the College.
- The Safety Officer on Duty or staff member will advise everyone to evacuate the campus.
- Faculty will escort their students to a designated safe place outside the College

ensuring that they take the class list with them. Faculty will check the students present in the safe place against the list of students in attendance in each class and will immediately advise the Dean of Programs (or designate) if anyone is missing. Immediate attempts will be made to locate the individual(s).

- The Safety Officer on Duty will act as a liaison between fire officials and students/faculty and staff during the emergency.
- No student or employee will re-enter the campus until directed to do so by fire officials.

Earthquake

- The Safety Officer on Duty ensures that adequate precautions are taken throughout the campus to ensure that injury due to falling or unstable items during an earthquake is limited. This may include securing furniture to walls, as required by local municipal bylaws.
- The Safety Officer on Duty ensures that all staff receives training in the earthquake evacuation procedures.
- The designated institution Safety Officer is responsible for preparing and posting emergency instructions and exit route maps at the campus. The exit from that room or space will specifically be noted.
- In the event of an earthquake emergency, all faculty, staff and students will take cover and remain so until after the event.
- When it is deemed safe to leave the building, the Safety Officer on Duty will advise all faculty, staff and students to evacuate the campus.
- The same procedure will be followed by the faculty when escorting the students.
- The President (or designate) will act as a liaison between rescue officials and students/staff during the emergency. If necessary, the Safety Officer on Duty will authorize the College closure.
- No student or employee will re-enter the campus until the rescue officials have instructed them to do so.

Program Health and Safety

1. The Leadership Team will establish a 'Health and Safety Committee' that will ensure that the College and its faculty, staff and students are in compliance with local, regional, national health and safety legislation and are practicing industry best practices. The Committee will meet on a quarterly basis to address any health and safety concerns. The results of these concerns will be reported to the Leadership Team.
2. Programs that use dangerous equipment or hazardous materials must observe health and safety precautions as outlined by Health Canada, Work Safe BC or by the equipment manufacturer.
3. The Leadership Team is responsible for ensuring that staff receives training in the proper use, maintenance, storage and disposal of dangerous equipment or hazardous materials.
4. The faculty will be responsible for ensuring that students receive training in the proper use, maintenance, storage and disposal of dangerous equipment or hazardous

materials before being allowed to operate or use these.

5. Faculty in the program will conduct regular inspections of equipment to ensure that worn- out or damaged pieces are identified and replaced.

As requested by an external regulator or equipment manufacturer, the Leadership Team will arrange annual inspections of all equipment and facilities by a qualified inspector. All inspections and their outcomes will be documented, and the inspection report will be retained in the 'Health and Safety' directory.

AM111 Information Access and Protection

AM111	Administration	Information Access and Protection
Handbook	All	
Program	All	
	Effective Date	April 2020
	Reviewed	December 2024
	Accountability	President
Documents/Forms		

Policy Statement

Western Community College (the College) is committed to protecting its employees and students against damaging actions by individuals, either knowingly or unknowingly, therefore, information technology systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, are the property of the College and are to be used only for business and academic purposes in serving the interests of the College and students.

Scope

It is the responsibility of every digital information and Internet user to know the following guidelines and to conduct their activities accordingly.

Available Information Repositories

Students and staff are provided with a College email address to give them access to the proprietary items:

- Student information record management systems
- Learning management systems
- Course scheduling systems
- Facilities management systems
- Communication and notification systems
- Digital textbook repositories

Considerations

- The College's administrative staff and faculty are provided with an Employee Handbook, digital access to the Policy Manual, and Academic Calendar so that they can become familiar with all College policies and procedures.
- College staff and students will receive an orientation to student and learning information systems and will be required to use the College's systems as per policy.
- All College students will be provided with access to the Academic Calendar so that they can become familiar with policies and procedures.
- Data management and information security policies and procedures are developed by the College, approved by the College Leadership Team and implemented under the direction of the President.

- All College staff and students are provided with a College email address. A College email address and a password is required to access secure College systems and information repositories.
- College staff and students will create unique passwords based on best practices for each service and repository they wish to access.
- The College will comply with the policies and procedures of all external digital service providers.
- System audits will be performed at any time.
- College email accounts may be disabled at any time for the following reasons: violation of the College policy on acceptable use of property, violation of the student or staff code of conduct, and/or withdrawal/dismissal from the College.

Additional information is available in Policy AM103: *Acceptable Use of College Property.*

Enforcement

Any employee or student found to have violated these College policies through the inappropriate use of College technologies and the non-compliance of policies and procedures may be subject to disciplinary action, up to and including employment termination or dismissal from their program of studies.

AM112 Intellectual Property

AM112	Administration	Intellectual Property
Handbook	Staff	
Programs	All Programs	
	Effective Date	April 2020
	Revised	December 2024
	Accountability	Leadership Team
Documents/Forms		

Policy Statement

The College seeks no copyright ownership of individual works of substantive and scholarly intellectual content created by faculty, unless it is developed for a course given at the College. The College seeks to use the materials that have been incorporated into the course design without payment of royalty, fee or license in all current and future uses of the course.
The College will not prohibit faculty authors from using the substantive content or scholarly works created as a part of a project in other scholarly and professional endeavors.

Scope

This Policy applies to all faculty, teaching staff and students.

Intellectual Property Ownership

Authored/developed materials including but not limited to articles, books, video, films or other recordings are the property of the author/developer (hereinafter, the author) except when the authors created the materials under contract for the college

Copyright Ownership

A course created under contract is a work made for hire and, therefore, the copyright to the course will be held and exercised by Western Community College (the College).

Student Ownership

Where a student is a creator, either individually or as part of a project within the college or as part of a project with an external entity, and the intellectual rights to the creation are not otherwise specified, the student will retain all intellectual rights to the creation.

College Reserved Rights

As a holder of the copyright for a course, the College retains the following rights. This list should not be considered to include all the rights reserved.

- The right to use the course for instruction without payment of any royalties, fees, or residuals to the course authors/developers, nor payment to any third parties holding copyright to elements used in the course except as provided by negotiated license or contract.
- The rights to use the course to create a derivative work in subsequent

semesters/terms.

- The right to use the course beyond the involvement of the original author/developers.
- The right to control the distribution and use of all intellectual property to which the College holds the copyright and named ownership.

Reserved Rights

The author and any third-party authors whose pre-existing work is incorporated into the course retain all rights of ownership in these materials.

The author who includes their own pre-existing and copyrighted works into a College supported course development grants the College a non-exclusive, royalty free right to use the material as part of the course (including subsequent derivative works) during its useful life.

The author retains the right to request permission from the College to use parts of the course or the course in its entirety at another institution or setting. Granting of permission will be at the exclusive and sole prerogative of the College.

AM113 Marketing and Advertising

AM113	Administration	Marketing and Advertising
Handbook	Staff	
Program	All	
	Effective Date	April 2020
	Reviewed	December 2024
	Accountability	Leadership Team and Marketing Department
Documents/Forms		

Policy Statement

The College is committed to communicating, marketing, and advertising their products and services in an honest and ethical, transparent, and compliant manner so that prospective and current students, faculty and staff learn about the purpose and programs offered at the College.

The goal is to provide prospective students accurate information with respect to the College's program offerings and how these offerings may meet their educational and professional goals.

Scope

All marketing material, advertising content and messaging shall comply with the guidelines, direction, compliance requirements, and standards of Western Community College (the College) and be consistent with the programs being offered.

Guidelines

- The College's logo and name will appear on all messaging regardless of delivery vehicle.
- Any reproduction, duplication, transmission, or publication of marketing and advertising material requires the College's permission.
- Imagery in any form, which belongs to the College, its staff, faculty, and students, may be reproduced for College purposes only with the prior written consent of staff, faculty, and students.
- The President or designate must approve all materials before publication.
- All approved and published material under its name is owned and copyrighted by the College.

Communication

- All information in the form of news releases, statements, reports, reactions, and responses must be pre-approved by the President or designate.
- All external media inquiries should be passed on to the President or designate.

Requirements

- The College manages and coordinates the design, production, and distribution of

official College documents including recruitment and admission material, program of study brochures, flyers, posters, academic catalogs, schedules, and templates.

- Print, electronic, and digital media must comply with established guidelines.
- All material must comply with any requirements established by external regulators.
- The President or designate is responsible for approving all materials and publications and for the distribution of College information across all marketing and advertising platforms.

AM114 Social Media

AM114	Administration	Social Media
Handbook	All	
Program	All	
	Effective Date	April 2020
	Reviewed	December 2024
	Accountability	Leadership Team and Marketing Department
Documents/Forms		

Policy Statement

Western Community College (The College) recognizes the value of effective and approved use of social media. In using these technologies, faculty, staff and students should be guided by the College's mission and vision statements, ethical principles, and practices. The College must maintain professional boundaries and confidentiality. The College must be able to manage and assess risk. If a staff member's affiliation with the College is listed on a social media platform, they must regard all communications on that site as being professional in nature and governed by the College policies.

Scope

This policy applies to all social media platforms.

Definitions

Social Media Vehicles and Platforms:
These platforms allow participants to have distinct, individual user profiles and permit them to share, create, and interact with other generated content including, but not limited to, text, images, video and audio.

Post/Posting:
An act of adding to a site or platform content including but not limited to text, images, video and audio. Employees are required to receive permission in advance to post in order to ensure that no harm or damage which may tarnish the image or reputation of the College, the faculty. The staff or students. [See *AM113 Marketing and Advertising*].

Confidentiality:
Confidential information that employees receive through their employment or association with the College. Confidential information must not be disclosed via social media vehicles.

Staff must respect the privacy of other College employees, clients, and students, and must not disclose any information about staff members, clients, students, or any other information that in any way identifies a college client.

Offensive, Disrespectful and Inaccurate Content

- All conduct and language must meet acceptable professional standards.
- Employees and students should not post anything offensive or disrespectful.

- Employees and students must not discriminate against someone based on their race, color, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, sexual orientation, age, political belief or conviction of a criminal or summary offence.

Laws and Copyright
Employees and students must abide by all Canadian laws and copyright laws while engaging in social media interactions.

Logos and Graphics
Students and Employees must not use College logos, graphics or trademarks that create the appearance that they are speaking for the College.

Communication
Employees contacted by media representatives, journalists, or bloggers for comment about the College should contact the President and offer no comment.

Creating Events and Posting
The College has designated employees who are able to post and respond to official and approved posts.

Personal Sites
It is best practice not to comment on the College events, activities, and practices. If you do, identify your views as your own.

AM115 Student Privacy

AM115	Administration	Student Privacy
Handbook	All	
Program	All	
	Effective Date	April 2020
	Reviewed	December 2024
	Accountability	Registrar
Documents/Forms		

Confidentiality regarding students' records is protected under the *British Columbia Privacy Act.* Students have a right to have their private information protected. All staff are required to take steps to protect the privacy of students' personal information that may be provided to the College. It is the College's responsibility to ensure the confidentiality and security of students' personal information under the College's custody and control. This commitment applies to current, past, and prospective students.

Policy

The College respects the privacy and protection of personal information and does not disclose personally identifiable information about students to unauthorized third parties without consent consistent with *Provincial Personal Information Protection Legislation.*

Scope

This policy applies to all student information

Procedure

Student records may be reviewed on a confidential basis by authorized third-party authorities such as accreditation, student assistance or authorized government officials, and/or as part of a compliance or operational requirement. This information may include, but is not limited to, a student's continued enrolment, withdrawal, attendance and/or graduation from the program for which s/he was granted student assistance. This information is collected by accrediting and regulatory bodies in compliance with, and in the manner authorized under relevant *Freedom of Information and Protection of Privacy Legislation.*

For international students, the College will disclose to Citizenship and Immigration Canada information related to students' withdrawal/dismissal and attendance.

The College may use student information for research analyses, employment assistance, student satisfaction reports, institutional effectiveness and student follow-up, account payment, and/or contacting students to inform them about additional educational or alumni opportunities.

Any disclosure of information to third parties can only be made with the written consent of the student or as authorized by provincial or federal law.

Prospective Student, Current Student and Alumni Information

The following is considered student information and cannot be released unless required by law:

Legal name	Gender
Local address	National ID (e.g. SIN)
Permanent mailing address	Country of citizenship
Primary/secondary phone number	Passport information
Primary/secondary email address	Citizenship status
Program registration	Dispute resolution information
Dates of attendance	Discipline information
Diploma(s) received	Passport/Visa/Permit data
Date(s) awarded	Driver's license
Honors and awards received	Ethnicity
Participation in recognized activities	Marital Status
Previous Colleges attended	Criminal record (if required)
Date of birth	Enrollment
Attendance	

Any information record (created or stored in any format) in which the student is identified which is maintained by the College is referred to as a student record.

Inspection of Records

Students have a right to:

- Inspect and review their education records
- Seek to amend their education records
- Receive copies.

The student will be allowed to review their record(s) no later than 5 days from the time the request was made.

Students who wish to inspect and review their education records should submit a written request to the Registrar's Office. The request should identify, as precisely as possible, the records they wish to inspect. If the requested records are subject to inspection and review by the student, the Registrar's Office will make the necessary arrangements for access and will notify the student of the time and place where the records may be inspected.

When a record contains personally identifiable information about more than one student, the student may inspect and review only those records that relate to them personally

AM116 Student Statement of Rights

AM	**Administration**	**Student Statement of Rights**
Handbook Inclusion	All	
Programs	All	
	Effective Date	December 2024
	Revised	
	Accountable	Leadership Team
Documents/Forms		

Before students enroll, they should be informed of their rights and responsibilities.

1. Students have the right to be treated **fairly** and **respectfully** by the institution.
2. Students have the right to a **student enrolment contract** that includes the following information:
   - amount of tuition and any additional fee for the program
   - refund policy
   - if the program includes work experience, the requirements to participate in the work experience and the geographic area where it will be provided. It should be made sure all parties read and understand the contract before signing. The institution must provide applicants with a signed copy.
3. Students have the right to access the institution's **dispute resolution process** and to be **protected against retaliation** for making a complaint.

AM117 Equity, Diversity, and Inclusion

AM117	Administration	Equity, Diversity, and Inclusion
Handbooks	All	
Programs	All	
	Effective Date	December 2023
	Revised	August 2026
	Accountability	Leadership Team
Documents/Forms		

Policy Statement

Western Community College (WCC or the College) is committed to fostering an equitable and inclusive learning and working environment. Our goal is to enable our employees, students, and other stakeholders to enjoy rich, engaging and supportive educational, transferable skills and working experiences.

The College believes in the principles of Equity Diversity and Inclusion and continues to embrace practices and policies that promote the basic principles of EDI. These principles permeate the college's practices through the policies related to admissions, faculty and staff hiring as well as other major policies. The college requires fair, honest, and ethical conduct in all institutional practices and dealings.

WCC has established diversity and inclusion policies that are in alignment with federal and provincial laws, as well as local regulations, pertaining to equity and inclusion in education. These policies include statements of non-discrimination, equal opportunity, and the institution's commitment to fostering an inclusive and diverse learning environment.

Organizations that leverage the opportunities of a diverse workforce also commonly work to identify and address possible systemic barriers embedded within policies and practices that inadvertently exclude individuals. The adoption of this policy is intended for WCC to embrace equity, diversity, and inclusion, and recognize that different backgrounds, strengths, and perspectives of the different stakeholders.

We work to offer opportunities, support, and resources for employees, students, and other stakeholders to ensure that they thrive and succeed in their educational goals.

SCOPE

This policy applies equally to all employees, students, members of the WCC Leadership Team, Advisory Board, Academic Council, and community members using College services or facilities. The application of this policy and its success depend on the commitment and effort of every member of the WCC team, particularly the leadership team. This includes not engaging in, allowing, condoning, or ignoring behaviour that violates this policy. No personal reason or conviction shall exempt any individual from his or her duty to adhere to this policy

Definitions

Equity- Where everyone is treated according to their diverse needs in a way that enables all people to participate, perform, and engage to the same extent.

[Source: *Canadian Centre for Diversity and Inclusion.*]

Diversity- Diversity is about the individual. It is about the variety of unique dimensions, qualities, and characteristics we all possess, and the mix that occurs in any group of people. Race, ethnicity, age, gender, sexual orientation, religious beliefs, economic status, physical abilities, life experiences, and other perspectives can make up individual diversity. Diversity is a fact, and inclusion is a choice.

[Source**:** *Canadian Centre for Diversity and Inclusion.*]

Inclusion refers to creating a culture where all people feel their voices will be heard and a sense of belonging and integration, enabling them to make meaningful contributions.

The following legislated references have been taken into consideration as a guide for this policy:

- Canadian Human Rights Act
  https://laws-lois.justice.gc.ca/eng/acts/h-6/

- B.C. Human Rights Code
  http://www.bchrt.bc.ca/human-rights-duties/index.htm

- Canadian Charter of Rights and Freedoms
  https://laws-lois.justice.gc.ca/eng/Const/page-12.html

- Universal Declaration of Rights and Freedoms
  https://www.un.org/en/about-us/universal-declaration-of-human-rights

- Disability Services Framework Guidelines for the Accommodation of Students with Disabilities Attending Post Secondary Education in B.C.
  https://studentaidbc.ca/sites/all/files/form-library/resource-directory-accessibility-programs- services.pdf

- United Nations Declaration on the Rights of Indigenous Peoples
  https://www.un.org/esa/socdev/unpfii/documents/DRIPS_en.pdf

References related to EDI in WCC Policies, Documents and Website:

- AM103 Accommodation and Accessibility

- AM105 Code of Conduct
- AM108 Ethical Practice
- FA105 Recruiting and Appointment
- HS104 Sexual Misconduct and Harassment
- SE107 Student Code of Conduct
- Diploma Student Academic Calendar
- Degree Student Academic Calendar
- Faculty Handbook
- Onboarding Guidelines for Instructors
- www.wcc.ca

Procedures to deal with complaints:

The procedure to complain has been mentioned in the respective policies given above. Any complaint related to EDI, which has not been covered in the above-mentioned policies, can be resolved through the dispute resolution process.

AM118 Resource Allocation Policy

AM118	Administration	Resource Allocation
Programs	**All**	
	Effective Date	July 2012
	Revised	May 2024
	Accountability	The Finance Department, Budget Committee and Leadership Team

1.Purpose

The purpose of this policy is to establish a clear, fair, and transparent framework for the allocation of resources at Western Community College (WCC). This policy ensures that resources are allocated in alignment with the College's mission, strategic priorities, and operational needs.

2.Scope

This policy applies to all departments, and programs within Western Community College. It covers all types of resources, including financial, human, physical, and technological resources.

3.Definitions

- **Resources:** Includes financial funds, personnel, facilities, equipment, and technology.
- **Allocation:** The process of distributing available resources among various departments, projects, or initiatives.
- **Stakeholders:** Individuals or groups with an interest in the allocation of resources, including students, faculty, staff, and community partners.

4.Policy Statement

Western Community College is committed to the equitable and efficient allocation of resources to support its educational objectives, strategic goals, and operational efficiency. Resource allocation decisions will be data-driven, transparent, and aligned with the College's mission and strategic plan.

5.Budget Allocation Process

5.1 Annual Budget Preparation

- **5.1.1. Strategic Planning:** Each year, WCC conducts strategic planning sessions to determine the institution's priorities and objectives. These priorities inform the budget planning process.
- **5.1.2. Departmental Requests:** Departments submit their budget requests based on their strategic goals and operational needs. Each request should include a detailed justification for the requested amount.
- **5.1.3. Budget Committee Review:** The Budget Committee reviews all departmental budget requests. The committee is composed of representatives from key areas of the college, including Finance, Administration, and Academic Affairs.
- **5.1.4. Allocation Recommendations:** The Budget Committee makes

recommendations for budget allocations based on the strategic priorities, departmental needs, and overall financial health of the college.

5.2 Approval Process

- **5.2.1. Initial Approval:** The proposed budget allocations are reviewed by the Head of Department and forwarded to the Budget Committee for review.
- **5.2.2. Final Approval:** The approved budget is then submitted to the President for final approval.
- **5.2.3. Notification:** Departments and units are notified of their final budget allocations and any conditions or restrictions that may apply.

6.Resource Allocation Criteria

1. **Alignment with Strategic Plan:** Resources will be allocated to initiatives that support the College's strategic goals.
2. **Impact:** Priority will be given to projects and departments that demonstrate a significant positive impact on student success and community engagement.
3. **Efficiency and Effectiveness:** Consideration will be given to the efficient and effective use of resources.
4. **Compliance:** All allocations must comply with applicable laws, regulations, and College policies.

7.Budget Modification Requests

7.1 Request Submission

7.1.1. Justification: Any requests for modifications to the approved budget must include a detailed justification, outlining the reasons for the request and how it aligns with the
college's strategic goals.

7.1.2. Documentation: Supporting documentation should be provided to substantiate the need for the budget modification.

7.2 Review and Approval

- **7.2.1. Departmental Review:** The Department Head submits the modification request to the Budget Committee for review.
- **7.2.2. Evaluation:** The Budget Committee evaluates the request based on its alignment with the college's priorities and overall financial impact.
- **7.2.3. Approval:** Approved modifications are submitted to the Leadership Team for initial approval and then to the President for final approval.

8.3 Ad Hoc Resource Requests

1. **Submission:** Ad hoc resource requests outside the annual budgeting process can be submitted to the Office of Finance and Administration using the Resource Request Form/Purchase Request form.
2. **Review:** The request will be reviewed by the Budget Committee within two weeks.
3. **Decision:** A decision will be communicated to the requesting department within three weeks of submission.

9.Budget Monitoring and Reporting

9.1. Monitoring

- **9.1.1. Regular Reviews:** Departments must regularly monitor their budget expenditure to ensure they remain within allocated limits.
- **9.1.2. Variance Analysis:** Any significant variances between the budgeted and actual expenditure must be reported and explained.

9.2. Reporting

- **9.2.1. Monthly Reports:** Financial reports detailing budget performance are generated monthly and reviewed by the Finance Department.
- **9.2.2. Quarterly Reports:** Detailed budget performance reports are submitted quarterly to the President
- **9.2.3. Annual Review:** An annual review of budget performance is conducted to assess the effectiveness of the allocation process and make improvements for future budgets.

10.Accountability

10.1Responsibility

- **10.1.1. Department Heads:** Responsible for managing their allocated budgets, ensuring compliance with the allocation policy, and providing justification for any budget modifications.
- **10.1.2. Budget Committee:** Responsible for reviewing budget requests, making allocation recommendations, and ensuring adherence to the allocation policy.
- **10.1.3. Finance Department:** Responsible for financial reporting, monitoring budget performance, and assisting departments with budget management.
- **10.1.4. College President:** Responsible for final approval of the annual budget and major resource allocations.

Compliance

- **10.2.1. Policy Adherence:** All departments and units must adhere to this allocation policy. Non-compliance may result in corrective actions as deemed appropriate by the Leadership Team.

11.Policy Review

This policy is reviewed annually by the Finance Department in consultation with the Budget Committee and the Leadership Team. Revisions are made as necessary to ensure continued alignment with the college's strategic goals and financial management practices.

DEGREE POLICIES - GOVERNANCE

GV101: Advisory Board

GV101	Governance	Advisory Board
Handbooks	Staff	
Programs	Degree	
	Effective Date	April 2020
	Revised	December 2024
	Accountability	President
	Documents/Forms	Advisory Board Minutes

Policy Statement

Western Community College's (the College) Advisory Board (the Board) acts in an advisory capacity to the President in matters related to governance and operations of the College.

Scope
This policy applies only to the Advisory Board and its members when acting as members.

Responsibilities of the Advisory Board
The President delegates to the Board the responsibility to:

- Provide advice on academic, financial, human resource and on policy formation, review and approval
- Provide support to the College degree program respecting the requirements of external degree program regulators and legislation
- Provide guidance in a manner that reflects the mission and values of the College
- Provide strategic leadership to the College by focusing on the College's future state through creation and execution of its vision and mission
- Provide advice on the development and application of business practices
- Provide organizational, financial, and procedural guidance
- Assist in evaluating any proposals brought forward by management
- Monitor the management and execution of the College's degree programs
- Assist in the creation and execution of policies that specify how the Board defines, carries out and monitors its performance
- Serve as an advocate for the College and provide a link between the College and the communities it serves.

Board Membership and Term of Appointment

- The Board will normally have at least seven (7) members.
- At least three (3) members will be academic leaders with academic and post-secondary management experience.

- At least three (3) members will be business or community leaders with significant financial, HR Management or other relevant corporate experience.
- Appointments: Any Board member may nominate a candidate. Invitations to join the Board are made by the President or the chair of the board
- Terms: Terms are for two years unless extended
- Each external board member will normally serve for a maximum of six (6) consecutive years. The Board may choose to re-appoint members over six (6) years in order to provide continuity of knowledge and/or experience.

Board Chair

The Board Chair will ensure that:

- The Board behaves consistently within its own rules
- Meeting discussion is confined to those issues that are within the Board's purview
- Deliberation is fair, open, and thorough, but also timely, orderly, and to the point
- Board meetings are in accordance with the most current edition of Robert's Rules of Order.

Vice Chair Board

- The Vice Chair will be elected by the Board.
- Serves as a stand-in for the Chair in the Chair's absence.

Board Secretary

- Ensures that the minutes of all Board proceedings including any committees are recorded and filed
- Gives required notices to Board members one full week prior to the meeting
- Acts as the custodian of Board documentation
- Ensures that access to Board documentation is restricted to people or organizations authorized to have access
- The Board Chair shall nominate a person to act as Board Secretary. The Board Secretary need not be a member of the Board.

Agenda Planning and Meeting Procedures

The Board will meet on a quarterly basis. For meetings to proceed, a quorum must be present. Fifty percent (50%) plus one member will be considered a quorum. Agenda items will be postponed until the next meeting if a quorum is not formed. At the Chair's discretion, an additional meeting date may be established to deal with required business.

At a minimum an agenda will include:

- Approval of the previous Board Minutes
- President's general progress report
- New business.

A meeting agenda and all materials will be distributed to Board members at least one full week in advance of any Board meetings. Any Board member can request the Board Chair to place an item on an agenda.

Board Members' Responsibilities (Individual)
Board members will:

- Keep generally informed of the College's activities
- Demonstrate due diligence in preparation for Board meetings
- Attend meetings of the Board regularly and serve on committees of the Board
- Contribute from professional experience to the work of the Board, including offering personal perspectives or opinions on issues that are the subject of Board discussion and decisions
- Be open-minded, independent and impartial
- Protect confidential information
- Represent the College on occasion, through attendance and participation at designated College events.

Board Members' Code of Conduct
The Board commits to ethical, businesslike, and lawful conduct. Board Members must declare any possible conflicts of interest, whether real or perceptual, prior to the Board Meeting.

- Conflict of interest occurs when a Board member participates in a discussion or a decision about a matter, which may benefit that Board Member directly or indirectly.
- A Board member is in a conflict of interest when a personal interest exists that could influence his or her decisions and impair his or her ability to act in College's best interest.

Protection of Confidential Information
Board members will protect the confidentiality of any information received by the Board. Board information will not be shared outside of the Board membership unless authorized.

GV102 Academic Council

GV102	GV	Academic Council
Handbooks	Degree Policy Handbook	
Applies To	Degree Programs	
	Date Created	April 2020
	Effective Date	April 2020
	Last Revised	October 2026
	Effective After Revised	October 2026
	Policy Owner /Accountability	Leadership Team
	Approving Authority	Academic Council
Documents/Forms	AC Terms of Reference	
Related Policy	AC111 Five-Year Program Review	

1. Policy Statement

Western Community College (WCC) establishes the Academic Council as the academic governance body responsible for degree programs offered by the College. The Academic Council provides oversight and decision-making on academic matters within its approved scope, including degree program and course approval, academic policies and procedures applicable to degree programs, academic standards, curriculum, student academic matters, and program quality and improvement.

The Academic Council is the designated WCC body with authority to approve degree programs, courses within its jurisdiction, and academic policies and procedures applicable to degree programs, subject to applicable regulatory, accreditation, and institutional approval requirements.

Diploma and certificate programs fall under the jurisdiction of the Career Programs Council (CPC), which performs a comparable academic governance function for those programs. The respective responsibilities and authority of the Academic Council and CPC shall be exercised within their defined scopes.

2. Purpose

The purpose of this policy is to establish the mandate, authority, membership, responsibilities, and operating procedures of the Academic Council to support academic quality, integrity, accountability, and continuous improvement in WCC's degree programs.

3. Scope and Authority

3.1 Scope

This policy applies exclusively to WCC's degree programs, including the Bachelor of Hospitality Management and any other degree programs offered by the College.

The Academic Council's scope includes academic matters relating to degree programs, including:

- Development, review, revision, suspension, and discontinuation of degree programs, subject to applicable approval requirements.
- Approval of new courses, course revisions, curriculum changes, and degree program requirements.
- Academic policies and procedures applicable to degree programs.
- Admissions criteria and academic admission-related matters within its authority.
- Academic standing, assessment, grading, progression, graduation, and credential requirements.
- Recognition of prior learning, transfer credit, and articulation matters relating to degree programs.
- Student academic appeals and other academic matters assigned to the Council.
- Academic quality assurance, program evaluation, and continuous improvement.
- Research ethics and scholarly activity matters within the Council's assigned responsibilities.
- Review of academic performance and other evidence relevant to degree program effectiveness.

3.2 Limitations of Authority

The Academic Council does not replace the responsibilities of the President, senior administration, the external Advisory Council, or other designated institutional authorities in matters outside its academic mandate.

The Academic Council does not exercise academic governance authority over WCC diploma and certificate programs. These programs fall under the Career Programs Council, in accordance with its mandate and applicable policies.

Where a matter affects both degree programs and other WCC programs, the relevant governance bodies shall address the matter within their respective jurisdictions and coordinate

as necessary. Institution-wide policies and procedures remain applicable where designated as such.

All decisions remain subject to applicable legislation, regulatory requirements, accreditation standards, and external approvals.

4. Definitions

Academic Council: The academic governance body responsible for degree programs at WCC.

Career Programs Council (CPC): The academic governance body responsible for diploma and certificate programs at WCC.

Degree Program: A program leading to a degree credential approved for delivery by WCC and the applicable regulatory authorities.

Standing Committee: A committee established to undertake continuing responsibilities within a defined mandate approved by the Academic Council.

Ad Hoc Committee: A temporary committee established to address a specific matter or assignment.

Quorum: The minimum number of voting members required to conduct official Council business.

Prior Learning Assessment and Recognition (PLAR): A process for assessing learning acquired through formal, non-formal, or informal learning for potential academic credit, in accordance with applicable WCC policies.

5. Guiding Principles

The Academic Council shall conduct its work in accordance with the following principles:

- **Academic integrity:** Decisions shall uphold academic standards and ethical practice.
- **Quality assurance:** Decisions shall support the quality, relevance, and continuous improvement of degree programs.
- **Evidence-informed decision-making:** Recommendations and decisions shall be supported by appropriate evidence, data, and consultation.

- **Transparency and accountability:** Decisions, responsibilities, and procedures shall be documented.
- **Fairness and consistency:** Academic matters shall be addressed equitably and in accordance with approved policies.
- **Confidentiality:** Confidential student, personnel, and institutional information shall be protected.
- **Clear governance:** Decisions shall remain within the Council's defined authority and scope.

6. Roles and Responsibilities

6.1 Academic Council

The Academic Council shall:

1. Exercise academic governance over WCC degree programs.
2. Approve degree programs, courses, curriculum changes, and academic policies and procedures within its authority.
3. Review and approve academic standards and requirements relating to degree programs.
4. Consider recommendations from its standing and ad hoc committees.
5. Establish standing and ad hoc committees as required.
6. Approve the Terms of Reference of standing committees and ad hoc committees.
7. Review reports and recommendations relating to academic quality, program effectiveness, and continuous improvement.
8. Consider academic matters and appeals assigned to the Council under applicable policies.
9. Maintain appropriate records of decisions, approvals, and actions.
10. Ensure that decisions are consistent with applicable regulatory and accreditation requirements.
11. Refer matters outside its mandate to the appropriate institutional authority or governance body.
12. Monitor the implementation of approved academic decisions within its jurisdiction.

6.2 Chair

The Chair shall:

1. Preside over Academic Council meetings.
2. Establish meeting agendas in consultation with relevant members.

3. Ensure that meetings are conducted in accordance with this policy and approved procedures.
4. Facilitate the consideration of academic matters and the recording of decisions.
5. Ensure that approved actions are assigned and monitored.
6. Represent the Council in matters within its mandate.
7. Establish ad hoc committees where authorized and present their Terms of Reference for approval.
8. Perform other duties necessary to support the effective operation of the Council.

6.3 Vice-Chair

The Vice-Chair shall support the Chair and preside over meetings in the Chair's absence. The Vice-Chair shall undertake other duties assigned by the Council or Chair.

6.4 Secretary

The Secretary shall:

1. Prepare and distribute meeting agendas and supporting documents.
2. Record and circulate meeting minutes and decisions.
3. Maintain membership records, Terms of Reference, and Council documentation.
4. Maintain records of committee reports and follow-up actions.
5. Distribute approved policies and procedures to the relevant institutional stakeholders.
6. Perform other administrative duties required for the effective operation of the Council.

6.5 Council Members

Members shall:

1. Participate in Council meetings and committee activities as required.
2. Review meeting materials and contribute to informed discussion.
3. Act in the best interests of WCC and the quality of its degree programs.
4. Declare actual, potential, or perceived conflicts of interest.
5. Maintain confidentiality where required.
6. Follow through on assigned responsibilities.
7. Participate in policy, curriculum, and quality-assurance reviews within the Council's mandate.

6.6 Standing and Ad Hoc Committees

Committees shall review matters referred to them and provide recommendations, reports, or proposals to the Academic Council. Unless explicitly authorized under an approved delegation, committees shall not exercise the Council's final approval authority.

7. Membership

7.1 Composition

The Academic Council shall include appropriate representation from academic leadership, faculty, students, and other designated members to support effective governance of degree programs.

The following composition reflects the existing membership framework. Any positions or numbers requiring confirmation shall be finalized before approval of the revised policy.

Membership category	Proposed composition	Appointment or selection
President	One, ex officio, non-voting	By virtue of position
Executive Vice President	One, ex officio	By virtue of position
Vice-President Academic	One; Chair	By virtue of position
Vice-Chair	One	Elected by voting members
Registrar	One; Secretary, or a designated Secretary	By virtue of position or appointment
Program Chairs	Relevant degree-program leadership positions	By virtue of position; voting status to be confirmed
Full-time faculty	Up to 20	Appointed by the Vice-President Academic in consultation with the President, Executive Vice-President, and relevant academic leadership
Continuing part-time faculty	Up to 6	Appointed through the same consultation process
Full-time students	2	Selected through a documented student-representation process
Alumni	Up to 2	Appointed through a documented consultation process
Additional administrative representatives	Up to 2	Appointment by the chair in consultation with Vice Chair.

7.2 Membership Selection

The College shall maintain a transparent process for appointing or selecting members in each category.

- **Ex officio members:** Membership arises from the individual's institutional position.
- **Chair:** The Vice-President Academic serves as Chair.
- **Vice-Chair:** Elected by voting members of the Academic Council.
- **Faculty members:** Appointed by the Vice-President Academic in consultation with the President, Executive Vice-President, and relevant academic leadership, in accordance with the approved composition.
- **Student members:** Selected through a documented process that provides an opportunity for eligible degree-program students to be represented.
- **Alumni members:** Appointed through a documented process that considers relevant experience and the contribution alumni can make to degree-program governance.
- **Administrative and staff members:** Selected or appointed through a process approved by the College and documented in this policy or its associated procedures.

7.3 Terms of Membership

Unless otherwise specified:

- Faculty members shall serve two-year terms, with a maximum of four consecutive years.
- Student members shall serve two-year terms, subject to continued eligibility.
- Alumni members shall serve one-year terms.
- The Vice-Chair shall serve a two-year term.
- Ex officio members shall serve while occupying the relevant institutional position.
- Terms for additional administrative and staff representatives shall be confirmed before approval.

Where a member resigns, becomes ineligible, or is otherwise unable to complete a term, a replacement may be appointed or selected through the applicable process for the remainder of the term.

Faculty members who are no longer teaching at WCC shall cease to hold membership in the faculty category.

8. Policy Requirements:

8.1 Meetings and Procedures

8.1.1 Regular Meetings

The Academic Council shall meet at least once every four months, or more frequently as required to conduct its business.

8.1.2 Meeting Notice and Agenda

The agenda and supporting documents shall normally be distributed at least five business days before a scheduled meeting.

An extraordinary meeting may be called when necessary, with at least 48 hours' notice where practicable. The notice shall identify the matters to be considered.

Members may request that items be added to the agenda by submitting them to the Chair at least two weeks before the meeting, where practicable.

8.1.3 Quorum

A quorum shall consist of a majority of voting members. Non-voting members shall not be counted when determining quorum.

8.1.4 Voting and Decisions

Each voting member shall have one vote. Unless a different requirement is specified by an applicable policy or regulation, a motion shall be decided by a majority of votes cast.

The President shall be a non-voting member. The voting status of other ex officio or appointed positions shall be specified in the approved membership structure.

8.1.5 Attendance

Members are expected to attend meetings regularly and participate meaningfully in Council activities. A member who is absent from more than two consecutive meetings without an approved leave of absence may have their membership reviewed, and the position may be declared vacant in accordance with the applicable procedure.

8.1.6 Meeting Records

Minutes shall document attendance, matters considered, motions, decisions, and assigned actions. Approved minutes shall be maintained by the Secretary and made available to relevant stakeholders, subject to confidentiality and applicable privacy requirements.

8.1.7 Meeting Procedure

The Council shall use Robert's Rules of Order as a procedural reference where appropriate, unless otherwise provided by this policy or an approved meeting procedure.

8.2 Academic Approval Process

8.2.1 Proposals

Proposals concerning degree programs, courses, curriculum changes, academic policies, or other matters within the Council's mandate shall be submitted with supporting documentation and evidence appropriate to the matter.

8.2.2 Committee Review

The Chair may refer proposals to a standing or ad hoc committee for review. Committees may consult relevant faculty, administrators, students, subject-matter experts, or external stakeholders as appropriate.

8.2.3 Council Decision

Following committee review, recommendations shall be submitted to the Academic Council for consideration and decision. The Council shall record its decisions and any conditions, revisions, or follow-up actions.

8.2.4 External and Institutional Approvals

Where a proposal requires approval from WCC's senior administration, an external regulator, an accrediting body, or another authorized entity, Council approval shall not be treated as a substitute for that additional approval.

9. Standing Committees

The Academic Council may establish standing committees to support its work. Committee mandates, membership, reporting relationships, and delegated responsibilities shall be established through approved Terms of Reference.

The following committees are identified in the existing Academic Council policy and associated committee documentation. Their formal status as standing committees shall be confirmed before this policy is finalized:

1. **Curriculum Committee:** Reviews proposed degree programs, courses, curriculum revisions, instructional resources, and program-review matters.
2. **Equity Diversity and Inclusion Committee (EDIC):** Promotes an inclusive, equitable, and respectful learning and working environment by advancing accessibility, cultural awareness, belonging, and fair opportunities for all members of the WCC community.
3. **Policies and Procedures Committee:** Reviews academic policies and associated procedures within the Council's mandate.
4. **Scholarly Activity Committee:** Supports and reviews scholarly activity matters assigned to it, including applicable degree-program activities.
5. **Ethics Review Committee:** Reviews research ethics matters assigned to it, in accordance with applicable policies and requirements.

The Academic Council shall approve the Terms of Reference for its standing committees and may revise or discontinue committees as required.

10. Ad Hoc Committees

The Academic Council may establish an ad hoc committee to address a specific issue, proposal, review, or assignment within its mandate.

Each ad hoc committee shall have approved Terms of Reference identifying:

- Purpose and scope.
- Membership and Chair.
- Responsibilities and delegated authority.
- Deliverables and timelines.
- Reporting requirements.
- Confidentiality and conflict-of-interest requirements.
- Conditions for completion and dissolution.

An ad hoc committee shall report to the Academic Council and shall not exercise approval authority beyond the authority expressly delegated to it.

Dispute Resolution Committee: Ad-hoc committee under the Academic Council - Addresses academic disputes referred to it under the applicable policy and Terms of Reference.

11. Committee Reporting and Accountability

Standing and ad hoc committees shall report to the Academic Council at intervals established in their Terms of Reference or as requested by the Council.

Reports shall identify matters reviewed, recommendations, decisions requested, outstanding actions, and relevant risks or resource considerations.

The Academic Council shall review committee recommendations and monitor the implementation of approved actions within its jurisdiction.

12. Confidentiality and Conflict of Interest

Members shall protect confidential information and comply with applicable privacy and institutional requirements.

Members must disclose actual, potential, or perceived conflicts of interest when a matter under consideration may affect their personal, professional, or financial interests. The Chair shall determine the appropriate management of the conflict, including recusal from discussion or voting where required.

13. Exceptions

Any exception to this policy must be consistent with applicable legislation, regulatory requirements, and WCC's delegated authority. Exceptions must be documented and approved by the appropriate institutional authority.

14. Compliance

Council members and committees shall comply with this policy, approved Terms of Reference, applicable WCC policies and procedures, and relevant regulatory or accreditation requirements.

The Academic Council shall operate in accordance with applicable requirements relating to degree-program approval and quality assurance, including requirements of the Degree Quality Assessment Board where applicable and the requirements of relevant professional or accrediting bodies.

15. Policy Review and Approval

This policy shall be reviewed at least once every three years or earlier if required by regulatory changes, institutional governance changes, or recommendations arising from institutional review.

Revisions shall be documented and submitted through WCC's approved policy review and approval process.

16. Related Policies and Documents

- Academic Council Terms of Reference
- Curriculum Committee Terms of Reference.
- Other approved standing and ad hoc committee Terms of Reference.

17. Document Revision History

April 2020	Initial Policy
December 2024	Review and Amendment
December 2025	Review
October 2026	Review and Amendment

GV103 Leadership Team

GV103	Governance	Leadership Team
Handbooks	Staff, Faculty	
Programs	All	
	Effective Date	April 2020
	Reviewed	December 2024
	Accountability	President
Documents/Forms	Minutes	

Policy Statement

The Leadership Team makes a major contribution to the College's strategic plan and target-setting. It has budgetary responsibility and is responsible for ensuring that the College resources are used wisely and well.

Scope

The Leadership Team is responsible for developing and implementing the vision and strategy of the College, providing academic and operational leadership, and acting as ambassadors to promote the College's mission, activities and values.

Responsibilities of the Leadership Team

The Leadership Team is to manage the day-to-day activities of the College by:

- Operationalizing the College's mission, goals, and values and policies and ensuring these are understood and followed
- Developing and reviewing annually a three-year strategic plan
- Developing, implementing, and executing strategies, operational plans, policies, procedures, budgets, and forecasts
- Driving, monitoring, and achieving operational, financial, and program performance targets, objectives, and key performance indicators
- Ensuring the adequacy and compliance with internal financial controls through active monitoring and management
- Identifying issues and acting on early warnings and deviations from annual plans and/or budgets and monitoring the effectiveness of remedial actions
- Prioritising and allocating resources
- Assessing and controlling risk
- Safeguarding the integrity and adequacy of management information and financial reporting systems
- Reviewing all operational plans and policies on at least an annual basis
- Maintaining appropriate, accurate, up-to-date information published in the College academic calendar, website marketing material and handouts
  Recommending amendments, repeals, or adaptation of operational policies and procedures
- Ensuring that provincial accreditation reporting and filling requirements are met

- Ensuring compliance with relevant policies, legislation and regulations
- Meeting at least once a month and maintaining Committee minutes which will contain the formal record of all major decisions made by the Team
- Receiving and taking action on reports from college departments, Student Council, Academic Council, and the Advisory Board
- Reporting to the President
- Creating Ad Hoc Committees that focus on administrative and operational issues when required

Membership

- President
- Vice-President Academic
- Registrar
- Dean of Programs
- Additional members as determined (I.e., Ad Hoc Committee members)

GV105 Financial Records and Reporting

GV105	Governance	Financial Records and Reporting
Handbooks	Staff	
Programs	All	
	Effective Date	April 2020
	Reviewed	December 2024
	Accountability	President
Documents/Forms		

Policy Statement

A systematic approach to financial *recording and reporting is crucial t*o assist the Board, the Academic Council and the Leadership Team in the creation, execution and monitoring of the College's performance.

Financial Management

Budget preparation occurs once a year during the annual strategic and future planning processes. The College has internal/external controls established to:

- Monitor revenue and expenses
- Monitor the allocation of student funds
- Manage revenue reconciliations
- Monitor and address bad debts
- Monitor and manage student loan defaults.

The College's fiscal year ends on May 31. Accounting policies, procedures and practices comply with the *Generally Accepted Accounting Principles* (GAAP) and the Canadian Revenue Agency regulations for Canadian businesses. An annual audited financial statement is prepared by an external chartered accountant in accordance with GAAP.

Financial Capacity

A comprehensive business and marketing plan is reviewed and updated each year. Both 'worst- and best-case scenarios' are included. Forecasts are reviewed weekly and updated as needed.

Internal Financial Reporting

A qualified third-party accounting firm conducts an annual audit of the College's financial statements in accordance with generally accepted accounting practices. Month-to-month College financial oversight is provided by the Leadership Team under the direction of the President.

The College contributes to the 'Student Tuition Protection Fund', the 'Student Training Completion Fund' and complies with the financial security requirements of the DQAB and the Ministry of Advanced Education, Skills and Training.

GV106 Institutional Effectiveness

GV106	Governance	Institutional Effectiveness
Handbooks	Degree Policy Handbook; Diploma Policy Handbook	
Applies To	All Programs	
	Date Created	April 2020
	Effective Date	April 2020
	Last Revised	October 2026
	Effective After Revised	October 2026
	Policy Owner /Accountability	Leadership Team
	Approving Authority	Leadership Team
Documents/Forms	Institutional Self-Study Template	
Related Policy	AC111 Five-Year Program Review	

1. Policy Statement

Western Community College (the College) is committed to continuous improvement, institutional effectiveness, accountability, and evidence-informed decision-making.

The College shall maintain a systematic institutional effectiveness process through which it evaluates the extent to which its academic, student support, administrative, and operational activities are achieving the College's mission, strategic priorities, institutional goals, regulatory requirements, and quality standards.

Institutional effectiveness shall be demonstrated through the systematic collection and analysis of relevant evidence, meaningful participation by College stakeholders, documented self-study and review processes, external review where required, institutional response to review findings, implementation and monitoring of improvement actions, and public reporting of review outcomes.

The College shall use the results of institutional effectiveness reviews to inform institutional planning, resource allocation, quality improvement, risk management, strategic priorities, and continuous improvement.

2. Purpose

The purpose of this policy is to establish a consistent and transparent framework for institutional effectiveness at the College.

The policy is intended to:

- assess the effectiveness of the College in achieving its mission, goals, and strategic priorities;
- evaluate the effectiveness and quality of administrative, educational, student support, and operational departments;
- ensure that institutional decisions are informed by reliable and relevant evidence;
- provide opportunities for administrators, faculty, staff, and students to participate in institutional effectiveness processes;
- establish consistent requirements for institutional self-study and data collection;
- identify institutional strengths, opportunities for improvement, risks, and areas requiring action;
- obtain external perspectives through an external review process;
- ensure that recommendations resulting from institutional reviews are addressed and monitored;
- support accountability to students, employees, regulators, accrediting and quality assurance bodies, and other stakeholders; and
- promote a culture of continuous improvement throughout the College.

3. Scope

This policy applies institution-wide.

The institutional effectiveness process shall assess how effectively the College's academic, student-support, administrative, financial, and operational activities contribute to its mission, strategic priorities, and intended student and institutional outcomes. Reviews shall include, as applicable:

Alignment with the College's mission, strategic plan, and measurable institutional goals.
Academic program quality, student learning outcomes, and the effectiveness of teaching and learning.
Student retention, completion, graduation, employment outcomes, and satisfaction, including barriers to student success.
The adequacy, allocation, and effective use of financial, human, physical, and technological resources.
The effectiveness of governance, leadership, accountability, and risk-management practices.
Faculty and staff development, employee engagement, and organizational capacity.

The institutional effectiveness review process shall include:

3.1 Administrative departments

Every administrative department of the College shall be included in the institutional effectiveness review process.

Administrative departments may include, but are not limited to:

- Leadership Team;
- Admissions;
- Student Services;
- Registrar and Records;
- Finance;
- Human Resources;
- Information Technology;
- Marketing;
- Facilities and Infrastructure;
- Library and Learning Resources;
- Quality Assurance and Compliance;
- Employment and career services

3.2 Educational Departments

Every educational department shall be included in the institutional effectiveness review process.

Where a program or educational department is already subject to a formal external accreditation, regulatory, quality assurance, degree quality assessment, or other approved program review process, the College may use that review process and its outcomes to satisfy applicable institutional effectiveness requirements, provided that the process addresses the applicable requirements of this policy.

The institutional effectiveness lead shall document a comparison of the existing review's scope, evidence, stakeholder participation, findings, and follow-up arrangements against this policy. The Leadership Team shall approve the proposed equivalence. Any gaps shall be addressed through supplementary review activities, and relevant findings shall be incorporated into institutional action tracking.

3.3 Institutional-Level Review

An institution-wide review may evaluate the College as a whole, including its governance, academic operations, student services, administrative functions, resources, strategic planning, and achievement of institutional goals.

3.4 Department-Level Review

The College may conduct institutional effectiveness reviews at the administrative, educational, service, or other appropriate department levels.

Department-level reviews shall be designed to contribute to the College's overall institutional effectiveness and shall be integrated with institutional planning and improvement processes.

4. Definitions

Institutional Effectiveness: A systematic process through which the College evaluates the achievement of its mission, goals, strategic priorities, and intended outcomes using evidence and uses the results for continuous improvement.

Institutional Effectiveness Review: A formal review undertaken to assess the effectiveness of the College or an administrative, educational, or support department.

Self-Study: A structured, evidence-based assessment prepared by the College or a designated department that evaluates its effectiveness against established institutional standards, goals, policies, and requirements.

External Review: An independent review conducted by qualified individuals who are external to the College and who provide an objective assessment of the College or department under review.

External Review Panel: A group of qualified external reviewers appointed by the College to review the self-study, supporting evidence, and institutional effectiveness practices and to provide an external report, where applicable.

Institutional Response: The College's formal written response to an external review report, including areas of agreement, clarification, acceptance or non-acceptance of recommendations, and proposed actions.

Institutional Effectiveness Action Plan: A documented plan identifying actions required in response to institutional effectiveness findings or recommendations, including responsibilities, timelines, resources, indicators, and monitoring requirements.

Review Summary: A publicly available summary of an institutional effectiveness review, including the review scope, process, key findings, recommendations, and institutional response or improvement actions, subject to privacy and confidentiality requirements.

Program Advisory Committee (PAC): An advisory committee that provides industry, employer, and practitioner perspectives on program relevance, curriculum, required skills, practicum or work-experience preparation, and graduate employability. PAC recommendations inform program review and institutional effectiveness; academic approval remains with the relevant council, and operational resource approval follows the College’s executive processes.

5. Guiding Principles

The institutional effectiveness process shall be guided by the following principles:

- **Evidence-informed decision-making:** Decisions shall be informed by relevant, reliable, and appropriately analyzed evidence.

- **Continuous improvement:** Review findings should be used to strengthen institutional and department-level performance.
- **Participation:** Administrators, faculty, staff, and students shall have appropriate opportunities to participate in institutional effectiveness processes.
- **Transparency:** Institutional effectiveness processes, responsibilities, findings, and follow-up activities shall be documented.
- **Accountability:** Responsible individuals and departments shall be assigned responsibility for addressing identified actions.
- **Inclusivity:** Reviews shall consider the diverse needs and experiences of students, employees, and other relevant stakeholders.
- **Confidentiality and privacy:** Personal, confidential, and sensitive information shall be handled in accordance with applicable privacy requirements and College policies.
- **Alignment:** Institutional effectiveness activities shall align with the College's mission, strategic plan, institutional priorities, regulatory requirements, and applicable accreditation or quality assurance standards.

6. Roles and Responsibilities

6.1 Leadership Team

Leadership Team shall:

- provide institutional leadership for institutional effectiveness;
- approve the institutional effectiveness review framework and schedule;
- identify resource needs and recommend resource commitments to the President for approval through established executive processes;
- review institutional effectiveness findings and recommendations;
- review institutional responses to external review reports and recommend them to the President for approval;
- ensure that significant institutional actions are incorporated into strategic and operational planning.

6.2 Institutional Effectiveness Lead

The President shall designate an institutional effectiveness lead to coordinate implementation of this policy. The lead shall:

- coordinate the institutional effectiveness review cycle;
- maintain the institutional effectiveness review schedule;
- coordinate development and completion of self-studies;
- establish required data elements and reporting requirements;
- coordinate stakeholder participation;
- coordinate the external review process;
- maintain institutional records related to reviews;

- monitor institutional action plans; and
- prepare institutional effectiveness summaries and reports.

The institutional effectiveness lead shall report progress to the Leadership Team and provide relevant academic findings and action updates to the respective councils.

6.3 Administrators and/or Department Leaders

Administrators and/or Department leaders shall:

- participate in institutional effectiveness reviews;
- provide accurate and timely information and documentation;
- facilitate participation of employees and other stakeholders;
- review findings relevant to their areas of responsibility;
- develop and implement approved improvement actions; and
- monitor and report progress on assigned actions.

6.4 Faculty

Faculty shall:

- participate in institutional and educational department self-study and review activities as appropriate;
- provide relevant academic and student learning information;
- contribute to the analysis of academic and educational outcomes;
- participate in consultation and feedback processes; and
- contribute to improvement actions within their areas of responsibility.

6.5 Staff

Staff shall:

- participate in institutional effectiveness processes relevant to their roles;
- provide operational information and evidence;
- contribute to the assessment of administrative and student support services; and
- participate in implementation of approved improvement actions.

6.6 Students

Students shall have appropriate opportunities to participate in institutional effectiveness processes through mechanisms that may include:

- surveys;
- focus groups;

- interviews;
- student committees or representative bodies;
- consultations; and
- other feedback mechanisms established by the College.

6.7 External Review Panel

External reviewers shall:

- review the institutional self-study and supporting evidence;
- conduct an external review, including a site visit where required;
- consult with appropriate College stakeholders;
- assess the College or department against the established review criteria; and
- prepare an independent external report containing findings and recommendations.

6.8 Academic Councils

The Academic Council for degree programs and the council responsible for career/diploma programs shall review institutional effectiveness findings relating to programs within their respective mandates. Academic policy, curriculum, and other academic changes arising from these reviews shall be submitted to the relevant council for approval in accordance with its established authority. Institutional budgets, staffing, and operational resource commitments shall follow the College's executive approval processes, with commitments arising from institutional effectiveness reviews approved by the President.

6.9 Program Advisory Committees

Program Advisory Committees shall provide advice on the currency and relevance of programs, industry and workforce needs, student preparation for employment, and opportunities for improvement. Relevant department or program leaders shall obtain and document PAC recommendations at least annually for programs served by a PAC, submit academic recommendations to the relevant council, and refer operational or resource recommendations through the established executive processes. Recommendations, the College's response, and resulting actions shall be recorded and monitored through the institutional effectiveness process. PACs have an advisory role and do not approve academic policies, curricula, budgets, or staffing.

7. Procedures/Implementation

7.1 Institutional Effectiveness Review Cycle

The College shall maintain a systematic review cycle for institutional effectiveness.

The review schedule shall identify:

- the department under review;
- review dates and timelines;
- responsible individuals or departments;
- required self-study components;
- required data;
- external review requirements;
- institutional response deadlines; and
- follow-up and monitoring dates.

Each administrative and educational department shall undergo annual performance monitoring and a comprehensive institutional effectiveness review at least once every five years. Shorter review intervals shall apply where required by a regulator, accrediting body, or an approved institutional review schedule. The review schedule shall identify the date of the last comprehensive review and the next review due date.

7.2 Review Planning

Before each review, the Policy Owner or designated institutional effectiveness lead shall establish a review plan identifying:

1. the scope of the review;
2. the department or institutional areas being reviewed;
3. applicable standards, policies, strategic objectives, and regulatory requirements;
4. required stakeholders;
5. required data and evidence;
6. self-study requirements;
7. external review requirements;
8. timelines and milestones; and
9. responsibilities for preparation, review, response, and follow-up.

7.3 Stakeholder Participation

The College shall provide meaningful opportunities for administrators, faculty, staff, and students to participate in the institutional effectiveness process.

Participation may include:

- providing data or documentation;
- contributing to the self-study;
- participating in surveys or consultations;
- participating in focus groups or interviews;
- reviewing findings;
- contributing to action planning; and
- providing feedback on proposed improvement actions.

The level and method of participation shall be appropriate to the nature and scope of the review.

7.4 Departmental Self-Study

Each institutional effectiveness review shall include documented self-study at appropriate department levels.

The self-study shall assess the College or department against the approved review framework and shall include below as applicable to different departments:

- mission and mandate;
- organizational structure and governance;
- goals and objectives;
- performance indicators and outcomes;
- academic or operational effectiveness;
- student outcomes and feedback;
- stakeholder engagement;
- human, physical, technological, and financial resources;
- policies and procedures;
- regulatory and accreditation requirements;
- strengths and effective practices;
- areas requiring improvement;
- risks and challenges;
- evidence and supporting documentation; and
- proposed improvement actions.

7.5 Required Data Elements

The College shall establish and maintain a defined set of data elements for institutional effectiveness reviews.

Each review shall use clearly defined performance indicators and targets, where appropriate, supported by validated quantitative and qualitative evidence.

Review evidence shall include Program Advisory Committee recommendations and related meeting records, where applicable, together with the College's documented responses and progress on resulting actions.

Depending on the nature of the review, data may include:

- enrolment;
- retention;
- withdrawals;

- completion and graduation;
- student achievement;
- employment or graduate outcomes, where available;
- student satisfaction and feedback;
- faculty and staff information;
- faculty and staff feedback;
- financial and resource information;
- admissions information;
- student support utilization;
- complaints, appeals, and resolutions;
- program or service demand;
- regulatory and accreditation findings;
- internal audits and findings;
- risk indicators; and
- other quantitative or qualitative evidence relevant to the review.

Data shall be collected from authoritative College systems and other approved sources.

Where applicable, the data owner or responsible department shall validate the accuracy and completeness of the information before it is included in the self-study.

7.6 Data Collection and Provision

The institutional effectiveness lead shall identify:

- the data element required;
- the source of the data;
- the responsible data owner;
- the reporting period;
- the methodology or definition used;
- the frequency of collection;
- the format in which data are provided; and
- any limitations affecting interpretation.

Data shall be provided to the review team in a timely manner and in a format that supports analysis.

7.7 Internal Review of Self-Study

The completed self-study shall be reviewed internally by the designated institutional effectiveness lead and appropriate members of the Leadership Team or other designated review body.

The internal review shall verify the completeness, consistency, accuracy, and readiness of the self-study for external review.

7.8 External Review Panel

Where an external review is required, the College shall appoint an external review panel with appropriate expertise and independence with a minimum of three reviewers.

An external review shall be conducted where required by an applicable regulatory or accreditation requirement, specified in the approved review schedule, or directed by the President through a documented decision in response to significant concerns about quality, performance, governance, or risk.

The external review process shall include:

1. review of the completed self-study and supporting evidence;
2. submission of questions or requests for clarification, where applicable;
3. a site visit to the College, where required;
4. meetings or consultations with appropriate administrators, faculty, staff, students, and other stakeholders;
5. review of relevant facilities, resources, documentation, and processes; and
6. preparation of a written external review report.

External reviewers shall be provided with the review framework, self-study, supporting evidence, and other information necessary to conduct the review.

Before appointment, the College shall document each reviewer's relevant qualifications and obtain a written conflict-of-interest declaration and confidentiality commitment. Reviewers shall be independent of the activities under review. Any conflict that could compromise impartiality shall be resolved before appointment; a reviewer whose conflict cannot be resolved shall not be appointed.

7.9 External Review Report

The external review report shall identify, as appropriate:

- strengths and effective practices;
- areas requiring attention or improvement;
- findings supported by evidence;
- recommendations;
- opportunities for continuous improvement; and
- matters requiring institutional follow-up.

The external report shall be provided to the President and designated institutional effectiveness lead.

7.10 Institutional Response to External Review

The College shall prepare a formal institutional response to the external review report.

The institutional response shall:

- acknowledge the external review findings;
- identify areas where the College accepts or requires clarification of recommendations;
- identify actions the College intends to undertake;
- assign responsibility for each action;
- establish target completion dates; and
- identify measures or indicators that will be used to monitor progress.

The Leadership Team shall review the institutional response and recommend it to the President for approval. The President shall approve the institutional response and associated resource commitments through the College's established executive processes. Academic changes shall require approval by the relevant council within its mandate.

7.11 Institutional Effectiveness Action Plan

For each substantive finding or recommendation requiring follow-up, the College shall develop an Institutional Effectiveness Action Plan.

The Action Plan shall include, as applicable:

Required Element	Description
Finding / Recommendation	The issue or recommendation being addressed
Action	Specific action to be taken
Responsible Department / Position	Person or department accountable for implementation
Priority	Institutional priority assigned to the action
Resources	Required resources or support
Timeline	Target completion date
Performance Indicator	Measure used to determine progress or completion
Status	Not Started / In Progress / Completed / Ongoing
Evidence of Completion	Documentation demonstrating completion
Monitoring Date	Date for formal progress review

7.12 Monitoring and Follow-Up

The College follows a defined process for monitoring actions arising from institutional effectiveness reviews.

The institutional effectiveness lead maintains an action-tracking mechanism and periodically obtains progress updates from responsible departments.

The institutional effectiveness lead obtains and reports action-plan updates to the Leadership Team and provide relevant academic updates to the respective councils quarterly. Overdue actions and actions associated with high-risk findings shall be escalated promptly to the President for direction and resolution.

Where an action is delayed or not completed, the responsible department shall identify:

- the reason for the delay;
- revised timelines;
- additional resources or support required; and
- any changes to the action plan.

Completed actions shall be verified using appropriate evidence.

Follow-up shall assess whether completed improvement actions achieved their intended outcomes, and the findings shall inform subsequent planning and review cycles.

7.13 Integration with Planning and Budgeting

Institutional effectiveness findings shall inform:

- strategic planning;
- annual operational planning;
- academic planning;
- program and service improvement;
- resource allocation;
- budgeting;
- risk management; and
- other institutional decision-making processes.

The College Effectiveness Report (CER), College Effectiveness Action Plan (CEAP), Strategic Plan (SP), and budget planning processes shall incorporate relevant institutional effectiveness findings.

7.14 Public Review Summary

The College shall publish an individual summary of each comprehensive institution-wide review and each review for which separate public reporting is externally required. Findings from routine departmental, program, and service reviews may be consolidated into an annual institutional effectiveness summary unless separate publication is required. The annual summary shall identify the reviews completed, major findings, improvement commitments, and progress on prior actions. The institutional effectiveness lead shall prepare summaries for Leadership Team review and President approval before publication on the College's website or another publicly accessible College channel.

The publicly available summary shall include, as appropriate:

- the purpose and scope of the review;
- the review period;
- the process used;
- participating stakeholder groups;

- high-level findings;
- key recommendations or areas for improvement;
- the College's response; and
- major improvement actions or follow-up commitments.

The public summary shall not disclose personal information, confidential information, proprietary information, or other information restricted from disclosure under applicable legislation or College policy.

7.15 Records Management

The College shall maintain institutional effectiveness records in accordance with its records management and privacy requirements.

Records shall include, as applicable:

- review plans;
- self-studies;
- data submissions;
- supporting evidence;
- quality-control checklists;
- external review reports;
- institutional responses;
- action plans;
- monitoring records; and
- public review summaries.

8. Policy Requirements and Exceptions

All applicable administrative and educational departments shall participate in the institutional effectiveness process established under this policy.

An exception may be permitted where:

- department is already subject to an equivalent formal external accreditation, regulatory, or quality assurance review;
- the timing of another required review makes duplication unnecessary; or
- exceptional operational circumstances prevent completion according to the established schedule.

Any exception shall be documented and approved by the Leadership Team.

An approved exception shall not permanently remove an administrative or educational department from the College's institutional effectiveness framework.

9. Appeals / Dispute Resolution

Institutional effectiveness reviews are intended to support continuous improvement and are not disciplinary processes.

Where a department or individual disagrees with a factual finding or process decision, the concern shall first be raised with the institutional effectiveness lead.

If the concern cannot be resolved, it may be referred to the Policy Owner or President for review.

Nothing in this section prevents an individual from using an applicable College complaint, appeal, grievance, or dispute-resolution process where the matter falls within another established policy.

10. Compliance / Consequences

All College departments and designated participants are expected to cooperate with institutional effectiveness activities and provide accurate and timely information.

Failure to provide required information, participate in an assigned review, or implement an approved action may be reported to the responsible administrator and Leadership Team for follow-up.

Where non-compliance involves a regulatory, accreditation, privacy, financial, or other legal requirement, the matter shall be addressed in accordance with the applicable College policy and external requirements.

11. Legislation / Regulatory Requirements

Institutional effectiveness activities shall be conducted in accordance with applicable requirements, including, as applicable:

- Private Training Institutions Regulation and applicable requirements of the Private Training Institutions Regulatory Unit (PTIRU);
- Degree Quality Assessment Board (DQAB) requirements;
- applicable requirements of Education Quality Assurance (EQA);
- applicable StudentAid BC requirements;
- applicable accreditation and regulatory requirements;
- applicable privacy legislation;
- applicable records management requirements; and
- requirements of other regulatory, licensing, professional, or accreditation bodies relevant to a College program or service.

Where an external regulatory or accreditation requirement establishes a more specific review requirement, the College shall meet that requirement.

12. Related Documents

The following documents support implementation of this policy:

- Institutional Effectiveness Review Schedule;
- Institutional Self-Study Template;
- Institutional Effectiveness Data;
- College Effectiveness Report (CER);
- College Effectiveness Action Plan (CEAP); and
- Strategic Plan.

13. Policy Review & Approval

Policy Owner: Leadership Team

Approving Authority: Leadership Team. Approval and revised effective dates shall be recorded following formal approval. The President approves institutional responses and associated resource commitments as specified in this policy.

Review Cycle: Every three years, or earlier if required by regulatory, accreditation, institutional, or operational changes

The policy shall be reviewed periodically to ensure that it remains current, relevant, effective, and aligned with applicable legislation, regulatory requirements, accreditation standards, institutional priorities, and operational practices.

14. Document Revision History

April 2020	Initial Policy
December 2024	Review and Amendment
December 2025	Review
October 2026	Review and Amendment

DEGREE POLICIES - DEGREE ADMISSIONS

AD101 Admissions

AD101	Admissions	Admission
Handbooks	Student	
Programs	Degree	
	Effective Date	April 2020
	Reviewed	November 2023
	Accountability	Registrar
Documents/Forms		

Policy Statement

Western Community College (the College) provides "offers of admission" based on student eligibility. Applicants must submit a completed application package including all required official documentation and supporting papers, The Admissions Counsellor will receive these documents which will be forwarded to the Registrar's Office for review. It is suggested that documentation be submitted well in advance of the start of the term.

Each program will consider the knowledge, skills, values and attributes conducive to student success in the program. Based on the applicant profile, the College in consultation with faculty and the Academic Council will establish a minimum standard for admission for each degree program. Where specific quotas and/or articulation agreements are planned, each program will seek Academic Council approval.

The College is committed to enrolling students who meet all degree program admission requirements.

Scope

This policy applies to the application process from initial application to acceptance.

Admission Requirements and Conditions

- Original documents are required for submission by applicants. Photocopies may be accepted during the online application process, but original or notarized copies English must be before the 1st day of class.

  - Applications with official documents and transcripts must be received prior to the 1st day of class unless otherwise instructed by the Registrar's Office. If applications are received after the application deadline, applications may be processed for the subsequent term. Applicants who receive an offer of admission must submit a

registration deposit. Registration deposits should be paid within two weeks of the offer of admission being issued, unless otherwise instructed in writing by the Registrar's Office.

- The College may specify admissions with conditions as per policy.
- If the applicant's file is incomplete by the start of the 1st day of the semester and without any indication of extenuating circumstances, the application may be declined and any offers of admission withdrawn.
- All documents submitted become the property of the College and will not be returned unless at the time of submission, the applicant/student is able to demonstrate that they are irreplaceable.
- No student may register for courses unless they have received a Letter of Acceptance (LOA) or a Conditional Letter of Acceptance (CLOA)
- Policies on Admission are reviewed and approved by the Academic Council and Leadership Team.

Admission Procedures

Admissions to programs at the College require that applicants follow an application procedure that ensures that they meet all program admission requirements.

1. Admissions Interview

The Admissions counsellor interviews the prospective student to explore the applicants' interests as they relate to the programs offered, assist applicants to identify an appropriate area of study consistent with their stated interests and educational goals. The interview may be conducted in person via phone or other digital application. When the applicant decides on a program of study the Admissions Counsellor will:

- Ensure that the applicant has all of the appropriate program information.
- Describe the student support services available at the College.
- Answer any additional inquiries with respect to the program, curriculum, and program delivery.
- Provide program admission criteria, assist the applicant in determining if they meet the requirements, and if they do, provide the applicant with a list of required program admissions documents.
- Provide the applicant with information on program tuition, ancillary costs and refund policies.
- Review with the applicant the content and terms and conditions of the Enrolment Contract which indicates the *Tuition Refund, Attendance, Work Experience, Dismissal, Withdrawal, Grade Appeal, and Dispute Resolution* policies.

2. Enrolment Contract

When it has been determined that the applicant meets the degree program admission requirements, the applicant will complete the application documents and submit this to

the Admissions Counsellor:

- An admission application and signed Enrolment Contract.
  If the applicant is not of the age of majority, this must be completed and signed by a parent or guardian.
- Original supporting documentation.
- A non-refundable application fees.
- Written agreement that the applicant has read the program outline and had understood the admission and program requirements.

3. The Admissions Counsellor will review the application and complete the application checklist. The Admissions Counsellor will notify the applicant if there are any documents missing and/or if there are any further questions with respect to the information provided. Notes are placed in the applicant's file.
4. The applicant will be reminded that tuition and program specific fees (if any) and all required documentation must be received and approved before the first day of instruction, otherwise the student will not be allowed to start.
5. When the applicant's file is complete and verified by the Admissions Counsellor, and the non-refundable application fee has been received, the file is sent to the Registrar's Office.
6. The Registrar's Office will verify that all program admission requirements have been met, all documents have been submitted and verified. The requests for course credits or equivalencies are submitted and assessed in consultation with the Dean of Programs. The Registrar's Office will then issue a 'Letter of Acceptance' (LOA).
7. If the application file is incomplete, the Registrar's Office will determine if the application should be returned to the Admissions Counsellor for follow up. If not, the Registrar's Office may consult with the Dean of Programs to address any concerns or issues and/or to determine if a 'Conditional Letter of Acceptance' (CLOA) should be issued. At this stage it is the responsibility of the Registrar's Office to communicate with the applicant to ensure that stipulated conditions are satisfied as per policy and unless otherwise indicated, that these stipulations must be satisfied before the first day of the term. See 'Admission Notification' below.
8. The applicant will be notified within two weeks of submission of their application of the status of their application.
9. Upon approval, the applicant will receive a Letter of Acceptance along with instructions to review the College Academic Calendar.
10. The applicant will confirm in writing that they have read, had an opportunity to ask questions, and understood the policies and procedures as described in the Academic Calendar.
11. The Registrar will officially notify candidates of their acceptance or refusal. The Registrar, Dean of Programs, and/or Academic Council reserve the right to specify

    conditions concerning an individual applicant's admission or re-admission to a program, consistent with approved policies.

    International students who have been offered admission and have paid the registration deposit, must submit a copy of their approved student visa by the deadline for each term to

confirm their program. Spaces in programs will be reserved until the programs are full.

All new students should arrive on time to attend a new student orientation. They should allow themselves sufficient time before the start of the term to secure accommodation, to purchase textbooks and other instructional resources.

Admission Notification and Admission Status

No implicit or explicit offers should be made by Admissions Counsellors to applicants or agents that may suggest acceptance or conditions of acceptance. It is the Registrar's Office that will provide written notification to advise all applicants whether their application for admission has been approved or not.

There are three (3) types of admission status:

- Full admission, with no conditions: Applicant meets all entrance admissions criteria and will be able to register in courses as per degree plan. Applicants will receive a Letter of Acceptance (LOA).
- Admission with conditions: Applicant meets most admissions criteria, but specific conditions will be specified, such as the achievement of a minimum course grade average or GPA; the participation in additional program or course upgrading, and/or conditions in case of limited course registrations. Applicants will receive a Conditional Letter of Acceptance (CLOA).
- Admission denied: Applicant does not meet admission requirements. Applicants will receive a Letter of Denial of Admission (LOD) indicating why the application was denied.

No student may be registered for courses at the College unless they have received a LOA or CLOA.

Selection Criteria

Each program shall maintain a description of the selection criteria applicable to applicants who wish to enroll in that program. This selection criteria includes:

- Application deadline
- Admission requirements
- Quotas or class size, where applicable
- Number of intakes per year
- Documentation required for admission
- Methods of evaluating eligibility
- Any additional notes not covered above.

Applicant Types

Domestic applicants are those who are either:

- Canadian citizens.
- Permanent residents of Canada who hold a Permanent Resident Card.

International applicants are those who are citizens of any country except Canada and who do not hold permanent resident status in Canada. Exceptions include students whose status is one of the following:

- Ministerial permit claiming refugee status.
- Diplomatic visa or dependent of a person on a diplomatic visa.
- Restricted employment authorization or dependent of a person on a restricted employment authorization.

Mature Students are those who have not completed grade 12 or its equivalence. They are normally at the age of 19 years.

General Admission Requirements

In general admission requirements are degree program specific. For a complete description of the policy, refer to the statement on *Admission Procedure* (above) and to policy *AD110 Student Recruitment.*

Applicants will be required to meet the following minimum criteria.

- Have, at minimum, a Canadian high school (Grade 12) diploma (or equivalent) with a course grade overall average of C or better or GED with an average of C.
- Applicants with less than C in English 12 or its equivalent may be required to take a preparatory English course.
- Applicants with less than a C in Math 11 or its equivalent may be required to take a preparatory mathematics course. Equivalents include but are not limited to WCC's MATH 099 or similar courses provided by accredited providers, post-secondary course work requiring quantitative skills at or above the Grade 11 level, or an assessment provided by WCC or another accredited provider or assessor.
- Satisfy the English Language proficiency requirements (*Policy AD105: English Language Proficiency Policy).*

Applicants must furnish information necessary for the College record, disclosing all post-secondary institutions attended, and arranging for all official (or certified) transcripts to be sent to the Registrar's Office.

<u>Domestic Applicants</u>

High school students applying for admission to the College must submit documentations verifying that they are 18 years of age or older by the 1st day of the term at the College and have satisfied the program's admission requirements.

Applicants who are permanent residents must provide a copy of their Permanent Resident Card (PRC) with their application. Applicants who are Convention Refugees must provide proof of their status with their application.

International Applicants

In addition to what is described above, the following documents are required for international students:

- Original or official copies of all educational transcripts and credentialing documents. Documents must be in English. If the document has been translated, the original along with a certified translated copy must be submitted.
- Proof of English language proficiency as described in the College's Policy AD105: *English Language Proficiency Policy*
- Photocopy of a current passport for proof of citizenship and date of birth
- A completed and signed 'Application for Admission' form.
- A completed and signed 'Enrolment Contract'.
- A study permit.
  If a study permit is denied, the applicant will provide the College with a copy of the denial document.
- A work permit (if the program has a co-op work experience component); and
- Evidence of healthcare coverage.

The student may not be permitted to start the program if all required program documents are not submitted before the start of the student's program.

The College may request additional documentation to support the review of an application including documentation provided by a recognized credential evaluation service agency.

Course Equivalency

Course equivalency is defined for the purposes of this policy as the student having met university- level admission requirements in their home jurisdiction, otherwise it is defined in the *Credit Transfer (AD103)* and *Prior Learning Assessment Recognition (AD111)* policies. Eligibility for admission does not preclude the need to meet entry-level requirements specified for individual courses and programs.

Study Permit

To study at the College, international applicants will be required to obtain a 'Study Permit' prior to entering Canada. Obtaining a 'Study Permit' is the applicants' responsibility. Additional information can be found on the website of Citizenship and Immigration Canada, (www.cic.gc.ca)

If students need to extend their study permit, they will need to contact the nearest Canadian Immigration Centre at least two-months before the expiry date on the study permit.

When an international student on a study permit has been dismissed or is withdrawn from a program for which a study permit has been issued, the College will notify Citizenship and

Immigration Canada using the Designated Learning Institutions Compliance Report (DLI).

If an international student's study permit has been denied, the College will refund any monies paid towards tuition.

Work Permit

An international student will need to obtain a work permit to participate in a degree program with co-op work experience. This can be obtained before or after a student enters the country (www.cic.gc.ca/english/study/work-coop.asp)

English Language Proficiency

All College applicants must meet the program and *English Language Proficiency (AD105)* policy requirements.

Individual programs may have additional admission requirements.

Transfer Credit

On application, students may apply for course transfer credits or prior learning assessment recognition for courses completed at recognized post-secondary institutions. Credits may be granted by the Registrar's Office based on existing articulation agreements or on those found at www.bctransferguide.ca or maybe referred to the Dean of Programs, for review and approval. The College requires that all applications with supporting documentation must be submitted for review before the first day of the term, otherwise applications for transfer credits will not be considered, unless the student is a late applicant.

Further details of the number of credits, limitations and other information pertaining to transfer credits can be found in the policy on *Credit Transfer (AD103)* and *Prior Learning Assessment Recognition (AD111)* policies.

Advanced Standing

Course credit received from any combination of transfer, advanced placement, international baccalaureate and prior learning assessment may not exceed fifty percent (50%) of the total credential credit requirement at the College, unless otherwise specified. Credit cannot be received for 300 and 400 level courses.

Notification of New Admissions Criteria or Course Prerequisites

New or revised admission criteria will be published in all the College public documents and on- line before they are implemented. An effective date will be indicated. Dates will coincide with term start dates in order to provide adequate lead-time for applicants to fulfill the requirements without delaying the application process.

Required Documentation

All official documentation must be received before a Letter of Acceptance or Letter of Acceptance Conditional will be issued.

All applicants must submit official copies of required supporting documentation, including official transcripts of past education. Transcripts are deemed official if they are received directly by the Registrar's Office from the sending institution in a sealed envelope. Unless otherwise indicated, program applicants will submit:

- An official high school transcript (or attested copy)
- Official post-secondary transcripts from all post-secondary institutions attended
- A completed and signed 'Application for Admission' form
- A completed and signed 'Enrolment Agreement' and
- Proof that English Language Proficiency requirements have been met.

Applicants who are permanent residents must provide a copy of their Permanent Resident Card (PRC) with their application. Applicants who are Convention Refugees must provide proof of their status with their application.

In addition to what is described above, the following is required for submission by international students:

- Photocopy of a current passport for proof of citizenship and birth date
- Documentation (if applicable) from the sending and/or receiving government stating that the person can be allowed to stay in the country
- A study permit
- A work permit (if the program has a co-op work experience component); and
- Evidence of healthcare coverage.

All required program documentation must have been submitted before the start of student's program, otherwise they may not be permitted to start.

Credentials from any non-Canadian sources must be accompanied by an International Credit Evaluation Service (ICES) report, or World Education Services (WES) report or report from another recognized verification service such as Educational Credential Evaluators Inc.

Photocopies, faxes, or notarized copies of transcripts are only used for preliminary evaluation. They are not acceptable for final admission to the College degree programs. In exceptional circumstances (i.e., countries where students only receive one copy of an original transcript), notarized copies may be accepted in combination with an ICES report.

Any applicant who is conditionally accepted based on photocopies, faxes, or notarized copies of transcripts must provide official, original documents to the Registrar's Office prior to, or upon arrival at the College, unless otherwise approved by the Dean of Programs. If official documents are not provided by the first day of the term, the College may rescind the offer of admission and withdraw the student with a full tuition refund. The application fee will not be

refunded.

Applicants from countries where only one official transcript is ever issued must present their original documents to the Registrar's Office upon arrival for their first term so that attested hi-resolution copies can be made and placed in the student's file. Original documents will be returned.

Applicants who are unable to submit secondary school transcripts must file a written statement explaining why they cannot meet this requirement. The Registrar will review the statements.

The College may request additional documentation or form of evaluation deemed appropriate to assess the applicant's potential for success or to verify the applicant's information of qualifications.

Applicants will not be admitted if the College determines that fraudulent or misleading documents, records, information, or data have been submitted.

Applicants must submit a non-refundable application fee with their applications.

Deferred Admission

Once an applicant has been admitted, they may defer their start date for a maximum of 3 terms. If they do not start by that date, they must provide updated documentation to be re-considered for admission.

Failure to Start Program

If an accepted student does not start their studies, the College retains the admission documents for 1 year, after which they are destroyed. If an applicant renews their application after that date, the applicant must provide completely new documentation.

Credential Evaluation

Credentials from any non-Canadian source must be accompanied by an International Credit Evaluation Service (ICES) report, or World Education Services (WES) report or report from another recognized verification service.

The College reserves the right to request credential documentation verification and/or evaluation.

The College will notify the applicant if credential documentation verification and/or evaluation is required. The applicant will be required to submit the requested document(s) within 60 days. Failure to do so will result in the application being withdrawn and authorities will be notified as needed.

Appealing Admission Decisions

Applicants denied admission or re-admission, and who can demonstrate extenuating circumstances (e.g., medical or compassionate circumstances, etc.), or provide information not presented initially, may appeal to the Office of the Vice-President Academic. The appeal

must contain additional information explaining why the appeal should be considered.

Responsibility

International applicants are responsible for obtaining their student visas, study permits, work permits, and are required to present copies on or before the first day of the term.

If required documentation is not provided, the College will withdraw the offer of admission and withdraw the student from their program. With the exception of the admissions/registration fee, a full tuition refund will be provided.

The Dean of Programs

- Is responsible for reviewing and approving all applications for admission
- Has the authority to require additional application documentation and/or apply conditions
- Issues all offers of admission, admission with conditions, and denial of admission documentation through the Registrar's Office.

The Registrar is responsible for reviewing any applications for which the applicant is requesting an appeal.

The decision of the Registrar is final. The Dean of Programs will report application appeal circumstances and outcomes to the Academic Council.

Documentation Misrepresentation

All applicants and students are required to provide all requested documentation, in the form requested. Documents must not misrepresent their personal circumstance and academic history. By doing so' this may impact their eligibility for admission, program continuance or graduation.

If it is determined that an applicant submits any false statements or inaccurate, altered or forged documents in support of an admissions application or if documents or information are found to be fraudulent before or during the admissions process the application will be denied.

If documents or information are found to be false after the applicant has been admitted the student will be dismissed from their program and will not be permitted to reapply.

If it is determined that during the course of a program a student submits any false statements or inaccurate, altered or forged documents, the Registrar's Office will inform the Dean of Programs, who will investigate and determine if the student will be dismissed from the program.

Terminology

Application for Admission - Formal request by an applicant to attend the College and includes submission of required documentation.

Admission with Conditions - Formal letter issued by the Registrar's Office to applicants who have been accepted into a specific program of study for a specific term, and with specific conditions indicated which the student must meet.

Denial - Formal rejection of an application for admission issued by the Registrar's Office when an applicant does not meet the minimum admission requirements and who is not eligible under flexible admissions rules.

Letter of Acceptance (LOA) - Formal letter issued by the Registrar's Office to applicants who have been accepted into a specific program of study for a specific term with no conditions.

Conditional Letter of Acceptance with (CLOA) - Formal letter issued by Registrar's Office to applicants who have been accepted into a specific program of study for a specific term with conditions.

Letter of Denial of Acceptance (LOD) - Formal letter issued by the Registrar's Office to applicants who have not been accepted into a program of study.

Deferred Admission - Offer of admission that, on request of the applicant, is deferred to a later start date.

Official Transcript - Official, original signed and sealed document sent directly to the Registrar's Office from the issuing high school or post-secondary institution outlining the applicant's educational experiences.

Academic Council Admissions Committee – An ad-hoc appeal body that reviews all requests for appeal from applicants who were denied.

Re-entry - Formal process by which a student returns to the College after a period of inactivity.

ICES (International Credential Evaluation Service) - A British Columbia-based service which provides a detailed report to compare an international credential to Canadian educational standards. See www.bcit.ca/ices.

WES (World Education Services) - An Ontario-based service which provides a detailed report to compare an international credential to Canadian educational standards.

AD102 Articulation Agreements

AD102	**Admissions**	**Articulation Agreements**
Handbooks	Staff	
Programs	Degree	

	Effective Date	April 2020
	Revised	August 2024
	Accountability	Academic Council
Documents/Forms	BCCAT course syllabi for transfer form	

Policy Statement

Western Community College (The College) is now a committed and engaged member of post-secondary program and professional organization articulation agreements. WCC is a recent member of the BCCAT system and takes its role of enhancing the system for student credit transfers within the system very seriously. We commit to being a willing and energetic participant, transparent and fair in our transfer processes, and where possible, we will usually decide in favour of a student, especially if it is clear they have earned their credit. Students will not be awarded credit for learning they have not acquired.

Transfer agreements with BCCAT members are registered with BCCAT by the receiving institution and published in the British Columbia Transfer Guide. Agreements with non-members are posted on the College website.

Scope

This policy deals with the articulation of courses and the development of transfer agreements. BCCAT states "The minimum grade for individual course transfer is normally a passing grade, as defined by the institution where the student acquired the course credit. A course grade higher than the grade usually required for course transfer should not be required for admission by the receiving institution, unless the same requirement applies to the use of grades for the equivalent internal course at the receiving institution: for example, fulfilling pre-requisite requirements for other courses." WCC follows this guideline in its BHM program.
WCC has a formal appeal procedure available for students who wish to appeal transfer credit decisions. WCC advises students who come to the college our process for transfer credits and our advisors discuss this with them during the admissions process overseen by the Registrar's Office.

Procedures

1. General Notes:

a. Transfer credits may be granted for a specific course (e.g., HOSP123) or unassigned credit at a particular level (e.g. HOSP1XX) Credits are recorded as transfers and not included in GPA calculations.

b. Currently, a minimum of 80% of learning outcomes must be met by the applicant.

c. Agreements are generally unidirectional (either sending or receiving). Example: ABC College course HOSP111 may cover 90% of WCC HOSP132 outcomes but WCC132 might cover only 70% of the ABC course outcomes. WCC would accept the ABC course for credit but ABC would be unlikely to accept the WCC course.

d. Faculty involved in the articulation of courses should familiarize themselves with industry-standard procedures. See BCCAT's How to Articulate (2018 Edition) (bccat.ca)

2. Institutions requesting articulation and transfer-credit agreement from the College (The College as receiving institution.)

a. Requests are made through the Registrar

b. The Registrar will first verify the institution and evaluate its standards.

i. Note: If the institution is a member of BCCAT or a similar institution or accredited by a recognized accreditation body, further verification and evaluation are not required.

c. Once the institution is verified and standards are deemed of sufficient quality, the request is forwarded to the subject matter expert. The subject matter expert will examine the materials and provide a determination to the Registrar.

d. The Registrar will inform the requesting institution of the determination (through BCCAT, if a member)

i. If approved, register the agreement with BCCAT (if a member) or

ii. If approved, post the agreement to the College website (if not a member).

3. The College requesting articulation and transfer-credit agreement (The College as sending institution.)

a. Any faculty may initiate a request for transfer credit for a course within their subject area.

b. Note: Until the College is a member of BCCAT, the process will follow the policies of the receiving institution.

c. Faculty should first obtain information from other institutions (e.g., course outlines, course outcomes, standard texts, minimum faculty requirements and any other information that may be relevant) and compare that information with the College course.

Guidelines and Process for SME's:

Step 1: RO receives request for transfer credit from institution.

Step 2: RO sends request to WCC SME along with course materials (course outline, syllabus, program description, etc.). SMEs identified and approved by Program Chair with copy to Dean, VPA, AVA, RO.

Step 3: Subject Matter Expert (faculty) SME is advised of 1 week to respond to request otherwise, it goes to SME2. After a week, the request goes to SME3. After week 3, the Program Chair is advised to follow-up.

Step 4: SME completes review of course(s) with decision or contacts institution for further information if more information is required. SME tries to complete the course review in 1 week (so goal is a 4-week processing time at WCC).

Step 5: SME completes review using BCCAT checklist and the WCC course articulation form.

Step 6: SME makes decision on transfer credit. Decision can be:

1. Credit awarded- equivalency,
2. Credit awarded-unassigned,
3. Partial credits awarded,
4. No credit awarded-denied.

Where partial credit is awarded or denied, SME should write a succinct statement of rationale for the decision to partially award or deny.

Step 7: Completed form and decision is sent to RO for documentation and system response with 1 week of decision by SME.

Step 8: Decision is filed in WCC shared folder accessible to RO, AVA VPA, Dean, Director/Program Chair along with decision/accompanying paperwork.

AD103 Credit Transfer

AD103	Admissions	Credit Transfer
Handbooks	Student	
Programs	Degree	
	Effective Date	April 2020
	Reviewed	May 2023
	Accountability	Registrar
	Approval Body	Academic Council
Documents/Forms	Credit Transfer Request	

Policy Statement

Studies taken at or recognized by other accredited post-secondary institutions may be eligible for credit transfer up to the maximum allowed under the residency requirement (60 credits). Courses appropriate for transfer credit are those that can normally be applied to fulfill specific course or elective requirements of a program.

The College will be guided by the Principles and Guidelines for Transfer endorsed by the British Columbia Council on Admissions & Transfer (BCCAT) and the Pan-Canadian Protocol on the Transferability of University Credits.

Scope

Program applicants may request transfer credit for courses successfully completed at any recognized and accredited post-secondary institution. Courses completed at British Columbia post-secondary institutions will be awarded transfer credits based on the principles of transfer in the British Columbia Transfer Guide.

Definitions

1) Assigned Credits: Credits for courses deemed equivalent to specific WCC courses.
2) Unassigned Credits: Credits for courses not identifiable with any of the WCC courses but appropriate for general academic credit towards electives or fulfilling credit requirements for the degree.
3) Block Transfer Credits: Credits for groups of courses that may be credited towards one or more WCC courses.

Considerations

Where a course has not yet been articulated, credit will be evaluated on a case-by-case basis. Courses must have been completed within the previous five (5) years. Exceptions can only be approved by the Dean of Programs.

Transfer credit will only be granted for individual courses with a minimum of grade equivalent of

2.0 (C) or better.
Courses completed through non-recognized institutions or organizations and learning obtained through work and life experience may be considered for recognition through the Prior Learning Assessment & Recognition (PLAR) process for possible credit. For policy details, please refer to *Prior Learning Assessment Recognition (AD111)*

Once transfer credit has been granted for a course from the sending institution, it cannot be used for transfer credit towards any subsequent course(s).

Courses used to meet the requirements of previously earned undergraduate or graduate degrees will not be eligible for transfer credit.

Credits earned as part of a completed Associate degree from a recognized institution with a GPA of 2.0 (C) or better may be eligible to transfer up to 60 credits towards an undergraduate degree.

Transfer credits will be awarded for assigned credits. Assigned credits are awarded for courses with content and outcomes similar to courses offered by the College.

Transfer credit will not be awarded at an equivalent level for:

- (Senior) 300 and 400 level courses
- External Work experience (practicum, clinical, co-op) courses
- Capstone courses
- Portfolio courses.

Applicants from international schools, where the language of instruction / administration is other than English, will be required to have their transcripts and course descriptions translated by a certified translator.

International applicants may also be required to have their academic credentials evaluated by one of the following credential evaluation services.

- Educational Credential Evaluators, Inc.
- International Credential Evaluation Service
- World Education Services.

Applicants may be required to submit course syllabi, examples of assessments completed, and their institution's Academic Calendar (if not available online).

If students are awarded more than 50% of all available credits towards a program of study (including both transfer and PLAR credits) a maximum equal to 50% of their program credits may be credited to their program.

Procedure

Once accepted into a program of studies, students may request a credit transfer review by submitting a Transfer Credit Request Form to the Registrar's Office indicating which credits the applicant wishes to transfer. Additional documents supporting the request such as a course syllabus or a grading scale may be requested from the applicant.

The request and supporting documentation may be reviewed by an academic faculty member with requisite subject knowledge to determine transfer equivalency.

Credit transfer requests must be submitted before the first day of the term. Requests will not be accepted after the first day of the term unless the student is a late applicant.

The outcome of a credit transfer request will be approved by the Registrar upon advice from the appropriate department's Chair.

The College will notify the student in writing of all assigned transfer credits awarded and recognition for course credits as the result of the credit transfer request process or *Prior Learning Assessment Recognition (AD111)*. Courses for which transfer credits have been awarded will appear on the student's transcript, but will not be included in the calculation of the grade point average.

<u>Transfer Credit Award Appeal</u>
A student, who considers the evaluation of their academic credentials to be an inaccurate assessment of the number or types of credits earned, may submit to the Registrar's Office a letter of appeal requesting a re-evaluation of transfer credits. The appeal will be conducted by the Vice- President Academic. This decision will be final.

AD104 Acceptance Confirmation

AD104	Admissions	Acceptance Confirmation
Handbook	Degree Student, Staff	
Programs	Degree	
	Effective Date	April 2020
	Reviewed	August 2024
	Accountability	Academic Council
Documents/Forms		

Policy Statement

Following an offer of admission, applicants have 30 days in which to accept the offer of admission or to defer to the following academic year. All applicant confirmation or deferral communications must be in writing.

Scope
This policy applies to acceptance of offers of admission.

Procedure

If the applicant chooses to defer an admission, the following steps will be followed:

1. Applicants must notify the College in writing within 30 days from the offer of admission and no later than 14 days prior to the start of the term.
   Note: If notification is not received within 30 days or within 14 days prior to the start of the term, the College may notify the applicant that their application has been withdrawn, and they will need to re-apply. Their program application fee will not be refunded.

2. If reaccepted, a revised signed contract is required within 30 days of reacceptance to the program.

Applicants will not be placed on a confirmed enrollment list until notification and appropriate deposits have been received.

AD105 English Language Proficiency Requirements

AD105	Admissions	English Language Proficiency Requirements
Handbooks	Degree Students, Faculty	
Programs	Degree	
	Effective Date	July 2020
	Revised Date	June 2026
	Accountability	Academic Council
Documents/Forms		

Policy Statement

At Western Community College (the College), English is the language of instruction and communication at the College. Access to programs and courses will be limited to applicants who meet established English language proficiency admission criteria.

The College does not administer an ESL test for degree-based programs. ESL proficiency is based on internationally recognized testing criteria and guidelines.

Scope

This policy explains how applicant may demonstrate their English Language proficiency.

English language proficiency requirement

Applicants whose first language is not English are required to demonstrate English language proficiency in one of the following ways:

- Attain a required score on a recognized English proficiency test within the last 2 years; or
- Successful completion of a minimum of 30 credits of academic post-secondary education at a recognized institution where English is the language of instruction and where the school is located in a country where English is an official language or
- Successful completion of English preparation courses from another institution where students have demonstrated proficiency at an equivalent to the required score on a recognized English proficiency assessment or better; or
- Successful completion of British Columbia English 12 (or equivalent) taken in Canada as part of a high school graduation program with a final overall grade of C or better; or
- Successful completion of a three-credit academic English course from a Canadian post-secondary institution with a minimum grade of C; or
- Graduation from a secondary school and attended for three (3) or more consecutive years of full-time education where English was the language of instruction and where the school is located in a country where English is an official

language; or

- Graduation from an eligible international secondary school and attended for four (4) or more consecutive years of full-time education where English was the language of instruction and where the school is located in a country where English is not a primary language; or
- English language proficiency can be demonstrated by meeting the competence level specified for one of the English language proficiency tests listed below. All assessments must include a writing component; or
- A notarized translation of documents is required for admissions in a language other than English. Documentation must be dated within the last two (2) years.

English Language Proficiency Criteria

Assessment	Assessment Description	Required Minimum Competency
CAEL Online	Canadian Academic English Language Assessment	Overall, 70 (with speaking subset of 60)
CELPIP (General)	Canadian English Language Proficiency Index Program	Overall, 7 (with no module less than 7)
CLB	Canadian Language Benchmark	7
CAE	Cambridge CAE	C1
PTE	PTE Academic	58 – 66
IELTS (Academic)	International English Language Testing System	6.5 (with no band less than 6.0)
MET	Michigan English Test	59
TOEFL	Test of English as a Foreign Language Paper-Based	550
	Test of English as a Foreign Language IBT	79
IEP	Intensive English Program Certificate	600
DET	Duolingo English Test	110 (No less than 100 in each module)

Applicants who do not meet the minimum English language proficiency requirements may be admitted, subject to the successful completion of the appropriate level of a specified English preparation program. Applicants will not be permitted to start College courses until proof of the required minimum level of English language proficiency is achieved.

List of Countries where English is the primary language

International applicants who graduate from a recognized degree program or show complete four years of full-time study in English at an accredited school in the countries listed below will normally be accepted as meeting the English proficiency requirements.

The following is a list of countries currently recognized as having English as a primary language:

American Samoa	Ghana	Sierra Leone
Anguilla	Gibraltar	Singapore
Antigua & Barbuda	Grenada	South Africa St.
Australia	Guam	Helena
Bahamas	Guyana	St. Kitts & Nevis
Barbados	Ireland	St. Lucia
Bermuda	Jamaica	St. Vincent & the Grenadines
Belize	Kenya	Trinidad & Tobago
Botswana	Lesotho	Tanzania
British Virgin Islands	Liberia	Turks & Caicos Islands
Canada (including Quebec)	Malta	Uganda
Cayman Islands	Mauritius	United Kingdom
Dominica	Montserrat	USA
Falkland Islands	New Zealand	US Virgin Islands
Fiji	Nigeria	Zambia
Gambia	Seychelles	Zimbabwe

AD106 Student Categories

AD106	Admissions	Student Categories
Handbooks	Degree Students, Staff	
Programs	Degree	
	Effective Date	April 2020
	Reviewed	August 2024
	Accountability	Academic Council
Documents/Forms		

Policy statement

Applicants of Western Community College (the College) may enter a program of studies under one of the following categories unless otherwise specified. The category under which a student is admitted is determined by the application documentation (credentials) submitted.
Student categories

Regular Students

Students in this category are high school graduates where English is the primary language of instruction.

To be admitted as a regular student from an international college where English is not the language of instruction, students must meet the College's *English Language Proficiency (AD105)* requirements.

Also included in the regular student category are those applicants admitted as transfer students from other colleges or universities where they have completed credits and have demonstrated competency in English through successfully completing English courses or passing an English proficiency test.

Admission as a transfer student will be granted only to those students who are in good standing at their previous post-secondary institution and who have an overall academic average of C (GPA 2.0) or higher and meet any other program specific admission requirements. Further information on transfer applicants can be found under the policies on *Credit Transfer (AD103)* and *Prior Learning Assessment Recognition (AD111).*

Provisional Students

These are applicants who do not meet all of the entrance criteria, but otherwise are considered acceptable to the program on the condition that they satisfy the missing requirements within a specified period of time. Satisfying the requirements may involve enrolling in a bridging program

offered by the College or by taking one or more of the academic courses, or it may mean passing specified College courses in lieu of the original criteria.
This category is for applicants who have the potential to engage in post-secondary studies and benefit from the knowledge they have obtained but have not achieved a satisfactory level of performance in some of the credentials required to be admitted as a "regular" student.

Access Students

These are applicants who do not meet the entrance criteria but can provide sufficient proof that they will be capable of completing the program – e.g., recent completion of grade 12 GED, completion of a diploma program, record of achievement at work and evidence of intellectual pursuit or ability to handle intellectual material. If admitted, these applicants will be granted permission to take up to four (4) courses. However, if access students are considering to eventually apply for admission under "regular" status, they must pass all attempted courses with a minimum GPA of 2.0 (grade of C) and meet any other program specific admission requirements before they will be officially considered for admission.

Access is a very broad category under which the Dean of Programs gives final approval for admission. Under this category, applicants are given the opportunity to take a limited number of courses to upgrade or achieve a qualification or take courses in a program without the intention of pursuing a degree. Normally, the number of credits permitted as an "access student" is limited on a per term basis.

Admission as an "access" student does not guarantee subsequent transfer to the "regular" student category. Successful completion of courses attempted with an acceptable GPA will serve as important considerations in making decisions on transferring students from the "access" category to the "regular" category. Many individuals who apply for admission through this category will have completed a secondary level of education, but not necessarily one that provided the required prerequisites to college or university admission. While the College will require that individuals admitted under this category to withdraw should they fail a course, it is not the intention of the College to penalize students for exploring their academic potential. Therefore, "Access" students will be considered auditors should they find they are unable to successfully complete all the requirements of the course.

Access applicants whose first language is not English and who have not had at least four (4) years of study in colleges where English is the language of instruction are required to satisfy the English language proficiency requirement in the same way as applicants to a degree program.

Access applicants who have been required to withdraw from any post-secondary institution are required to submit transcripts. Students with unacceptable prior academic records may be required to complete further courses at another institution with a GPA of at least 2.0. Students who have been required to withdraw more than once at other institutions for less than

satisfactory academic performance or have been required to withdraw for academic misconduct, will not be accepted under any circumstances at the College.

Mature Students

These are applicants who have been away from school for some time (usually are over 25 years of age but may be considered upon reaching the age of 19), who have not graduated from high school, but who have demonstrated an ability to handle university courses through their work experience or other intellectual pursuits. Such students enter as regular students with the designation as a 'mature student'.

This is a category restricted to those applicants who have sufficiently developed their intellectual maturity and are permitted to pursue a program of post-secondary studies without further high- school preparation.

The College reserves the right to determine whether or not an applicant can be considered admissible or classified as a mature applicant. The decision is definitely not based solely on chronological age. These applicants are advised that by being admitted under the "mature" designation they would become, upon registration, a "regular" student and, therefore, would be required to achieve at least the minimum standards required of "regular" students. Applicants who are not admitted under the mature category may be considered under the "access studies" category.

Audit Students

Individuals who wish to acquire knowledge through attending structured academic courses without the obligation of writing examinations enroll as audit students. While these students are not required to write formal examinations, they are required to pay fees as set by the College and are expected to fully participate in the program by attending lectures and engaging in class discussions. Application and enrolment are in accordance with current Registrar's procedures. Written permission of the Dean of Programs is required for all Audit applicants. Definite limits are placed on the number of individuals accepted as auditors and they are not enrolled where space is limited. Students who audit a course do not receive credit for the course. However, the notation "AD" will appear on the permanent record beside each course successfully audited.

AD107 Student Records

AD107	Admissions	Student Records
Handbooks	Staff	
Programs	Degree	
	Effective Date	April 2020
	Reviewed	August 2024
	Accountability	Registrar
Documents/Forms	File Review Request	

Policy Statement

The Western Community College's (the College) student record system includes admissions, enrolment, financial, courses, program completion, graduation, grades received, attendance, withdrawal/dismissal, and disciplinary information.

College policies and procedures are based on provincial and federal regulatory statutes and requirements. The College respects the right to privacy of its students and does not release any student information unless authorized by the student concerned or required by law.

Scope

This policy applies to both permanent and temporary student records.

Authorized Access to Student Records

Student records are confidential documents with paper-based files kept in locked filing cabinets in a secure location in the Registrar's Office. Digital equivalents are stored locally and off-site on secured servers.

Access to student records is only available to members of the:

- Admissions department
- Registrar's Office
- Student Services Department

Information included in student files

1. Active Student Records (Paper-based/digital)

The following describes the information that may be included in a student's file and defines the limitations placed on information that may appear on the student's transcript of academic record. All student files must include:

- Signed enrolment contract(s) and any addendums
- Application and Admissions documentation and any supporting documents
- Transcripts (complete and signed)

- Financial records including payment and refund records
- Student loan documents
- Copy of certificates, diplomas and passport
- Student dispute, dismissal and/or withdrawal information
- Records of capstone and/or thesis project (if applicable).

2. Personal Information

The student's legal name, local address, secondary address (if one exists), contact information (primary and secondary phone numbers, primary and secondary email addresses), date of birth and student identification number.

3. Basis for Admission
   - Program name
   - The qualifications that form the basis for the student's admission to the program
   - Credit transfer approvals
   - If applicable, entrance exam results
   - Prior learning assessment outcomes
   - Other post-secondary institution(s) attended by the student and the dates of attendance
   - Any official post-secondary transcripts (name, and completion date of any degree, diploma, or certificate)

   All of the above is maintained in a student's file, but admission information that appears on the transcript is restricted to identifying the institutions, dates attended and total credits awarded as transfer credits from previous post-secondary studies, and credits awarded for prior learning assessment.

4. Transcript Information (Interim and Final)
   - Date(s) of enrolment, withdrawal, dismissal, or completion of a program of study
   - Start and end dates for each term the student attended
   - Date(s) of completion, withdrawal, or dismissal from individual courses and the academic outcome in each
   - Date(s) of completion, withdrawal, or dismissal from program of students
   - List of all the courses taken or in progress (course code and name), outcome, and credits received
   - Grade point average per term and cumulative grade point average
   - Suspension, dismissal, or probation activity notation
   - Academic award/honors received
   - Credential received and date conferred
   - Grade legend.

   Additional Transcript Information
   - College's legal and registered name and address
   - Signature of the Registrar (Final transcripts only)
   - College's legal seal (Final transcripts only)
   - Date the transcript was last updated

- Date the transcript was issued.

If a transcript is issued as the result of a student request or request from an approved second party the date of issue and the current address of the student or approved second party will be indicated on the transcript.

Request for the Active Student Records Information (Paper-based/digital)

A student may have access to their student file (includes admissions, academic, and financial information) upon written request to the Registrar's office. File reviews are completed under the supervision of an Office Administrator.

Student records (hardcopy and/or digital) include:

- Admission application documentation and official transcripts
- Academic records, including copies of official transcripts and diplomas
- Student dispute, dismissal and/or withdrawal information
- Financial records
- Student loan records
- Thesis and capstone project records.

A student may have access to a copy of their student file upon written request to the Registrar's office. Students will receive one copy at no cost. Request for additional copies will be made available to the student at a fair and reasonable cost.

Archived/Inactive Student Records (Paper-based/digital)

Archived/inactive student records are maintained for a minimum of seven (7) years. These archived records must include the following:

- Signed enrolment contract
- Results of admission requirements
- Transcripts (signed and complete)
- Financial records including payment records
- Student loan documents and any refunds
- Copy of certificates, diplomas
- Student dispute, dismissal and/or withdrawal information

After seven (7) years, student records are reduced to include only the signed student contract and certified student transcript. Thereafter, the reduced information must be retained for a period of fifty-five (55) years.

Former students may have access to a copy of their student records. Upon written request to the
Registrar's Office. copies will be made available to the student at a fair and reasonable cost.

Student Records Maintenance (Digital)

Student transcripts and financial records are also maintained as digital documents. The entire student record database is backed-up on a daily basis in an off-site secure cloud-based location.

Transcript Request Procedure

Current and former students may request official or draft transcript copies at any time. Upon request, copies will be made available to the student at a fair and reasonable cost.

Record Protection and Off-Site Storage

Academic records are kept in a secure locked filing cabinet within the Registrar's Office. Digital copies are
kept both on-site and off-site in a secure location with an outsourced and approved provider.

The College provides stamped transcripts, and diplomas embossed with the College seal. Archived student diplomas, contracts and transcripts are uploaded to a proprietary cloud-based off-site service within 60 days of a student leaving the College.

Note: In accord with Canada's privacy laws and British Columbia laws regarding student protection, all
servers are located within Canada.

All information sent to the off-site provider are:

- Created electronically
- Time and date stamped
- IP addresses logged
- Email addresses logged.

The College has an agreement with an external third-party provider that stipulates the following:

- Student records are archived in a secure manner for fifty-five (55) years from the date the record is provided
- An approved College or government representative will only have access to the records on request
- An archived student record will be provided to an approved third-party provider within 60 days of:
  - The end date of the student enrolment contract; or
  - The date the institution receives a notice of withdrawal; or
  - The date the institution delivers to the student a notice of dismissal.

The archived record will be labeled with the student's name and personal education number (PEN), for Canadian students and will include:

- A copy of the signed student enrolment contract
- Any transcripts issued to the student by the institution
- A copy of any credential granted to the student by the institution.

The following information is not archived: sensitive personal information, unmasked credit card numbers, Social Insurance Numbers, bank account numbers, driver's license numbers, Permanent Resident Card Numbers, immigration status, disability status, aboriginal status, income assistance information, scanned cheque images or any other personal documentation.

AD108 Student Recruitment

AD108	Admissions	Student Recruitment
Handbooks	Staff	
Programs	Degree	
	Effective Date	April 2020
	Reviewed	August 2024
	Accountability	Academic Council
Documents/Forms		

Policy Statement

The College's policy is to attract students from a wide variety of communities who have the potential to complete a program successfully. Selection is based on a combination of application criteria. The Academic Council reviews selection criteria on a regular basis.

Scope

Western Community College (the College) student recruitment policy defines the eligibility requirements and ensures fair and equal opportunity to all program applicants. Selection is based on specified criteria available on program admission material and the College website. Individual programs may have additional requirements.

Responsibilities of Admissions Counsellors

Admission Counsellors are responsible for ensuring applicants understand:

- The program description, program learning outcomes, commitment requirements, and employment possibilities
- The scope, sequence, and duration of the program
- The program admission requirements, the type and nature of those documents required to satisfy requirements, the admissions process, and key due dates; and
- The tuition cost of the program and all ancillary costs.

Admission Counsellors are responsible for advising applicants:

- That course credit and credential recognition are at the discretion of the receiving institution
- That all existing degree courses that have been articulated with other public and private institutions are listed on the BC Transfer Guide (bctransferguide.ca); and
- That applicants who are not Canadian citizens or permanent residents must provide proof of citizenship and authorization to study in Canada.
- Admission Counsellors will submit completed program applications to the Registrar's Office for review and validation. Received 'official transcripts' should be submitted in their original envelopes, unopened and intact.

Admissions Procedures

- Program applications are received by the Admissions department. Applicants whose documentation are complete and meet program admission requirements are informed in writing by the Registrar's Office.
- Applicants whose documentation are incomplete or have submission or completion errors are informed in writing, so that they complete or correct their applications.

AD109 Tuition and Fees; Charges and Refunds

AD109	Admissions	Tuition and Fees; Charges and Refunds
Handbooks	Student, Staff	
Programs	Degree	
	Effective Date	January 2024
	Revised	August 2026
	Accountability	Finance
Documents/Forms	Student Enrollment Contract, Fee Schedule, Refund Request Form	

Purpose

The purpose of this policy is to provide principles and processes for determining tuition, related fees and refunds.

Scope

This Policy applies to all students applying to or registered in the degree programs at the College.

Definitions

Domestic student: A Canadian citizen or permanent resident (landed immigrant) or Convention Refugee

International Student: a person who is not a Canadian citizen or a landed immigrant or who has been determined under the Immigration Act to be a Convention Refugee.
International students require a Study Permit to study in Canada unless:

- They are taking a course or program with a duration of six months or less,
- They are a minor child already in Canada whose parents are not “visitors” in Canada.
- They are a family or staff member of a foreign representative to Canada accredited by the Department of Foreign Affairs and International Trade.

In order to meet the requirements of section R219 of the *Immigration and Refugee Protection Regulations*, international students are required to include a Letter of Acceptance with their Study Permit application.

Policy Statements

- The College reviews all tuition and program fees annually during the annual budget planning process.
- Information regarding tuition, fees and refunds is published in the academic calendar, on the website or available from the Registrar.
- Tuition, fees and refund policies and procedures are discussed with students and applicants prior to initial registration.

- Registration, IT fee and assessment fees are nonrefundable.
- Students admitted as international and who become permanent residents will continue to be classified as international until the next registration period.
- The refund policy differs between international and domestic students.
- A full tuition fee for each term is due 30 days before the first day of the term.
- A student may not register for any term unless all tuition and fees due have been paid in full or unless arrangements for an approved alternative payment plan have been made.
- The college reserves the right to withdraw a student from courses if the student has an outstanding tuition or fee balance. The refund policy will apply.
- Where a student is delinquent in payment of tuition or other fees or in returning college property such as equipment or books, the college may freeze the student's MYWCC account and withhold transcripts.
- Materials fee refund will be prorated depending on the state of the returned material.
- If a textbook is purchased from the College and returned, the textbook refund will be prorated.

Procedures

Tuition Refund Policy

WCC's refund policy applies to the term of an enrolment contract. Enrolment contracts are signed every term by the student during the registration period. Where applicable, fees will be refunded in accordance with Student Aid BC (SABC) or other provincial loan regulations and as per the terms mentioned in this policy.

Considerations

- Western Community College (the College) will refund fees charged for tuition and course materials paid for but not received if the student provides a notice of withdrawal to the College or the College provides a notice of dismissal to the student, based on the terms mentioned in this policy.
- Students are informed of the refund policy during the admission process.
- In the event a student does withdraw or is dismissed from a program, the College is required to report this to the appropriate student assistance office and is required to refund tuition fees in accordance with the stated refund policy.
- The tuition fee amount in the refund policy refers to the total amount excluding the scholarship or discount or bursary.

Refund Policy for Domestic Students:

REFUNDS AFTER SIGNING THE ENROLLMENT CONTRACT FOR A GIVEN TERM	
Withdrawal/Dismissal After the Enrolment Contract has been signed and before the first session of a registered class	30% of total tuition and term fees under contract plus applicable fees, fines or dues owing.
REFUNDS AFTER THE START OF THE TERM	
Status	**Fee Retained by WCC**
Withdrawal/Dismissal After the first session of a registered class	100% of total tuition and term fees under contract (No refund)

Refund Policy for International Students:

REFUNDS BEFORE AN APPLICANT HAS REGISTERED FOR CLASSES IN THEIR FIRST TERM OF THEIR PROGRAM	
Status	**Fee Retained by WCC**
Study Permit Denied	Registration fee and assessment fee.
Study Permit Received	100% of the first deposit made by the student up to a maximum of $7000
REFUNDS AFTER THE REGISTRATION OF THE FIRST TERM OF STUDY	
Status	**Fee Retained by WCC**
Withdrawal or dismissal after the first day of classes in the first academic term	100% of total fees under contract including IT, and applicable fees
REFUNDS FOR EACH SUBSEQUENT TERM AFTER SUCCESSFULLY COMPLETING THE FIRST TERM	
Status	**Fee Retained by WCC**
Withdrawal/Dismissal after the Enrolment Contract has been signed and before the first session of a registered class	30% of total tuition and term fees under contract plus applicable fees, fines or dues owing.
Withdrawal/Dismissal after the first session of the registered class	100% of total tuition and term fees under contract (No refund)

Note for International Students:

- Students who decide not to attend WCC for reasons other than denial of a Study Permit :
  - If the college receives LOA verification for the student from IRCC, meaning thereby that the LOA was used for application of study permit, the college will retain 100% of the first deposit made by the student up to a maximum of $7000.
  - If the student did not use the LOA for application of study permit the college

will retain the Registration fee, IT fee, Assessment fees and $1300.

- Students denied a study permit will receive a 100% tuition fee refund. The student will need to submit a written request for a refund and proof of study permit denial. However, the registration fee will be non-refundable.
- If the student is denied a study permit based on false misrepresentation or submission of false documentation, the first-term deposit for such students will not be refundable.
- If a student is expelled from the program due to disciplinary issues or dismissed due to academic misconduct or other such issues, their term fee will not be refundable.
- Students who are **denied permission to register due to Academic Probation** may claim a refund of prepaid tuition fees. If the money in their account is part of the initial two semesters or (24 credit) tuition deposit, they may:
    - claim a 75% refund of the remaining tuition balance, or
    - choose to leave 100% of the remaining tuition deposit balance in their account to be used later when they return to the College after demonstrating improved academic performance at another public educational institution. A student has two years from the time they leave the College to improve their grades and return to the College to use up their tuition deposit.

Process for Refunds

- Application fees, student fees, fines, dues owing, financial penalties and taxes are non-refundable. Outstanding tuition fees will be deducted from the amount refunded.
- All refund requests must be made in writing. Students must submit the completed and duly signed Refund request form and the supporting documents to the Refund department. Students are responsible for providing accurate information on the Refund Form.
- Refunds required under this policy will be paid to the student or a person who paid the tuition or fees on behalf of the student, within 6 weeks of the date the College:
    - Receives a student's completed refund request form with the required supporting documents; or
    - Provides a notice of dismissal to the student.
- An administrative fee of 2% of the total amount paid will be charged for refunds requested by students who paid by credit card.
- Students who discontinue studies are expected to claim refundable funds within one year of discontinuation. Funds that are unclaimed by the end of one year will revert to the College.
- If the student is not satisfied with the refund calculation at the time of withdrawal/dismissal, the student may appeal the decision using Dispute Resolution Policy (AC110) within 10 days of receiving refund calculations.

AD111 Prior Learning Assessment Recognition

AD111	Admissions	Prior Learning Assessment Recognition
Handbooks	Degree Student, Staff	
Programs	Degree	
	Effective Date	April 2020
	Revised	August 2026
	Accountability	Executive Vice President (EVP); Program Chair
Documents/Forms	PLAR Application	

Policy Statement

Western Community College (the College) will provide applicants and students with the opportunity to gain formal recognition of learning gained through prior learning experiences determined to be equivalent to College courses, even though that learning may have taken place in non-academic institutions or environments.

The College is committed to enabling applicants and students, including mature students, to apply for Prior Learning Assessment and Recognition (PLAR) and will grant academic credit where appropriate.

The PLAR process is an assessment of demonstrated learning gained through prior experiences including, but not limited to, the following:

- Work
- Training
- Independent study
- Demonstration of competencies before objective observer(s)
- Credit challenge through examinations
- Testimonials and references from persons familiar with the applicant's skill set

The College will provide information about PLAR to applicants and students who may benefit from the process, particularly mature students and students with significant work, professional, training, or other relevant learning experience.

Considerations

Applicants may apply for PLAR after they have received a Letter of Acceptance. Students may also request PLAR after admission where the prior learning is relevant to courses within their approved program of study.

PLAR will be applied on a course-by-course basis as follows:

- Only lower-level courses will be eligible.
- Only PLAR requests up to fifty **(50) course credits** will be permitted.
- PLAR credit will be granted only where the student demonstrates learning equivalent to the learning outcomes and academic level of the course for which credit is requested.

- Faculty will develop assessment criteria and appropriate assessment methods.
- Faculty with appropriate subject-matter expertise will conduct PLAR assessments.
- PLAR credit will be awarded only to those students who have applied for and have been accepted into a program of study at the College.
- Academic credit will be awarded only for the program to which a student was admitted at the time of the request and is not automatically transferred to another program if a student changes programs.
- Credit for a course can only be requested once.
- PLAR credit is distinct from transfer credit. Transfer credit recognizes eligible coursework completed at another recognized post-secondary institution, whereas PLAR recognizes demonstrated learning acquired through formal, non-formal, informal, or experiential learning.
- Where a student has completed prior post-secondary coursework that may qualify for transfer credit, transfer credit will be considered through the College's transfer credit process before PLAR is considered for the same course.
- PLAR credit will not normally be granted for the same learning for which transfer credit has already been awarded.

PLAR Credit Limit

A maximum of fifty **(50) credits** may normally be awarded through PLAR toward completion of a College program. Exceptions may be approved by the Program Chair where justified by the student's demonstrated prior learning and the requirements of the program.

The College will ensure that PLAR credits awarded are appropriate to the program's learning outcomes, academic standards, and credential requirements.

Promotion and Student Support

The College will promote awareness of PLAR as an option for recognizing prior learning and will provide information to prospective and current students regarding eligibility, the application process, assessment methods, and potential credit recognition.

Admissions staff, Academic advisors, Program chair, and other appropriate College personnel will provide information about PLAR to mature students and other applicants or students who may have relevant prior learning through employment, professional training, independent study, volunteer activities, or other learning experiences.

Students considering PLAR will be advised of the distinction between PLAR and transfer credit and will be directed to the appropriate process based on the nature of their prior learning.

Information regarding PLAR will be made available through appropriate College communication channels, including student and applicant information materials, academic advising, and the College website, as applicable.

Procedure

Application Documentation

Student documentation should include a detailed chronological resume including job-related titles, listing responsibilities and accountabilities. The student should explain why their past education, professional or practical knowledge, and/or work experience should be considered towards their request for PLAR.

Additional documentation may be requested where necessary to establish evidence of learning. Such documentation may include certificates, transcripts, employment records, reference letters, work samples, portfolios, or other evidence relevant to the learning outcomes being assessed.

Initial Review

The Program Chair or designate will review the PLAR request to determine whether the requested course(s) are eligible for PLAR and whether sufficient information has been provided to proceed with an assessment.

Where the prior learning is more appropriately considered under the College's transfer credit process, the student will be directed to apply for transfer credit rather than PLAR.

Assessment Process

The Program Chair will determine the type and amount of academic credit to be considered based on the assessment of demonstrated prior learning.

The Program Chair will determine which of the following processes is appropriate:

1. Challenge Process:
Written or oral tests as deemed appropriate. Course challenges are developed by the department/program in which credit is sought and are designed to assess the relevant course learning outcomes.

2. Portfolio Assessment:
Assessment of a file or folder of information that systematically documents and provides evidence of an individual's learning experiences and accomplishments in relation to the course objectives/learning outcomes for a specific course or program. A portfolio shall provide documented evidence of the basis for the experiences (e.g., employment records, affidavits, reference letters, work samples, certificates, etc.).

3. Work-Based Assessment:
Assessment of a student's learning (knowledge, skills, abilities and/or values) in a simulated or real setting. Learning is demonstrated in a comprehensive manner, showing learning connections and levels of competence.

The assessment method will be appropriate to the course learning outcomes and will be applied consistently to students requesting PLAR for the same or equivalent course.

Outcome

Upon completion of an assessment, the Program Chair will receive all supporting documents, assessment rubrics, and all materials submitted by the student together with the outcome determination from the assessing faculty.

After the documentation is reviewed and the Program Chair agrees with the outcome, the Registrar's Office will inform the student. Where clarification is required, the Program Chair will request a meeting with the faculty member concerned to determine the appropriate outcome.

All documentation submitted by the faculty member will be placed in the student's file.

The College will notify the student in writing of all assigned credits awarded based on the result of the PLAR request process. Courses for which credits have been awarded will appear on the student's transcript but will not be included in the calculation of the grade point average. The student will receive a revised program of study where applicable.

Review of PLAR Decisions

Where a student believes that the PLAR process was not applied in accordance with this policy or that the assessment process was not conducted consistently with the established assessment criteria, the student may request a review through the College's established academic appeal or review process.

A review will consider the fairness and application of the PLAR process and will not replace the academic judgment of the qualified faculty assessor unless there is evidence that the established process or criteria were not followed.

AD112 Deferral Admission Policy

AD112	Admissions	Deferral Policy
Handbook	Student	
Programs	All	
	Effective Date	August 2024
	Reviewed	
	Accountability	Registrar Office
	Approval	Leadership and P&P Committee
Documents/Forms	Admission Deferral Request Form	

Policy Statement

WCC recognizes that students may encounter opportunities or circumstances that could result in a request for deferred admission. Applicants who are offered admission to full-time study in the first year of a degree program may request a deferral for one term at a given time, or if
currently enrolled full-time and wish to defer studies for one term, may do so with the approval of the Registrar's Office (RO).

Deferral of Admission

Deferral of admission is for admitted students who already paid the tuition deposit. For applicants who have not been accepted but wish to apply to a later intake, contact info@wcc.ca.

Deferred Admission for Students:

To be eligible for a deferral, the applicant must:

- Accept the offer of admission by paying a non-refundable application fee;
- Submit a final transcript or report of grades;
- Fulfill any conditions of the offer of admission;
- Have received a final offer of admission;
- Not be registered in any courses; and
- Submit an Admission Deferral Request along with deferral fees to Admissions at least 30 days before wishing to defer the term in question.
- Please refer to the WCC Calendar "Deferring Your Admission" page for detailed instructions.
- Deferral status will not be available to applicants who wish to attend another post- secondary institution. Applicants who attend another institution during their deferral will lose their guaranteed space and will have to reapply for

admission.

- Deferral may not be possible for students seeking admission to limited enrolment programs.
- Students who are granted permission to defer their admission will still have to satisfy any conditions of the admission offer, such as completion of courses in progress, maintenance of satisfactory academic performance, and graduation from secondary school. They must apply to take up the deferred offer by the application deadline of the following year. They must register in the program and at the campus to which they were admitted or may be required to re-apply and compete with the new applicant pool for a space.

Deferral Due To Study Permit Processing Delay

- As the deadline to request a refund due to study permit denial is **30 days** prior to the program start date, if the reason to defer is due to an unexpected study permit processing delay beyond the estimated processing time stated on IRCC's website, students must send a deferral request to admissions@wcc.ca at least **30 days** prior to the original program start date. To be considered for the next available intake, include the proof of study permit application along with the deferral request. The next available intake varies by program seat availability and is advised by the admissions officer/advisor at the time of the request.
- The accepted students who officially request a deferral less than **30 days** prior to the program start date will be denied the request and will be considered withdrawn. Withdrawn students must re-apply or request a refund. Refer to the non-refundable fees and refund policy
- (https://wcc.ca/wp-content/uploads/2024/01/AD109-Tuition-and-Fees-Charges-and-Refunds- 2024-01-03.pdf).

Deferral for All Other Reasons

- Admission deferrals are granted at the discretion of the Registrar and only in highly extenuating cases and on a restricted basis.

When and How to Request a Deferral

A written request, emailed directly from the email account indicated on the original application form outlining the need for a deferral and detailed activities planned

during that time, must be received by email at RegistrarOffice@wcc.ca and copied to admissions@wcc.ca a minimum of 30 days prior to the original program start date.

Deferred admission is subject to the availability of the program and may be granted for a maximum of one year but generally, only for a single term. After the first deferral of admission is granted, students will be required to pay the deferral fee again for every subsequent deferral application.

Any change in study status may be updated with Immigration, Refugees & Citizenship Canada (IRCC) as per the requirements of the International Student Program.

Deferral process

Deferral and PAL

Most students need to provide a provincial attestation letter (PAL) from the province or territory where they plan to study. A PAL will not be re-issued if it is still valid. Students deferring to the next fiscal year may receive an updated PAL if the deferral request is granted. For example:

- PAL issued for Spring/Summer 2024, Fall 2024 and Winter 2025 intakes will have the same expiry date. Students deferring to these intakes will not receive an updated PAL.
- Students deferring to intakes after and including Spring/Summer 2025 may receive an updated PAL if the deferral request is granted.

After Accepting Your Offer

Tuition deposits are program-specific and non-transferable.

After you accept your offer by paying the tuition deposit, changing programs may result in losing the non-refundable portion of the deposit as outlined in the Refund Policy (https://wcc.ca/wp-content/uploads/2024/01/AD109-Tuition-and-Fees-Charges-and-Refunds- 2024-01-03.pdf).
If you wish to change to a different program, you must officially withdraw your initial application and re-apply to a new program by submitting a new application form and paying another application fee.

SPECIAL CONSIDERATIONS: You may request a one-time program change without having to re- apply or lose the non-refundable portion of the tuition deposit if all of the following criteria are met.

1. You meet the admission requirements of the new program.
2. You agree to withdraw from the initially accepted program.
3. The new program has space available.
4. Your program change request is received at least 2 months before the start date of your initially accepted program.

If you meet all of the above criteria, you may officially request to change programs by emailing admissions@wcc.ca with your name, student ID and initially accepted program name.

After Programs Start

Tuition deposits are program-specific and non-transferable.

If your program has already started, changing programs may result in losing the non-refundable portion of the tuition deposit as outlined in the Refund Policy. If you wish to change to another program, you will be required to withdraw from your current program by submitting a Program Withdrawal Form to admissions@wcc.ca and applying to a new program.

There may be a study gap between your current program and the new program. To learn more about the implications of your status in Canada, email studentservices@wcc.ca .

Eligibility and Availability of Program Change after Programs Start

Many popular programs fill up before the official application deadlines therefore check the academic calendar given on the website and Email admissions@wcc.ca to confirm program availability prior to withdrawing and re-apply.

A new application does not guarantee acceptance into your new program. Your request will be reviewed, and you will be notified in writing of the status of your request.

After deferral is approved

- The student will receive a new LOA from admissions.
- The enrollment contract will be amended and signed after the approval of deferral.
- The student will communicate with the IRCC and other necessary agencies regarding the new LOA

AD113 International Student Authorized Break Policy

AD113	**Admissions**	**Authorized Term Break**
Handbook	Student	
Programs	All	
	Effective Date	August 2024
	Reviewed	
	Accountability	Registrar Office
	Approval	Leadership and P&P Committee
Documents/Forms		

Policy Statement:

Western Community College (WCC), in its efforts to support students, has established this policy to aid full-time students who wish to work while continuing their studies part-time. All students in the Bachelor of Hospitality Management (BHM) Program at WCC are eligible for an approved scheduled term break after successfully completing 36 credits (equivalent to 3 terms of full-time study).

A scheduled break shall not exceed one term. A student must receive written approval from the Registrar's Office (RO) **before** taking the break. The scheduled break must be published in the academic calendar and the student's program plan as part of the Designated Learning Institution
(DLI) for it to be legitimate. According to Immigration, Refugees, and Citizenship Canada (IRCC), to be considered a regularly scheduled break, it must be part of the DLI's academic calendar (e.g., winter and summer holidays, Reading Week).

At WCC, a second break may be scheduled for students. However, no student may receive more than two scheduled breaks in the BHM program. A second break may be approved by the RO after a student successfully completes six terms of full-time study at WCC and earns a minimum of 72 credits.

Important Note: Any break not scheduled and approved in writing is a violation of IRCC policies and the student's study visa requirements. Students must keep a copy of the letter approving the scheduled break for their Post-Graduation Work Permit (PGWP) and Permanent Residency (PR) status applications. IRCC can request documentation at any time to verify the accuracy of a student's adherence to policy and study visa conditions in Canada.

Students are authorized to work full-time during the scheduled time off between each term of study. Refer to the WCC Calendar for the start and end dates of terms. (Insert link to the relevant section of the Academic Calendar here.)

Guidelines for the Break

1. Students must successfully complete 36 credits (equivalent to 3 terms of full-time study) to be eligible for first break and 72 credits for second break.
2. One scheduled break must not exceed one term. Students are allowed a maximum of two scheduled(term)breaks during the program.
3. Students must be enrolled full-time before and after the scheduled breaks to maintain eligibility for PGWP.
4. Students must request scheduled breaks up to 60 days before the start of the intake.
5. Students must pay at least 50% of the tuition fees for a minimum of three courses for the next term to get approval for a scheduled break. IRCC requires full-time status before and after the break.
6. Scheduled break requests will be analyzed by the Registrar, and students will receive approval in writing.
7. Students must ensure they do not begin working full-time unless they have received an approval letter from the RO with the begin and end dates of the scheduled break.
8. During the scheduled break, students have the option to take part-time courses.

Application Procedures

- Students must request a scheduled break at least 60 days before the start of the intake.
- **Application Process**: Students should submit the scheduled break requests through the portal (myWCC) or by emailing the Registrar's Office.
- The Registrar's Office will approve the request within seven days of receipt.

Additional Important Information/Resources During Scheduled Breaks in the School Year

You can work an unlimited number of hours if you're on a break scheduled by your DLI, such as winter and summer holidays, or a reading week.
During a scheduled break, you may also:

- Take courses on a part-time or full-time basis during the break.
- Work overtime or hold multiple part-time jobs.
  This will not affect your ability to work an unlimited number of hours.

You must be a full-time student both before and after the break to work full-time during the break. For example, you cannot work before starting your first school semester.

At WCC, scheduled breaks occur after completing a minimum of 39 credits, generally equivalent to three terms of full-time study. A scheduled break may last up to 90 days, and a student may have a maximum of two scheduled breaks totaling no more than 180 days per year. Students may opt to
take part-time courses (up to two) during a scheduled break to stay on track with their studies while
possibly working full-time. The Registrar's Office must approve the beginning and end dates of each scheduled break in writing.

Note: Students must obtain the approval letter **before** beginning their authorized scheduled break as per IRCC conditions, which will be tracked and reported. Breaking any IRCC rules could result in the requirement to leave Canada.

Most Up-to-Date Information

For the most up-to-date information about Immigration, Refugees, and Citizenship Canada (IRCC), refer to the IRCC website at canada.ca/immigration or call 1-888-242-2100. It is the international student's responsibility to know the rules and regulations that apply. See the conditions of a study permit holder here.
Off-campus work eligibility and scheduled breaks information can be found here

DEGREE POLICIES - ACADEMICS

AC101 Academic Calendar

AC101	**Academic**	**Academic Calendar**
Handbooks	All	
Programs	All	
	Effective Date	April 2020
	Revised	August 2026
	Accountability	Registrar's Office
Documents/Forms	Academic Calendar	

Policy Statement
Western Community College's (the College) Academic Calendar is the College's statement of regulations, policies, programs, requirements, and course descriptions. Revisions to the Academic Calendar become effective with the next program start unless otherwise indicated and communicated to all faculty, staff and students. The Academic Calendar will be posted to the College's website for public access and download.

The information in the Academic Calendar may not be exhaustive and the faculty, staff and students should refer to the College website.

Responsibilities
- The Academic Council reviews the Academic Calendar
- The Leadership Team reviews the Academic Calendar
- The Registrar reviews and approves all entries prior to uploading

Contents
The Academic Calendar:
- Provides general information that describes what the College is all about particularly expressing its mission and goals
- Give information about programs offered, admission requirements, application process, academic registration process and key dates and deadlines
- Includes policies and procedures that support program delivery and student success

AC102 Academic Honesty

AC102	Academic	Academic Honesty
Handbooks	All	
Programs	All	
	Effective Date	April 2020
	Reviewed	April 2023
	Accountability	Leadership Team
Documents/Forms		

Policy Statement

Western Community College (the College) requires academic honesty in the acquisition and growth of knowledge and the circulation of open and unhindered ideas. It is the cornerstone of the academic community. Without acknowledging the sources of information and ideas, this will question the accuracy and integrity of educational outcomes and products. This act of academic dishonesty will compromise the integrity of the College.

Scope

This policy applies to all academic work done on or off campus and submitted to the College.

Definitions

Plagiarism is the act of representing someone else's work as your own. Plagiarism includes but is not limited to:

- The unattributed use of material from any source – including books, images, sound files, periodicals, electronic information sources, textiles, and Internet
- Using another person's essential style and manner of expression
- Plagiarism ranges from an entire assignment that is not the student's own work to specific passages within an assignment taken from a source without acknowledgement
- Submitting as your own, homework, written papers, exams, lab assignments, published work, circuit design, etc. without reference to the original creator of the material
- Submitting as your own, software or copyrighted materials without reference to the original creator of the material.

Self-Plagiarism submitting an assignment for which past academic credit has been granted, or when the same assignment is submitted in full or in part for credit in two or more courses, or in the same course more than once, without the instructor's prior written consent. Presenting one's own previously published work as though it were new is another form of self-plagiarism.

Cheating is any act of academic dishonesty. Cheating includes but is not limited to:

- Any use of aids such as calculators, electronic organizers, crib notes, notes, books, electronic recording devices, and photocopied materials, which have not been expressly permitted during exams or projects.
- Copying for the purpose of providing an advantage to yourself or another student.
- Collaboration between two or more students working jointly on any assignment when the Instructor has not permitted collaboration. This includes collaboration on projects outside of the College, which are to be submitted for marking as a solo project.
- Theft or solicitation of another student's assignment or paper, grade books, tests, or other academic work/material.
- Intentionally helping or attempting to help another student to commit any act of academic dishonesty.
- Contract cheating -i.e. purchasing or otherwise receiving, with or without payment, work created by another person and submitting the entire or a portion of the work as one's own.
- Misrepresentation involving impersonating another or permitting oneself to be represented or impersonated by another in person, in writing, or electronically, in taking an examination or submitting academic work for academic evaluation.

Considerations

By signing the Enrolment Agreement, students acknowledge that they have read and understood the information and policies. The signing constitutes an agreement not to engage in any behaviour that is viewed as suspicious or in contravention of any of the policies which could place anyone or anything at risk. The agreement also implies that students understand the consequences of noncompliance.

Faculty members will evaluate all student work in the context of the course and the instructions given to students. These instructions might include, but are not limited to, the specification of a style for documenting primary or secondary sources, guidelines for using peer evaluators and tutors, citation of group work, and guidelines surrounding the use of the Internet.

Faculty members shall closely monitor academic evaluations to assure that the students submit their own work. When faculty members suspect that a student has been academically dishonest, they shall investigate the matter and report it to their Dean of Programs, as soon as possible, following the incident.

Evidence of academic dishonesty includes, but is not limited to:

- Student admission of plagiarism
- Faculty member discovery of plagiarism
- Student admission of cheating
- Faculty member or student observation of cheating
- Student assisting other students during exam

Procedures

First Offence

For a first offense, the Faculty member:

- will meet with the student to discuss the violation.
- may issue a verbal reminder of the Academic Honesty policy and document the discussion. It will describe specific examples of the student's misconduct and the consequences if further violations occur. A copy will be given to the student and placed in the student's file.
- may refer the student to the Dean of Programs who may choose to place the student on academic probation for a specified period of time, pending a full investigation of the violation, or as a form of corrective action short of dismissal from the College.

Consequences

If an act of academic dishonesty is discovered after a grade or credential is awarded, an investigation will be initiated. Outcomes from this investigation could result to one or more of the following:

- Repeal of the grade or credential
- Student will be required to rewrite an assignment or exam
- A letter of reprimand
- A notation on the student's academic transcript
- A grade of '0' assigned to the assignment, exam, or course
- Suspension from the program and/or College
- Dismissal from their program.

Second Offence

For a second offense, the Dean of Programs will:

- investigate the circumstances of the violation
- meet with the student who has committed the violation and advise the student about the details of dismissal. The student will be provided with a Letter of Dismissal explaining the circumstances and the manner of appeal.
- The Dean of Programs will inform all departments.
- The Financial Administrator will terminate the student's contract in accordance with policy.

A student who wishes to appeal a decision may do so in accordance with the *Dispute Resolution Policy (AC110).*

Supplemental

TURNITIN SOFTWARE

To supplement the academic honesty policy and to curb plagiarism and copying of assignments by students, WCC has subscribed to Turnitin software as a resource for students and faculty to help them maintain the academic standards of the college.

Originality Report: This is the report generated by Turnitin which highlights the improper citations and plagiarism by comparing it to all available academic databases.

Students will be able to use Turnitin to check the originality prior to submission of their final assignments. The staff will be able to use Turnitin to get an Originality Report. It will also be used to help students to understand referencing procedures.
Originality Report will not be used as a sole method to suspect plagiarism. The instructor will use their own judgement to see if academic honesty has been breached.

ROLES AND RESPONSIBILITIES
Instructors can use Turnitin to collect and review student assignments by comparing the text of student writing against Turnitin's sources, looking for potential plagiarism, checking for improper citations in student work and adding marks and feedback to student work.
Instructors will inform the students about the use of Turnitin. They will have the following statement added to their course outline:
Turnitin Software will be used in this course for the detection of plagiarism in the submitted assignments. Students will be permitted to submit a draft before the due date and get a screening report (which is also available to the instructors). Students who submit a draft prior to the due date will be allowed to make changes before the final submission by the due date. You can check the privacy policy of Turnitin here: https://www.turnitin.com/privacy
Students will be able to use the draft feature of Turnitin to see the screening of their draft submission and then make changes prior to the final submission. Students must go through the Turnitin privacy policy and if they have any concerns, they can discuss them with their instructors.

GENERATIVE AI TOOLS
Students should ask their instructor for clarity and guidance regarding the use of any AI tools rather than assuming that all available technologies are permitted. If the use of ChatGPT and/or generative AI tools has not been discussed or specified by the instructor, then it is likely to be considered as prohibited and will contribute to academic misconduct.

NON-COMPLIANCE
Plagiarism is a serious offence and noncompliance to academic honesty will lead to serious consequences. Please refer to the Academic Honesty policy for more information

AC103 Academic Standing

AC103	Academic	Academic Standing
Handbooks	Degree Students, Faculty	
Programs	Degree	
	Effective Date	April 2020
	Reviewed	April 2024
	Accountability	Registrar
Documents/Forms		

Policy Statement

At Western Community College (the College), student academic performance will determine academic standing and ability to continue in the program. Academic standing will be reviewed after every term. Failure to meet the minimum academic standards will result in conditions being placed on the student's registration and may also lead to the student being required to withdraw.

Scope

A student's satisfactory academic progress is measured as a function of academic performance and successful course completion. Students are expected to complete each course in the term in which it is taken.

Academic Standing Categories

Students will be placed in one of three (3) academic standing categories.

Satisfactory Academic Standing
Students must maintain a cumulative grade point average (CGPA) of at least 2.0. Students who
meet this standard are in Satisfactory Academic Standing.

Unsatisfactory Academic Standing
A student whose CGPA falls below 2.0 will be placed on academic probation. If the CGPA of a student on academic probation remains below a 2.0 after completion of five (5) additional courses, the student will be required to withdraw. If the CGPA is 2.0 or above, the student will be returned to Satisfactory Academic Standing.

Academic Probation
A student on academic probation may not register in more than a full-time course load. A student whose CGPA falls below 2.0 may be required to repeat courses.

A student who accumulates two (2) failing grades over the course of their studies will be sent a 'Warning Letter'. A student who fails three (3) or more courses will be required to withdraw.

When a student is placed on academic probation the student will be assigned an academic advisor, generally a faculty member. The student and the advisor will discuss the academic circumstances and create an 'Academic Success Plan' designed to assist them with their studies.

The 'Academic Success Plan' covers at least one term. The student will generally start at the beginning of the term and end at the start of the subsequent term. It will describe the remedial activities, in the form of an action plan the student will need to successfully complete. The action plan will include academic milestones and progress review dates that the student will need to attend. A copy will be placed on the student's file.

If at the end of the probationary period the student has met the minimum CGPA requirements, the probation will be lifted. If not, the student will remain on probation until satisfactory academic progress has been achieved, or it is determined to be in the best interest of the student to withdraw from the program.

Required to Withdraw

A student who has not maintained the required minimum CGPA or has more than the allowed number of F (fail) grades will be required to withdraw from the program. Students who are required to withdraw will not be able eligible to register for courses for a minimum of one full term after the date of their academic withdrawal. Students must provide evidence of remediation that speak to the reasons for academic withdrawal.

Repeating Courses and Repeating Failed Courses

A student who fails a course must repeat the course in the next term or as soon as the course is next offered. The Dean of Programs may allow the student to complete a substitute course at the College. Students are not allowed to complete a substitute course at another post-secondary institution.

Students may repeat a maximum of three failed (3) courses within their program. A student may not register in any course more than three (3) times unless prior arrangements have been made with the Dean of Programs.

A failed work experience course must be repeated immediately in the subsequent term if possible.

Appeals

A student may appeal their academic standing when extenuating circumstances have contributed to the student's inability to meet the minimum required CGPA. Appeals must be submitted in writing with supporting documentation to the Registrar's Office. The

Registrar will present the appeal to the Dean of Programs. The decision of the Dean in such an appeal will be final.

Re-Entry

To gain re-entry, a student must apply for program re-entry as described in *Program Re-entry (AC120).*

Extenuating Circumstances

The College understands that students have personal and work-related responsibilities outside of their studies, therefore, it recognizes that from time-to-time special academic considerations can be given to extenuating circumstances that include, but are not limited to medical, bereavement, and accidents.

Individual faculty may grant an exception to a student for single events (e.g. mid-terms, finals, and essay or project deadlines). Only the Dean of Programs can grant concessions for circumstances or events that impact more than one assessment result.

The Dean of Programs or the faculty member must receive evidence (to be placed in the student's file) for the circumstances leading to an exception. Acceptable evidence includes, but is not limited to one of the following:

- Death certificate
- Medical certificate from a physician
- ICBC accident claim or police report
- Extenuating family circumstance.

AC104 Auditing

AC104	Academic	Auditing
Handbooks	Degree Student, Faculty	
Programs	Degree	
	Effective Date	April 2020
	Reviewed	April 2024
	Accountability	Academic Council
Documents/Forms		

Policy

Western Community College (the College) applicants or students who wish to learn without the requirement of course credit or the obligation of assigned work and examinations can audit courses at the discretion of the College. A student who audits a course will not be required to complete and submit course assessment instruments, but is expected to attend all classes, actively participate in class activities and to pay any applicable course fees.

An applicant or student who wishes to audit one or more courses must apply and register according to existing registration procedures. Written permission of the course faculty member and approval of the Dean of Programs is required. Applicants wishing to audit a course will only be admitted to the course and added to the class roster if space is available in the course after all other categories of student applicants have been enrolled. Applicants may only audit 2 courses in any given term and only 6 courses in any program.

A change in credit or audit status is permitted only during the official course change period.

“AD” (Audit) will appear on the student’s official transcript next to each course audited. Audited courses do not appear within the GPA/CGPA.

AC105 Challenge Exam

AC105	Academic	Challenge Exam
Handbooks	Degree Students, Faculty	
Programs	Degree	
	Effective Date	April 2020
	Reviewed	April 2024
	Accountability	Dean of Programs
Documents/Forms	Challenge Exam Request Form	

Policy Statement

Western Community College (the College) may grant program applicants to request for a course challenge exam through a formal academic assessment. The challenge provides the applicant another method of acquiring course credit or for demonstrating competencies in individual courses as per *AD113 Prior Learning Assessment Recognition Policy*.

Challenge exams are used in the PLAR process to acquire credit for an entire course or to satisfy part of the PLAR process to demonstrate competency for a particular learning outcome(s) of a course.

Scope

- Applicants must apply to the Dean of Programs to request a challenge exam.
- A course challenge examination must be completed before the first day of the semester
- Only fifteen (15) credits per program may be challenged.
- Challenge exams may not be written for equivalent or duplicate course credit received at another post-secondary institution.
- A course may only be challenged once.
- Only lower-level courses may be challenged.
- The applicant must receive at least the passing grade indicated in the course syllabus to successfully 'pass' the course.
- Course challenge outcomes will be indicated on the student's transcript but will not be included in the CGPA calculation.
- A copy of challenge exam materials and documents completed by the applicant will be included in the student's file.

All challenges must be approved by the Dean of Programs. An administrative fee is charged per challenge exam.

<u>Exclusions</u>
Challenge exams may not be taken for courses already completed at the College.

Challenge Exam Grades

Challenge exams will be graded as “Pass/No Pass”. A ‘Pass’ will be assigned if the student has achieved the minimum-passing grade for the course as indicated in the course syllabus.

If the challenge exam receives a passing grade, the course is considered to have been successfully completed. The official transcript will reflect the outcome. If the challenge result in is “No Pass”, the student will be required to enroll in the course and pay all required College fees. Retakes for challenge exams are not permitted.

Challenge Exam Format

- Challenge exams will be comprehensive and address all course content, skill sets, and learning objectives.
- Challenge exams may have both a theoretical and skills-based component. All challenge exams will be held at the College.

AC106 Copyright

AC106	Academic	Copyright
Handbooks	All	
Programs	All	
	Effective Date	April 2020
	Reviewed	April 2024
	Accountability	Leadership Team
Documents/Forms		

Policy Statement

Western Community College (the College) adheres to the definition of copyright as defined in the Copyright Act of Canada as "the sole right to produce or reproduce the work or a substantial part thereof in any material form whatever, to perform, or in the case of a lecture to deliver the work or any substantial part thereof in public, or if the work is unpublished, to publish the work or any substantial part thereof…"

Copyright protection begins immediately upon creation of a work, rather than upon publication, and in most cases continues for fifty years after the creator's death.

Scope

- The College will enter and maintain a photocopying license agreement with Access Copyright (Canada).
- The College will ensure that its students, faculty, and staff are aware of copyright legislation and the importance of intellectual property in the reproduction of learning materials to be used at the College.
- The College will comply with the Copyright Act of Canada and agreements between the College and licensed reproduction rights organizations.
- The Library will uphold reasonable and technically feasible standards of copyright and fair access and use.
- The College will provide seminars on copyright law, compliance procedures for obtaining permissions and compliant use within the College.
- The College will maintain a current record of all software and software licenses and will ensure compliance with the various license agreements.

Definitions

<u>Copying</u>

- Photocopies, complying within the limits, restrictions and rules as set out in the Access Copyright license, may be provided free to each student in a class as handouts. Copied materials must be labeled with a reference to the title, author, and publisher (or copyright holder) and publication date of the work. Periodicals: One article from one issue of a periodical publication provided that the article does not comprise the whole issue. In the latter case, the limitations suggested for books will apply.

- Books: Up to 10% of a whole book. However, where a book is comprised of poems, essays, and chapters by contributing authors, etc., the policy for periodicals will be applied. The 10% guideline also applies to non-book materials such as audio, video and sound recordings.
- In all other instances when the purpose is other than private study, research, criticism or review, and particularly when multiple copies are required, permission must be obtained from the copyright holder. The Library will assist with requests.
- All equipment capable of copying will carry a notice regarding copyrights. A rights statement will be posted in each instructional setting.
- Students, faculty, and staff are not to use unlawfully duplicated computer programs for instructional or administrative purposes.
- Students, faculty, and staff must request in advance and provide proof of ownership and terms of use if they wish to install software not approved or sanctioned by the College.

Display

- Students, faculty, and staff may not use, in an instructional setting, video or audio programs recorded off-air unless public performance rights are secured.
- Students, faculty, and staff may not use, in a classroom setting, video or audio programs, apps or gaming software recorded from a personal use streaming service.

The College will take appropriate disciplinary actions against any students, faculty, and staff who knowingly breach copyright laws.

- Additional information can be found at www.accesscopyright.ca

AC107 Course Load

AC107	Academic	Course Load
Handbook	Degree Students, Faculty	
Programs	Degree	
	Effective Date	April 2020
	Revised	April 2024
	Accountability	Academic Council
Documents/Forms		

Policy Statement

Western Community College (the College) reports students based on part-time or full-time status.

Definitions

Full-time student: a student that is enrolled in at least three three-credit courses. Full-course load: is fifteen course credits per term.
Maximum course load: Full course load plus one for a total of six.

Procedure

A student wishing to register for more than the maximum course load must have written approval from the Dean of Programs.

Permission to exceed the maximum credit load is extended to a student for one (1) term only and is subject for review as the end of each term and/or if a student's circumstances change.

Students with documented requirements for a reduced course load must receive approval from the Dean of Programs.

AC108 Course Syllabi and Outlines

AC108	Curriculum	Course Syllabi
Handbooks	Faculty	
Programs	Degree	
	Effective Date	April 2020
	Reviewed	April 2024
	Accountability	Academic Council
Documents/Forms	Course Syllabi Template	
	AD102 Articulation Agreements	

AC108.A Course Syllabi

Policy Statement

At Western Community College (the College), a course syllabus is based on a standard template that confirms accepted pedagogical principles. The syllabus provides sufficient information that allows our articulation partners to assess the transfer value of the course. It is reviewed when required by WCC articulation agreements or as determined by the curriculum committee. The syllabus provides sufficient information to inform the instructor of the course requirements.

Scope

This policy applies to all courses provided by the College

Definitions

Course Outline: The outline is a description of a course offered for a particular time slot by a particular instructor. See AC108.B for inclusions.
Course Section: A section is a particular offering of a course. For example, HOSP101 **section**
1 Fall 2022 MWF 9:00 AM to 10:30 AM.
Course Syllabus: The syllabus is a general description of a course. The contents depend on the purpose. (See below)

Purposes of a Course Syllabus

A complete and well-designed syllabus will accomplish the following purposes:

1. To inform students what the course is about, why the course is taught.
2. To allow students to have a broad overview of the course so they can plan their term's workload. To enable other faculty members to determine what skills students should have after completing the course. Related courses that utilize a course syllabus as a prerequisite or co-requisite will build on the outcomes mapped out in the current course syllabus.
3. To be used as a reference for colleagues, administrators, accreditation agencies and other institutions for assessing courses for transfer credit or collaborative agreements.
4. To serve as a reference for faculty creating a course outline for a particular section.

Contents of a Course Syllabus

When creating a course syllabus, the essential pieces to include are as follows:

1. Course Description from the Academic Calendar
   The code and description of the course that is published in the Academic Calendar will be indicated.
2. Student Learning Objectives/Outcomes
   This section describes the applied knowledge and skills that the course contributes to the achievement of the course and program learning outcomes.
   Note: For a Capstone or similar course, the course learning outcomes should include a focus on the main program learning outcomes with a brief coverage of all of them.
3. Topic coverage. List the major topics and concepts that are covered.
4. Approved textbooks and reading lists.
5. Assessment Overview
   This is a grading guide that allows students to see what weightings can apply to the different assessment elements (quizzes, participation, journal assignments, team assignment), etc.) of a course. This is usually expressed as a range. For example: *number of quizzes 1 to 4 and 5% to 20% each for a total of 10% to 60%.*

Delivery methods must be specified and depending on the course goals, the delivery methods could be any or a combination of the following:

- Traditional or In-Class Format: This delivery method allows learners and faculty to meet in person or as a group for regularly scheduled class sessions either on campus or at another physical location.
- Hybrid/Blended Delivery Format: An instructional delivery method which combines the in-class delivery and the distance delivery formats. The minimum computer requirement should be specified.
- Online/Distance Education: All instruction is provided entirely via the Internet. The minimum computer requirement should be specified.
- LMS: Only the official College Learning Management System may be used by faculty

NOTE: Virtual delivery may be solely used from time to time for extraordinary situations such as pandemics. Such virtual delivery must include regular synchronous contact.

Procedures

Course syllabi must be reviewed and approved by the curriculum committee.

AC108.B Course Outline

Policy Statement

The course outline describes a particular offering of a course by a particular instructor for a particular section. A course outline contains all the information of the syllabus and is bound by the syllabus.

Scope

This policy applies to all courses provided by the College

Purposes of a Course Outline

A complete and well-designed course outline will accomplish the following purposes:

1. To delineate the responsibilities of students and of the instructor.
2. To inform students what the course is about, why the course is taught, where it is going, and what will be required for them to be successful in the course.
3. To inform students of the evaluation methods, dates and deadlines of the section.

Contents of a Course Outline

When creating a course outline, the essential pieces to include are as follows:

1. Instructor information: office number, office hours, contact information,
2. Course Description:
   Course name, section number and course times. Include the code and description published in the Academic Calendar.
3. Student Learning Objectives/Outcomes
   This section describes the applied knowledge and skills that the course contributes to the achievement of the course and program learning outcomes.
   a. If the course is part of a program, include the applicable program learning outcomes
   b. **Note:** For a Capstone or similar course, the course learning outcomes should include a focus on the main program learning outcomes with a brief coverage of all of them.
4. Assessment Overview
   This is a grading guide that allows students to see what weightings can apply to the different assessment elements (quizzes, participation, journal assignments, team assignment), etc.) of a course.
5. Assessment Plan
   The assessment plan will detail the type of assessments that will occur within the course structure, how they will be marked, and how they provide evidence of student learning. Assessment plans are built in line with student learning objectives and usually consist of multiple assessments.
6. Course Meeting Times, Delivery Methods and Schedule of Activities
   The faculty can create activities that help facilitate the learning that needs to be done to help students achieve the learning objectives. Course activities should work in parallel with the assessment plan. Meeting times must be specified.
7. Any participation and attendance requirement
8. Statement on academic honesty

9. Statement on how any changes will be handled
10. Ancestral Territory Recognition
11. An “For Office Use Only”.

Delivery methods must be specified and depending on the course goals, the delivery methods could be any or a combination of the following:

- Traditional or In-Class Format: This delivery method allows learners and faculty to meet in person or as a group for regularly scheduled class sessions either on campus or at another physical location.
- Hybrid/Blended Delivery Format: An instructional delivery method which combines the in-class delivery and the distance delivery formats. The minimum computer requirement should be specified.
- Online/Distance Education: All instruction is provided entirely via the Internet. The minimum computer requirement should be specified.
- LMS: Only the official College Learning Management System may be used by faculty
- Virtual delivery may be solely used from time to time for extraordinary situations such as pandemics. Such virtual delivery must include regular synchronous contact.

Plagiarism Announcement
The course syllabus must include a summary of the policy on plagiarism and academic misconduct and the consequences thereof.

Reading List
The required textbook and listed readings must be indicated. This will allow students to prepare for the course.

Procedures

1. Faculty members prepare a complete course syllabus for each section.
2. All faculty are required to review the course outline with students on the 1st day of the term.
3. Faculty can recommend course content revisions before a course is offered. The Dean of Programs approves all revisions at least one (1) week before the 1st day of the term and must be made available to all faculty and registered course students at least seventy-two
(72) hours before the 1st day of the term.
4. The College retains a copy of all course outlines as part of the academic archive and a record of all courses delivered in any given term and which course outlines were the documents of record.

All program outlines and course syllabi are reviewed at least once on an annual basis by faculty, program chair and Dean. Recommendations for revision are sent to the Dean of Programs for approval.

AC109 Credential Notification

AC109	Academic	Credential Notification
Handbooks	Faculty	
Programs	Degree	
	Effective Date	April 2020
	Reviewed	July 2024
	Accountability	Registrar
Documents/Forms		

Policy Statement

Western Community College (the College) will notify students of agreements between the College and other learning institutions. Formal articulation agreements are registered with the British Columbia Committee on Admissions and Transfer (BCCAT). The College will notify students in writing of awarded transfer and PLAR course credits. When requested by a student, the College will provide academic information to a requesting institution so that a student may be awarded credit for courses taken at the College. Credit transfer is at the discretion of the receiving institution.

Equivalency Documentation

- The Registrar's Office will maintain a list of course equivalencies as registered with BCCAT for all degree program courses.
- The Registrar's Office will maintain a copy of all articulation agreements between the College and other post-secondary institutions and will make such agreements generally known in a public document.

Transfer Credit Notification

The College will inform students of transfer credits awarded from post-secondary studies at other post-secondary institutions based on a review of official transcripts, program outlines, course syllabi, and assessment instruments. Transfer credit awarded will be included in the credit earned toward a College degree and entered as such on the College transcript of academic record. Such notification shall be recorded within the official student record and communicated with the student within five (5) business days of the decision being made.

All official academic documentation will only be received in a sealed envelope by the Registrar's Office, sent directly by a previous institution(s) attended. This correspondence must be received at least 2 weeks prior to the start of the term to assess the credits before the start of the term.

PLAR Notification

Credits award from PLAR assessment, will be included on the credit earned toward a College degree and entered as such on the College transcript of academic record. Such notification shall

be recorded within the official student record and communicated with the student within five (5) business days of the decision being made.

Challenge Exam

The College will inform students of course credits received based on a challenge exam awarded will be included in the credit earned toward a College degree and entered as such on the College transcript of academic record. Such notification shall be recorded within the official student record and communicated with the student within five (5) business days of the decision being made.

Program Acceptance

The College will inform an applicant of acceptance into a College program within ten (10) business days of the decision being taken unless unforeseen circumstances arise.

Degree Recognition

The College will provide all graduates with an official parchment that will indicate the following:

- Name of the institution
- Full and legal name of the recipient
- Qualification granted
- Granting authority
- Signature of the representative of granting authority
- Date attained.

The parchment will include the College's official seal.

AC110 Dispute Resolution

AC110	Academic	Dispute Resolution
Handbooks	All	
Programs	Degree	
	Effective Date	April 2020
	Revised	August 2026
	Accountability	Dean of Programs
Documents/Forms	Dispute Resolution Form	

Policy Statement

Where applicable, Western Community College (the College) policy will be used to resolve disagreements. This policy governs complaints from students with respect to the College operations in the delivery of all programs.

- All student complaints must be made in writing. All letters of dispute must be filed with the College within 1 month of the date of the occurrence.
- Students will not be subject to any form of retaliation as a result of filing a complaint.

Scope

- This policy applies to areas other than Grade Appeal (AC112) or Sexual Misconduct and Harassment (HS104) or other disputes or disagreement for which there exists a written policy.

Procedure

- The complainant is responsible for informing the parties involved in the dispute. If a resolution cannot be found between the parties, the complainant will send a written complaint to the Dean of Programs detailing the complainant's understanding of the situation and suggesting a remedy. The Dean of Programs is responsible for determining the resolution of the case.
- A meeting with the Dean of Programs may be scheduled. The Dean of Programs will seek further clarification (written or verbal) from all parties. The process of gathering information may serve, if all are agreeable, as mediation.
- The individual making the complaint may be represented by an agent or a lawyer.
- If the focus of the complaint is on the Dean of Programs, the complaint will be addressed by the Vice-President Academic.
- The student / staff member/ Dean of Programs may request a third-party to attend the meeting for the purpose of support, advice, or representation.
- The respondent (the person against whom the complaint is made) will be given an opportunity to respond.
- The Dean of Programs will provide the students, staff or faculty member with a written decision, including conclusions and recommendations. The delivery of this decision should not exceed ten (10) days from the initial date the dispute was filed.

- If the complainant is still dissatisfied with the outcome, the appeal may be forwarded to the Dispute Resolution Committee within ten (10) days of having received a written decision from the Dean of Programs.
- The Dispute Resolution Committee will review all documents and if necessary, will set up an appeal hearing involving all parties within ten (10) days.
- The decisions of the Dispute Resolution Committee are final.

The College will retain a file of all complaints made by students and decisions issued under the dispute resolution policy for five years.

AC111 Five Year Program Review

AC111	Academic	Five Year Program Review
Handbooks	Degree Policy Handbook	
Applies To	Degree Programs	
	Date Created	April 2020
	Effective Date	April 2020
	Last Revised	September 2026
	Effective After Revised	October 2026
	Policy Owner /Accountability	VP Academic
	Approving Authority	Academic Council
Documents/Forms	Self-Study Template	
Related Policy	GV106 Institutional Effectiveness; GV102 Academic Council	

1. POLICY STATEMENT

Western Community College (WCC) is committed to maintaining and continuously improving the quality, relevance, effectiveness, and sustainability of all programs offered by the College.

WCC conducts a formal review of the degree programs on a five-year cycle, supported by ongoing monitoring of program quality and outcomes. Program review is an evidence-based process that evaluates program content, curriculum, delivery, student achievement, learning outcomes, resources, stakeholder feedback, and alignment with institutional and regulatory requirements.

The College will:

- Conduct a comprehensive review of all WCC degree programs at least once every five years.
- Use a standardized Program Review Self-Study Template aligned with applicable institutional quality-assurance criteria and regulatory requirements.
- Ensure that faculty members who teach within the program participate meaningfully in the review process.
- Use identified, reliable, and appropriately sourced data to support findings and recommendations.
- Document the evidence, analysis, conclusions, recommendations, and actions arising from each program review.
- Ensure that every required section of the Program Review Self-Study Template is completed and that required supporting data and evidence are included or appropriately referenced before the review is submitted for approval.
- Establish an action plan for recommendations arising from the review and assign responsibility, timelines, and monitoring mechanisms for implementation.
- Maintain records of program reviews, decisions, action plans, and follow-up activities as part of the College's quality-assurance system.

The program review process supports the College's commitment to continuous improvement and provides evidence of the effectiveness of its internal quality-assurance processes.

2. PURPOSE

The purposes of the Five-Year Program Review are to:

- Affirm and strengthen a culture of quality and continuous improvement in program content and delivery.
- Assess the extent to which program learning outcomes and institutional expectations are being achieved.
- Evaluate the relevance, effectiveness, currency, and sustainability of each program.
- Provide evidence-based feedback regarding curriculum, teaching and learning, student achievement, resources, governance, and program operations.
- Incorporate the perspectives of faculty, students, graduates, employers, and other relevant stakeholders.
- Identify strengths, opportunities for improvement, risks, and priorities for action.
- Ensure that programs remain aligned with the College's mission, strategic priorities, applicable regulatory requirements, and relevant external standards.
- Provide Academic Council and College leadership with evidence to support decisions concerning program quality and continuous improvement.
- Establish a documented process for implementing, monitoring, and reporting on actions arising from program reviews.

3. SCOPE

This policy applies to all degree programs offered by Western Community College.

This policy applies to program-level reviews and does not apply to reviews of non-program institutional units, departments, offices, or administrative services except where those units provide information or participate in a program review.

Programs and courses may be examined as components of a program review where relevant to the evaluation of the program.

All degree programs must undergo a formal program review at least once every five years. Additional reviews may be initiated where required by regulatory requirements, significant program changes, identified quality concerns, or other circumstances determined by the College.

4. DEFINITIONS

Program: A formally approved degree program.

Program Review: A systematic, evidence-based evaluation of a program conducted to assess its quality, effectiveness, relevance, outcomes, and opportunities for continuous improvement.

Self-Study: The program's documented analysis of its performance, outcomes, curriculum, resources, stakeholder feedback, strengths, challenges, and opportunities for improvement using the approved Program Review Self-Study Template.

Program Review Self-Study Template: The College-approved template identifying the required areas of analysis, evidence, data, and documentation for a program review.

Program Review Data: The collection of institutional, program, student, graduate, employer, faculty, and other relevant data assembled to support a program review.

Action Plan: A documented plan identifying actions arising from the program review, the responsible individual or body, expected completion date, required resources where applicable, and monitoring/reporting arrangements.

External Review: An evaluation of a program by qualified individuals external to the program and, where appropriate, external to the College.

Academic Council: The College's academic governance body responsible for academic oversight, including consideration of program review findings and recommendations.

5. PRINCIPLES / GUIDING PRINCIPLES

The program review process will be guided by the following principles:

- **Evidence-based decision-making:** Findings and recommendations will be supported by reliable and relevant evidence.
- **Continuous improvement:** Program review will identify and support practical improvements to program quality and student outcomes.
- **Faculty participation:** Faculty expertise and direct knowledge of curriculum, teaching, learning, and student achievement will be incorporated into the review.
- **Stakeholder engagement:** Appropriate consideration will be given to student, graduate, employer, faculty, and other relevant stakeholder perspectives.
- **Transparency and accountability:** Review findings, decisions, action plans, responsibilities, and progress will be documented and appropriately reported.
- **Consistency:** All programs will be reviewed using a common institutional framework while allowing discipline-specific evidence and context.
- **Completeness:** Each review will address all required sections and data elements identified in the approved Self-Study Template.
- **Regulatory alignment:** Program reviews will reflect applicable requirements of the Degree Quality Assessment Board (DQAB) and other relevant regulatory or quality-assurance requirements.

6. ROLES AND RESPONSIBILITIES

Vice President Academic (VPA)

- Serves as the policy owner and accountable executive for the program review process.
- Establishes and maintains the institutional five-year program review schedule.
- Ensures that required program reviews are initiated and completed.
- Provides direction regarding the scope, timing, and conduct of individual reviews.
- Ensures that appropriate resources are available for the review process.

- Reviews program self-studies and action plans before submission to Academic Council.
- Monitors institutional follow-up on recommendations and action plans.
- Reports significant program review findings and institutional improvement activities to appropriate governance bodies.

Program Chair

- Coordinates the program's participation in the review.
- Leads preparation of the program Self-Study in collaboration with faculty and relevant College personnel.
- Ensures that faculty members have meaningful opportunities to participate in the review.
- Reviews and validates program data and supporting evidence.
- Coordinates stakeholder input where required.
- Develops recommendations and the program-level Action Plan.
- Implements assigned actions and reports progress according to established timelines.

Faculty

- Participate meaningfully in the program review process.
- Contribute to analysis of curriculum, course sequencing, teaching and learning, assessment, student achievement, and program learning outcomes.
- Review and provide feedback on the Self-Study and proposed recommendations.
- Identify strengths, challenges, risks, and opportunities for improvement based on their academic and professional expertise.
- Participate in implementation of actions assigned to faculty or academic areas.

Academic Administration

- Coordinate collection and provision of institutional data required for the review.
- Ensure that data supplied to programs are appropriately identified, current, and traceable to their source.
- Support the program in interpreting institutional data.

Curriculum Committee

- Review curriculum-related findings and recommendations arising from program reviews.
- Support or recommend curriculum changes where required.
- Monitor curriculum actions assigned to the Committee.
- Refer matters requiring Academic Council approval through the established governance process.

Academic Council

- Provides academic oversight of the program review process.
- Reviews completed program review reports and recommendations.
- Approves, refers back, or otherwise acts on program review recommendations within its authority.

- Monitors institutional responses to significant program review findings.
- Ensures that appropriate actions are assigned and monitored.

External Reviewer(s)

- Provide an independent review of the program using the approved review criteria and documentation.
- Evaluate program quality, outcomes, curriculum, and continuous improvement activities as appropriate to the review.
- Provide findings and recommendations to the College.

Institutional Data / Administrative Personnel

- Provide identified data elements required for program review.
- Identify the source, reporting period, and relevant limitations of data provided.
- Maintain appropriate records supporting the accuracy and traceability of reported data.

7. PROCEDURES / IMPLEMENTATION

7.1 Five-Year Program Review Schedule

The VPA will maintain a schedule identifying the planned review year for WCC degree programs.

Each degree program will undergo a comprehensive formal review at least once every five years.

The VPA may require an earlier review where:

- significant changes have occurred to the program;
- regulatory or accreditation requirements require additional review;
- student achievement or other evidence indicates a need for review;
- significant concerns have been identified through ongoing monitoring; or
- Academic Council or College leadership determines that an earlier review is appropriate.

7.2 Initiation of the Review

The VPA or designate will notify the Program Chair of the upcoming review and establish the review timeline.

The review will identify:

- the program under review;
- the review period;
- responsible participants;
- required data and evidence;
- applicable external requirements;
- expected completion dates; and
- whether an external reviewer will participate.

7.3 Faculty Participation

Faculty participation is a required component of each program review.

The Program Chair will establish an appropriate process for faculty participation, which may include:

- faculty meetings;
- review committees or working groups;
- curriculum mapping activities;
- analysis of student achievement and learning outcomes;
- review of survey findings;
- review and discussion of Self-Study findings;
- development of recommendations; and
- participation in the development and implementation of the Action Plan.

The Program Chair will document faculty participation and retain appropriate evidence, such as meeting records, agendas, minutes, consultation records, or documented feedback.

7.4 Program Review Self-Study

The program will complete the current College-approved Program Review Self-Study Template.

The Self-Study will address **all required sections** of the approved template. Required sections may include, as applicable:

- program description and context;
- program mission and objectives;
- curriculum and curriculum alignment;
- program and course learning outcomes;
- teaching and learning;
- assessment and student achievement;
- student progression, retention, completion, and other relevant outcomes;
- admissions and student profile;
- faculty and staffing;
- learning resources and facilities;
- student support;
- stakeholder feedback;
- graduate/alumni outcomes;
- employer or industry feedback;
- external comparators or benchmarking;
- regulatory and quality-assurance requirements;
- strengths, challenges, risks, and opportunities;
- recommendations and continuous-improvement priorities; and
- action plan and follow-up requirements.

Where a required section is not applicable to a particular program, the program must state that the section is not applicable and provide an explanation. Required sections must not be omitted without documented justification and approval.

7.5 Review Data and Sources

The College will identify the required data elements for each program review and, where practicable, maintain a standard institutional data package.

Depending on the program and applicable requirements, data may include:

Data Element	Potential Source
Enrolment	Registrar / Student Information System
Admissions	Admissions records / Student Information System
Retention	Registrar / Student Information System
Completion / graduation	Registrar / Student Information System
Student achievement	Registrar / Student Information System / program records
Course success	Student Information System
Program learning outcomes	Program curriculum mapping / assessment records
Student feedback	Student surveys / course or program feedback
Faculty feedback	Faculty surveys / faculty meetings
Graduate/alumni feedback	Alumni surveys / graduate records
Employer feedback	Employer surveys / employer or industry consultation
Employment or graduate outcomes	Alumni/employer data and relevant institutional records
Curriculum currency	Program faculty / Curriculum Committee / external or industry sources
Faculty qualifications and staffing	Human Resources / program records
Learning resources	Library / program / administrative records
External requirements	DQAB and other applicable regulatory or professional bodies
External review findings	External reviewer report
Previous review actions	Program Review Action Plan / Academic Council Records

Where data are unavailable, the Self-Study will identify the limitation and explain how the program addressed the information gap.

7.6 Conduct of the Review

The review will normally proceed through the following stages:

1. Preparation: Establish the review schedule, participants, requirements, and data needs.
2. Evidence collection: Assemble the required institutional, program, stakeholder, and external evidence.
3. Faculty and stakeholder consultation: Obtain and consider relevant perspectives.
4. Self-Study preparation: Analyze evidence and complete every required section of the Self-Study Template.
5. Internal review: Program leadership and designated academic personnel review the completed Self-Study for accuracy, completeness, and consistency.
6. External review: External Review Panel evaluates the program and provides a written report.
7. Response and Action Plan: The program responds to findings and identifies actions, responsibilities, timelines, and monitoring arrangements.
8. Governance review: The completed review and recommendations are submitted through the appropriate academic governance process, including Academic Council.
9. Implementation: Approved actions are implemented by the responsible individuals, departments, or committees.
10. Follow-up: Progress on actions is monitored and documented until actions are completed or otherwise formally resolved.

7.7 Completeness and Quality Check

Before a program review is submitted for governance consideration, the Program Chair and VPA or designate will verify that:

- every required section of the current Self-Study Template has been completed;
- all required data elements have been included or appropriately addressed;
- the source and reporting period for material data are identified;
- supporting documentation is attached or clearly referenced;
- any omitted or unavailable information is explained;
- faculty participation has been documented;
- external review requirements, where applicable, have been met;
- recommendations are supported by evidence; and
- an Action Plan has been prepared for identified actions.

A review will not be considered complete for governance submission until identified deficiencies have been addressed or formally accepted by the VPA or designate.

7.8 External Review

External reviewers will receive the completed Self-Study and relevant supporting documentation and will provide written findings and recommendations.

The Program Chair/Program Lead, VPA, Curriculum Committee, and Academic Council will consider the external review findings as part of the overall program review process.

7.9 Action Planning

Each completed program review will result in an Action Plan where actions or improvements have been identified.

Each action will specify, as applicable:

- the finding or recommendation being addressed;
- the required action;
- the responsible individual, department, committee, or governance body;
- priority or sequencing;
- required resources, where applicable;
- target completion date;
- evidence of completion; and
- monitoring/reporting arrangements.

Actions may include curriculum changes, policy or procedure changes, faculty development, resource adjustments, student-support improvements, assessment changes, or other program improvements.

7.10 Monitoring and Follow-Up

The Program Chair/Program Lead is responsible for coordinating implementation of program-level actions.

The VPA is responsible for institutional oversight of follow-up activities.

The Curriculum Committee will monitor curriculum-related actions within its authority.

Academic Council will monitor significant program review recommendations and actions requiring academic governance oversight.

Progress will be reviewed at appropriate intervals and documented until the action is completed, modified, deferred with justification, or otherwise formally resolved.

The College may require interim progress reports where the significance of an action warrants additional monitoring.

The outcomes of completed actions will be retained as evidence for subsequent program reviews and ongoing quality assurance.

7.11 Record Retention

The College will retain the completed Self-Study, supporting evidence, external review reports where applicable, governance decisions, Action Plan, and follow-up records in accordance with institutional records-management requirements.

These records will provide evidence of the College's continuous quality-assurance activities and

will inform subsequent program reviews.

8. POLICY REQUIREMENTS AND EXCEPTIONS

All WCC degree programs are subject to this policy.

Required sections of the Self-Study Template may not be omitted solely for convenience. Where a section is genuinely not applicable, the Self-Study must document the reason and the VPA or designate must confirm acceptance of the rationale.

9. APPEALS / DISPUTE RESOLUTION

Where a program or faculty member identifies a substantive concern regarding the conduct or findings of a program review, the concern should first be raised with the Program Chair and VPA.

Where the concern cannot be resolved at that level, it may be referred to Academic Council for consideration within its authority.

This process does not prevent faculty or other College members from using applicable collective agreement, employment, academic governance, or other institutional processes where those processes independently apply.

10. COMPLIANCE / CONSEQUENCES

Program Chairs and responsible academic units are expected to comply with the requirements and timelines established under this policy.

Failure to complete a required program review may result in escalation to the VPA and Academic Council and may require an institutional action plan or other corrective measures.

Where regulatory or external quality-assurance requirements apply, failure to complete required reviews or actions may also result in additional reporting, monitoring, or regulatory action as applicable.

11. LEGISLATION / REGULATORY REQUIREMENTS

Program reviews will be conducted in accordance with applicable requirements, including:

- Degree Quality Assessment Board (DQAB) requirements applicable to WCC;
- applicable institutional quality-assurance standards and requirements; and

Where an external regulatory requirement is more specific than this policy, the College will incorporate the applicable requirement into the program review process.

12. RELATED DOCUMENTS

- Program Review Self-Study Template

13. POLICY REVIEW & APPROVAL

Policy Owner: Vice President Academic

Approving Authority: Academic Council

Review Cycle: Every five years, or earlier where required by regulatory, institutional, or operational changes

The policy will be reviewed periodically to ensure that it remains current, relevant, and aligned with applicable legislation, regulatory requirements, DQAB requirements, institutional priorities, and operational practices.

14. DOCUMENT CONTROL / REVISION HISTORY

April 2020	Initial Policy
August 2024	Review and Amendment
December 2025	Review
October 2026	Review and Amendment

AC112 Grade Appeal

AC112	Academic	Grade Appeal
Handbooks	All	
Programs	All	
	Effective Date	April 2020
	Reviewed	August 2024
	Accountability	Dean of Programs
Documents/Forms	Grade Appeal Form, Grade Change Tracking Form	

Policy Statement

It is the responsibility of the faculty of Western Community College (the College) to assess the academic performance of students and to assign grades for work submitted. Generally, re- assessment of student work is not subject to review. However, if students believe that they have a compelling case supporting their argument that a grade is unjust, or has been assigned arbitrarily, or that critical factors have not been considered, they may appeal the grade.

Once recorded in the student's academic record, a grade may be changed only:

- Upon faculty member certification that an error in determining the student's grade has occurred; or
- As a result of a grade appeal

Procedures

Students are first required to review and discuss the disputed grade with the course instructor.

If the issue is not resolved in this way, students may submit a grade appeal in writing not later than five (5) calendar days after having discussed the circumstance with their faculty member.

All relevant documents should be included with the written appeal to the Registrar's Office. The Registrar will ensure that the submission is complete and will forward all documents to the Dean of Programs, who will review.

Upon completion of the review, which includes the right of rebuttal by the faculty member, the Dean of Programs will direct the Registrar to:

- Uphold the grade as initially submitted; or
- Confirm that the faculty member agrees to change the grade; or
- Provide the documentation to a second qualified faculty member for review; or,
- Change the grade.

All parties will be notified in writing with respect to the outcome. If either party to the grade

appeal disagree with the outcome, they have five (5) calendar days from the date of the decision to submit an appeal in writing to the Academic Council Appeals Committee. The Academic Council's decision will be final and is not subject to further appeal.

All appeals must be initiated within two (2) weeks of the end of the term. If the final course grade that is being appealed is for a course that is a prerequisite course in the subsequent term, the student will be able to register in that course until an outcome is determined. If the outcome is or results in a failing grade, the student will be withdrawn from the course and will be required to repeat the failed course.

AC113 Grading System

AC113	Academic	Grading System
Handbooks	Degree Student, Faculty	
Programs	Degree	
	Effective Date	April 2020
	Reviewed	August 2024
	Accountability	Academic Council
Documents/Forms	Interim Transcript Form, Official Transcript Form	

Policy Statement

Western Community College (the College) recognizes the need for a system of grading that is fair, consistent, and congruent with Canadian and international educational institutions.

Grading systems enable student achievement to be recognized formally and communicated consistently. Student transcripts reflect each individual's academic performance and enrolment history including all courses attempted, grades earned, and degrees and awards conferred.

Scope

This policy applies to undergraduate student records at the College.

Purpose

The purpose of this policy is to ensure that students are aware of:

- Their continuing academic achievement in their program
- How numerical grades are converted to letter grades
- How grades are recorded on student transcripts
- How the grading scale is understood and consistently applied
- How student academic standing can be accurately recorded.

Considerations

- A student's academic success is measured by their academic performance in individual courses and is calculated and reported as a letter grade with grade-point equivalents that reflect the percentage ranges shown below.
- Transcripts follow the national and provincial post-secondary standard practices.
- Only grades for courses completed at the College are considered in the calculation of the Term Grade Point Average (TGPA) and the Cumulative Grade Point Average (CGPA).
- Credit for a course will only be applied once in a student's program. The TGPA is calculated using the highest grade achieved in a course Grades are 'official' only when released by the Registrar's Office. Interim and official transcripts are released by the Registrar's Office only.

Grading Scale

Letter Grade	Percentage Range	Grade Point Equivalent
A+	90% - 100%	4.33
A	85% - 89%	4.00
A-	80% - 84%	3.67
B+	76% - 79%	3.33
B	72% - 75%	3.00
B-	68% to 71%	2.67
C+	64% to 67%	2.33
C	60% to 63%	2.00
C-	55% to 59%	1.67
D	50% to 54%	1.00
F	< 50%	0.00

Repeating Failed and Other Courses for Higher Standing

A course can only be repeated two times. Both grades of repeated courses will appear on the student's academic record, but only the highest grade will be used in calculating the CGPA.

This policy does not apply to English and Math courses taken by students to meet admission requirements.

Higher-Level Course Standing

Students are expected to achieve a letter grade of C or better in all upper-level (300 and 400) level courses. Students obtaining grades from 50% to 59% in the upper-level courses may be advised to repeat the courses in question. This is particularly true if their overall academic performance places them on academic warning or academic probation.

Course Outcome Designations

The following designations are used by the College in transcript preparation.

AEG (Aegrotat):

Where more than 50% of the course assessments have been completed, the instructor may provide a grade of AG for compassionate pass. The grade has no numerical value but indicates that the student has completed the course for the purpose of program or prerequisite requirements.

AUD (Audit):

Students who wish to advance their knowledge in a subject without the obligation of completing course assessment requirements (i.e. submitting major assignments for grading or writing final examinations) are referred to as auditors and will receive the standing of AD on their transcripts. The audited course will not

receive a course grade and will not be included in the calculation for the TGPA/CGPA.

CC (Course Challenge):
Challenge course for credit by assessment. The course will not receive a course grade and will not be included in the calculation for the TGPA/CGPA.

CW (Code of Conduct Violation):
A student dismissed for a code of conduct violating must appeal in writing to the Program Chair for re-entry before the start of the term in which they wish to return. If the appeal is granted, the re-entering student will be placed on probation during the term of their return. The student must meet the minimum academic standing requirements to continue in the program. The student must successfully retake courses previously failed so that the recalculated CGPA meets or exceeds the minimum academic requirements.

DF (Deferred Grade):
A student has been granted permission to postpone the writing of the final examination or major final assessment to some specified date. DF also applies if a final examination or major final assessment has been postponed owing to circumstances that are not the responsibility of the student.

DS (Dismissal):
When a student has been dismissed from a program, each incomplete course registered during the term they were dismissed will be assigned a final course grade of 'F'.

F (Failure):
Students did not meet the minimum course requirements. This mark is used in the TGPA/CGPA calculation.

IC (Incomplete):
Students are actively registered in the course in the current term, but no grade is available yet. The level of academic performance at the time of posting grades is insufficient to serve as a predictor of success. The student must complete the requirements of the course that is missing, e.g. essay, examination or project, within a specified period of time. This becomes an 'F' grade after 4 weeks if no grade is posted or work remains incomplete. Used in TGPA/CGPA calculation.

IP (In Progress):
Students are actively registered in the course during the current term. The mark IP is assigned to a course which is continuing. For example, but not limited to a course such as directed studies, that is longer in duration than all other courses reported at the end of a term.

P(Pass):
Assigned when students successfully complete their work experience. Not used in TGPA/CGPA calculation.

PL (Prior Learning Assessment Recognition):
Credit granted as formal recognition of knowledge and skills gained through work and life experiences. No grade is given and is not used in TGPA/CGPA calculation.

TC (Transfer Credit):
Course Credit granted for courses completed at other recognized post-secondary institutions. No grade is given. Not used in TGPA/CGPA calculation.

WD (Withdraw): Indicates that the student withdrew from a course after the refund deadline date and before the final drop date. There is no numerical value to WD.

Definitions

Credit: Number of credit hours assigned to a course.

Credit Hour:

- For theory courses, one (1) credit hour is equivalent to fifteen (15) hours of in-class instruction.
- Work experience and lab credit hours will differ depending on the program.

Term Grade Point Average (TGPA): Represents a student's overall performance for all courses in a given term.

Cumulative GPA (CGPA): Total number of grade points received by a student during their total period of enrolment divided by the number of credits attempted during the period. If a student repeats a course, the higher grade is used in the calculation of the CGPA.

Grade: The numerical or letter grade received upon completion of a course.

AC114 Learning Assessment

AC114	Academic	Learning Assessment
Handbooks	Degree Student, Faculty	
Programs	Degree	
	Effective Date	April 2020
	Reviewed	December 2022
	Accountability	Academic Council
Documents/Forms	Fee Schedule	

Policy Statement

Assessments at Western Community College (the College) address how well a student has acquired knowledge and skills from a course of study. Assessments are directly related to course learning objectives and program learning outcomes.

Assessment feedback frequency allows students to determine their academic and/or work experience performance, encourages them to adjust their learning strategies as necessary, seek additional assistance, assess their ongoing performance, and decide whether they wish to repeat a course or courses or withdraw from a course or program.

Guidelines

- Students will receive meaningful, comprehensive, constructive, and timely assessment, feedback, advice, and guidance from Faculty members at regular intervals throughout each course.
- The assessment will address program learning outcomes and course objectives.
- Assessment will occur at least once prior to the course withdrawal date at which a student will be eligible for a partial tuition refund.
- Students will be provided with at least one graded assessment in a course or program prior to the completion of 30% of the course.
- Attendance will not be assessed or graded.

<u>Course Syllabi</u>

Course syllabi clearly indicate course descriptions, course learning objectives, instructional delivery methodology, instructional resources, assessment methodology, frequency of assessment, the value of each, assessment due date, assessment expectations, and the final course grade required to successfully complete the course. All course syllabi provide statements of the program's learning outcomes.

<u>Assessment Procedure</u>

Students will be provided a course syllabus on the 1st day of the term. Faculty will review the purpose of the course, course learning objectives, the assessment model and the intended knowledge and skill-based outcomes. Syllabi will indicate the final grade required to pass the course.

Only faculty can administer and grade courses. Feedback can be qualitative, quantitative or both.

Assessment Types

While this is not an exhaustive list, assessment tools include quizzes, tests, exams, assignments, projects, case studies, research papers, presentations, journaling exercises, site evaluations, and co-op and work experience evaluations.

Individual assessment tools will indicate the intended purpose of the assessment, expected outcomes, and assessment strategy. Criteria and methodology for grading will be clearly described in the body of the assessment tool and where necessary, examples will be provided.

Mid-term and final examinations, major projects, and research papers will be returned to the student and graded, within one week of submission unless otherwise indicated on the course syllabus.

Where final exams, projects, or essays are taken or due at the end of a term and therefore not returned to students, each student's exam, project, or essay is securely kept on campus for 12 months for review or return purposes. Students may arrange a return or review through their instructor or, if the instructor is not available, through the Dean of Programs.

Course instructors must submit all instructional records and final exams (paper and electronic) to the Department Chair upon the completion of a term. All instructional records and final exams (paper and electronic) will be retained by the college for a minimum period of 12 months following the conclusion of a course.

Where a course assessment model includes a mid-term and final exam, copies will be kept on file with the Dean of Programs for 12 months. Each copy will be designed to assess the knowledge and skills taught to that point in the course. For final examinations, course syllabi will indicate the scope of content to be addressed.

Assessment Format

Assessment formats and tools are stated on each course syllabus.

Final Course Grade Submission

Final course grades will be submitted within five days after the last day of the term. The College will provide the course grade sheet. The Registrar's Office will make final grades available to students as soon as possible.

Faculty Availability

To assist students in receiving meaningful feedback, faculty members will be available by

appointment and will maintain onsite and/or online office contact hours. Faculty will only communicate with students using the email address provided by the College.

Transcripts

Unofficial transcripts will be issued to students at the end of each term by the Registrar's Office. Official transcripts will be issued to students by the Registrar's Office when the student has withdrawn, been dismissed, on successful program completion and graduation or upon request by the student. (See the Fee Schedule for the cost of a transcript.)

Late or Missed Assignment Submission

Students are expected to complete and submit all assignments on time. All assignments have been designed to support the integration of course material and to build professional skills.

Late assignments will receive a grade of '0' unless otherwise indicated on a course syllabus.

Faculty members in consultation with the Dean of Programs may develop their own sanctions for late or missed assignments and exams.
Students may have the option to redo assignments that do not meet the criteria for a passing grade; a clear timeline will be established for this option.

Faculty members will be required to report to the Dean of Programs any student academic performance that consistently is not meeting the passing criteria. This is to ensure that problem areas, cultural issues, personal challenges and learning styles are quickly identified, and support services are engaged to assist in a timely manner.

Late or Missed Assignment Submission Extenuating Circumstances

If extenuating circumstances arise that cause a student difficulty in completing an assignment by the due date a written form requesting for extension must be submitted on or before the assignment due date.

The request should be submitted via email or in person to the faculty member of record. The faculty member may grant an extension of up to thirty (30) days from the due date of the assignment. All assignments must be completed within thirty (30) days of the end of the course unless approved by the faculty member of record and the Dean of Programs.

Assignments that are not submitted by the extension date will be graded as zero (0). All extension requests are filed in the student's academic and placement file.

Work Experience

Both the host and student are required to complete a work experience handbook. The handbook will describe the goals, learning objectives, and outcomes of individual work experience courses and the manner and frequency of assessment. Assessment criteria will

be collaboratively developed. A student will either pass or fail a work experience.

Examination Procedures (Minimum requirements and additional requirements may be stipulated)

- Proof of student identity must be available during the examination.
- All exams shall be invigilated by a faculty member or an approved invigilator.
- Students will submit all written work to the invigilator or examiner.
- Examination materials will not be removed from the examination room, downloaded, or printed.
- Students may not enter an examination room after thirty minutes have expired.
- Students may not leave the examination room without notifying the invigilator.
- Students who require the use of restroom facilities during the examination must not use/carry any phone or electronic devices.
- Students may use only approved calculators during the examination; all other electronic devices like watches and fitness trackers are prohibited.
- Students are required to bring laptops for all the online exams as well as for the in-class presentations.
- Students found in possession of any unauthorized material including but not limited to books, notes, other reading material or devices that serve as memory aids other than those approved by the invigilator will be required to leave the examination room and will receive no credit for the examination. Disciplinary action will follow.
- Students must leave all possessions outside the examination room other than those approved by the examiners,
- Students may not at any time during the examination speak to or in any way communicate with other candidates.
- Students who intentionally expose written work to other candidates during the examination will be required to leave the examination room and will receive no credit for the examination. Disciplinary action will follow.
- Students should not try to seek answers to their examination questions from the invigilator.

Release of Examination Results

An unofficial academic transcript will be provided to the student at the end of each term. Students may appeal decisions by following *Student Appeals (AC126)*.

AC115 Library

AC115	Academic	Library
Handbooks	All	
Programs	All	
	Effective Date	April 2020
	Reviewed	August 2024
	Accountability	Librarian and Leadership Team
Documents/Forms		

Policy Statement

The library at Western Community College (the College) is an integral part of the student learning experience and the College is committed to providing up-to-date resources for students and faculty. The mission of the library is to provide and promote effective use of resources and services which support the learning, teaching, and other information needs of students, faculty, and staff, while promoting intellectual curiosity and growth through learning and research. This is accomplished by helping faculty to help students to develop the ability to source, assess, and apply information in becoming literate life-long learners.

Considerations

- The library emphasizes the importance of critical thinking skills to information literacy by assisting students in evaluating their own research strategies, the tools they use, the resources they source and the context in which the resources were produced.
- The library abides by and upholds all reasonable and technical standards of copyright and fair access and use.
- The library upholds Canadian copyright legislation (*Copyright Act of Canada*) and abides by the terms and conditions of any use agreements and licenses held by the College.
- The library will ensure that copyright legislation and the importance of intellectual property are communicated and reinforced with students, faculty and staff.

<u>Statement of Goals</u>

- Improve the accessibility and promote use of the collection (hardcopy and electronic) by increasing access to resources.
- Develop the collection to better support the current and proposed programs.
- Meet the general information needs for learning and research.
- Provide trained staff to support the needs of the proposed program and College.
- Maintain sufficient space to house the collection and necessary equipment, as well as provide a comfortable functional environment for students, faculty and staff.

Procedures

Library Use

- The library hours are publicly posted.
- Library users must refrain from creating excessive noise.
- Food and drink cannot be consumed in the library.
- Library users are expected to clean up after themselves and arrange the furniture.

Circulation

- To borrow resources from the library, students, faculty, and staff must have a valid college identification card.
- Resources must be returned to the library when due so that these materials are available to other students. Students will be responsible for the return, replacement, or reimbursement of all library materials borrowed. Materials not returned by the due date will be subject to a fine. The amount is posted in the fees schedule and at the library.
- With the exception of reference materials, all resources can be borrowed for one week. Reference materials are for use in the library only.

Borrowing Protocols

- Borrowers are responsible for the return of all items on time and in good condition.
- Borrowers can only renew materials once in a term.
- The due date for all items borrowed is the date by which items must be returned or renewed.
- If an item is recalled, it cannot be renewed and must be returned by the last due date issued on the item being recalled.
- The borrower will be notified of recalled materials by email.
- Loans are due before closing time on the due date.
- If materials are not returned by the final day of term, the Library will issue a bill for replacement. Students will not be issued their grades or transcripts and will be blocked from all registration activity (registering, adding, or dropping courses) until outstanding materials have been returned and the account is settled.

Renewal

- Books may be renewed for an additional 2 weeks if there is not a *Hold Reques*t for the title.
- If a book is required for longer than 2 weeks, the student will need to purchase a copy of the book.
- All borrowed materials must be returned to the library by the end of the last day of the term.

See the Fee Schedule for library and overdue fines. Official transcripts will be withheld until all materials borrowed have been returned or repaid. Also, all fines must be cleared prior to release of the transcript.

Replacement Costs

Determining a fair replacement cost for library materials is based on the current replacement cost to the Library.

Collection Development

- Library materials are in English.
- The College endeavours to provide a robust research and academic collection.
- Collection development is guided by the library's strategic plan.
- The strategic plan is developed by the Librarian, in consultation with faculty, students, Dean of Programs, and Academic Council.
- The goal of the development process is to a) build a collection that provides students with the necessary resources to complete their course work and to expose students more broadly to academic writing and other scholarly resources across a variety of disciplines, and b) provide faculty with additional informational resources to support and supplement course content development and instructional delivery.
- Collection development speaks to the courses currently being offered, but in all instances relevancy of materials will be considered.
- Collection development activities are influenced by the strategic plan and resource limitations.
- The collection will consist of books, monographs, serial publications, research and development reports, government documents, corporate reports, indexing and abstracting services, and other license electronic resources that include full text.
- The Library will seek feedback for resources from students, faculty and staff.
- Collection development is guided by the Association of College & Research Libraries (ACRL), the British Columbia Library Association (BCLA), the Special Library Association (SLA), and in collaboration with other academic libraries.

Collection Management

Collection management is conducted through periodic culling of obsolescent and damaged materials which are no longer in scope or used. These are identified and withdrawn. This helps to keep the collection current and relevant. The following factors are considered in the process:

- Usage data
- Last copy
- Accuracy & timeliness of information
- Physical condition
- Multiple copies of older editions
- Superseded volumes of reference works
- Out-dated or inaccurate materials
- Materials deemed out of scope

AC116 Maximum Time to Completion

AC116	Academic	Maximum Time to Completion
Handbooks	Degree Students	
Programs	Degree	
	Effective Date	April 2020
	Reviewed	August 2024
	Accountability	Academic Council and Registrar
Documents/Forms		

Policy Statement

Like most undergraduate degrees, Western Community College (the College), expects its students to complete their program within six years. This completion time may depend on the student's course load and availability.

Requirement

- Undergraduate degrees must be completed within six (6) years of an applicant's initial enrolment. Students who have not completed in the time required will be withdrawn from their program.
- Students on approved leaves of absence will not have the leave time included in the degree completion calculation.

Procedure

Students will be notified, in writing, that they are at risk of not completing their program within the required maximum time frame.

Students can appeal their withdrawal or request an extension under the *AC110 Dispute Resolution* policy. The Dean of Programs will review the appeal. This appeal is final.

AC117 Program Completion Graduation

AC117	Curriculum	Program Completion Graduation
Handbooks	Degree Students	
Programs	Degree	
	Effective Date	April 2020
	Revised	August 2024
	Accountability	Registrar and Academic Council
Documents/Forms	Application for Graduation	

Policy

Western Community College (the College) candidates who have successfully completed all degree requirements must formally apply for graduation when registering in the final semester before their anticipated graduation date. This applies also to candidates who do not wish to participate in the graduation ceremony.

Completion requirements are described in the Academic Calendar.

Applications for graduation are made through the Registrar's Office and must include any applicable fees.

Procedure

Candidates for graduation will be informed prior to their final semester of studies if there is an expectation that there will be any outstanding academic or program completion requirements.

Candidates for graduation will be put forward to Academic Council for approval. Once approved the candidate has permission to use their designation. Academic Council usually meets three (3) times per year, but if circumstances warrant will meet as required.

Final notification will be dependent on the approval of the Dean of Programs following final degree auditing procedures.

Graduation parchments and official transcripts are withheld from students placed on financial hold, until all academic fees and other financial obligations have been met, and until all equipment borrowed from the College has been returned.

<u>Graduation with Distinction</u>

The College recognizes students whose academic performance is superior as evidenced by their final cumulative grade point average (CGPA).

Letter Grade**	Percentage Range	Grade Point Equivalent	Designation
A+	90% - 100%	4.33	With High Distinction
A	85% - 89%	4.00	With Distinction
A-	80% - 84%	3.67	With Honours

The notations will appear on the degree parchment, the Convocation program, and the transcript.

Parchments

Parchments will be awarded only at Convocation. Only graduates will be permitted to pick up their parchments. Identification is required.

For candidates who are unable to attend Convocation, the parchment and official transcripts will be sent by registered mail within six (6) weeks after Convocation to their address of record

AC118 Program Development Review and Approval Process

AC118	**Curriculum**	**Program Development Review & Approval Process**
Handbooks	Faculty	
Programs	Degree	
	Effective Date	April 2020
	Reviewed	August 2024
	Accountability	Academic Council
Documents/Forms		

Policy Statement

Western Community College (the College) offers programs that are outcome-focused and industry-driven, designed to prepare graduates to find employment in their discipline of choice. Program currency and relevancy are fundamental to the success of the College, the student and the province.

To ensure that the College offers the highest quality educational experience, the College conducts annual internal program reviews. A formal comprehensive review is conducted at least once in each five-year period. The College has a rigorous set of policies in place to guide new program development, revision, and approval.

Scope

This policy provides a framework for the creation and revision of curriculum.

Information Sources for Program Development Review

1. Changing industry manpower requirements
2. Results of internal and external program review
3. Changing standards of national, provincial and/or professional association and regulatory agencies
4. Inputs from faculty, students, publishers and other stakeholders
5. Information from provincial and federal government websites
6. Feedback from external regulatory bodies
7. Advice from Program Advisory Committees
8. Competitive analyses results
9. Government policies and initiatives
10. Updated pedagogy and instructional practice
11. Emerging instructional technologies.

Policy Considerations

- Authority for curriculum development, revision, and approval is vested in the Academic Council though the Curriculum Committee.
- Program curriculum development and revision changes are budgeted for and approved by the Leadership Team.
- Program development and revision standards and guidelines result in a consistent set of program and course syllabi and assessment tools.

Procedure

New Program Planning

New program planning begins during the annual strategic budget planning process. SWOT analysis is conducted to plan for the development of a new program. The Leadership Team solicits new program recommendations from campus directors, faculty members, program advisory committees, publishers, industry, external regulators, and from student and career services personnel. A short list of new program recommendations is created.

Student and career services departments conduct marketing analyses and make new program recommendations to the Leadership Team.

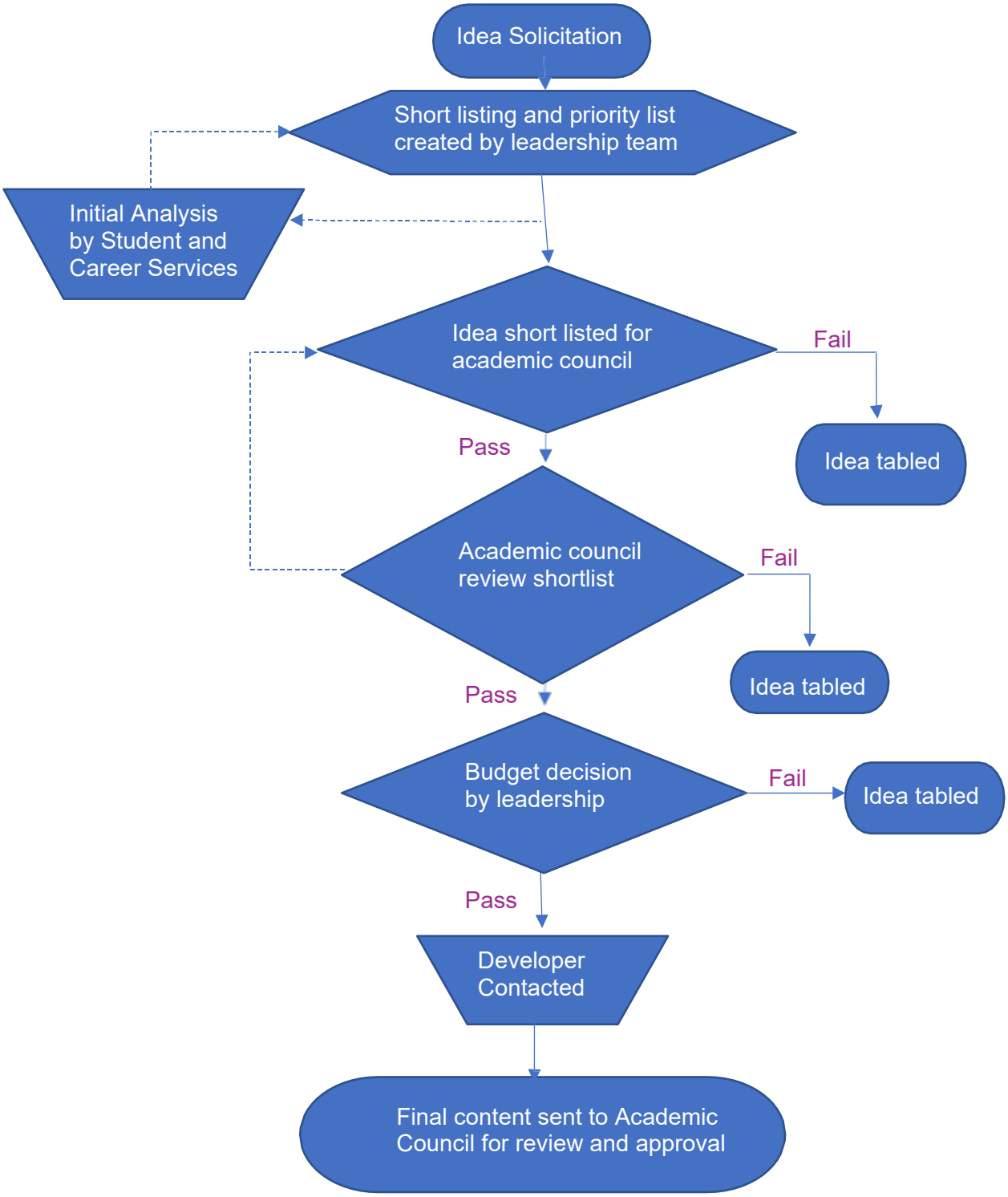
The Leadership Team reviews proposals and conducts additional market analyses to determine a new
program's market potential.

The Leadership Team sends the recommendations to the Academic Council for review and comment. The Leadership Team then selects, approves and finalizes the budgets for the new program development.

New Program Development
(See Flowchart)

1. When new programs have been approved for development by the Leadership Team, the Dean of Programs works with faculty and/or external consultants to create program outlines and course syllabi. Program and course syllabi are provided to curriculum developers.
2. When new program development is complete, curricular materials are sent to the Academic Council for review, comment, and approval.
3. Completed curricular material is posted on the learning management system. Revisions are indicated by a revision date on the course syllabus.
4. The VP Academic submits new program documentation to the appropriate regulatory bodies, if applicable.
5. Approved curricular material is posted to the learning management system.

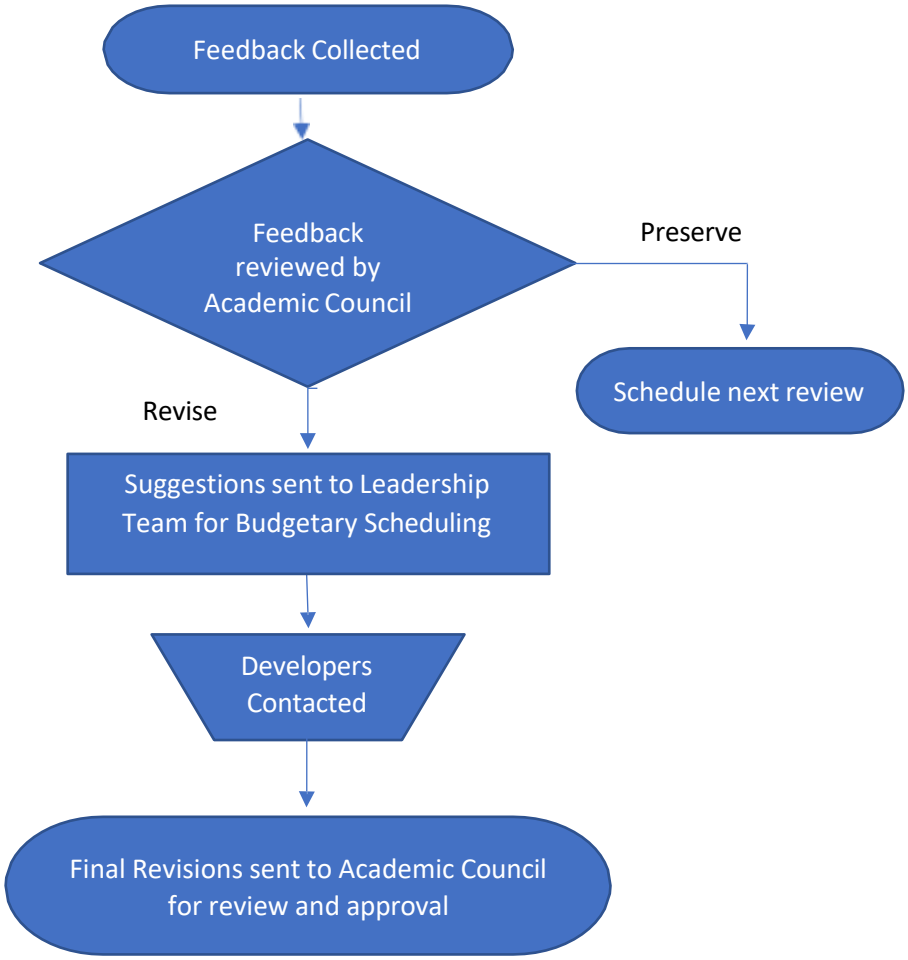
New Program Planning Process



Ideas can be generated from campus directors, faculty members, program advisory committees, publishers, industry, external regulators, and student and career services personnel. The Faculty, the Dean of Programs and the Academic Council pay particular attention to the following key program indicators that speak to quality outcomes.

Indicator	Tool	Frequency
Enrolment statistics	Enrolment Tracking	Weekly
Attendance statistics	Attendance Report	Monthly
Student start	Start Report	Monthly
Attrition	Attrition Report	Monthly
Student at risk documentation	At Risk Report	Monthly
Student academic performance	Grade Report	End of term
Program completion statistics	Grad Report	Cohort
Student satisfaction statistics	Course survey	End of term
Graduate completion time frame	Grad Report	Cohort
Graduate satisfaction	Exit Interview	End of program
Employment placement statistics	Placement Report	Cohort
Employer satisfaction	Employer Survey	Cohort

Existing Program Five Year Formal Review and Revisions Process



AC119 Course Evaluation-Student

AC119	**Academic**	**Course Evaluation - Student**
Handbooks	Degree Student, Faculty, Staff	
Programs	Degree	
	Effective Date	April 2020
	Reviewed	August 2024
	Accountability	Dean of Programs and VPA
Documents/Forms	Program Evaluation Survey	

Policy Statement

Western Community College (the College) provides students with formal opportunities to provide program, faculty, facility, and administration feedback. This information will be used to improve the currency of programs, to provide faculty with feedback and to provide the administration with facility feedback and its responsiveness to student concerns.

Scope

The goal of this policy is to improve and evaluate the curriculum by combining Faculty End Of Course Surveys and Student End Of Course Surveys.

Procedures

1. On the last week of a course, all students will be provided with the link to the *SEOCS*.
2. The Department Chair will analyze the feedback and provide all instructors with the summarized results for their review.
3. Each department will develop an action plan to address any issues raised.
4. Action plans will be regularly reviewed in departmental meetings.
5. Faculty will be provided with the opportunity to review feedback that speaks to program delivery.

AC120 Program Re-Entry

AC120	Academic	Re-Entry
Handbooks	Degree Students	
Programs	Degree	
	Effective Date	April 2020
	Reviewed	August 2024
	Accountability	Academic Council
Documents/Forms	Application for Re-entry Forms are in the Registrar's office.	

Policy Statement

Western Community College's (the College) students who have been dismissed or have withdrawn may seek to return and complete their program of studies. It is understood that during the period of absence (non-registration) program admission requirements, tuition and ancillary costs, course structure and content may have changed.
The College cannot guarantee that a program will continue to be offered with previous existing admission requirements, structure, and/or content.

Scope

This policy applies to any student seeking readmission.

Requirements for re-admission

Students wishing to be readmitted will be required to:

- Contact the Admissions department, complete an admissions application, acknowledge/agree to the re-entry conditions if any apply
- Meet existing program admission requirements
- Retake failed/incomplete courses
- Redo courses if course competencies and/or outcomes have changed
- Address issues, if any, for withdrawing from the program.

Readmitted students will receive course credit for courses successfully completed at the College and for courses previously transferred for credit.

<u>Re-entry (Readmission)</u>

A student who withdrew from a program may apply for re-entry by contacting an Admissions Counsellor.

<u>Re-entry after Code of Conduct Violation</u>

A student dismissed for a code of conduct violation must appeal in writing to the Dean of

Programs for re-entry before the start of the term in which they wish to return. If the appeal is granted, the re-entering student will be placed on probation during the term of their return. The student must meet the minimum academic standard requirements to continue in the program. The student must successfully retake courses previously failed so that the recalculated CGPA meets or exceeds the minimum requirements.

Re-entry after Dismissal

Students who were dismissed, are not able to register for courses for a minimum of one full term from the date of their academic dismissal and must apply for Re-entry. Students must provide evidence of remediation that speaks to the reasons for the academic dismissal. Applications may be approved, denied, or conditions may be placed on the re-entry application.

If a student's academic performance after Re-entry is unsatisfactory, the student will be required to withdraw for a second time.

Appeals

Applicants denied re-entry may appeal to the Academic Council Appeals Committee. Appeals must be made in writing to the Registrar's Office. The Committee must receive appeals no later than 15 days from the date of admissions denial. The appeal must contain additional information explaining why the appeal should be considered.

The Registrar's Office will provide written notification to the applicant based on the decision made by the Academic Council Appeals Committee within a five (5) day period after the decision has been made. The Appeals Committee decision is final.

AC121 Faculty Scholarly Activity Policy

AC121	Academic	Faculty Scholarly Activity Policy
Handbooks	Faculty	
Programs	Degree	
	Effective Date	8 April 2024
	Review	April 2026
	Accountability	Academic Council
Documents/Forms	Research Scholarship Application Form	

Policy Statement

Western Community College (WCC) believes that all faculty should be involved in research and scholarly activity. This is important for their own personal development, for maintaining relevant up-to-date courses and in helping students to understand and participate in the continual growth of knowledge. In order to encourage research and scholarship, WCC will provide financial support for scholarly activity/research activities on a competitive basis. The end of the first week of the term (minimum 3 times per year) is the deadline for applying for support for:

1. Seed money for the development of a larger research project application to other agencies, e.g., provincial/federal governments, granting agencies, foundations, corporations, etc.
2. Conference travel, registration, accommodations and travel for conference attendance and presentations, and
3. Other academic requirements such as subscriptions, short courses, access to information, purchase of computers or research equipment, or publication costs, in support of research.

Applicants will be informed within a month of the result of the application. Details of the information needed for each time of application will be provided by the Chair/Dean of the faculty in which the faculty member teaches.

Purpose

As a postsecondary institution whose primary focus is professional education, Western Community College (WCC) encourages professional currency and a culture of disciplined inquiry. These are essential features leading to the fulfillment of the fundamental aspects of WCC's mission and purposes.

The purpose of this policy is to encourage and support faculty research and scholarship, using the general framework of scholarly activities outlined by Boyer (1990) and Brown (2007).

Scope

All faculty members are eligible provided they have taught in at least one term in the preceding 12 months and have a current contract (continuing) to teach for the college again, within one year of the last occasion. A maximum of one award of each type may be made to any one professor in any one calendar year. The application materials specify the requirements for spending the award and reporting on the results of the award.

Definitions

There are four general types of scholarship, as outlined by Boyer and Brown, that will be supported by this policy:

1. The Scholarship of Teaching – innovative instructional techniques that reflect the latest in modern pedagogy.

2. The Scholarship of Application – presentation of a clear link between classroom theories and workplace practice.

3. The Scholarship of Integration – incorporating a wide literature and transdisciplinary approach into research and scholarship.

4. The Scholarship of Discovery – the pursuit of new knowledge through quantitative research, qualitative research, reviewing and integrating previous research to produce new knowledge, and creative endeavours such as literature, performance, and art.

Glassick, Huber, and Maeroff (1997) set out several criteria (below) to assess if activities conducted by faculty are scholarly in nature: The Scholarship Committee will generally follow these criteria in assessing the merit of proposals it receives.

1. **Clear goals.** Does the scholar state the basic purpose of his or her work clearly? Does the scholar define objectives that are realistic and achievable? Does the scholar identify important questions in the field?
2. **Adequate Preparation**. Does the scholar show an understanding of existing scholarship in the field? Does the scholar bring the necessary skills to his or her work? Does the scholar bring together the resources necessary to move the project forward?
3. **Appropriate methods**. Will the scholar use methods appropriate to the goals?
4. **Significant Results**. Will the scholar likely achieve the goals? Will the scholar's work add consequentially to the field? Will the scholar's work be likely to open additional areas for further exploration?
5. **Effective Presentation**. Does the scholar use a suitable style and effective organization to present his or her work?

Related legislation: None.

Related policies: None

Appendices (Appendix A: Scholarly Activity Points System, Appendix B: Scholarly Activity Application Form)

Responsibilities

- The Leadership Committee sets an annual budget for faculty Scholarly activities. The Leadership team evaluates applications relative to:
  - Applicability to the College's plans

- Budget
- College Risk Exposure Evaluation

- The Scholarship Committee reviews and approves or declines applications for proposed scholarship activities.
- The Ethics Committee reviews any proposals that involve persons or animals. See Tri- Council Policy Statement (2018).

Procedure

Discovery Funding

Faculty members, on an individual basis, as a team, or on a cooperative basis with other institutions or agencies, are encouraged to submit proposals on Discovery activities they wish to undertake. If the proposal is approved, WCC may provide office support (office equipment, workspace, etc.) and other financial support subject to the approval of the Scholarly Review Committee. Successful applicants will be required to produce a final report and, if applicable, progress reports.

Faculty must identify "WCC" as the organization of affiliation and acknowledge its financial support when the opportunity arises (i.e. when making project findings and reports public in the media, at conferences or symposia, to name a few).

Conference and Symposium Funding

Faculty members may apply for reimbursement of expenses to attend conferences, symposia, and other professional meetings where they are to make a significant contribution, normally the presentation of a scholarly paper. Such funding will usually be limited to one such meeting per year for any one faculty member. Successful applicants will be required to produce a brief report summarizing the key activities of the event. This report must also outline how knowledge from the event will be disseminated for the benefit of WCC.

Faculty must identify "WCC" as the organization of affiliation and acknowledge its financial support when the opportunity arises.

Professional Membership and Subscription Funding

Faculty members may apply for funding for membership dues and subscription fees related to their area of expertise. Funding will be limited per year for each faculty member. Please be aware that this support will constitute a taxable benefit. The Scholarly Review Committee requests a statement of the advantages and benefits of belonging to the organization and/or receiving the subscription. Application for renewal of funding may be sought on an annual basis; if deemed necessary, reapplication may be requested.

Other Funding

There may be circumstances in which funding that is not described in this document is requested. One example might be a request for the purchase of equipment to be used for teaching, research and publication.

ADMINISTRATION OF SCHOLARLY SERVICES

Outlined in this section is information related to (a) the Scholarly Review Committee, (b) Budget Considerations, (c) Eligibility Requirements, (d) Award Criteria, (e) Application Requirements and Award Process, (f) Ethical Considerations, and (g) Review and Notification.

a. Scholarly Review Committee

The Scholarly Review Committee is committed to the development and enhancement of a scholarly culture at WCC. An initial budget will be allocated for related initiatives. Among the services provided for scholarly activities are:

1. Alerting faculty to scholarly opportunities.
2. Publicizing scholarly activities carried out by faculty.
3. Reviewing/evaluating funding applications for scholarly initiatives.
4. Examining and developing funding policies.

Membership of the Committee will consist of the VP Academic/Chief Academic Officer or equivalent, the Deans and 4-5 full-time faculty members. Members will absent themselves from deliberations that involve their own applications.

b. Budget Considerations

All costs normally incurred in the scholarly activity (i.e., equipment, consumable supplies, travel to sources, technical assistance, compiling transcriptions, etc.) are eligible budget items. Travel to professional conferences is allowable, but priority will be given to those actively participating. Software costs may also be covered (normally, hardware is not). Equipment requests must include cost estimates, and justification, and be clearly tied to the scholarly activity.

The budget must be fully itemized and consistent with the scope of the activity. Any personnel costs should reflect the rate of payment (i.e., hourly, monthly, per page, etc.). The total expense for personnel must be stated, and each person must be identified by function and, if possible, by name. Invoices and receipts must be presented at the end of the activity. The salary of the principal investigator will not be covered.

c. Eligibility Requirements

All faculty members of WCC who have taught within the six months before applying, whether as sessional, continuing, or full-time, are eligible to apply for and receive funds.

d. Award Criteria

The Scholarly Review Committee will consider the following factors in determining successful applications:

1) The merit of the scholarly activity (benefits to faculty community and WCC).
2) Positive outcomes of previous scholarly activities (e.g., presentations,

proposals to external funding agencies, publications, performances, etc.).

3) Potential for external funding.
4) Amount of funds received by the applicant in the past.
5) Level of collaboration with other faculty at WCC and from other institutions, community partners, associations and agencies.
6) Demonstration that an activity is aligned with Boyer's (1990) dimensions of scholarship and Glassick et al.'s (1997) assessment criteria for scholarship as outlined in the first section entitled "Policy."

e. Application Requirements and Award Process

Applications must be made using the form entitled Scholarly Funding Application Form. Funding may be granted in full or in part but within the funding guidelines found at the end of the policy.

Application deadlines for funding are the end of the first week of any term (five times per year). Decisions on applications will be made within one month of the deadline and communicated to the applicants.

f. Ethical Considerations

Any scholarly activity that proposes to use human subjects must have prior approval from the WCC Research Ethics Committee. Copies of all ethical approvals must accompany the application. Information on submitting a scholarly activity for the necessary review may be obtained from the WCC Research Ethics Committee. In addition, applicants must seek all other appropriate ethical approvals from institutions or individuals involved in the project. When applications are awarded funding, that funding is given to the investigator and not the activity. Activities need to fall in line with the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*. This statement be found at the following Website:
http://www.ncehr.medical.org/english/code_2/index.htm

g. Review and Notification

Applications will be reviewed and acted upon by the Scholarly Review Committee after a deadline has passed. Applications may be: (a) approved, (b) approved contingent on modifications, (c) rejected, or (d) deferred for future action.

Applicants will receive a written communication from the Committee soon after its deliberations indicating the Committee's decision and within one month of the application deadline. In cases of approval with modification, rejection or deferral, the communication will indicate the reasons for the Committee's action and any additional information required to complete action on the application. For those applications that have been approved, a Notification of Award specifying the

amount and duration of the funding will accompany the letter. Copies of this letter will be sent to the appropriate University/Campus personnel.

Funding may be provided for a specified period of up to one year. The exact dates will be contained in the Notification of Award. Unexpended funds will revert to the Scholarly Review Committee account (if applicable) unless a written request for an extension is submitted and authorized by the Committee at least one month before the termination date. The letter should specify the requested new termination date and provide a current financial report.

Any over-expenditure will be the responsibility of the applicant. In unusual circumstances, and with the prior approval of the Scholarly Review Committee, arrangements may be made to cover unanticipated expenses.

Approved funds may be used only for the purposes indicated in the approved application and may not be diverted to other types of expenses.

Full-time and Continuing applicants who receive funding and subsequently find they will be leaving WCC must notify the Scholarly Review Committee to discuss the future of the activity that has been funded.

All persons receiving funding must submit final reports, other requirements, or both (including a financial statement of expenditures) promptly (**no later than two months beyond the expiration date of the funding**). Subsequent applications will not be considered until this documentation has been submitted.

Scholarly Activity Funding Guidelines (added February 1, 2024)

1. A maximum of $2500.00 per year can be awarded to any faculty member or $5000.00 if two or more faculty collaborate on a scholarly activity.
2. Attendance at a local or domestic conference is eligible for a maximum grant of $650.00 (per annum).
3. Attendance at an international conference is eligible for maximum funding of $1000.00 (per annum).
4. Internal presentations (to WCC faculty for Professional Development, Workshops, Best Practices Sharing, etc.) are eligible for a minimum of $250.00 to a maximum of $500.00 depending on the nature of the topic, preparatory work required, length of workshop, etc.).
5. External presentations (to the community and other external stakeholders) are eligible for a minimum of $250.00 to a maximum of $500.00 depending on the nature of the topic, preparatory work required, length of workshop, etc.).
6. Curriculum Development work ($50.00 per hour with limits as given by the appropriate Dean **and** Vice President Academic).
7. Case studies ($50.00 per hour with limits as given by the appropriate Dean **and** Vice President Academic).

References

Boyer, E. L. (1990). *Scholarship reconsidered: Priorities of the professoriat*e. New York: Jossey-Bass.

Brown, D. (2007). *Scholarly activity on the part of faculty at the University of Phoenix Vancouver Campus*. Paper presented at the February 21 and 24, 2007, faculty meetings on the Scholarly Activities Program held at the University of Phoenix, Vancouver Campus. (Policy at WCC adopted from Boyer and Brown's summary at UOP by Dr. Daren Hancott VPA, Western Community College).

Glassick, C. E., Huber, M. T., Maeroff, G. I. (1997). *Scholarship assessed: Evaluation of the professoriate.* San Francisco: Jossey-Bass.

Mallard, K. (n.d.). [Review of the book *Scholarship assessed: Evaluation of the professoriate*]. Retrieved February 7, 2007, from the Union University, Center for Faculty Development, Web site: http://www.uu.edu/centers/faculty/bookreviews/mallard.htm

Appendix A:

Scholarly Activity Annual Points System for Faculty

Note: Minimum requirement is **10 points per year for all faculty in the BHM**

1. *Publications*

a) Peer-reviewed (published only) First author (10 points)
Senior author (8 points)
Other peer-reviewed publications (3 points)

b) Chapters
First author (5 points) Second author (3 points)
Other (1 point)

c) Reviews and Other Non-peer Reviewed Publications First author (3 points)
Senior author (2 points) Other (1 point)

d) Abstract presented at National and International Meetings First author (3 points)

Second author (2
points) Other (1
point)

2. Research Papers/Presentations (Local)
   a) Local presentations to Industry/Boards of Trade/Associations/Professional Bodies (2 points)
   b) Presentation to College/University Department (2 points)

3. Mentorship *(Beyond what is expected as part of your academic appointment)*
   a) Faculty for whom you are a primary mentor (2 points)

4. Administrative activities
   a) Departmental committees (1 point each)
   b) Local, national or international committees (3 points each)
   c) Other administrative activities (1 point each, maximum 3 points for this area in total per year)

5. Active Professional Responsibilities
   a) Journal Reviewer (1 point)
   b) Community board member (1 point each, maximum 3 points per year in this area)
   c) Advisory board member (1 point each, maximum 3 points per year in this area)

6. WCC BHM Program Participation
   a) Write case studies for class (share them for approval after peer review- 2 points each, maximum 6 points per year)
   b) Course review and updates (2 points per course, maximum 6 points per year)
   c) New course development (3 points each, maximum 6 points per year)

Note: At WCC we encourage faculty to collect a minimum of 10 points per year and ensure the total is derived from at least 3 categories with mentorship as a required category. We expect you to help others improve in their teaching and scholarly activity. Our goal is to raise all to help them reach their full potential in teaching, learning and scholarly activities.

Appendix B:

Scholarly Activity Application Form

AC122 Residency Requirement

AC122	Academic	Residency
Handbook	Degree Students	
Program	Degree	
	Effective Date	April 2020
	Reviewed	August 2024
	Accountability	Registrar
Documents/Forms		

Policy Statement

Western Community College (the College) requires that students take at least a minimum number of courses (course credits) at the College in order to satisfy graduation requirements.

The College requires that students successfully complete at least 50% of the total degree program course credits at the College. All program/major-specific and upper-level course requirements must be completed at the college.

Students will normally be required to complete fifty percent (50%) of the degree program through courses taken at the College unless such requirement is affected through a specified formal articulation agreement or under exceptional circumstances approved by the Dean of Programs

AC123 Respect and Fair Treatment

AC123	Academic	Respect and Fair Treatment
Handbooks	All	
Programs	All	
	Date Effective	April 2020
	Date Revised	August 2026
	Accountability	Leadership Team
Documents/Forms		

Policy Statement
The Western Community College's (the College) treats the faculty, staff and students with respect and fairness. The college expects fair, honest and ethical conduct" in all institutional practices and dealings

This policy provides acceptable standards of conduct which are considered to be core in the creation of a collegial and respectful learning and work environment.

Any student, staff or faculty found to be in violation is subject to being suspended, terminated or dismissed.

The College reserves the right to immediately dismiss, terminate or suspend a student, staff or faculty where there is a valid health or safety reason for doing so or where a student, staff or faculty is disrupting educational processes.

Scope
This policy applies to all behavior on campus and College off-campus activities.

List of behaviors violating this policy

While not exhaustive, the following is a list of behaviors that violate the "Respectful and Fair Treatment Policy" :

- Willful persistent acts of disobedience or defiance toward College personnel or failure to comply with direction of Instructors, supervisors and staff
- Making assault, engaging in battery, or any other form of physical abuse to a student or employee
- Verbal abuse of a student,staff or employee or conduct that threatens the health or safety of one's own self or another individual
- Threats of physical abuse, threats to damage of college property or of others, through any means of communication
- Harassment by any means, including coercion, extortion, and personal abuse of any individual, including coercion and personal abuse
- Unwanted sexual attention or unwanted sexual contact
- Theft, attempted theft or vandalism/damage
- Unauthorized entry into, or use of, College facilities
- Cheating and plagiarism

AC124 Funding for Scholarly Activities and Professional Development

AC124	Academic	Funding for Scholarly Activities and Professional Development
Handbooks	Faculty	
Programs	Degree	
	Effective Date	April 2020
	Revised	April 2021
	Accountability	Academic Council
Documents/Forms		

Policy Statement
The College supports both scholarship and professional development activities which accord with its mission, goals and plans.

Purpose
This policy provides the principles to be followed by the committees assessing funding applications and the principles to be followed by the applicant.

Scope
This policy applies to all internal funding applications and awards and to any external funding awards which are to be monitored or managed by or otherwise involve the College.

DEFINITIONS
For the purposes of this policy, the following definitions are used:
Applicant: Any member of the College (faculty, student or staff), who applies for funding.
Applied Research: the application of new or existing knowledge to existing problems. Key is that it is expected to result in near term benefits. The most important reviewer is the market (customer).
Research: the purposeful search for new knowledge. The primary reviewers are peers who are experts in the area.
External funding: Funding, which is sourced from outside the College but managed, at least in part and for the purpose of this policy, by the College.
Funds management: The process by which funds are sourced, distributed and accounted.
Internal funding: Funding which is provided by the College.
Professional Development (PD): An activity or undertaking designed to improve an individual's knowledge or skills for application in a profession.
Scholarship Activity (SA): an inquiry into a topic and the application or exposition of conclusions drawn from that inquiry. The process enhances the discipline's knowledge base. (based on the Iowa State Faculty Handbook definition. Section 5.2.2.2)
The College: Western Community College

Responsibilities
- The Leadership Committee sets an annual budget for both Scholarship and Professional Development. The Leadership team evaluates applications relative to:
  - Applicability to the College's plans
  - Budget

    - College Risk exposure evaluation
- The Scholarship Committee reviews and approves or declines applications for proposed scholarship activities.
- The Professional Development Committee reviews and approves or declines applications for proposed professional development activities.
- The Ethics Committee is reviews any proposals that involve persons or animals. See Tri-Council Policy Statement (2018).

Considerations

- Students are eligible for scholarship funding only.
- Staff are eligible for professional development funding only.
- The budget for funds is set annually. While the amount is pegged and is the number the committees are to use when making decisions, changes in business conditions may result in budgets being reworked during the fiscal year. These changes may be regulatory, business cycle type changes, major disruptive events such as 9/11, SARS, Great Recession (2008/09), MERS or COVID-19 or changes within the College itself.
- Where there is disagreement between the committees as to whether a proposal constitutes a scholarship activity or a professional development activity, the Vice President of Academic Affairs will decide.

Evaluation Criteria

The committees evaluate and rank the applications. Each committee is responsible for creating and following its evaluation criteria. The criteria must include:

- **Fit to Committee**: Determining whether a proposal fits the definition (Is it scholarship? Is it professional development?)
- **Value to the College:** Determining whether the proposal represents good value for costs, including release time and funding.
- **Prioritization:** Where there are constraints such as available release times or funds, determine which proposals are to be awarded and how much is to be awarded to each.
- **Post award Evaluation**: A benchmarking or evaluation system to determine whether the money or time was well spent. Such a system may be a required part of the proposal. This benchmarking or evaluation system is included in the quarterly reports to the Academic Council.
- The Leadership team evaluates the applications relative to:
    - Applicability to the College's plans
    - Budget
    - College Risk exposure evaluation

Procedures

College Risk Review

Any project which involves either external funds or external parties, exposes the College to potential risk. Therefore, prior to any application for funding, regardless of source, the application must be evaluated as follows:

- Ethics committee review where applicable
- Leadership including Legal where applicable:
    - International exposure: Where the proposal may involve contracting with foreign entities or may entail the possibility of injury or loss
    - Liability, indemnity and insurance review
    - Information and Privacy review
    - Alignment review, focused on alignment with college priorities

- Reputational risk review
- Financial risk review
- Following approvals from the College Risk Assessment process, the applicant may proceed to the relevant committee (if internal) or make the application to the external body.

INTERNAL FUNDING

Following proposal approval, the applicant enters into a contractual agreement with the College. The Contract will specify:

- The total amounts to be funded
- The methods of funding such as funds disbursements, release time or other method
- The timing of funding
- Any benchmarks that must be achieved
- Any other items that are relevant to the agreement
- Once approved by all parties, the contract will be signed by the applicant and the president or designate.

EXTERNAL FUNDING

Where a member of the College is awarded funding from an external body and the College is required as a condition of the award to participate in whole or in part with the management of the funding then the following applies: The College will determine whether:

- The award is in the best interest of the College.
- The College has the capacity to participate in the fund management.
- The College is amenable to the required terms of the fund management as specified by the award.
- If the College finds participating in the fund management is in its interests and within its capability, then the College may decide to proceed towards management agreement.
- The form of the agreement and terms will be determined on a case-by-case basis.
- The signatories will be the applicant or the applicant's representative and the president or designate.

AC125 Course Changes

AC125	Academic	Course Changes
Handbooks	Degree Students	
Programs	Degree	
	Effective Date	April 2020
	Reviewed	August 2024
	Accountability	Registrar
Documents/Forms	Course Change Form	

Policy Statement

Western Community College (the College) students should be provided every opportunity to make informed decisions with respect to their education and academic success.

Scope

After registering for a term, students will be able to add a course, drop a course, change a course section, and change a course status (audit/credit) during the (add/drop period).

Adding/Dropping a Course

The Add/Drop period is the first two (2) weeks of a term.

A student must apply in writing to add or drop a course using the *Course Change Form*.

Any course changes during the Add/Drop period will not be reflected in the student's transcript and will not affect a student's GPA.

Students who withdraw from a course before the drop-add deadline may have their course fee(s) refunded according to *Tuition Refund (AD112)*.

Section Changes in Courses

Once a student registers in specific course sections, they may apply to change the section of that course provided it is done before the drop-add deadline. The College reserves the right to restrict course changes to balance operational requirements.

AC126 Student Appeals

AC126	Academic	Student Appeals
Handbooks	Degree Students, Faculty	
Programs	Degree	
	Effective Date	April 2020
	Reviewed	August 2024
	Accountability	Academic Council
Documents/Forms		

Policy Statement

Western Community College (the College) ensures that students have the right to appeal educational and/or operational decisions.

Scope

This policy states the appeal processes for Scholastic Dishonesty, Academic Probation and Academic Dismissal.

Grade Appeals

See *Grade Appeals* (AC112)

Scholastic Dishonesty

Students, who have been found in violation of the *Academic Honesty Policy (AC102)*, have the right to appeal the decision of a faculty member, program chair, or Dean of Programs to the Registrar, who will present the appeal to the Academic Council. The decision of the Academic Council will be final.

Academic Probation

A student who has been placed on academic probation or dismissed from the College for unacceptable academic performance has the right to appeal. If the student wishes to appeal, they must submit a letter of appeal with supporting documentation to the Registrar's Office for review. The Registrar will present the appeal to Academic Council. The decision of the Academic Council in such an appeal will be final.

Academic Dismissal

A student who has been dismissed from the College for unacceptable academic performance has the right to appeal. Students may appeal their dismissal. If the student wishes to dispute any decisions, they can follow the steps outlined in *Dispute Resolution Policy (AC110)*. The appeal must be done in writing and delivered to the Dean of Programs within five (5) business days of receipt of the 'Letter of Dismissal'. Code of Conduct

See appeals section of *Student Code of Conduct Policy (SE108)*.

Other Circumstances

Where applicable, the College policy, as outlined, will be used in settling disagreements. In circumstances not covered above, the policies and procedures as outlined in *Dispute Resolution (AC110)* should be followed.

AC127 Student Dismissal

AC127	Academic	Student Dismissal
Handbooks	Degree Student, Faculty	
Programs	Degree	
	Effective Date	April 2020
	Reviewed	August 2024
	Accountability	Dean of Programs
Documents/Forms		

Policy Statement

Western Community College (the College) has the right to dismiss a student (withdraw the student from their program of study) at any point in the academic year if a student fails to meet stated criteria (academic, conduct). It is important that the decision-making process considers life circumstance and educational concerns.

Criteria for Dismissal

- Conduct detrimental to the safety of the College's environment or a risk to students, staff, faculty or to the College.
- Violation of the *Student Code of Conduct* (SE107).
- Non-payment of fees
- Failure to meet program requirements and commitments as evaluated by faculty, Dean of Programs, or Work Experience Supervisor
- Illegal behaviour within the College or work experience sites
- Academic Honesty and Copyright policy violations

Procedures

The Dean of Programs will meet with the student and any necessary staff or faculty members to discuss the student's failure to meet the College's criteria and to seek ways to reach resolution. The student may be placed on probation.

When the College has determined that a student will be dismissed, the student will be notified in writing, in person or by registered mail. The 'Letter of Dismissal' will describe the nature of the violation (including date and time), the basis and rationale for the dismissal and the effective date.

If the probationary period fails to resolve the problem, the Dean of Programs will write a letter to the student informing of their dismissal from the program.

The College will determine if there are any other monies due, the amount of the tuition refund, if any, if the ancillary costs should be refunded, if any and the amount, and the person or agency that this money should be returned to. Refund calculations will be based on the date of dismissal. The 'Letter of Dismissal' will describe the nature of the violation (including date and time), the basis and rationale for the dismissal and the effective date

and include a summary of the student's financial account prepared by the College including a statement describing the student's financial responsibility if money was provided by a government funding agency, through a scholarship, or a grant.

The College will notify the government funding agency(s) or other external agency(s) as required, of the students' change in enrolment status.

A copy of the student's notification, any supporting documentation, the College's 'Letter of Dismissal', any correspondence in any form with the student and/or funding agencies will be retained in the student's file.

A student who has been dismissed from a program will be assigned a 'DS' for the courses started but not completed.

Appeal of Dismissal

Students may appeal their dismissal. If the student wishes to dispute any decisions, they can follow the steps outlined in *AC110 Dispute Resolution Policy*. The appeal must be done in writing and delivered to the Dean of Programs within five (5) business days of receipt of the 'Letter of Dismissal'.

AC128 Student Success

AC128	Academic	Student Success
Handbook	Student, Faculty	
Program	All	
	Effective Date	April 2020
	Reviewed	August 2024
	Accountability	Dean of Programs
Documents/Forms		

Policy Statement

Western Community College (the College) believes that it is important to assist students when their academic performance becomes problematic and to hold them accountable for their own success. The College wants the students to accomplish the learning goals; gain the subject knowledge; and develop employability skills.

Scope

This policy is limited to difficulties in academic progress.

Considerations

Faculty will track attendance and academic progress. If a student demonstrates that they are having difficulty attending and/or their academic performance in a course is not in line with *Academic Standing (AC103), Grading System (AC113)*, and *Learning Assessment (AC114)*, the faculty member will arrange to meet informally with the student to review their performance, attempt to determine the cause of their difficulties and to ensure that the student understands the relationship between attendance and academic success. If the faculty member determines that a student is having difficulty in completing coursework successfully, the faculty will arrange for additional instructional assistance. The faculty member will monitor the student's immediate academic performance.

If a student's performance does not improve, a formal meeting will be requested with the student. The purpose of this meeting will be to create a formal action plan designed to let the student develop strategies that they must take, with the assistance of the faculty to ensure success. The plan will include performance milestones and review dates. Scheduled reviews will determine:

- If milestones are being met
- If additional remediation is required or
- If the plan needs to continue.

The action plan and outcomes will be placed in the student's file and updates will be sent to the Dean of Programs.

If the student does not adhere to the plan, the faculty member will refer the student to the Dean of Programs. The Dean of Programs will arrange to meet with the student to review the circumstances, the status of the existing action plan, next steps, and schedule additional review dates.

The Dean of Programs will determine if the plan will be terminated due to performance improvement. The Dean of Programs will also determine if the plan will continue or if it will be necessary to dismiss the student from the program.

All documentation will be placed in the student's file.

AC129 Student Withdrawal

AC129	Academic	Student Withdrawal
Handbooks	Degree Students, Staff	
Programs	Degree	
	Effective Date	April 2020
	Reviewed	August 2024
	Accountability	Registrar
Documents/Forms	Letter of Withdrawal	

Policy Statement

Western Community College (the College) students withdraw from programs for a wide variety of reasons. Any student considering withdrawal should meet with the Dean of Programs to address the issues surrounding the withdrawal. Where the College is in a position to support the student's completion of the program, every effort will be made to find a solution.

The College may withdraw a student from a program of studies if the student fails to meet course attendance requirements, fails to meet the minimum academic or CGPA requirements or has violated the *Student Code of Conduct (SE108)*.

Procedure

Should a student withdraw from a program prior to the program completion, the student must provide a written notice of withdrawal (email, registered mail or delivered in person), indicating the reason for the withdrawal.

In the absence of a Letter of Withdrawal (LOW) from the student and/or indicated effective withdrawal date, the last date of attendance will be the 'effective date'.

The student will be responsible for payment of all fees relating to program delivery up to and including the date of withdrawal in accordance with the tuition refund policy.

A copy of the notification and any supporting documentation is to be retained in the student's file.

The College will provide a written LOW response to a student's notice of withdrawal. If a student has not given notice, the College will send the student a LOW.

If a student has received a student loan from the province of British Columbia, the student will be reported withdrawn, in compliance with Student Aid BC requirements. For out-of-province students (not international students) individual provincial regulations will apply.

The College will determine if there are any other monies due, the amount of the tuition refund, if any, if ancillary costs should be refunded and the amount, and the person or agency that this money should be returned to, if applicable. The College will issue a LOW, which will include the tuition refund calculation if applicable, indicate the date of withdrawal, the financial status of the student's account, and the student's financial responsibility to

the College and if money was provided by a government funding agency through a student loan, scholarship, or a grant.

The College will update the status of international students on the Citizenship and Immigration Canada Designated Learning Institutions Compliance (DLI) report quarterly.

The College will notify the government funding agency(s) or other external agency(s) as required of the student's change in enrolment status.

A copy of the student's notification, any supporting documentation, the College's LOW, any correspondence in any form with the student and/or funding agencies is to be retained in the student's file.

AC130 Transcripts

AC130	Academic	Transcripts
Handbook	Degree Students, Staff	
Programs	Degree	
	Effective Date	April 2020
	Revised	August 2024
	Accountability	Registrar
Documents/Forms	Transcript	

Western Community College (the College) follows standard practices for calculating final grades, other elements, and notations.

Policy

- Unofficial transcripts will be provided at the end of each term
- Official transcripts will be provided to students after their status has been confirmed by the Registrar's Office and all College obligations have been met. The College will charge for additional copies
- Grades are only 'official' when released by the Registrar's Office.
  Official transcripts will include the:
- Number of credits earned for each course in which the student was registered
- Final letter grade or notation for each course in which the student was registered
- Term grade point average (GPA) earned
- Total number of credits earned in each term
- Cumulative grade point average (CGPA) earned for all courses in which the student has registered; and
- Cumulative credits earned for all courses in which the student has registered.

Only grades for courses completed at the College are calculated into the term GPA and cumulative GPA with the exception of the following:

- Courses with a grade of 'W' (Withdrawal); and
- Courses using a pass/fail grading scheme.

Credit for a course may be applied only once in a student's program. When a course is taken more than once, the credits, grades, and corresponding grade point values will show on the student's record in each instance but will count only once towards the degree. The GPA is calculated using only the highest grade achieved for the course.
Note that for Canada Student Loan and other purposes, courses identified as Duplicate or Equivalent will not be counted toward the minimum required course load.

Official transcripts include all courses attempted by the student, including any courses that might be in progress.Transcript Notation: See Policy AC113 Grading System.

AC131 Course Creation and Review

AC131	**Course Creation and Review**	
Handbooks	Faculty	
Programs	Degree	
	Effective Date	April 2021
	Reviewed	May 2023, Aug.2024
	Accountability	Curriculum Committee to Academic Council
Documents/Forms	Course Syllabi Template	
	AD102 Articulation Agreements AD108 Course Syllabi and Outlines	

Policy Statement

Western Community College (the College, WCC) requires and supports continuous improvement in both programs and courses. The Curriculum Committee (the Committee) ensures all programs and courses are regularly reviewed.

Purpose

This policy outlines the process of course creation, revision or deletion.

Scope

The policy applies to all programs and courses delivered by WCC.

Responsibilities

- Faulty members are responsible for keeping their courses current.
- Department heads or directors or the Program Dean reviews all course outlines following changes. Substantial changes are further referred to the Curriculum Committee (the Committee).
- The VP Academic reviews all proposals prior to submission to the Committee.
- The Committee is responsible for regularly reviewing all existing courses and reviewing all new course proposals. If the Committee accepts a proposal, the Committee sends the proposal to the Academic Council for ratification.
- The Registrar reviews approved proposals and changes and makes required changes to requirements, pre-requisites and fees.

Procedures for existing courses:

- All delivered courses are to be reviewed with the full time faculty/primary instructor by the Committee on an annual basis.
- For courses undergoing major revisions, the courses are to be reviewed prior to outlines being created for a scheduled delivery of the course. The department chair or, if none, then Program Dean will determine whether a revision is major and requires the Committee's review.
- Any substantial changes, where substantial is determined by the discipline's articulation committee,
  must be reported to the Registrar and resubmitted for articulation.

Procedures for new or proposed courses

- Anyone may propose a new course.
  - Requirements for a proposal prior to submission to the Committee are:
  - The course must support an existing program. Support includes:
  - Mapping of the course to support program-learning outcomes.
  - Estimates of effects on program enrollment and completion
  - If the course does not support an existing program, the course must align with the College's
  - strategic priorities and approved by the Leadership team for consideration by the Committee.
  - Support includes electives within a program, but which may be taken independently
  - For degree-level courses, they are likely to be eligible for transfer credit (i.e., similar to a course taught at a BCCAT member institution).
  - Learning and other resources necessary to offer the course.
  - Form: the proposal should use the BCCAT transfer template.
  - Requirements for unique-style courses
  - Capstone course- Course Learning Outcomes should include a focus on the main Program Learning Outcomes with a brief coverage of all of them.

AC132 Degree Student Handbook

AC132	Academics	Attendance Policy
Handbooks	Degree Student Handbook	
Programs	Degree	
	Effective Date	December 2023
	Reviewed	
	Accountability	Registrar
Documents/Forms	Attendance Rubrics	

POLICY STATEMENT

Western Community College (the College) maintains a strict policy regarding attendance and punctuality to ensure the academic success of students and remains compliant with the
regulations.

Regular attendance and participation are expected of all students in each of their courses to
achieve the learning outcomes and will be a valid consideration in determining the final grades.

Scope

This policy applies to all the students at the college who are currently enrolled in the degree program. Failure to meet course learning objectives due to non-attendance may affect the student's course grade.

Overview of roles and responsibilities:

a) Instructors will record attendance from the first day of scheduled classes and not the first day of attendance by a student.
b) Instructors will mark the attendance on the online system (MySIS). Students are not permitted to mark their own attendance.
c) Late arrivals and early departures from class are noted in the attendance record and added to the total time absent.
d) Instructors will inform the students regarding attendance requirements at the beginning of each course.
e) After the approval of the notified leave of the student, the instructor shall reschedule alternative times or dates to make up the course requirements.

Regulations and Requirements

- **First Session**

  Enrolled students are expected to attend the first class of the course. Students should inform the Registrar's office by e-mail before the start of the class, in case they are unable to attend the first class of the course. Students having an un-informed absence of 3 hours at the beginning of the term (2 sessions for 1.5 hrs. or 1 session for 3 hrs. class) will be automatically withdrawn from the course and their seats in that course may be reassigned to other students. Any student whose seat is reassigned must officially withdraw from the course.

- **Mandatory requirements**

  Students are required to maintain a minimum of 60% attendance throughout the course. The students will not be allowed to appear in the final exam if they are absent for more than 40% of the course and /or absent for 9 consecutive hours without notifying the college.

- **Excused Absence –** Any leave application for more than 2 consecutive sessions should be accompanied by valid documentary evidence (such as a doctor's note) and might be verified. Such leave should be notified to the instructor and/ or Registrar's office as soon as the situation occurs. Excused absences can include but are not limited to circumstances of sickness, family or other emergencies, etc.

- **Leave Due to Extenuating Circumstances**

  The College understands that students have personal and work-related responsibilities outside of their studies, therefore, it recognizes that from time-to-time special academic considerations can be given to extenuating circumstances that include, but are not limited to medical, bereavement, and accidents. Individual faculty may grant an exception to a student for single events (e.g. mid-terms, finals, and essay or project deadlines). A bereavement leave of 3-5 days (excluding holidays and Sundays), along with a few extra days for international students to accommodate their travel requirements can be provided if presented with documentary proof like travel tickets. Only the Dean of Programs can grant concessions for circumstances or events that impact more than one assessment result.

  Registrar's office must receive evidence (to be placed in the student's file for the circumstances leading to an exception. Acceptable evidence includes, but is not limited to one of the following:

  • Death certificate

  • Medical certificate from a physician

• ICBC accident claim or police report

Extenuating family circumstance Academic Concessions

In case of extenuating circumstances, students may be eligible for academic concessions. If the student requires an extension of course assignments, quizzes or deadlines more than one time the requests will need approval from the Registrar's Office. Based on the evidence provided, each case will be discussed and the decision is at the discretion of the instructor/Registrar's office.

Leave for Religious Observances

Students must inform the instructors in writing within the first two weeks regarding any absence from classes, written exams, presentations or other class activities due to religious observances.

Approved term break for International Students

a) Students are allowed to work full-time during the scheduled breaks if they are full- time students in the term before and after the scheduled break.
b) Students are allowed to take authorized leave or gaps (considered actively pursuing studies) for **no more than 150 days** and be full-time students (unless it's their last term) in order to be eligible for Postgraduate work permits.

PROCEDURE

Student has the right to appeal, any dispute will be submitted to the Dispute Resolution Committee.

DEGREE POLICIES - STUDENT SERVICES

SE101 Use of Email Policy

SE101	**Student Services**	**Use of Email**
Handbooks	Student	
Programs	All	
	Effective Date	
	Revised	December 2024
	Accountability	Student Services & IT Department
Documents/Forms		

At Western Community College (the College), email is considered an official means of communication between staff, program applicants, current and former students.

Policy

All students and staff are provided with a College email account. The purpose of this email account is to ensure that participants use a common vehicle of communication for all College business so that a clear and consistent audit trail is always available.

The College email account is considered the official email address of the student and it will be utilized to communicate registration information, course cancellations, fee payment and deadline information, financial aid, library notices and other information pertaining to enrolment and services provided by the College.

The College may withdraw access to the College email account if it is inactive; if a student is no longer in attendance and/or in good standing; or if the account is misused; or other reasons deemed appropriate.

Students and staff are required to keep their email account passwords confidential.

Students may choose to forward email from their College email account to another email address. Students are responsible to ensure that the forwarding address is kept current.

Forwarding email is done at the student's risk, and the College takes no responsibility for forwarded emails that are not received by the student.

Students utilizing College email accounts are expected to adhere to all College policies and procedures.

Complaints regarding the use of the College's email should be addressed to the College's IT Administrator. Confidentiality regarding students' records is protected under the British Columbia Privacy Act. All use of email, including use for sensitive or confidential information,

will be consistent with privacy legislation.

Student e-mail accounts may be utilized only for the intended purpose, as stated in this policy.

Procedure

The College will provide the student with an email account credentials, during new student Orientation

SE102 Extenuating Circumstances

SE102	Student Services	Extenuating Circumstances
Handbooks	Students, Staff	
Programs	All	
	Effective Date	
	Revised	December 2024
	Accountability	Registrar and Student Services
	Documents/Forms	

Policy

Western Community College (the College) understands that students have responsibilities outside of the College environment, therefore it provides leave so that they can render assistance when required to family and family members in times of crisis and/or to grieve their own losses.

The College may require notice of leave for family assistance, death, medical or other family emergency and once provided, will provide compassionate leave of sufficient duration to allow the student to address their concerns.

Leave for students may be granted by the Program Chair or Dean of Programs in consultation with the concerned faculty member and such leave will allow the student to re-schedule assignments, tests, or final exams at the convenience of the faculty member and the student. In some instances, a leave may affect the student's loan status or student visa status and students will be required to inform provincial and/or federal agencies and complete and submit documentation.

SE103 Financial Aid

SE103	Student Services	Financial Aid
Handbooks	Degree Students, Staff	
Programs	Degree	
	Effective Date	
	Revised	December 2024
	Accountability	Student Services
Documents/Forms		

At Western Community College (the College) financial aid in the form of bursaries, grants, and scholarships may be available to students from the College, industry and governmental funding agencies.

Policy

If needed, the College will assist students with sourcing and applying for student aid.

The College will ensure that students understand their obligations when they apply for student loan assistance.

The College will maintain the required information for students to apply for student loans, scholarships, and bursaries on its website

SE105 Social Media

SE105	Student Services	Social Media
Handbook	All	
Programs	All	
	Effective Date	
	Revised	December 2024
	Accountability	Marketing & Student Services
Documents/Forms		

Policy

At Western Community College (the College), while using Social Media technologies, students, faculty and staff should be guided by ethical principles and practices, maintaining professional boundaries, maintaining confidentiality, and managing and assessing risk.

Definitions

Social Media Vehicles and Platforms allow participants to have distinct, individual user profiles, and permit them to share, create, and interact with other generated content including but not limited to limited to text, images, video and audio.

Post/Posting: An act of adding to a site or platform content including, but not limited to text, images, video and audio.

Confidentiality: Confidential information that individuals receive while associated with the College program. This information must not be disclosed via social media vehicles.

Students should respect the privacy of other College staff, students and guests.

Offensive, Disrespectful and Inaccurate Content

- All conduct and language must meet acceptable professional standards
- Participants should not post anything offensive or disrespectful.
- Participants should not discriminate against someone based on their race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, sexual orientation, age, political belief or conviction of a criminal or summary offence unrelated to the individual's employment.

Laws and Copyright

Participants must abide by all Canadian laws and copyright laws while engaging in social media interactions Logos and Graphics

Participants must not use College logos, graphics or trademarks that create the appearance they are speaking for college.

Communication

Participants contacted by media representatives, journalists, or bloggers for comment about college should contact the President or the official spokesperson and offer no comment.

Creating Events and Posting

The College has designated employees who are able to post and respond to official and approved posts.

Personal Sites

It is best practice not to comment critically on college events, activities, and practices. If individuals do, they must identify the views as their own.

Procedure

If students need assistance managing their social media vehicles or believe that they have been subjected to any sort of disrespect or harassment, they should contact Student Services for assistance.

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SE106 Student Advisory Council

SE106	Student Services	Student Advisory Council
Handbook	Degree Students, Staff	
Programs	Degree	
	Effective Date	April 2020
	Reviewed	December 2022, Dec.2024
	Accountability	Leadership Team
Documents/Forms		

Purpose

The Student Advisory Council of Western Community College (the College) provides a forum for students to be active contributors to their educational experience and provides a vehicle for the Council to advocate on behalf of the student body. In doing so, the council serves as a vehicle for bringing forward and articulating student concerns, issues, and opinions, while offering another mechanism for providing feedback to the College administration and student body with respect to the College's programs, facilities, support services, campus life, and educational experience.

Student participation on the student advisory council gives students an opportunity to develop and demonstrate leadership skills.

Membership

- Membership will be limited to students and faculty of the College.
- There will be seven (7) full-time student council members, with a minimum of three (3) degree students, at least one international student and at least one domestic student.
- At least one student representative from each satellite campus will be invited as a non- voting member.
- Two program faculty members appointed by the President of WCC, one from the diploma programs and one from the degree programs.
- Faculty members will be nonvoting members.
- Council members will be elected at the annual general students meeting in the fall of each calendar year.
- The term will be for one year.
- Council vacancies will be filled within 30 days by the nomination of sitting members.

Structure

- Council members will elect the Council President and vice-president.

The Council President will appoint a secretary (responsible for meeting notifications and minutes). Faculty cannot hold counsel positions.

Reporting

- The council minutes will be posted in the council folder and accessible to college staff

and students.

- Council minutes will be sent to the WCC Leadership Team.

Student Council Responsibilities:

- Student Council members will abide by the *Student Code of Conduct (SE107)*. Failure to do so will result in dismissal from the Council.
- Members will maintain the minimum required course grade average and GPA. Failure to do so will result in dismissal from the Council.
- The council will consult with and represent the study body.
- The council will represent issues of student concern to the college administration.
- The council will address issues, and student needs and propose outcomes and solutions.
- Council will act in the best interests of the College, its students, and its staff.
- The council will meet quarterly or as needed.
- The council will complete assigned tasks and be prepared to report at monthly meetings.
- The council will coordinate campus student activities.
- The council will share innovative ideas for community service and student services.
- The council will discuss the problems and needs of students, both domestic and international and suggesting solutions to these problems.
- The council will report to the WCC Leadership Team.

Council Meetings

- The student council will conduct monthly meetings called by the President.
- Meetings will be scheduled at a day and time to maximize participation and minimize class disruption.
- Meetings will follow Robert's Rules of Order.

Standing Committees

- From time to time the Council will form subcommittees with a mandate to explore and address specific issues.
- Sub committees will report to the Student Council.

SE107 Student Code of Conduct

SE107	Student Services	Student Code of Conduct
Handbook	Student	
Programs	All	
	Effective Date	
	Revised	April 2020, December 2024
	Accountability	Student Services and Leadership
Documents/Forms		

Western Community College (the College) is committed to ensuring that it promotes the respectful and fair treatment of all students, faculty, staff, work experience hosts and College guests. Students are entitled to engage in an educational experience free from disruptive, dishonest, unethical or inappropriate, behaviours. Everyone is expected to contribute to an environment that is safe, professional and free of intimidation, harassment, or discrimination.

Students assume responsibility for adhering to the rules, regulations, standards, policies, procedures, and practices of the College. The College expects that all those in attendance, employed by, or affiliated with the College will demonstrate respect for one another, the College, for campus property, and for the personal belongings of others.

If a problematic activity occurs, the following steps should be taken:

- Speak directly to the individual; or
- Inform the Dean of Programs.

Policy

The College expects students to meet and adhere to a code of conduct while completing a program of study. The list below outlines the code of conduct that all students are expected to follow. This list is not exhaustive, and students should request clarification from the Dean of Programs (or designate), if they have any questions.

“Student” is defined as including prospective students as well as those currently registered or enrolled in any programs or activity at the College.
The Code of Conduct that Students are expected to follow include:

- Attend school in accordance with the Attendance Policy
- Treat all students and staff with respect
- Refrain from any disruptive or offensive classroom behaviours
- Refrain from cheating or plagiarism in completing class assignments
- Use school property in proper manner without damaging
- Refrain from bringing weapons of any kind to school Refrain from bringing or using prior to attendance any alcohol or any prohibited mood- altering substances to the Institution
- Refrain from making inappropriate remarks concerning another student or staff’s ethnicity, race, religion or sexual orientation

- Any other conduct which is determined to be detrimental or damaging to the other students, staff members, or the College
- Know and comply with the law while in attendance at all College properties
- Know and comply with the law while in attendance at all field placement agencies
- The general law of the land includes the Criminal Code of Canada, as well as other statues and regulations the Human Rights Code
- Know and comply with all College and campus regulations.

Any of the following, if substantiated, may result in immediate dismissal without a warning letter or probationary period:

- Sexual assault
- Physical assault or other violent acts committed on or off campus against any student
- Verbal abuse or threats
- Vandalism of school property
- Theft
- Being intoxicated or under the influence of any mood-altering substance
- Bring arms and weapons to the College.

Concerns related to a student's conduct shall be referred to the Dean of programs to process in accordance with this Policy.

Procedure

The Dean of Programs is responsible for disciplinary action regarding student misconduct. This process is separate and distinct from cases involving academic dishonesty.

First Offence

- The Dean of Programs will meet with the student who has committed the violation to review the circumstances.
- The Dean of Programs may issue a verbal reminder of what is considered appropriate / inappropriate.
- The Dean of Programs may choose to provide the student with a written notice of the violation. The written notice will describe a specific description of the instances of the student's misconduct and the consequences if further violations occur. The discussion, and any cautions or sanctions will be noted, copied to the student, and placed in the student's file.

Second Offence

The Dean of Programs meets with the student who has committed the violation to review the violation and follows the instructions noted above. The student will be told that they will be dismissed from their program as per the *Dispute Resolution (AC110)* Resolution and Notification

Within a reasonable period of time (14 business days) after the complaint is received, the Dean of Programs (or their delegate) will notify the student of the complaint and the alleged violation of the Student Code of Conduct. This notification will be in written form. The student will meet with Dean of Programs (or their delegate) to discuss the complaint and alleged

breach of the code of conduct. The Dean of Programs (or their delegate) will determine an outcome and communicate the decision to the student. The communication will be in writing and a copy placed in the student's file.

- If a good faith effort has been made to contact the student to discuss the alleged violation and the student fails to appear for the meeting, the Dean of Programs (or their delegate) may make a determination of violations of policies on the basis of the information available and impose an outcome for such violations. This decision shall be communicated to the student in writing and a copy placed in the student's file.
- The Dean of Program's (or their delegate) determination will be made on the basis of whether it is more likely than not that the student violated a rule, regulation or policy.

Violations of Law

If a student is charged with a violation of federal, provincial, or local laws or regulations occurring away from the College, disciplinary action may be instituted, and sanctions imposed against the student when the College has a reasonable belief that the health, safety, or welfare of the community is threatened.

Disciplinary procedures may be instituted against a student charged with a violation of the law that is also a violation of the *Student Code of Conduct*. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. If provincial or federal laws have been broken on College property, charges will be laid. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on College property.

Search of Student's Property

The College reserves the right to search the contents of students' personal property or belongings when there is reasonable suspicion on the part of College staff that a serious risk to the health, safety, and welfare of students, and/or the College community exists. This includes but is not limited to vehicles brought onto property, backpacks, student work, and clothing.

Sanctions and Resolution

The College may impose sanctions for violations of the *Student Code of Conduct (SE107)*. The type of sanction imposed may vary depending upon the seriousness of the violation(s). the College reserves the right to impose the most sanctions as outline in *Dispute Resolution (AC110)*.

Other than expulsion, disciplinary sanctions will not form part of the student's permanent academic file. Documentation of disciplinary sanctions will, however, form part of the student's confidential administrative file. If deemed appropriate, depending on the sanction, sponsoring agencies and the Student Loans Branch will be notified of the sanctions. During a suspension, a student shall be denied access to all areas of the College's premises.

The Registrar's Office will terminate the student's contract and notify relevant funding agencies if required.

Appeal

If the student feels that they were not provided with due process or policy was not followed, they may appeal the decision(s) to the Vice-President Academic. The appeal must be submitted in writing within ten (10) days of the decision and must provide specific grounds for the appeal, describing how the policy was incorrectly applied and/or due process did not take place or was not followed.

The VP Academic will determine if additional actions or formal investigation is required and, where appropriate, appoint an investigator.

The VP Academic will notify the student in writing of the outcome(s) of the investigation including a determination of outcomes and sanctions. This decision is final and not open to appeal.

SE108 Student Support

SE108	Student Services	Student Support
Handbook	Student	
Programs	All	
	Effective Date	April 2020
	Revised	December 2024
	Accountable	Student Services and Admissions
Documents/Forms		

Policy

All students at Western Community College (the College) are provided with student support to ensure their success. The students at Western Community College (the College) are provided with the current copies of the following documents:

- Academic Calendar with general expectations for attendance, grades, assignments, marking, course syllabus, calendar, faculty contact information, policies and library information, administrative information, and student loan and student support services.

- Work Experience Host Student Handbook (if applicable) with forms, contracts, protocols, study guides, record keeping, recording, and evaluating guidelines.

The College library resources are available for use at the College.

Should students require more support than can be offered by the College; the College can assist students with sourcing external support or with referrals to other agencies can be offered.

Western Community College (the College, WCC) recognizes that the legal and social path to studying at WCC is different than that of domestic students. This difference requires a different set of supports, which WCC commits to provide.

International applicants are those who are citizens of any country except Canada and who do not hold permanent resident status in Canada. Exceptions include students whose status is one of the following:

- Ministerial permit claiming refugee status.

- Diplomatic visa or dependent of a person on a diplomatic visa.

Restricted employment authorization or dependent of a person on a restricted employment authorization. Western Community College is on the Designated Learning Institutions List.

This allows WCC to host international students with a valid study permit to study in various programs. WCC has experienced staff who understand the requirements for international students and the challenges faced by them.

General Information and Considerations

International Student Orientation

WCC organizes special orientation sessions for international students. The orientation focuses not only on college policies but also covers important information for international students like transportation, weather, banking, internal and external resources available for students, accommodation options and so on.

International Student Services

WCC international student services department has experienced members who guide international students regarding the internal and external student services, financing options,

International Students Refund Policy

International students, who apply for Letter of Acceptance and pay their Semester fee in advance and are then denied a Study Permit to Canada are able to receive a full refund of their tuition fee. However, if the students obtain a study permit and then withdraw from the program, the refund will be based on the Tuition Fee Refund Policy.

Full Time Status

To be a full-time student, international students must enroll in at least 3 courses (9 credits) in each semester. The students may only work 20 hours per week if they are full-time students with the college.

Semester Drop

International Students may not drop a Semester in the first year of their study. However, beginning the start of the second year of study, students may take a Semester drop (one semester) by applying to the administration office.

MSP and Insurance

International Students must apply for MSP as soon as they are in Canada. Since it takes some time to get the MSP, students are advised to have private insurance to cover their medical needs.

Students can find more information about MSP here:
https://www2.gov.bc.ca/gov/content/health/accessing-health-care/health-fee-international- students

Health Guidelines on Arrival

There may be some ongoing travel advisories/health guidelines for international travelers coming to Canada at the time of student arrivals. Students must regularly check the travel advisories here https://travel.gc.ca/travelling/advisories. They must also check the WCC website for any special requirements or conditions.

Requested Documents

The students need to complete the document request form to request any documents like enrollment letter, invitation for graduation etc. The students must ensure they apply for the required documents at least one week in advance. Also, they must maintain their full time student status and pay their fee on time in order to get their requested documents.

PROCEDURES

During inquiry and application:

1. The Admissions department maintains a specialized staff to guide an applicant through filing all necessary forms and making all required payments.
2. All communication is recorded.
3. Following acceptance, the Admissions department follows up with the student regarding all processes and results from visa or permit applications.
4. If the visa or permit is denied, then the admissions department ensures that the refund process is completed.

Following acceptance:

1. Admissions informs Student Services of the student's admission.
2. Student Services requests information and provides information or steps for the following:
    a. Any health requirements by border control agencies
    b. Airport or another terminal pick-up
    c. Arrangement of accommodation
    d. Arrangement of health insurance

On approval of visa, students will:

1. Submit a copy of their study visa to the college.
2. Submit their travel plans to the college.

3. Arrange for medical insurance for the first few months.

4. Submit any other required documentation, as suggested by health or travel authorities at the given time. There may be some ongoing travel advisories/health guidelines for international travelers coming to Canada at the time of student arrivals. Students should regularly check the travel advisories here https://travel.gc.ca/travelling/advisories. They should also check the WCC website for any special requirements or conditions.

On arrival, students will need to:

1. Submit a copy of the study permit.

2. Update their address and contact details in the college records.

3. Apply for MSP/ health insurance: International Students need to apply for MSP as soon as they are in Canada. Until students are registered with MSP, they must have private insurance to cover their medical needs. Students can find more information about MSP here https://www2.gov.bc.ca/gov/content/health/accessing-health-care/health-fee- international-students

On arrival of the student, Student Services:

1. Arranges for the student orientation session:
WCC organizes special orientation sessions for international students. The orientation focuses not only on college policies but also covers important information for international students like transportation, weather, banking, internal and external resources available for students, accommodation options and so on.

2. Conducts workshops and social events for international students:
Workshops on various topics of interest for international students and social events are organized to help the students to network and find job opportunities and other avenues to follow their interests.

3. Provides non-academic support:
The student services will provide non-academic support to students including advice on work authorization, settlement resources and other support activities.

Permanent Residency Status

1. If international students obtain permanent residency during the program of study during a term, their fee will be changed to domestic student fee in the following term on receipt of the evidence of PR documents from the student.

2. If the status changes before the start of the term, then the fee for the upcoming term will be changed to domestic fees.

SE109 Substance Abuse

SE109	Work Experience	Substance Abuse
Handbook	Student Staff	
Programs	All	
	Effective Date	
	Revised	April 2020,December 2024
	Accountability	Dean of Programs
Documents/Forms		

Western Community College (the College) is committed to maintaining a drug-free environment in compliance with local, provincial, and federal laws. The illegal use of controlled substances can seriously impair the health and well-being of the individual and endanger the safety and well- being of other members of the College.

Policy

- The College recognizes that the use of drugs, tobacco, vapor products, alcohol, and certain medications can have serious adverse effects on students, staff, and the learning environment;
- The College is committed to preventing substance use and abuse on College property and to maintain a drug-free environment in compliance with local, provincial and federal law;
- The unlawful possession, use, or distribution of controlled substances by students is prohibited on the College campus, College field trips, and work experience sites.

The illegal use of controlled substances on the College campus, College field trips and work experience sites is prohibited.

Students who have been determined to be under the influence will be escorted off College property.

Students who violate this policy will be subject to disciplinary action up to and including dismissal. Guests will not be permitted to return to the College campus.

Procedure

Students who have been reported by College staff and/or work experience hosts to be under the influence will be required to arrange an appointment with the Dean of Programs to discuss the circumstances and next steps. Exceptions

Where a student is required to use a prescription-based medication (including but not limited to medical cannabis) that could cause them to be impaired during campus hours or campus activities, are required to:

- Notify the Dean of Programs, prior to the use of medication and attending during campus hours; and

- Must provide medical confirmation authorizing the use of the medication. Any prescription for the use of medical cannabis must comply with statutory requirements.

Tobacco Smoking and Vapor Products

Students who wish to smoke tobacco products or use vapor products must do so in the designated areas and are required to clean up the area.

SE110 Work Experience

SE110	Work Experience	Work Experience
Handbook	Degree Students, Faculty	
Programs	Degree	
	Effective Date	
	Revised	April 2020, December 2024
	Accountability	Dean of Programs
Documents/Forms	Work Experience Agreement Handbook	

Policy

Western Community College's (the College) student work experiences augment the learning experience by providing students with opportunities to apply theory to practice in real world settings. Work experience placements can be practicum, clinical or extended work experience. Work experience placements take place across a wide variety of businesses and institutions both public and private.

Procedure

All students receive a copy of a Work Experience Agreement Handbook that:

- Clearly describes the roles and responsibilities of the College, student and host; and
- Clearly describes expected work experience outcomes and assessment model.

The College, the student, and the host agree in advance to the objectives, outcomes, and assessment model.

The College and the host site will have appropriate insurance and will follow all applicable provincial employment and labour laws.

Students are monitored by the College.

<u>Work Experience Participation</u>

<u>Requirements</u>

- Students are required to have successfully completed all pre-requisite academic course requirements before they begin a work experience.
- Students are required to arrange their own transportation to the host site.
- The College is not responsible for ancillary work experience costs.

<u>Work Experience Placement Process</u>

The College will assist students in finding work experience hosts, but the primary responsibility of sourcing a placement lies with the student. The College will work on behalf of the student to establish a relationship with possible new host sites. The College maintains a database of

possible sites and is the single point of contact with work experience hosts. If the placement does not already exist, every effort will be made to develop a placement that matches a student's request for placement demographics or population.

The process for deciding a student's placement is based on finding a match between available placements and student interests and needs relative to learning goals. Students are assigned to placements at the discretion of the College.

Once a student accepts a placement, they are required to sign a placement

contract. Steps for Work Experience Placement

- Student interview by the Practicum Placement Coordinator
- Student identifies or sources host site and the College conducts an assessment of the host and site
- Student site visit and introduction to host
- Student acceptance and College approval
- Placement Contract signed by student, College, and host (part of the Work Experience Agreement Handbook).

All placements include activities directly related to the learning objectives of the program. The Student, the College, and the Host will agree in advance to the placement objectives, outcomes and assessment model. This is reflected in a placement contract signed by the Student, the College and the host site representative. The host organization and student will receive a copy of this contract, with a copy placed in the student's academic file.

This Work Experience Agreement Handbook describes the respective responsibilities and activities of the host, the College, and the student. The host and student receive a copy of this contract and a copy will be kept in the student's academic file.

Where a host site is not able to provide the necessary learning environment as agreed upon with College, students may be moved to an alternative placement at the discretion of the College.

College Responsibilities

Placements provide students with workplace experience, allowing them to apply learned theory and skills in a practical setting:

- Assist in sourcing work experience placement sites
- Ensure that the student has met the work experience requirements
- Clearly define the purpose of the work experience, tasks to be undertaken, and the nature and frequency of the evaluation to be undertaken, in conjunction with the student and host
- Provide work experience supervision for the duration of the work experience
- Agree to the terms and conditions as outlined below
- The College will contact the host at least once every four weeks to discuss the

student's progress and will conduct at least 2 site visits in the first 30-day interval and will meet on each occasion with the Host to review the student's progress and any issues.

Student Responsibilities

- Comply with the College and host site policies and procedures
- Submit all required documents when required
- Participate in the planning, implementation and evaluation of the work experience
- Familiarization with host policies and procedures and follow them
- Professional conduct
- Accept accountability for actions and decisions
- Recognize the limitations of skill sets
- Seek assistance when needed
- Demonstrate self-direction
- Complete all evaluations
- Inform the College and Work Experience Host when unable to attend work experience
- Complete and submit all end of work experience documentation.

Work Experience Host's Role and Responsibilities

The host is generally responsible for providing an environment conducive to the student's growth and development. Unless otherwise required by an external program regulator the host will:

- Provide students with learning opportunities in the following four areas: one-on-one client contact; group collaboration where appropriate; and documentation and administrative tasks
- Create a positive learning environment by accepting the student as a staff member and a "learning professional"
- Provide a host supervisor who can take responsibility for the student's experience at the host site and who have the appropriate education and/or experience
- Provide the facilities necessary and where appropriate the tools for the student to fulfill their duties
- Ensure that all activities comply with host policies and procedure, College policy and procedures, occupational health and safety act, and other relevant provincial acts/ statutes
- Ensure that there is enough meaningful and productive work available for the student to meet their placement commitment of at least 30 hours per week
- Inform the College when a work experience student fails to show for work
- Immediately inform the College when a work experience student fails to conduct themselves in a professional manner or does not follow all policies and procedures
- Complete and submit all end of work experience documentation
- Where a host is not able to provide the necessary learning environment as agreed upon with the College, students may be moved to an alternative placement site at the discretion of the College.

Host Supervisor Role and Responsibilities The Host Supervisor will:

- Provide an orientation to the setting and introduce the student to other staff members
- Familiarize the student with the host's policies and procedures including those related to confidentiality and discuss with the student the policies and procedures to ensure correct understanding
- Provide the student with formative and summative evaluations as described in the Work Experience Agreement Handbook
- Submit an attendance record at the end of each week of the work experience to the College
- Ensure the student has a workplace and the resources needed for their placement responsibilities and enough constructive work for at least 30 hours per week
- Ensure that the learning objectives, outcomes and assessment model described in the student host handbook meet minimum work experience requirements as described in policy,

College work experience supervision will be conducted on an individual or group basis. The Practicum Placement Coordinator will:

- Contact the host at least once every four weeks to discuss the student's progress review the student's progress and any issues
- Provide students with procedural, logistical, and host related support
- Ensure that the learning objectives, outcomes and assessment model described in the Work Experience Agreement Handbook meet minimum work experience requirements as described in policy
- Provide the student supervision as required
- Confirm student's work experience placement hours by receiving weekly attendance form from the host
- Review and complete all site supervisor evaluation forms and receive the final work assessment evaluation
- Contact the work experience host immediately if there are concerns related to the student's behaviour, attendance, and/or progress
- Attend or arrange any meetings that are necessary to resolve student work experience issues
- Communicate feedback as appropriate.

Students are expected to adhere to site policies, guidelines and protocols.

Dispute Resolution

All student, faculty, or Host concerns regarding a work experience placement will follow *Dispute Resolution (AC110)*.

Work Experience Placement Evaluation

Students are evaluated in work experience by their Host, their College work experience

supervisor, and through a self-evaluation process using assessment forms provided by the College.

Assessment will be based on the objectives and outcomes agreed upon and described in the Work Experience Agreement Handbook.

Students may be provided with the opportunity to evaluate their host site.

Students will be monitored by their College work experience supervisor for any needs or issues that arise pertaining to the on-site location and immediate emergencies.

Assessment will be based on the objectives and outcomes agreed upon and described in the Work Experience Agreement Handbook.

Work experience completion is graded either as a PASS or FAIL. The Host will provide a final grade based on the assessment documentation provided and in consultation with the Practicum Placement Coordinator.

At the completion of the work experience placement, every student must attend an exit interview with the Practicum Placement Coordinator. A representative from the host site is welcome to attend.

Work Experience Completion

Completion of the placement requirement includes a final assessment evaluation. All areas of competency must meet expectations. Students not meeting these will have the opportunity to complete another work experience.

Students will only have 2 opportunities to complete any one work experience. After that they will be required to withdraw from their program.

Termination of Work Experience

The College reserves the right to withdraw and/or remove a student from a work experience placement if it is considered to be in the best interest of the student, Host or College. Students may be withdrawn for:

- Serious violations, up to and including breach of confidentiality, behaviours that disrupt or threaten host operations and/or services provided to clients or customers
- The violation of host policies and procedures
- The violation of college policies, procedures and/or staff direction
- Failure to communicate absences to the host, the college, and/or work experience supervisor
- Ongoing patterns of lateness and/or absence; or
- Breach of policy.

DEGREE POLICIES - FACULTY

FA101 Ethics and Responsibilities

FA101	Faculty	Ethics and Responsibilities
Handbook	All	
Program	All	
	Effective Date	April 2020
	Reviewed	December 2024
	Accountable	VP Academic
Documents/Forms		

Policy Statement

The responsibility of Western Community College's (the College) faculty is expected to maintain the highest level of ethics to reflect favorably upon their profession, their status as role models for students, and their position as representatives of the College and its mission.

The faculty has the responsibility of pursuing and disseminating of knowledge and understanding of the theory and practice through their role as instructors. They have the responsibility for creating in their relations with students a climate that stimulates and encourages students to learn. The faculty should exemplify high scholarly standards and respect, and foster students' freedom to choose and pursue appropriate academic goals.

Scope

This policy applies to all College activity including any activities where faculty member acts as a representative of the College.

Faculty Responsibilities

Faculty members are expected to devote their energies to developing their scholarly competence and effectiveness. Faculty members are ethically obligated to model principles of academic and personal integrity. In the classroom, faculty members are to conduct themselves in a manner that reflects their professional status, respects the students they teach, and creates an environment of mutual respect and tolerance that allows for discussion of conflicting ideas, beliefs, and opinions without fear or distrust.

Faculty members are expected to be diligent in the preparation and organization of their subject matter and to revise this in response to developments in their discipline(s).

Faculty members are expected to meet their professional and institutional commitments at the College including their time spent on teaching, research, student advising, and various kinds of College or outside professional service on committees and in administrative or advisory roles.

Faculty members are expected to improve methods of presentation of their subjects to students as circumstances demand and to encourage the free exchange of ideas between

themselves and students.

Faculty members are expected to keep in confidence all privileged information gained about a student, whether concerning academic progress, personal life or political and religious views. At the same time, they may reveal information about the academic standing of students in response to an appropriate work-related or academic request; and may refer to the student's character only insofar as this is relevant.

Members of the faculty are expected to meet their professional and institutional commitments at the College on a regular basis throughout the academic year. These commitments include time spent on teaching, research, student advising, clinical activities and various kinds of college or outside professional service on committees and in administrative or advisory roles.

Faculty members should also maintain interest in the current activities and problems of the larger community and in how the community and the College can benefit each other.

FA102 Faculty Evaluation

FA102	Faculty	Faculty Evaluation
Handbook	Faculty	
Programs	Degree	
	Effective Date	April 2020
	Reviewed	April 2021
	Accountable	Dean of Programs
Documents/Forms	Faculty Observation Form Faculty Annual Performance Evaluation Form Student Satisfaction Survey Professional Development Agreement	

Policy Statement

Western Community College (the College) has an expectation that faculty will perform their instructional responsibilities to the best of their ability. The College believes that the faculty benefits from clear, constructive, and supportive feedback. The faculty evaluation programs of the College must examine how they fit with institutional purposes of evaluation and help determine a program's effectiveness in promoting faculty development and productivity.
The College provides regular and systematic faculty evaluation. The goal of this support is to assist faculty in a process of continuous improvement and to increase faculty and student satisfaction.

Scope
Faculty satisfaction and performance are fundamental to the success of programs and the College. The Dean of Programs is responsible for the quality of program delivery. This is accomplished through systematic classroom observations, faculty meetings, an annual formal evaluation, and feedback provided by students.

The College appreciates that its strength and success depend on its faculty and staff. This policy is designed to assist faculty in:

- Clarifying expectations
- Providing feedback with respect to their instructional practice
- Identifying areas for improvement and professional development.

The Dean of Programs is responsible for performing full-time and part-time faculty performance reviews. Faculty observations may be informal or formal.

Informal Evaluations
Informal observations will not be recorded and will involve the Dean of Programs observing classroom activities. These observations may be unannounced and will be noted in the Dean of Programs calendar. The Dean of Programs may arrange for an informal conversation after the observation, with the faculty member, to review what was observed.

Formal Evaluations

One Term Probationary

For new faculty, the Dean of Programs will observe a lesson in the first three (3) weeks after a new faculty member has assumed instructional responsibilities and then at least once during the term. In each instance, the Dean of Programs will discuss the observations with the faculty member. During the last of month of the probationary period, the Dean of Programs will arrange to do a formal probationary evaluation.

Annual

All faculty will receive at least one formal evaluation, conducted by the Dean of Programs, in each 12-month period after the date of their hire.

The annual faculty performance review will take into consideration the following:

- Observations
- Faculty self-evaluation forms
- Student satisfaction survey results
- Continuing education and professional development.

Procedures

1. Upon completion of an in-classroom observation, the Dean of Programs will send the faculty member the formal evaluation draft for review and comment.
2. The faculty member will add their observations and comments to the draft evaluation and return the draft to the Dean of Programs.
3. The Dean of Programs will schedule an appointment with the faculty member to review and discuss the report. Document edits will be made during this meeting. Recommendations for professional development, if deemed necessary, will be noted and an action plan developed.
4. Both parties will sign the completed form, with the original given to the faculty member and a copy placed on their personnel file.

The annual faculty performance review will take into consideration the following.

- Student satisfaction survey results conducted at the end of each course.
- Continuing education and professional development completed during the year.

5. At the end of each term, the Dean of Programs, will share a summary of faculty evaluation outcomes with the VP Academic.

FA103 Faculty Orientation

FA103	HR: Faculty	Faculty Orientation
Handbook	Faculty	
Programs	Degree	
	Effective Date	April 2020
	Reviewed	December 2024
	Accountable	Dean of Programs
Documents/Forms	Faculty Handbook	

Policy Statement

Western Community College (the College) has every desire to ensure that all new faculty are successful, therefore, the College provides new faculty orientation. This orientation assists faculty in understanding their responsibilities, the policies and procedures of the College and strategies for their initial and ongoing success.

New faculty are required to participate and successfully complete the new faculty orientation program before they assume their instructional responsibilities.

Scope

This policy applies to both newly hired faculty and rehired but not current faculty.

Procedure

When new faculty have submitted their signed letter of offer or contract, they will be informed when to participate in the new faculty orientation.

The Dean of Programs manages and conducts the orientation. The orientation addresses each

of the following:

- Issuing email addresses, network usernames and passwords
- Facilities tour
- Networking environment
- College policies and procedures as outlined in the Faculty Handbook
- Instructional delivery and assessment strategies best practices
- Academic progress management and reporting
- Library and online resources
- College organization chart.

Faculty who must cancel classes due to unavoidable circumstances are expected to inform the Program Chair and the Director of HR and make provisions for communicating with students and others affected. Faculty in consultation with the chair should make appropriate arrangements for make-up classes. In the case of planned absences, for professional or other reasons faculty are expected, in consultation with the chair, to follow established college approval procedures.

FA104 Professional Development

FA104	Faculty	Professional Development
Handbook	Faculty	
Programs	Degree	
	Effective Date	April 2020
	Reviewed	April 2024
	Accountable	Dean of Programs
Documents/Forms	Professional Development Agreement AC124 Funding for Scholarly Activities and Professional Development: Procedure	

Policy

To achieve its strategic goals and objectives, Western Community College (the College) promotes a culture of continuous improvement and professional development. Professional development is a process of personal growth through programs, services and activities designed to enable faculty, individually or collectively, to broaden their knowledge and skill sets to enhance their instructional practice at the College.

Professional development is incorporated into faculty performance reviews. Faculty members work with the Dean of Programs to generate an individual development plan each year, establishing a plan for assessing performance, and identify areas for developmental opportunities.

To encourage ongoing professional development, the College supports the following:

- Professional development as identified in the annual performance review.
- Completion of the Provincial Instructor Diploma program
- Specialized Assistance – A credential or training in an area that may be so material that it becomes a specific employment requirement.
- Participation in professional conferences
- Memberships and subscriptions.

Upon completion of the probationary period, the College will assist full-time faculty members with the cost of their professional development.
The maximum amounts and the priorities are determined annually during the budgeting and planning process. The application process is provided in AC124.

FA105 Recruiting and Appointment

FA105	Faculty	Recruiting and Appointment
Handbook	Faculty	
Programs	Degree	
	Effective Date	April 2020
	Revised	August 2026
	Accountability	Vice President, HR
Documents/Forms	*Employee Code of Conduct*	

The Western Community College (the College) faculty represent the hub around which all of the College's academic activities exist. The College is committed to hiring qualified faculty who possess a combination of professional, academic credentials and experience appropriate to an institution of higher education, and, where required, meet the hiring requirements set by external program regulators, government agencies, and Ministries. For instructors of degree courses, minimum qualifications include a Master's degree in the specialty (terminal degree preferred) or equivalent professional designation.

Policy

The College will ensure objective and consistent faculty hiring practices are applied. Decisions about hiring, job assignment and training will be made based on qualifications, experience, ability, and performance.

The College does not discriminate on the basis of race, national or ethnic origin, color, place of origin, political beliefs, religion, marital status, family status, physical or mental disability, gender (including pregnancy), sexual orientation, age or conviction on a criminal or summary offense unrelated to the employment.

Available positions will not be falsely advertised in terms of the work to be done.

Reporting to the department chair or where there is no chair, the Vice President, faculty are employed to develop, review, and deliver curriculum, assess student performance, assist in student success, and/or supervise work experience placements, and/or supervise students in the completion of their capstone project.

Procedure

The President, Vice Presidents and HR are responsible to ensure employment practices conform to Canadian legislation and College policies. The President makes all final employee selections.

<u>Posting</u>

1. Vacant and newly created positions will be posted. The posting will include:

- Job title
- Essential requirements for education and experience
- Knowledge and skills required
- Key areas of responsibility
- Starting/ending date where applicable
- Salary Range
- Closing date of competition

2. The following statement will also be included in the posting. "We thank all candidates for their interest, however, only those selected for an interview will be contacted."
3. It is the responsibility of each applicant to demonstrate that they meet the requirements of the position.

Interviewing and Selection Process

1. HR will conduct the initial screening process and first interview to confirm that applicants meet the minimum requirements for the position.
2. Following the initial screening, HR will provide the resumes of shortlisted candidates to the selection committee or hiring manager, and shortlisted applicants will receive an interview call/invitation.
3. The selection committee is comprised of the program chair, if any, Vice Presidents or designates, and one or more faculty members (if required).
4. Shortlisted candidates will be required to prepare and deliver a short instructional presentation on a topic provided by the College. The selection committee will evaluate the content of the presentation, the candidate's teaching style, and the candidate's ability to communicate the subject matter effectively.
5. The selection committee/ hiring manager will conduct a formal interview where candidates are evaluated on educational and experiential criteria, responses to a list of topics, and overall suitability for the position.
6. Additional interviews may be held if deemed necessary for further evaluation of candidates.

Faculty Applicants

The College is committed to highly qualified faculty who possess a combination of professional, academic credentials and experience appropriate to an institution of higher education offering applied career focused programs. The College seeks faculty with the best combination of academic credentials available within the context of needed subject matter and technical expertise.

For instructors teaching degree courses, minimum qualifications include a master’s degree or higher in the academic discipline or a closely related field, along with relevant industry or professional experience related to the curriculum.

The hiring protocol includes:

- Formal Interview with a short instructional presentation including teaching philosophy
- Verification of academic and professional credentials before an offer of employment

or sessional contract is issued. For credentials issued by Canadian universities or other Canadian post-secondary institutions, the College will require an original or official transcript to be sent directly to the College by the issuing institution. For credentials issued by institutions outside Canada, the candidate must provide an Educational Credential Assessment (ECA) from an appropriate recognized assessment organization, like ICES and WES. The College may require additional documentation where necessary to verify that the candidate's credentials meet applicable regulatory or program requirements.

- Two reference checks will be completed before an offer of employment or a sessional contract is extended.
- Provision of current licenses and certificates as required by the position
- Orientation to the position and the responsibilities related to the position

Where appropriate, instructors must be members in good standing of their professional bodies.

Outcomes

1. Once a final candidate has been determined and prior to any offer of employment or sessional contract, approval must be obtained from the President.
2. Following receipt of approval from President to hire, a verbal or written offer and/or sessional contract will be extended to the candidate by email through the HR System or via any other suitable communication channel.
3. All candidates participating in an interview will be notified of the results.
4. Employment tests may be conducted, when necessary, before making an offer of employment or issuing a sessional contract.
5. Offers of employment or sessional contracts will be issued in writing (including electronically via the HR System) and will include all relevant terms of employment, such as job title, start date, rate of pay/wage, pay period information and eligibility for benefits (where applicable). All successful applicants will sign a code of conduct and other onboarding HR paperwork sent through the HR System.
6. A copy of the job description and Employee Code of Conduct form will be provided with the letter of offer or sessional contract.

Probationary Period

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The College uses this period to evaluate employee capabilities, work habits, and overall performance.

The employment relationship may be ended by either the employee or the College in accordance with the terms of the employment agreement and applicable legislation. The College will comply with the British Columbia Employment Standards Act and other applicable legislation regarding termination of employment, including any applicable requirements for written notice, compensation for length of service, or termination for just cause. The completion of a probationary period does not remove or reduce any statutory or contractual rights or

obligations that apply to the employee or the College.

All new and rehired employees work on a probationary basis for the first full term after their date of hire. Any significant absence will automatically extend a probationary period by the length of the absence. If the College determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for a specified period.

Performance Evaluations

Performance evaluations are conducted at the end of an employee's probationary period, to discuss job responsibilities, standards, and performance requirements. Additional formal performance reviews may be conducted to provide both the College and employees the opportunity to discuss job tasks, identify and correct performance deficiencies, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

The performance of all employees is generally evaluated according to an ongoing 12-month cycle.

FA106 Staff and Faculty Records

Policy FA106	**Faculty**	**Staff and Faculty Records**
Handbooks	Staff	
	Effective Date	July 1, 2024
	Reviewed	June 25, 2024
	Accountability	HR
Documents/Forms	File Review Request	

Purpose

The purpose of this policy is to establish guidelines for the management of staff and faculty records at Western Community College, ensuring the privacy, confidentiality, and appropriate handling of all personal and sensitive information.

Scope: This policy applies to all current and former employees of WCC

Privacy and Confidentiality of Staff and Faculty Records:

- All staff and faculty records are considered confidential and shall be handled with utmost care to maintain privacy.
- Access to records is limited to authorized personnel with a legitimate need to access such information for official purposes only.
- Information from staff and faculty records shall not be disclosed to unauthorized individuals or third parties without explicit consent, unless required by law.

Access to Records

- Staff Access: Staff members have the right to request access to their own records. Requests should be made in writing to the HR department at least 24 hours prior. However original records will be available for access in the presence of HR staff.
- Review Procedures: The HR department will facilitate the review process within a reasonable timeframe, ensuring that access is granted in accordance with legal requirements.

Retention and Destruction of Record

- Retention Period: Staff and faculty records will be retained till the time the faculty/staff member is working with WCC and for FOUR YEARS after they leave the organisation as required by the BC government.
- Destruction: Upon expiry of the retention period, records will be securely destroyed to prevent unauthorized access or disclosure. Destruction methods will ensure that information cannot be reconstructed or retrieved.

Breaches of Privacy

- Reporting: Any suspected or actual breaches of privacy concerning staff or faculty records must be reported immediately to the HR department.
- Investigation: The HR department will conduct a thorough investigation of the breach, take appropriate corrective actions, and notify affected individuals as required by law.

Storage of Records

- Physical Records: Physical records containing sensitive information shall be stored in locked, secure facilities accessible only to authorized personnel.
- Digital Records: Digital records will be stored on secure servers with access controls and encryption to prevent unauthorized access or data breaches.

Compliance and Training

- Compliance: All staff and faculty are required to comply with this policy and related procedures.
- Training sessions on the importance of Privacy and Confidentiality in handling staff and faculty records are mandatory for all employees who are authorized to access these records.
- General awareness training on privacy and confidentiality principles will be provided to all employees to ensure they understand the importance of these principles within WCC.

Policy Review

- This policy will be reviewed annually to ensure it remains current and compliant with legal and organizational requirements – Specifically BC employment laws and PIPA, BC laws.
- Updates or revisions will be communicated to all staff and faculty members.

Contact Information

For inquiries regarding this policy or staff and faculty records, please contact the HR department at HR@wcc.ca

DEGREE POLICIES - Staff

ST102 Dispute Resolution

ST102	Employees	Dispute Resolution
Handbook inclusion	Staff and Faculty	
Programs	All	
	Effective Date	April 2020
	Revised	August 2026
	Accountable	Leadership Team
Documents/Forms		

Policy Statement

Western Community College (the College) is committed to promoting a secure, positive, and productive working environment. Conflict exists in any organization or environment where staff actively engage in the exchange of ideas and where people offer or are asked to offer suggestions, opinions, and recommendations. Generally, these are productive in nature, but circumstances may arise where disagreement results in staff dissatisfaction and may lead to work-place hostility.

All staff are encouraged to discuss disagreements, concerns, or complaints with the parties involved and to attempt to resolve the circumstance informally and collegially. This policy governs disagreements, concerns, or complaints from staff and describes a fair and consistent process for dealing with conflict between staff. The college requires all staff and faculty to be fair, honest and ethical in their conduct in all institutional practices and dealings.

Scope

<u>Considerations</u>

All formal complaints will be received in writing, signed, and dated and submitted as soon as possible to their supervisor.

All communication with respect to disagreement, concern or complaint will be treated confidentially and will be investigated immediately to determine possible outcomes.

If the disagreement, concern, or complaint is with a staff member's immediate supervisor then the disagreement, concern, or complaint should be directed to the supervisor's manager.

Procedure

- Management will investigate, consult with the party or parties involved and will make every effort to resolve the concern or complaint within ten (10) working days.
- The party or parties will be informed in writing and where possible individual meetings will be held to review the outcome.
- If the disagreement, concern, or complaint is not satisfactorily resolved, staff are advised to raise their concern with the next level of management or the Human Resources department.
- Before final decision is made, the person against whom the complaint is made is provided an opportunity to respond.

ST103 Duties Responsibilities Support

ST103	Employees	Duties Responsibilities Support
Handbook Inclusion	Staff and Faculty	
Program	All	
	Effective Date	April 2020
	Reviewed	April 2021, December 2024,2025
	Accountable	HR/Leadership Team
Documents/Forms		

Policy Statement

All Western Community College (the College) employees are expected to:

- Be familiar and compliant with the general guidelines as outlined in the Employee Handbook
- Understand the College's policies and procedures as described in the Policies and Procedures Manual
- Conduct themselves in a manner that is in accordance with and in compliance with the policies and procedures as described in this Manual
- Participate in an annual performance evaluation
- Be available to attend staff meetings, as scheduled
- Provide an evaluation of the College's performance and provide suggestions that would contribute to the facility, staff or faculty's attainment of excellence
- Assume all other reasonable responsibilities deemed appropriate by the President.

Scope

General Guidelines

Fraternization

The College promotes professionalism in staff-student relationships, within an atmosphere that fosters mutual trust and respect and recognizes the unique opportunities and challenges of a small academic community. The College encourages a sense of community among staff, faculty and students while maintaining respectful professional boundaries.

An intimate and/or sexual relationship (consensual or otherwise) or an inappropriately close friendship between a staff and a student may impair or undermine the ongoing trust required for effective teaching, learning and professional development and is not permitted. Any fraternization between a staff member and an enrolled student is prohibited and will result in immediate dismissal.

Leave of Absence

In the event of illness or bereavement, it is necessary that you inform the President at the

earliest possible opportunity so that the necessary substitute arrangements, if required, can be made.

Dress Code

Faculty, staff and students are expected to dress appropriately to present a professional appearance. The dress code also takes into consideration the needs of skill labs and host location requirements.

Punctuality

Employees are expected to be on time and to allow for preparation and cleanup of the work area. Staff are expected to inform the College if they expect to be delayed.

Intoxicants and the Use of Tobacco

The College is committed to providing a smoke and vape free environment, therefore, the College premises do not permit the use of smoke products and e-cigarettes within the campus.

The use of illegal drugs and/or alcohol on-site is forbidden. Staff, faculty members or students arriving in an intoxicated state will be asked to leave the premises. Intoxication will be considered grounds for dismissal.

DEGREE POLICIES - Health and Safety

HS101 Emergency Procedures

HS101	Health and Safety	Emergency Procedures
Handbook Inclusion	All	
Programs	All	
	Effective Date	April 2020
	Reviewed	April 2021, December 2024
	Accountable	Leadership Team
Documents/Forms		

Policy Statement

Western Community College (the College) has every desire to provide a safe work and educational environment and will make every reasonable effort to eliminate and/or control all accidents, fires, health, and occupational hazards to its staff and students. To accomplish this, the College will provide reasonable safeguards necessary to provide for personal protection and first-aid when required. To this end the College will maintain a health and safety program.

Scope

General Guidelines
Faculty will be accountable for the safety of the students under their supervision.

Faculty will receive the College health and safety procedural orientation and will be expected to effectively communicate these to their students. The goal is to:

- Establish and maintain a safe environment for staff and students.
- Eliminate workplace and classroom hazards.
- Practice accident prevention.
- Promote safety awareness and individual responsibility.
- Involve administration, faculty, and staff in safety planning and prevention
- Improve channels of communication.
- Encourage a healthy workplace and classroom environment.

Staff and students are expected to follow safety protocols and take an active part in protecting themselves and their colleagues. Appropriate safety equipment will be available on-site and will be serviced and used accordingly.

Procedure

The name of the Emergency Marshall is posted in a public place daily. This person is responsible for providing leadership during times of emergency.

Lock Down Procedures

Only College administrators can declare a campus lockdown. Staff and students will follow the directions of College administrators after a lockdown has been declared. Students will take direction from faculty in the classroom.

Staff Preparation and Procedures:

- Staff should be familiar with the location of rooms with locking doors.
- Staff should be familiar with the location of all exits from the school.
- Staff should be familiar with the safe and unsafe spots within each room.
- Ensure that the procedure is reviewed with students and that they understand the importance of following the direction of staff members.

When a Lockdown Occurs:

- A senior administrator ensures that all staff members are notified of the lockdown as quickly as possible.
- A senior administrator notifies police via 911 that an incident is in progress, giving as much detail as possible about the intruder.
- Staff members follow directions of the senior administrator.
- If staff and students are unable to exit the building, staff members will direct all to classrooms and other lockable locations.
- All people located in a classroom or other lockable location are to assume a crouched position against a wall or under tables or desks.
- Staff are to ensure that doors are locked, and lights turned off.
- Silence must be maintained.
- All are to remain in the building until directed otherwise by the senior on site police officer.

When a Lockdown is Over

- Follow the directions of first responders and police on site

Medical Emergency

- There is always a first-aid person on duty.
- In event of a possible medical emergency, call for the first-aid person.
    a. Follow instructions from the first-aid person.
    b. If asked to call 911, call 911 and be prepared to provide the following information to the 911 operator:
        i. Location
        ii. Ask for medical (the operator will ask for “police, fire, ambulance”);
        iii. Answer other questions as requested
        iv. Stay on the phone.

Attempt first aid ONLY if trained and qualified.

Fire Emergency

When fire is discovered:

- Activate the nearest fire alarm; and dial 911.
- Do not fight the fire.

Upon being notified about the fire emergency do the following:

- Stay calm and await instructions from the Emergency Coordinator or the designated College official.
- Or leave the building using the designated escape routes.
- Assemble outside the College and check that everyone has left the building.
- Remain outside until the fire department announces that it is safe to reenter.

Severe Weather and Natural Disaster

- Remain calm and await instructions from the Emergency Coordinator or the designated College official.
- When a warning is issued, seek shelter in small interior rooms on the lowest floor and without windows, hallways on the lowest floor away from doors and windows, and rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the threat is announced to be over.

Earthquake

- Stay calm and await instructions from the Emergency Coordinator or the designated College official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated College official.

Flood

If indoors, be ready to evacuate as directed by the Emergency Coordinator and/or the designated College Official. Follow the recommended primary or secondary evacuation.

HS102 Facility Use and Security

HS102	Health and Safety	Facility Use and Security
Handbook Inclusion	All	
Program	All	
	Effective Date	April 2020
	Reviewed	April 2021, December 2024
	Accountable	Leadership Team
Documents/Forms		

Policy Statement

Western Community College (the College) takes every step possible to provide a secure learning environment. Facility security refers to the physical security of space and hardware, including access control mechanisms, visitor control, and maintenance of records, as well as the process for equipment/inventory control.

Scope

General Guidelines

- Staff and students are to take all necessary precautions for protecting themselves, their colleagues, and staff against harm.
- Students must always carry their College identification. All staff must wear their identification.
- If College identification is not on their person, staff and students must obtain a temporary pass from the College reception.
- Guests and contractors will sign in at reception and will be given a temporary identification card.
- Staff and students should never give out passwords or other personal information that would allow someone to log-in to the College network using staff or student identity.
- Lost or stolen identification cards should be reported to reception immediately.
- There is a replacement fee for lost or stolen staff or student identification cards.
- If staff or students see anything that appears unsafe or feels there is anything unsafe, it should be immediately reported to the front desk.

Security

Faculty and staff are familiar with the protocol for opening and closing all of the College facilities. All faculty and staff are responsible for securing the premises when they are the last to leave.

Facility and Room Use

All staff and students are expected to keep the College neat, safe, and clean.

HS103 Health and Safety

HS103	Health and Safety	Health and Safety
Handbook Inclusion	Staff & Faculty	
Programs	All	
	Effective Date	April 2020
	Reviewed	April 2021, December 2024
	Accountable	Leadership Team
Documents/Forms		

Policy Statement

Safety and appropriate hygiene at Western Community College (the College) and Work Experience premises is a priority. The College makes sure that the health and wellness of individual faculty, staff and students are observed, monitored, and supported through the care provided by assigned members of the administration.

Scope

General Guidelines

- First aid kits are readily available on-site and maintained once a month.
- An inspection of the premises is done on an annual basis by the Fire inspector.
- An inspection of the fire extinguishers is also done on an annual basis by the Safety Inspector.

Procedures

Faculty are required to introduce new students to the College's practices regarding safety, first aid, fire escape routes and building safety. Escape route diagrams outlining exit routes are located in all classrooms, skill laboratories, washrooms, and administrative areas.

In the case of any communicable illness, students may not attend any Work Experience placement sites. They are required to notify the Host, Work Experience Supervisor and the College.

Administration must be informed immediately of any injury or threat to the safety of students or employees. Emergency services are to be contacted immediately.

For Work Experience placements, students are expected to be familiar with, and follow the relevant policies, COVID related protocols and procedures of the host site

HS104 Sexual Misconduct and Harassment

HS104	Health and Safety	Sexual Misconduct and Harassment
Handbook Inclusion	All	
Programs	All	
	Effective Date	April 2020
	Revised	August 2026
	Accountable	Leadership Team
Documents/Forms	Incident Report Form	

Policy Statement

Western Community College (the College) recognizes and adheres to the provisions of British Columbia's Human Rights Code and is committed to providing a safe and respectful environment free from harassment and discrimination.

The College maintains a zero-tolerance approach to sexual harassment and discrimination in all administrative, academic, and work experience settings. This commitment applies to interactions and conduct occurring in person or online, on or off campus, and in connection with any College-related activity, program, event, placement, practicum, or other College-related setting.

Scope

This policy applies to all College community members, including students and alumni, staff, faculty, visiting faculty, clients, contractors, work experience site supervisors and employees, and volunteers. It applies to allegations of sexual misconduct or sexual harassment involving the College community, including conduct that occurred while the respondent was a member of the College community, whether or not the respondent remains a member.

This policy applies only in cases of Sexual Misconduct and Sexual Harassment. For all other complaints, see policy AC110 Dispute Resolution. This policy does not apply to criminal cases, nor does it remove any rights of the complainant or respondent to use the judicial system.

Definitions

For the purposes of this Policy, the following definitions apply. Where a term is defined by applicable legislation, the legislative definition prevails to the extent of any inconsistency.

1. Sexual Misconduct

Sexual Misconduct has the same meaning as in the Sexual Violence and Misconduct Policy Act and includes:

(a) sexual assault;

(b) sexual exploitation;

(c) sexual harassment;

(d) stalking;
(e) indecent exposure;
(f) voyeurism;
(g) the distribution of an intimate image, within the meaning of the Intimate Images Protection Act, without the consent of the individual depicted in the image;
(h) an attempt to commit an act of sexual misconduct; or
(i) a threat to commit an act of sexual misconduct.
Sexual misconduct may occur in person or through electronic, digital, online, or other technological means.

2. Sexual Harassment
Sexual Harassment means unwelcome comments or conducts of a sexual nature that may detrimentally affect an individual's learning or working environment or may lead to adverse consequences for the individual.

It may be verbal, non-verbal, physical, deliberate, or unintended. Whether conduct is unwelcome may be assessed from the perspective of a reasonable person in the circumstances.

This conduct may constitute discrimination contrary to applicable human rights legislation and is recognized as a form of sex discrimination under the British Columbia Human Rights Code.

The College's understanding of this conduct is guided by the Government of British Columbia's Harassment Definitions and applicable human rights principles.

3. Consent
Consent means the voluntary agreement to engage in the sexual activity in question. It must be freely given, present throughout the activity, and may be withdrawn at any time. Agreement to one sexual activity does not imply agreement to another. It is not valid where a person is incapable of making the decision or where agreement is obtained through coercion, abuse of trust, power or authority, or other circumstances recognized by law.

4. Complaint and Report
For the purposes of this Policy, a Complaint or Report means notification to the College of an alleged incident of sexual harassment or sexual misconduct.

A complaint may be made by the person who experienced the alleged conduct. A report may be made by that person or by another individual.

The College will respond to a complaint or report in accordance with the same response and investigation procedures set out in this Policy. The use of the term “report” rather than “complaint” does not limit the College's obligation to respond appropriately.

5. Complainant
Complainant means a person who makes a complaint under this Policy concerning alleged sexual

harassment or sexual misconduct.

6. Respondent
Respondent means a person who is alleged to have engaged in sexual harassment or sexual misconduct under this Policy.

7. Retaliation
Retaliation means any adverse action, reprisal, threat, intimidation, or other detrimental treatment directed toward a person because they made or participated in a complaint or report, disclosed information, provided information or evidence, or otherwise participated in a process under this Policy.

The terms used in this Policy will be interpreted consistently with applicable Canadian and British Columbia legislation and regulations, as amended from time to time. Where a definition in this Policy conflicts with applicable legislation, the legislation will prevail.

Procedure

How to make a complaint or report a sexual misconduct or sexual harassment

If you experience or witness sexual misconduct or harassment, you may report the concern to the President, Executive Vice President, Director of HR, Supervisor, or other designated College authority. Students may also report to the Student Services Director.

A person is not required to confront or communicate directly with the respondent before making a complaint or report. Where appropriate and reasonable in the circumstances, a person may choose to inform the respondent that the behaviour is inappropriate and unwanted, but this is not a requirement.

The person receiving the complaint or report will provide information about the available informal and formal resolution processes and will ensure that the matter is referred to the President or designate for review.

Reports or complaints should normally be made within 12 months of the alleged incident. The College recognizes that a person may require additional time before making a complaint or report and may accept a complaint or report made after 12 months where appropriate.

Where a formal process is initiated, the College will ensure that the appropriate Incident Report Form is completed and placed on the confidential file. The absence of a completed form will not prevent a person from making a complaint or report or from receiving appropriate support and information. Where a matter is resolved solely through an informal process, an Incident Report Form is not required.

Reports and complaints should, where possible, include the date, time and location of the incident, a description of the conduct, the individuals involved, the names of any witnesses, and any other relevant information.

Where there is an **immediate threat to safety or violence**, the person should contact emergency

services (911) and/or other appropriate emergency assistance before, or in addition to, making an internal complaint or report. The College will take reasonable steps to protect the privacy of individuals involved and to address immediate safety concerns.

1. Receipt and Initial Review of a Complaint or Report
The President is responsible for receiving, reviewing and overseeing complaints and reports of alleged sexual misconduct or sexual harassment.

The President may designate an appropriately qualified member of the Leadership Team or another appropriately qualified person to assist with or conduct the review or investigation. Any person appointed to review or investigate a complaint or report must be impartial and free from any actual or reasonably perceived conflict of interest.

Where a complaint or report concerns the President, the matter will be directed to the most senior member of the Leadership Team who has no actual or reasonably perceived conflict of interest. Where no appropriate Leadership Team member is available, the matter will be referred to an appropriately qualified external person.

In carrying out the initial review, the President or designate will:

- review the complaint or report and determine whether the matter falls within the scope of this Policy;
- determine the appropriate process for addressing the matter;
- assess any immediate safety concerns and determine whether interim measures or other immediate steps are appropriate;
- where a police or other legal investigation is underway, communicate and cooperate with the appropriate authorities as required by law and, where appropriate, consult with those authorities regarding the College's process; and
- ensure that the complainant and, where appropriate and consistent with privacy and procedural fairness requirements, the respondent are informed of the applicable process and next steps.

1.1 Interim Measures
Where appropriate, the College may implement interim measures at any stage of the process to address immediate or ongoing safety concerns, protect individuals involved, prevent further misconduct or retaliation, or support the continued participation of the complainant or respondent in the College community while the matter is being addressed.

Interim measures may include, as appropriate:

1. changes to class schedules, work assignments, reporting relationships or other arrangements;
2. restrictions on contact or communication between individuals;
3. changes to access to college facilities or activities;
4. academic or workplace accommodations;
5. safety planning or other appropriate support measures; and
6. other reasonable measures appropriate to the circumstances.

Interim measures are not disciplinary findings and will not be treated as a determination that the alleged misconduct occurred.

2. Resolution Options

Following the initial review, the matter may be addressed:

(a) through an informal resolution process, where appropriate and where the parties are willing to participate; or

(b) through a formal investigation and resolution process.

The College will not require a complainant to participate in an informal resolution process. A complainant may request a formal process.

The College may determine that a formal investigation is appropriate or necessary based on the circumstances, including the nature or seriousness of the allegations, safety concerns, or other obligations of the College.

The complainant may discuss with the President or designate the outcome they are seeking and potential resolution measures, where appropriate.

The complainant will also be informed that they may have the right to report the matter to the police or another appropriate public authority. The College will not prevent or discourage a person from contacting an appropriate public authority.

3. Informal Resolution

Where an informal resolution process is appropriate and the complainant and respondent agree to participate, the President or designate will explain the process to the parties and facilitate an appropriate resolution.

Informal resolution may include facilitated communication, an agreement between the parties, educational or restorative measures, changes to working or learning arrangements, or other appropriate measures.

Informal resolution will be voluntary and appropriate to the circumstances. The complainant will not be required to meet or communicate directly with the respondent. Where communication between the parties is appropriate, it may be facilitated by the College.

The complainant and respondent may each have a support person present during meetings.

The President or designate will maintain an appropriate confidential record of the informal process and any agreed resolution. If informal resolution is unsuccessful, discontinued, or does not result in an acceptable resolution, the matter may proceed to a formal investigation in accordance with this Policy.

4. Formal Investigation

A formal investigation may be initiated at the request of the complainant, where the respondent does not agree to an informal resolution, where informal resolution is unsuccessful or discontinued, or where a formal investigation is determined to be appropriate or necessary.

The investigation will be conducted by the President or designate in a fair, impartial and timely manner.

The investigator will:

(a) meet separately with the complainant and respondent;

(b) provide each party with a reasonable opportunity to provide relevant information and identify witnesses or other evidence;

(c) interview relevant witnesses or other persons, as appropriate;

(d) review relevant documents, communications and other available evidence; and

(e) maintain appropriate records of the investigation.

The complainant and respondent may each have a support person present during meetings. The support person may provide emotional or practical support but will not speak on behalf of the complainant or respondent or interfere with the investigation.

The complainant and respondent will be given a reasonable opportunity to respond to the allegations and to relevant information that may affect the findings.

The investigator will assess the evidence and determine whether it is more likely than not that the alleged sexual misconduct or sexual harassment occurred.

5. Investigation Report and Findings

The investigator will complete the investigation and prepare a written report within 30 days of the initiation of the formal investigation. Where additional time is required due to the complexity of the matter or other exceptional circumstances, the timeframe may be extended. The complainant and respondent will be informed of the extension and the reason for it.

The report will set out:

(a) the allegations considered;

(b) the relevant information and evidence;

(c) the findings of fact; and

(d) the investigator's determination regarding whether the allegations are established.

The complainant and respondent will each be provided with a copy of the investigation report, subject to applicable privacy, confidentiality and legal requirements. The College is not required to disclose confidential information about another individual or information that cannot lawfully be disclosed.

6. Resolution and Outcome

The President, or the person designated to oversee a matter involving the President, will review the investigation findings and, where appropriate, consult with members of the Leadership Team who did not participate in the investigation and who have no actual or reasonably perceived conflict of interest. The President or designated decision-maker will determine what, if any, disciplinary, corrective, educational, protective or other measures are appropriate.

Measures may include, as appropriate:

(a) disciplinary action;

(b) changes to academic, work, reporting or supervisory arrangements;

(c) restrictions on contact or access;

(d) educational or training requirements;

(e) support or accommodation measures; or

(f) other measures reasonably necessary to address the findings and prevent recurrence.

Any disciplinary action will be taken in accordance with applicable College policies, employment requirements, contractual obligations and applicable law.

7. Follow-Up

The College will:

- ensure that agreed resolutions and approved measures are implemented;
- where sexual misconduct or harassment is established, take reasonable steps to ensure that the conduct has stopped and to prevent recurrence;
- provide the complainant with an opportunity to raise any continuing concerns regarding the outcome or implementation of the resolution or measures;
- take reasonable steps to address continuing concerns regarding safety or retaliation;
- maintain appropriate records in accordance with applicable privacy, records-management and legal requirements; and
- take reasonable steps to protect the privacy of individuals involved throughout the process.

Disciplinary Measures

Any College community member found to have committed sexual misconduct or sexual harassment may be subject to one or more disciplinary or other measures, as appropriate to the circumstances, including the nature and seriousness of the conduct and its impact on the complainant or the College community.

Measures may include:

- verbal or written warning;
- adverse performance evaluation;
- changes to academic, work, reporting or supervisory arrangements;
- suspension or other restrictions on participation in College activities or programs;

- for employees, demotion, suspension or dismissal;
- for students or other College community members, temporary or permanent suspension from participation in college programs or activities; and
- other appropriate disciplinary measures, up to and including expulsion from a program or the College or dismissal from employment.

Any disciplinary action will be taken in accordance with applicable College policies, employment requirements, contractual obligations and applicable law.

Appeal Process
The decision of the President or designate regarding the outcome of a complaint or report under this Policy is final.

Confidentiality and Privacy
The College will take reasonable steps to protect the privacy of individuals involved in a complaint, report, investigation or resolution process and will handle personal information in accordance with the Personal Information Protection Act (PIPA) and other applicable privacy legislation.

All participants in a process under this Policy are expected to respect the privacy and confidentiality of information obtained through their participation and must not disclose such information except as permitted or required by law.

The College will maintain and retain records relating to complaints, reports, investigations and resolutions in accordance with PIPA, applicable records-management requirements, and other applicable legal requirements.

Implementation
The College will:

- make this Policy available to all members of the College community, including by publishing it on the WCC website and in the HR system;
- provide new employees with an orientation that includes information about this Policy;
- require contractors, where appropriate, to comply with this Policy as a condition of their contractual arrangements with the College; and
- implement prevention and education initiatives to support students and other College community members in understanding their rights and responsibilities, recognizing risks of sexual misconduct, safety planning, consent, and active bystander intervention.

Review

The Leadership Team will review this Policy at least every three years and sooner where required by changes in legislation or regulatory requirements.

Revisions will be documented and communicated to the College community, as appropriate.

HS105 Self-Harm Prevention Protocol

HS105	**Health and Safety**	**Self-Harm Prevention Protocol**
Handbook Inclusion	Staff and Faculty	
Programs	All	
	Effective Date	April 2020
	Reviewed	April 2021, December 2024
	Accountable	Leadership Team
Documents/Forms		

Policy Statement

All Western Community College (the College) staff are responsible for safeguarding the health and safety of students. All staff are expected to exercise sound professional judgment, to err on the side of caution and demonstrate extreme sensitivity throughout any crisis.

Self-harm threat is a verbal or non-verbal communication that the individual intends to harm themselves.

Scope

General Guidelines

As part of their orientation, all College personnel will be informed of the signs of depression or self-harm.

If a student or staff member discloses thoughts of self-harm or reports a self-harm attempt to a student or staff member of the College, that member will immediately notify an available senior college administrator.

Any staff member who is originally made aware of any threat or witnesses any attempt towards self-harm, that is written, drawn, spoken, or threatened, will immediately notify an available senior college administrator.

The disclosure should be documented using the incident form and steps taken.

Procedure

<u>Self-Harm Threat</u>

Any threat in any form must be treated as real and dealt with immediately. No person should be left alone, nor confidences promised.

- The staff member who learns of the threat will locate the individual and arrange for or provide constant adult supervision.

- The staff member will immediately inform an available senior college administrator.
- The appropriate authorities will be notified.
- The appropriate staff or approved agency provider will determine risk and intervention needed by interviewing the individual.
- The College will gather statements from staff or others who witnessed the threat and document in writing all actions taken and recommendations.
- The senior college administrator will contact the parent/guardian/partner and apprise them of the situation.
- If the individual is known to be currently in counseling, the President will attempt to inform their treatment provider.
- A report will be filed with the President.
- The College will require medical clearance prior to the individual's return to the College.
- All documentation with respect to the threat will be placed in a file in a secure and appropriate location.

Self-Harm Attempt or Act

- The staff member first on the scene must call for help from another staff member and follow emergency medical procedures.
- 911 will be called.
- The staff member will immediately inform an available senior college administrator.
- Staff members will move all other students and staff out of the immediate area and arrange appropriate supervision.
- The College will gather statements from staff or others who witnessed the threat and document in writing all actions taken and recommendations.
- In consultation with the appropriate authorities the senior college administrator or President and will contact the parent/guardian/partner and apprise them of the circumstance.
- If the individual was a student is known to be currently in counseling, the President will attempt to inform their treatment provider of what occurred, and the actions taken.
- The President will request written documentation from any treating facilities prior to the individual's return to the College.
- All documentation with respect to the threat will be placed in a file in a secure and appropriate location.

HS106 Work Experience Incident

HS106	Human Resources	Work Experience Incident
Handbook Inclusion	All	
Programs	All	
	Effective Date	April 2020
	Reviewed	April 2021, December 2024
	Accountability	Leadership Team
Documents/Forms		

Policy Statement

Western Community College (the College) is prepared for emergencies. If an incident occurs, the seriousness of what is heard and seen must be assessed and responded to in a calm directed manner and, if appropriate, administer first aid. A responsible host employee must be sought for assistance.

Scope

General Guidelines
The President, the Dean of Programs, or the College reception must be informed immediately regarding any emergency, work experience concern or crisis. Have the following information ready when phoning:

- Your current location.
- Your full name and phone number.
- Be able to answer the following – Who, what, where, why, when.

If you are working on your own, ascertain options and consider the safety of those around you and of yourself then

- Call 911; or
- Call a supervisor (list above) as soon as possible to report the incident; or
- Clarify what the next step should be.

HS107 Critical Incident and Crisis Management Policy

HS107	**Health and Safety**	**Critical Incident and Crisis Management**
Handbook Inclusion	Staff and Faculty	
Programs	All	
	Created/Effective Date	January 2025
	Reviewed	January 2025
	Accountable	Leadership Team/CIRT
Documents/Forms		

Purpose

The purpose of this policy is to establish a framework for effectively managing critical incidents and crises at Western Community College (WCC).

Policy Statement

To ensure the safety and well-being of students, staff, and visitors, minimize disruption to college operations, and protect the institution's reputation, WCC has instituted this policy and created a Critical Incident Response Team (CIRT).

WCC is committed to:

- Ensuring the safety and well-being of all members of the college community.
- Responding promptly and effectively to critical incidents and crises.
- Maintaining clear communication channels during emergencies.
- Providing resources and support to those affected by such events.

Definitions:

- **Critical Incident:** An event or situation that poses a significant risk to the safety, security, or operation of WCC and requires immediate action.
- **Crisis:** A situation that escalates beyond a critical incident and threatens the long-term functional operations, reputation, or survival of WCC.
- **Critical Incident Response Team (CIRT):** Appointed members within the College's community to oversee management of facilities and operations during critical incidents and crises experienced by the college.

Scope

This policy applies to all WCC campuses, employees, students, contractors, and visitors. It covers critical incidents and crises, including but not limited to natural disasters, health emergencies, violent incidents, cybersecurity threats, and infrastructure failures.

General Guidelines

Roles and Responsibilities

Critical Incident Response Team (CIRT):

- Composition: The team will include senior management, campus managers, security personnel, and relevant department heads.

Responsibilities:

  - Assess the situation and determine the appropriate response level.
  - Coordinate and oversee the response to critical incidents.
  - Communicate with internal and external stakeholders.
  - Document actions taken and review outcomes post-incident.

Campus Managers:

- Ensure that emergency procedures are in place and communicated to staff and students.
- Act as the on-site coordinator during a critical incident.

Employees:

- Familiarize themselves with emergency procedures.
- Follow instructions from CIRT and emergency personnel.
- Report critical incidents promptly to campus managers or security.

Students and Visitors:

- Follow emergency instructions from WCC staff.
- Report any safety concerns or incidents immediately.

Procedure

Preparation and Prevention:

- Conduct regular risk assessments to identify potential threats.
- Maintain and review emergency response plans annually.
- Provide regular training and drills for staff and students.

Response:

- Upon identification of a critical incident, notify CIRT immediately.
- Activate the emergency response plan.

- Communicate with stakeholders through designated channels, ensuring timely and accurate updates.
- Provide support services to those affected, such as medical assistance (First Aid) or counselling.

Recovery:

- Assess the impact of the incident and implement measures to resume normal operations.
- Review the response and identify lessons learned.
- Update emergency plans and procedures based on the review.

Communication

- WCC will maintain a communication plan to ensure timely dissemination of information during emergencies.
- Designated spokespersons will communicate with media and external agencies.
- Internal updates will be provided via email, text messages, and campus announcements.

Training and Awareness

- Mandatory emergency preparedness training will be provided for all employees annually.
- Students will receive an orientation on emergency procedures at the start of their program.

Compliance Failure to comply with this policy may result in disciplinary action for employees and students, as applicable.

Review and Updates This policy will be reviewed every two years or after a significant critical incident, whichever comes first.

Approval and Authority This policy is approved by the President of Western Community College and will be enforced by the Critical Incident Response Team.