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1. Overview

The academic experience at Georgian College is focused on student-centred learning, support for student success, academic integrity and excellence. The academic regulations are based on accountability for academic standards and integrity of course credits and program credentials. The student’s success at Georgian will be enhanced and guided by these regulations, enabling a smooth path through the academic process and their ability to navigate through exceptions and unique situations.

These regulations apply to all students and all academic and related experiences offered by Georgian College. Students are required to be familiar with these regulations and reference them for those occasions when they have questions about their progress or when circumstances may arise. Lack of knowledge of these regulations, particularly when it pertains to academic misconduct, does not constitute a valid defence against action by the college.

A number of non-academic regulations govern student life and conduct at Georgian College. All regulations are available on Georgian’s website: GeorgianCollege.ca/admissions/academic-regulations (https://www.georgiancollege.ca/admissions/academic-regulations/). Information about the situations in which these regulations apply and the regulations themselves may be obtained through program co-ordinators, student success advisors, academic officers, the Georgian College Students’ Association (GCSA), student success counsellors, staff in the Office of the Registrar or other staff members. In addition to Georgian’s regulations, all students are subject to both criminal and civil law, as enacted by local, provincial and federal governments. The college co-operates fully in situations that fall under these jurisdictions, but also reserves the right to apply its own regulations, policies and procedures independent of the processes or outcome of processes required by these jurisdictions.

1.1 Glossary of terms

Below are terms, words and abbreviations that are used throughout the regulations. Definitions have been provided to give a clear understanding of their meaning and to ensure a consistent interpretation by students, faculty and employees.

- Academic planning timelines – the official timelines and deadlines that organize the academic year
- Academic promotion – determining if a student has met the required academic performance to advance to the succeeding term
- Academic regulations – the rules, processes and policies that guide the college and students as it pertains to the academic year
- Academic standing – the academic status of the student, a mathematical calculation based on their performance in courses for the term just completed. This includes Good Standing, Probation, Academic Warning, Suspension and Academic Dismissal
- Academic year – the academic year runs from the beginning of September to the end of August. The official dates are outlined in the Academic Planning Timelines
- Banner – this is the student information system that is used by the College for admission decisions, registration, records management, academic standing, fees, and graduation
- Blackboard – is the system the College uses for online teaching, learning, community building, and knowledge sharing
- Clinical placement – unpaid placements in health programs, which help students develop skills in the workplace relevant to their program of study. The placements can vary from one-day placements to full semester placements
- Co-op – co-operative education integrates academic studies with work experience. Work terms are four months long; one semester
- Faculty – this is the academic leader of an approved college course and includes professors, instructors, technicians, and technologists
- Field placement – unpaid work in community safety, human services, and in specific tech or other programs
- Practicum – unpaid supervised practical experience in the workplace relevant to academic studies
- IRCC – Immigration, Refugees and Citizenship Canada. This is a government agency that looks after all of the regulations around international students and how long they can study in Canada, and work during and after studies in Canada
- Instructor – the faculty teaching a course
- Official – this refers to something that has approval or authority. It refers to documents, transcripts, dates, procedures and communications that have come directly from the source
- Pre-requisites – some courses in a program must be completed before the subsequent courses can be taken
- Program change – process of moving the student from one program to another or change semesters/progression within the same program
- Progression – how a program is sequenced at a course and semester level. Progression is stated on the program outline
• Semester – refers to the specific grouping of courses that a student is recommended to take in a particular term. For example, semester 1 of the program contains 6 specific courses, semester 2 contains 6 different specific courses. Typically, a 2-year program has 4 semesters and a 3-year program has 6 semesters

• Sequencing – changing program progression. Putting semesters in a different order. This results in a progression change

• Term – this refers to the four-month period in fall (Sept–Dec), winter (Jan–April) or summer (May–August)

• Withdrawal – student has chosen to either withdraw from some courses, or their entire program. Official deadlines for withdrawal are in the Academic Planning Timelines. Depending on the time of the withdrawal, it can include a financial adjustment.
2. Admissions and transfer credit

Georgian’s Admission regulations ensure that all applications are considered fairly and equitably. The regulations apply the principles of the Ontario Human Rights Code, the Ontario Ministry of Colleges and Universities (MCU) regulations and the directives of the Board of Governors of Georgian College.

2.1 Full-time and part-time credit program application process

Domestic students applying to full-time studies at Georgian College must submit a completed application to the Ontario College Application System (OCAS) (https://www.ontariocolleges.ca/en/) at ontariocolleges.ca (https://www.ontariocolleges.ca/en/) and pay the application fee. OCAS (https://www.ontariocolleges.ca/en/) receives and records applications and offers. The applicant must also confirm the offer at OCAS (https://www.ontariocolleges.ca/en/).

New students to Georgian College who have prior post-secondary education or life skills and wish to apply to an advanced semester must also apply through OCAS. See section 2.12: Advanced Standing.

Part-time students at Georgian College who are interested in applying for full-time or part-time (credit) programs must follow the OCAS application process if that program is listed on OCAS (https://www.ontariocolleges.ca/en/). If it is not on OCAS (https://www.ontariocolleges.ca/en/) a paper application and fee is processed with the Office of the Registrar. In some cases where English is the only criteria for admission, applicants may enrol in course(s) directly without an application or fee. Part-time student status does not provide preferred access to a full-time program.

To apply to full and part-time programs, a student must be 19 years of age by the time they wish to begin their studies or have a Grade 12 diploma. International students with a Grade 12 diploma who are under 17 years of age must have a designated custodian in Canada. This process must be completed at the time of the study permit application. Proof of custodianship is required before the start of studies. Final or conditional offers of admission are sent only to those applicants who meet admission requirements.

2.1.1 Part-time non-credit program application process

Applications for part-time studies (non-credit) programs are not made through OCAS (http://www.ontariocolleges.ca/). Students can register online via the Part-time Studies website (https://www.georgiancollege.ca/academics/part-time-studies/) or contact the Office of the Registrar at 705-728-1968. Please check individual program outlines for additional requirements and application procedures.

2.1.2 Application process – International students

International applicants are persons holding citizenship in another country and do not have status in Canada as a citizen or permanent resident. All international applicants who wish to study at Georgian College must apply online using the Ontario College International Application System (IAS).

• International applicants without an agent representative must apply through the IAS Applicant Portal directly.

• International applicants represented by an Agent should have the Agent submit the application through the IAS Agent Portal.

Original or certified copies of all required documentation and academic records must be uploaded with the application information submitted in IAS. Applicants must provide proof of graduation, subjects taken, and grades received. For documents that are not in English, certified translated copies must be provided. Please note that some programs have additional selection requirements such as tests, resumés, portfolios, and letters of intent. An application fee is required at the time of application submission. For international applicants whose first language is not English, see section 2.5: English language proficiency. For program availability and general inquiries, email: international@GeorgianCollege.ca.

For international applicants represented by an agent: Prior to registration, agents are authorized by the applicant to make any decisions and declarations regarding the student’s admission application and any applicable refunds. After registration, all authorization and decision-making transfers to the student. At the point of submitting an application for admission, the agent is agreeing that:

• the information in the application is true and complete, and

• the applicant has reviewed and verified the application information, and

• any false or incomplete information submitted in support of the application may invalidate the application and offers may be rescinded and this rescission may take place at any time during the application process or enrolment, and

• they authorize the college to collect and store the applicant’s personal information, and they authorize the college to release and obtain information from Immigration, Refugees and Citizenship Canada (https://www.canada.ca/en/immigration-refugees-citizenship.html) (IRCC) related to the applicant’s study permit/visa, and

• all documentation submitted to the college will not be returned, and

• the applicant has reviewed and understands the refund policy at Georgian College (Section 3.5.2.2: Refunds – International students).
Study Direct Stream (SDS): International students applying through the SDS program from India, China, Vietnam or Philippines should note that the SDS International English Language Testing System (https://www.ieltscanada.ca/) (IELTS) requirements are 6.0 with no score less than 6.0 in any of the four bands. For programs listing a higher IELTS requirement, the higher score will be required for admissions. Priority for applicants will be given to those who meet SDS requirements.

**Refugee or Protected Persons:**

International students applying as Convention Refugee, Refugee claimants, or Protected Persons shall be categorized as international students until official proof of Refugee / Protected Persons status is received. Unless the student is a permanent resident or Canadian citizen, a study permit is also required to register in education or training courses that last more than 6 months in duration. Please also see section 3.1: Tuition and fees for information on tuition fee categories and exemptions.

Refugee or Protected Persons must apply through the OCAS (https://www.ontariocolleges.ca/en/) International Application System (https://www.ontariocolleges.ca/en/apply/international-applicants/) (IAS), indicate Refugee or Protected Status under the Citizenship section, and upload required documentation listed above (see section 2.1.2: Application process – International students). If it is found that false information was given on the admission application, students may be charged with academic misconduct for fabrication (see section 8: Academic Integrity) and are subject to penalties under these regulations as well as the Student Code of Conduct. Information will also be reported to IRCC.

**Deferral requests (for new semester 1 students):**

Eligible international applicants starting their first semester at the college may request a deferral to the same program in the next available intake using the International Request for Deferral Form. Eligibility requirements are as follows:

- Must have paid full tuition deposit
- Must be the first deferral request (can only request one deferral)
- Must be for the same program in a future intake

International applicants who wish to defer beyond the first request, or applicants who wish to change programs, must submit a new admissions application. Exceptional circumstances may be considered. Applicants may be required to produce additional documentation in support of the request. Please consult with your agent or counsellor about program availability. All paid deposits will transfer with the applicant’s status, if the deferral request is approved.

**Program Change requests (for new semester 1 students):**

Eligible international applicants who are starting their first semester at the college and have paid the full tuition deposit may request a program change for the current intake or a future intake by submitting the International Program Change Request Form. An applicant who requests to defer the intake and change programs will be considered as a new applicant requiring a new assessment. Applicants may be required to produce additional documentation in support of the change request. Please consult with your agent or counsellor about program availability. All paid deposits will transfer with the applicant’s status, if the request is approved.

**2.1.3 Deadlines**

Applicants are urged to submit their application as early as possible as some programs may require them to take part in an information session, write a selection test(s), submit a resume/portfolio or other documents. For highly competitive programs, applications received by February 1 each year will be considered equally. For offer of admission process deadlines (see section 2.15: Offer of admission (acceptance letter) and Accepting the Offer).

Applications received after February 1, will be processed on a first-come, first-served basis. To find out which programs are open, waitlisted or closed, domestic applicants should visit OCAS (http://www.ontariocolleges.ca/), contact the inquiry line toll-free at 1.888.892.2228, or contact Georgian College directly at 705.728.1968 or admissions@georgiancollege.ca. International applicants should email: international@GeorgianCollege.ca (%E2%80%AFinternational@GeorgianCollege.ca).

**2.2 Basic admissions requirements**

For all programs, the admissions and selection requirements noted on the program outline in addition to those listed here must be met in order to gain final admission into the program. Applicants must possess one of the following requirements to be eligible for admission to most certificate and diploma programs:

**Secondary school applicants:**

- Ontario Secondary School (OSS) curriculum: Ontario Secondary School Diploma (OSSD) or equivalent, with courses at the college (C), university (U) or university/college (M) level

**Non-secondary school applicants (19 years or older).** Mature applicants must meet all course and additional admission requirements listed on program outlines:

- Specific credit courses taken at Georgian College
- Equivalent courses taken through secondary school or Independent Learning Centres (at the general, advanced, college or university level)
• Academic and Career Entrance Certificate (ACE) courses available at most Georgian campuses
• Mature student testing that meets the minimum standards for admission available through most testing services at Georgian campuses
• Ontario High School Equivalency Certificate (GED) testing only available for select admission requirements
• Credit courses taken through accredited colleges/universities to meet select admission requirements.

Home schooled applicants:
Applicants who have been educated in a home school system at the Grade 12 level, may apply to Georgian College for post-secondary programs. All specific course requirements for a particular program must be met. When official transcripts from college-approved institutions cannot be used to meet entrance requirements for home schooled applicants, equivalency testing may be available for certificate or diploma programs. In these cases, the Communications Placement Assessment (CPA) tests for both mathematics and English will be considered. For equivalency in other subject areas or for degree programs, students must complete course work prior to being admitted. Challenge exams for some science courses may be available upon request.

Graduate certificate and degree programs:
Admissions requirements for graduate certificate programs vary and may require a recognized college diploma, advanced diploma or a bachelor's degree.

Degree programs require an OSSD with six Grade 12 U or M level courses. Most degree programs have specific grade point average (GPA) requirements. Previous grades of less than 60 per cent at the post-secondary level will be reviewed as part of the admissions process.

2.2.1 Mature applicants to post-secondary certificate and diploma programs
Non-secondary school applicants who are 19 years of age or older by the first day of classes, who do not have the academic entrance qualifications, may be considered for entrance to an appropriate post-secondary diploma or certificate program as mature applicants. Mature applicants must meet all program-specific prerequisites including all courses listed for each program, and all selection criteria. Applicants who are unsure whether they meet admission requirements should contact the Office of the Registrar. In addition, those applying as mature students and having no documentation of Grade 12 education must supply, if required, proof of age, such as a copy of an official birth certificate or driver’s licence. Refer to section 2.6: Other admission requirements for further details.

2.2.2 Mature applicants to degree programs
Mature applicants applying to a degree program must meet all of the following criteria:

• Be 19 years of age by the program start date (mature applicants to BScN must be 21 years of age)
• Have not attended post-secondary institutions
• Meet all course-specific admission requirements, or equivalents, for the degree
• Must have demonstrated potential for success in degree studies through academic accomplishments.

The following documents are required from mature applicants applying to degree programs:

• Official secondary school transcript(s)
• Supplemental Education Form or the BScN Supplemental Form (Note: Withholding information can result in offers being rescinded or students withdrawn from their programs.)
• Depending on the program applied to, mature applicants may also be required to provide at least one of the following:

• Resume outlining work and volunteer experience (since full-time attendance at school) and/or
• Letter of intent and/or
• Other supporting documentation.

Meeting the minimum requirements for admission does not guarantee admission to a degree program.

2.2.3 College/University applicants to degree programs
College/University applicants are those who have completed post-secondary education at an accredited institution and are able to demonstrate potential for success in degree studies through academic accomplishments. Minimum GPA of 60 per cent, including all attempted courses, is required for most programs (BScN applicants must have no grades below 60 per cent within the last 5 years). Competitive programs may require higher GPA and specific course grades for admission. Applicants demonstrating academic performance below 60 per cent may be required to submit a letter outlining exceptional circumstances and any other supporting information/documentation contributing to the applicant’s academic record.
The following documents are required from transfer applicants to degree programs:

- Official transcript(s)
- Supplemental Education Form or the BScN Supplemental Form, disclosing all post-secondary institutions attending (Note: Withholding information can result in offers being rescinded or students withdrawn from their programs.)
- Depending on the program applied to, transfer applicants may also be required to provide at least one of the following:
  - Resume outlining work and volunteer experience (since full-time attendance at school) and/or
  - Letter of intent and/or
  - Other supporting documentation.

Meeting the minimum requirements for admission does not guarantee admission to a degree program.

2.3 Learning skills
While academic achievement is of major importance in the admissions process, other skills such as being able to work independently, participating on a team, being well-organized, developing good work habits, and showing initiative, are those that result in the greatest success in college. By contrast, students lacking these skills are less likely to become well-integrated into college programs and are more likely to leave without completion. Applicants are encouraged to develop these skills and attitudes before beginning their college programs.

2.4 College preparatory programs/academic and career preparation
Applicants who have successfully completed college preparatory programs and Academic and Career Entrance (ACE) upgrading are eligible for admission to post-secondary diploma or certificate programs (not applicable to degree or graduate certificate programs) provided that admission requirements and deadlines have been met (not applicable to highly competitive post-secondary programs).

ACE Math AACE1003 does not meet the Grade 12 C level math requirement.

2.5 English language proficiency
The language of instruction at Georgian College is English. In addition to the academic admission requirements, all applicants for whom English is not their first language and/or are coming from countries where English is not an official language, must provide proof of language proficiency. Applicants must meet ONE of the following criteria to meet Georgian’s language proficiency requirements (see specific language requirements below for some programs):

- Must have completed three full years of study at the secondary school (high school) level in English in a country where English is a primary language (four years are required for BScN, Pharmacy Technician, and Addictions: Treatment and Prevention), OR
- Must have completed one full year of study in an accredited post-secondary program in English in a country where English is a primary language (not applicable to BScN), OR
- Must have an Ontario Secondary School Diploma (or Canadian provincial equivalent) and English credit (Grade 12 U, M or C) issued by a public or Catholic school board (not applicable to BScN), OR
- Provide proof of graduation from one of the authorized Georgian College partner school pathway programs (https://www.georgiancollege.ca/admissions/credit-transfer/incoming-articulations/) (not applicable to BScN), OR
- Must have completed three years of study at a secondary private school in Ontario and received an Ontario Secondary School Diploma and English credit (Grade 12 U, M or C).

International students applying through the Student Direct Stream (SDS) should be aware that the SDS International English Language Testing System (IELTS) requirements are 6.0 with no score less than 6.0 in any of the four bands. For programs listing a higher IELTS requirement, the higher score will be required for admissions. Priority for applicants will be given to those who meet SDS requirements.

If an applicant does not meet any of the above criteria, they will be required to submit an acceptable English language proficiency test with the appropriate score. Final admission will not be granted until this requirement has been met. English language tests older than two years will not be considered. Acceptable language tests include, but are not limited to:
<table>
<thead>
<tr>
<th>Examinations</th>
<th>Diploma/Certificate</th>
<th>BScN</th>
<th>Pharmacy Technician</th>
<th>Degree Studies</th>
<th>Addictions: treatment and prevention</th>
<th>Graduate Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL Internet-based test (IBT)</td>
<td>79</td>
<td>89(^1)</td>
<td></td>
<td>91(^1) (minimum bands of 23 in Speaking, 25 in Writing, 22 in Reading and 21 in Listening)</td>
<td></td>
<td>89(^1)</td>
</tr>
<tr>
<td>TOEFL Paper-based test</td>
<td>550</td>
<td>580</td>
<td>580</td>
<td>580</td>
<td>N/A</td>
<td>580</td>
</tr>
<tr>
<td>IELTS Academic only</td>
<td>6.0</td>
<td>7.0</td>
<td></td>
<td>6.5 (\text{(with no band less than 6.0)})</td>
<td>6.5</td>
<td>6.5</td>
</tr>
<tr>
<td>YELT</td>
<td>1-5</td>
<td>1-4</td>
<td>N/A</td>
<td>1-5</td>
<td>N/A</td>
<td>1-5</td>
</tr>
<tr>
<td>TOEIC</td>
<td>800</td>
<td>N/A</td>
<td></td>
<td>850</td>
<td>N/A</td>
<td>850</td>
</tr>
<tr>
<td>Graduate of Level 8 of Georgian’s EAPC - English for Academic Purposes</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td>Completion of level 8 with 75 per cent or higher</td>
<td>Completion of level 8 with 80 per cent or higher</td>
<td>Completion of level 8 with 80 per cent or higher</td>
</tr>
<tr>
<td>Canadian Academic English Language (CAEL)</td>
<td>60</td>
<td>N/A</td>
<td></td>
<td>N/A</td>
<td>60(^2)</td>
<td>N/A</td>
</tr>
<tr>
<td>Pearson Test of Academic English (PTE)</td>
<td>58</td>
<td>N/A</td>
<td></td>
<td>61</td>
<td>N/A</td>
<td>61</td>
</tr>
<tr>
<td>Cambridge English: Advanced (CAE)</td>
<td>170</td>
<td>N/A</td>
<td></td>
<td>175</td>
<td>N/A</td>
<td>175</td>
</tr>
</tbody>
</table>

\(^1\) Require minimum bands of 22 in Writing and 22 in Speaking

\(^2\) Minimum bands of 50

Below is a list of countries in which English is an official primary language. Applicants who are residents or have studied (in English) in these countries, are not required to present proof of English language proficiency (not applicable to Pharmacy Technician):

<table>
<thead>
<tr>
<th>Letter</th>
<th>Countries</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Anguilla, Antigua and Barbuda, Australia</td>
</tr>
<tr>
<td>B</td>
<td>Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands</td>
</tr>
<tr>
<td>C</td>
<td>Cameroon, Canada, Cayman Islands, Cook Islands</td>
</tr>
<tr>
<td>D</td>
<td>Dominica</td>
</tr>
<tr>
<td>F</td>
<td>Falkland Islands, Fiji</td>
</tr>
<tr>
<td>G</td>
<td>Gambia, Ghana, Gibraltar, Grenada, Guyana</td>
</tr>
<tr>
<td>I</td>
<td>Ireland</td>
</tr>
<tr>
<td>J</td>
<td>Jamaica</td>
</tr>
<tr>
<td>K</td>
<td>Kenya, Kiribati</td>
</tr>
<tr>
<td>L</td>
<td>Lesotho, Liberia</td>
</tr>
<tr>
<td>M</td>
<td>Malawi, Malta, Mauritius</td>
</tr>
<tr>
<td>N</td>
<td>Namibia, Nauru, Netherlands, New Zealand, Nigeria</td>
</tr>
<tr>
<td>P</td>
<td>Papua New Guinea, Philippines</td>
</tr>
<tr>
<td>R</td>
<td>Rwanda</td>
</tr>
<tr>
<td>S</td>
<td>St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Seychelles, Sierra Leone, Singapore, Solomon Islands, South Africa, Swaziland</td>
</tr>
<tr>
<td>T</td>
<td>Tanzania, Tonga, Trinidad and Tobago, Turks and Caicos</td>
</tr>
<tr>
<td>U</td>
<td>Uganda, United Kingdom, United States of America</td>
</tr>
<tr>
<td>Z</td>
<td>Zambia, Zimbabwe</td>
</tr>
</tbody>
</table>
Pharmacy Technician Diploma

This program is accredited by the Canadian Council for Accreditation of Pharmacy programs (CCAPP). CCAPP ensures that all accredited colleges meet the National Association of Pharmacy Regulatory Authorities (NAPRA) language proficiency. For more information, please refer to the website (http://napra.ca/pharmacy-technicians/language-proficiency-requirements-licensure-pharmacy-technician-canada/).

Applicants must meet ONE of the following criteria to meet Georgian’s language proficiency requirements for the Pharmacy Technician diploma:

• Must have completed four consecutive full years of study at the secondary school (high school) level in Canada in English, OR
• Completed an undergraduate degree from a university in Canada, whose instruction was provided in English, OR
• Submit an acceptable English language proficiency test with the appropriate score. Final admission will not be granted until this requirement has been met. English language tests older than two years will not be considered.

Acceptable language tests for the Pharmacy Technician program include:

• IELTS – (Academic). Score of 6.5 (with no band less than 6.0)
• TOEFL iBT (Internet) – Test of English as a Foreign Language. Score of 91 (minimum bands of 23 in Speaking, 25 in Writing, 22 in Reading and 21 in Listening).

2.6 Other admission requirements

Some post-secondary programs require special prerequisite courses, essays, resumés, testing, portfolios, minimum cut-off scores, or information sessions. These requirements are listed under the admission requirements, admissions details and selection process sections of each program outline. It is the responsibility of the applicant to complete these requirements as part of the admission process. The Office of the Registrar will inform applicants of any changes to admission requirements if they are not listed on the program outline during the application process.

2.7 Criminal record check and vulnerable sector check

Some College programs have a clinical or work/field placement component within their curriculum. Students in such programs may be required by host agencies or employers to provide a current criminal record check and vulnerable sector check from a police service before they may start their clinical or work/field placement. Individuals who have been charged or convicted criminally and not pardoned will be prohibited from proceeding to a clinical or work/field placement. Students should check their program outline for more information. As some jurisdictions require a long lead-time for processing, please check with the program co-ordinator to ensure sufficient turnaround time. These checks are required prior to the placement start. Many placements also require proof of up-to-date immunizations, see section 3.2.3.2: Immunization and placements.

Accordingly, if a student is registering in a program with a clinical or work/field placement component, it is the student’s responsibility to ensure that they are eligible to participate. Further, the College assumes no responsibility for these matters and students should be aware that tuition and related fees will not be refunded in the event that access to a clinical or placement course is denied. Students should be aware that some professions and licencing boards also have a criminal record check provision to ensure suitability to practice in the profession. Accordingly, it is recommended that students who have a criminal record contact the appropriate professional association or licensing agency prior to starting their college studies. The costs associated with the provision of the criminal record check are to be paid for by the student.

2.8 Practical experience

All co-operative education programs at the college contain mandatory work term experiences aligned with program learning outcomes. Co-op work terms are designed to integrate academic learning with work experience, supporting the development of industry specific competencies and employability skills.

Georgian College holds membership with, and follows, the co-operative education guidelines set out by the Co-operative Education Work Integrated Learning Canada (CEWIL) and Education at Work Ontario (EWO) as supported by the Ministry of Colleges and Universities.

Co-op is facilitated as a supported, competitive job search process. Students are required to complete a Co-op and Career Preparation course scheduled prior to their first co-op work term. Students engage in an active co-op job search that includes applying to positions posted by co-op consultants, and personal networking. Co-op work terms are scheduled according to a formal sequence that alternates academic and co-op semesters as shown in the program progression.

Programs may have additional requirements such as a valid driver’s licence, strong communication skills, industry specific certifications, and ability to travel. Under exceptional circumstances, a student may be unable to complete the program progression. Please refer to section 3.2.7: Changes in program, course, section or co-op, for details.

International co-op work terms are supported and encouraged, when aligned with program requirements.
Further information on co-op services (https://www.georgiancollege.ca/student-life/student-services/co-op-and-career-services/) can be found on the website.

2.9 Admissions requirements course equivalencies
To meet admissions requirements, students must have courses at the general, advanced, college or university level. Courses taken at a post-secondary institution will be considered on an individual basis, see section 2.12.6.1: Transfer credit/exemptions. Students must provide official transcripts and course descriptions for evaluation. Courses taken outside Ontario are evaluated based on the educational standards of that province or country. For further information, please email the Office of the Registrar at admissions@georgiancollege.ca.

2.10 Highly competitive programs
When there are more qualified applicants than spaces available in highly competitive programs, the college will use formal selection requirements and criteria to determine final selection, in accordance with the Ontario Human Rights Code (http://www.ohrc.on.ca/en/ontario-human-rights-code/) and Ministry of Colleges and Universities (MCU) policy.

Selection requirements and criteria are approved by the Ministry of Colleges and Universities (MCU) and include, but are not limited to, academic requirements and performance, testing, information session participation, portfolios, resumés, reports, physical health and age requirements. These requirements and criteria may vary from program to program. For programs requiring selection testing, a non-refundable testing fee is required. This fee must be paid at the time of scheduling the test. Students are notified of this fee once they apply to the college. The testing fee is non-refundable if the student chooses not to write, fails the test, does not meet admission requirements, does not receive an offer to the program, or chooses not to attend if accepted.

2.11 Priority of admissions
When a program is highly competitive, applicants will be admitted to the college in the following order, as required by the Ministry of Colleges and Universities (MCU):

1. Permanent residents of Canada
2. Citizens of other countries

2.11.1 International selection
When the college receives more qualified international (citizens of other countries) applicants than international spaces available, the college will use selection requirements and criteria to determine final selection. This means that the college is setting processing priorities based on academic quality of applicants and diversity of the international student body.

2.12 Advanced Standing
Advanced standing applies when a student is able to use a number of relevant post-secondary credits from recognized and accredited institutions and/or relevant life/learning experience toward course exemptions in a student’s Georgian College program to place the student in a semester beyond first semester. Receipt of advanced standing does not imply admission to a specific program. Applicants must apply through the standard application process and admission will be based on meeting admission requirements and space availability. See section 2.12.6: Assessment of previous learning.

2.12.1 Certificate to diploma
Applicants who are presenting an overall grade point average (GPA) of 60 per cent (C) or better will be considered for advanced standing, depending on the degree of affinity of the college program with Georgian’s program. Most courses are evaluated on an individual basis (see section 2.12.6.1: Transfer credit/exemptions).

2.12.2 Diploma to degree
For advanced standing to degree programs, graduates of either two- or three-year diploma programs may be eligible for individual or block transfer credits if they have an overall GPA of 70 per cent (B) obtained in the diploma program and the field of study. Credit may only be granted for courses with a grade of 60 per cent (C) or better; some program exceptions apply (see program outline). See section 2.12.6.1: Transfer credit/exemptions, for more information.

2.12.3 Degree to diploma/certificate
Applicants who are presenting an overall GPA of 60 per cent (C) or greater will be considered for advanced standing, depending on the affinity of the degree program with the diploma/certificate program; some program exceptions apply (see program outline). Most courses are evaluated on an individual basis (see section 2.12.6.1: Transfer credit/exemptions).

2.12.4 Degree to degree
Acceptance of transfer credits from degree programs shall be based on the recognition that, while learning experiences may differ in a variety of ways, their substance may be essentially equivalent in terms of their content and rigour. As often as possible, acceptance of transfer shall allow for
the maximum recognition of previous learning experience in degree-level courses. Graduates of either three- or four-year degree programs may be eligible for individual or block transfer credits if they have an overall GPA of 70 per cent (B) obtained in the degree program and the field of study. Credit may only be granted for courses with a grade of 60 per cent (C) or better; some program exceptions apply (see program outline). See section 2.12.6.1: Transfer credit/exemptions, for more information.

Subject to degree, grade and program requirements, any course offered for credit by one institution shall be accepted for credit by another institution when there is essential equivalency in course content.

2.12.5 Articulation and transfer agreements
Articulation and transfer agreements allow Georgian College graduates to enter programs at other institutions with transfer credits so that they do not have to repeat courses. To provide opportunities for advanced studies to our students and graduates, Georgian College has developed agreements with many institutions across the world. For more information, please visit the articulation page GeorgianCollege.ca/articulations (http://www.georgiancollege.ca/articulations/).

Changes and updates to these articulation/transfer opportunities occur throughout the year. Georgian strives to ensure the accuracy of each articulation opportunity; changes may occur in program offerings, admission requirements and transfer credits granted by participating institutions. Georgian College makes no representation as to the continued offering by the articulating institution of the related programs/degrees. Students must check directly with the articulating/transfer institution for any related current information and status.

If a student is entering Georgian College from another educational institution that has an articulation agreement with Georgian College, the student must identify this at the point of application so that appropriate transfer credits can be assigned.

2.12.6 Assessment of previous learning
There are numerous ways students can have previous academic and non-academic learning experiences assessed for credit toward a program at Georgian College. The student may be interested in pursuing assessment of previous learning if they have any of the following:

- Relevant post-secondary academic credits from an accredited and recognized institution (see section 2.12.6.1: Transfer credit/exemptions) and/or
- Equivalent skills and knowledge acquired through life/work/learning experiences (see section 2.13: Prior learning assessment and recognition (PLAR)).

Students must ensure graduation residency requirements are met (see section 5.1: Graduation residency requirements).

2.12.6.1 Transfer credit/exemptions
Transfer credit is the acceptance or recognition of academic credit by Georgian College for a course(s) completed at another recognized and accredited institution. A transfer credit that matches at least 80 per cent of the learning outcome of a Georgian College course can be used toward an exemption in the equivalent course for the student’s current program. Normally, credit will only be granted for course(s) taken at accredited and recognized institutions with a grade of 60 per cent (C) or better; some program exceptions apply (see program outline). Transfer credits are granted on an individual basis and are evaluated and approved by Georgian College faculty. If an exemption is granted, the transcript will show the code “EX” and is not included in the GPA calculation. The result of a transfer credit assessment is final and is not subject to appeal.

Fees will apply for transfer credit requests. There is no charge for the first COMM transfer credit request OR transfer credits between Georgian programs.

2.12.6.2 Co-op transfer credit
An exemption may be granted for a co-op work term based on:

- A completed accredited and recognized co-op work term from another post-secondary institution or
- A learning outcome-based experience. The outcome must match at least 80 per cent of the outcomes of Georgian’s co-op work term.

If a course exemption is granted, the transcript will show the code “EX” and no grade will be recorded. Students must complete at least one co-op work term while at Georgian College as part of their program.

2.12.6.3 Communications and undergraduate coursework
Students with five or more courses (or one semester of study) at the baccalaureate degree level, with an overall average of 60 per cent (C) or better from an accredited and recognized institution where the language of instruction is English in a country where English is the primary language – meeting at least 80 per cent of the learning outcomes – may receive an exemption from COMM1016. In some cases, a student may receive a COMM2017 exemption in place of COMM1016. Students with a completed university degree in English, health, business or technology from an accredited institution where the instruction is English in a country where English is the primary language may receive exemptions from both COMM1016 and COMM2017. Students must follow the transfer credit process (2.12.6.5 below) to receive the COMM1016 and/or COMM2017 exemption(s). There are fees for transfer credit assessments (see section 2.12.6.1: Transfer credit/exemptions).
2.12.6.4 General Education transfer

Students with general education credits from other recognized post-secondary institutions are eligible for transfer credit:

- For transfer of general education credits to certificate and diploma programs, students must have obtained a grade of 60 per cent or greater in the course.
- For transfer of general education course credits from diploma to degree programs, students must have graduated from a two- or three-year diploma program and have obtained a cumulative graduating average of 70 per cent or greater; general education – a grade of 70 per cent or greater in the course.

Regardless of the number of eligible transfer credits, students must ensure graduation and residency requirements are met (see section 5.1: Graduation residency requirements).

2.12.6.5 Transfer credit process

For the student to properly plan their academic progress at the college, all requests for transfer credit or PLAR must be made prior to Day 1 of the first semester of their program. Requests made less than two months may be processed, but guarantees cannot be made that the request will be completed in time for course registration or withdrawals. The following steps are to be followed to be considered for transfer credit:

- The student must obtain course outlines, descriptions and/or syllabi and an official transcript for the course(s) from their previous studies. This documentation will allow a faculty member at Georgian College to evaluate whether the learning outcomes match those of the college course, and whether the student's performance is sufficient to warrant exemption. An examination or other summative evaluation may be required.
- If the student is requesting transfer credits based on taking courses at an institution outside of Canada, the Office of the Registrar will investigate if Georgian College recognizes that institution for credit purposes. If documentation is in a language other than English, the student will have to arrange for official translation of the documents and may be asked to provide international credential evaluations.
- The student must complete the Individual and Block Transfer Credit form (https://www.georgiancollege.ca/admissions/credit-transfer/)
- Forms and documents will be forwarded to the academic area for official evaluation
- Students should check their student record online for transfer credits which have been granted
- The result of a transfer credit evaluation is final and is not subject to appeal. Unsuccessful transfer credit evaluations are not recorded on the transcript
- There is a fee for transfer credit assessment (see section 2.12.6.1: Transfer credit/exemptions).

The student is responsible for withdrawing from courses for which a transfer credit/plar is granted. Failure to do so may result in a failing grade or additional fees charged to your account.

2.13 Prior learning assessment and recognition (PLAR)

Prior learning assessment and recognition (PLAR) is an academic credit option for learners with significant learning/life experience that may be equivalent to a college/university course credit. It involves the assessment and evaluation of acquired relevant knowledge and skills that match at least 80 per cent of the learning outcomes of a Georgian College course. Students may have gained college-level knowledge and skills through learning or life experiences such as:

- work experience
- community involvement
- activities within professional associations
- volunteer experience
- self-directed study
- non-credit courses

For an evaluation, program co-ordinators or academic designate may ask applicants to provide evidence of experiences such as:

- portfolio of experiences
- course/workshop outlines and syllabi
- job descriptions outlining duties and activities
- letter from previous/current employer(s)
- have been or are employed in the requested field of study within the past two years
- credentials (certification, accreditation, license, etc.)
- oral/written/practical challenge examination

Requests for PLAR assessment must be made two months (60 days) prior to the start date of the course for which you are requesting a PLAR exemption. PLAR requests submitted after the start date of the course will not be accepted. PLAR assessments will vary depending on the program.
Most PLAR assessments take approximately two to five weeks to complete. The student is responsible for withdrawing from courses for which a transfer credit/PLAR is granted. Failure to do so may result in a failing grade or additional fees charged to your account.

Fees will apply for PLAR assessments. This fee is non-refundable even if the PLAR assessment is not successful. Not all courses are eligible for PLAR. Check the official course outline for eligibility.

2.13.1 PLAR assessment methods and process

Prior learning is assessed in a number of ways. Methods used at Georgian include: challenge exams, performance observation, skills demonstration, interview, and portfolio evaluation. The following steps are to be followed to be considered for PLAR:

- The student must complete a Request for PLAR (https://www.georgiancollege.ca/admissions/credit-transfer/) form (available online at Georgiancollege.ca/admissions/credit-transfer/ https://www.georgiancollege.ca/admissions/credit-transfer/) (http://www.georgiancollege.ca/admissions/forms/)
- Forms and documents will then be forwarded to the academic area for official evaluation
- Students should check their student record online for PLAR exemptions which have been granted
- The result of a PLAR assessment is final and is not subject to appeal. Unsuccessful PLAR evaluations are not recorded on the transcript.

2.14 Georgian to Georgian transfer credits

If a student has completed a credit course at Georgian in one program that is identical or equivalent to a course required in another program, it will automatically be applied to the new program on the student's MyPath graduation worksheet. No action is required.

General education credits are transferable between College programs. For example, if a student completes four general education courses in the Business program and then transfers to another program, the four general education courses can be applied toward the new program. No documentation is required.

Students must ensure graduation residency requirements are met (see section 5.1: Graduation residency requirements).

2.15 Offer of admission and accepting the offer

Domestic applicants

Applicants will be notified of their acceptance in a letter of acceptance (LOA) from the college and all offers will be displayed on the college student portal "MyGCLife (https://georgiancollege.sharepoint.com/sites/EmpLOYEE/SitePages/Home.aspx)" applicant service and at ontariocolleges.ca (https://www.ontariocolleges.ca/en/) (OCAS). For domestic applicants whose programs start in the fall and winter term, LOAs are mailed commencing February 1 for most programs and the second week of March (or later) for highly competitive programs and/or programs with selection processes.

Applicants have until May 1 to accept the offer through (OCAS (https://www.ontariocolleges.ca/en/)), which will reserve a space for them in that program. An applicant may accept only one offer of admission at one time. Applicants who do not respond before May 1 will forfeit their place in the program to students on the waiting list (if applicable). Applicants who receive an offer of admission after May 1 have 10 working days to accept the offer.

After the offer is accepted (conditional or final), applicants will be required to pay a non-refundable deposit by the fee deadline to confirm their seat (see section 3.1.2: Tuition deposits).

Applicants may be conditionally accepted pending fulfillment of requirements stated in the program outline and by checking the College's student portal "MyGCLife (https://georgiancollege.sharepoint.com/sites/EmpLOYEE/SitePages/Home.aspx)" applicant service. All conditions must be met before final admission is granted. Applicants who do not meet the conditions will be notified by an Admissions officer. If an applicant does not meet the conditions of the offer, the offer will be rescinded and if eligible, an alternate program will be offered. If there are no alternate program options, the application will be closed. Deposit payments are not refunded for any reason, including an inability to meet admission requirements. Applicants who meet the requirements will not be notified. It is the applicant's responsibility to check their conditional status on the College's "Web for Admissions" applicant service. Dates and processes mentioned above apply to conditional and final offers. Conditional offers are valid offers and must be confirmed and paid by all deadlines.

International applicants

Applicants will be notified of their offer of acceptance in a pre-admission invoice from the college, which is displayed electronically on the International Application System (IAS).

International applicants are required, by the deadline found within their pre-admission invoice, to accept the offer (conditional or full) through IAS and pay a non-refundable deposit (see section 3.1.2: Tuition deposits). The act of accepting the offer in IAS and paying the deposit, will reserve a space for them in that program. Applicants who do not pay the tuition deposit before deadline will forfeit their place in the program. Upon receipt of the full deposit payment, international applicants will receive the final letter of acceptance (LOA) to be used in the study permit application process.
Applicants may be conditionally accepted pending fulfillment of requirements stated in the program outline and by checking IAS. All conditions must be met before final admission is granted. Applicants who do not meet the conditions will be notified by an Admissions officer. If an applicant does not meet the conditions of the offer, the offer will be rescinded; and if eligible, an alternate program may be offered. If there are no alternate program options, the application will be closed. Deposit payments are not refunded for any reason, including an inability to meet admission requirements. Applicants who meet the requirements will not be notified. It is the applicant’s responsibility to check their conditional status on IAS. Dates and processes mentioned above apply to conditional and final offers. Conditional offers are valid offers and must be confirmed by the applicant and payment received by all the deadlines.

2.15.1 Waiting lists
Qualified applicants who are not initially accepted may be placed on a waiting list. An admission selection procedure will be used to establish which applicants will be placed on the list and in which order they will appear. Applicants placed on a waiting list for a program that also has a scheduled January (winter) or May (summer) intake may be offered admission for the next intake, without the need to reapply. Applicants will be advised if this is the case. If a seat becomes available, an applicant will be contacted by an Admissions officer. Applicants who apply for more than one Georgian program can remain on the waiting list for one Georgian program while accepting the offer for a different Georgian program. Applications received after February 1 are considered on a first-come, first-served basis.

2.16 Re-admission
Students must apply for re-admission in any of the following circumstances:

- If the student has failed to remain continuously registered following the typical sequence of semesters for their program over an 8 month period of time (two consecutive terms)
- If the student has been academically dismissed through academic performance or academic misconduct they must re-apply for admission.

2.16.1 Guidelines
When a student is re-admitted to the college, they must successfully complete the graduation requirements described in the current program outline. Students in semester one who need to retake or start over in semester one must apply for re-admission through (OCAS (https://www.ontariocolleges.ca/en/)). Those in subsequent semesters must apply using an internal college application form. There is a non-refundable fee payable at the time of application. The dean/associate dean in consultation with the program co-ordinator and the Office of the Registrar will determine the student’s academic eligibility for re-admission. The Office of the Registrar will inform the student of the decision.

2.16.2 Process
Before being re-admitted, the student’s progress will be reviewed. This review may include examination of any of the following:

- Health records and current health assessment
- Interview results
- Transcripts
- Course outlines
- Evaluations from previous academic records
- Letters of reference from employing agencies, partners or other educational institutions
- Diagnostic testing (fees may apply).

Priority for re-admission will be given to the following:

- Students returning to any year of their program who have had an illness and whose physician recommends, in writing, that the student is able to cope with the physical, emotional and cognitive demands of the program
- Students who have failed or withdrawn from any previous courses in which the dean/associate dean in consultation with the program co-ordinator and the Office of the Registrar have determined that the student will be successful in their studies.

2.17 Program transfer
Students wishing to transfer to another program in an advanced level or to the same program at a different campus must apply for program change through the Office of the Registrar.

2.17.1 Guidelines
When a student is transferred, they must successfully complete the graduation requirements described in the current program outline. There is a non-refundable fee payable at the time of application for program transfers (except if transferring to the same program, different campus). This fee must be submitted to the Office of the Registrar when the application for transfer is made. The program co-ordinator and the Office of the Registrar determine the student’s academic eligibility for transfer. Poor academic standing or misconduct may deem a student ineligible for transfer. Transfer to another program or level is also determined according to available space. The Office of the Registrar will inform the student of the decision.
2.17.2 Process
Before being transferred, the student’s progress will be reviewed. This review may include examination of any of the following:

- Health records and current health assessment
- Interview results
- Transcripts
- Course outlines
- Evaluations from previous academic records
- Letters of reference from employing agencies or other educational institutions
- Diagnostic testing (fees may apply)
- Academic standing.

Priority for transfer will be given in the following sequence:

- Students wishing to transfer to the same program at a different campus
- Students wishing to transfer to similar programs at the same campus, where the curriculum is identical or almost identical
- Students applying to transfer from another program at Georgian College.

2.18 Applicants with accessibility needs
Georgian College encourages academically qualified people with accessibility needs to apply for admission. While all students must satisfy admission and graduation requirements, the college recognizes that students with accessibility needs may require individualized assistance. This assistance is also available to students with short-term accessibility needs. Students should contact an accessibility advisor to discuss opportunities at Georgian College. For details about the modified admissions process, please visit GeorgianCollege.ca/student-life/student-services/accessibility-services/ (https://www.georgiancollege.ca/student-life/student-services/accessibility-services/). (http://www.georgiancollege.ca/student-services/accessibility-services/)

The College adheres to the Ontario Human Rights Code (https://www.ontario.ca/laws/statute/90h19/) and will make every effort to provide reasonable academic accommodation to students. These accommodations provide students with an equal opportunity to meet the standards of the courses in their programs. To discuss services and accommodations, students must contact Accessibility Services upon being admitted to the college. Students will be required to forward all related documentation about their disability to Accessibility Services. For more information, visit the Student Services (http://www.georgiancollege.ca/student-services/) website.

2.19 Unsuccessful applicants
Applicants who meet admission requirements but do not receive an offer, or applicants who do not meet admission requirements, may view outstanding requirements on the college's student portal “MyGCLife (https://georgiancollege.sharepoint.com/sites/Employee/SitePages/Home.aspx)” domestic applicant service, or the IAS for international applicants. Applicants may discuss alternatives available with the Office of the Registrar or a Student Success advisor, or for international applicants, their agent or contact international@GeorgianCollege.ca (%E2%80%AFinternational@GeorgianCollege.ca). In accordance with Ministry of Colleges and Universities (MCU) guidelines, Georgian College provides a process for reviewing admission decisions. (see section 9: Appeals). For more information, contact the Office or Registrar at registrar@GeorgianCollege.ca (registrar@georgiancollege.ca).
3. Registration and fees

The registration process begins after the student has been accepted and confirmed into a program or course at Georgian College. This process involves payment of tuition (deposit) and other fees or reserving a seat in your program (for subsequent terms within the same academic year) and registration into courses. To receive a refund of any fees or to adjust outstanding fee assessments if only a deposit was paid, students must submit a withdrawal form by the specified deadlines as outlined on Georgian’s website under Important dates (http://www.georgiancollege.ca/admissions/important-dates/). Please note that students must register each semester. Students withdrawing after the 10-day deadline will be responsible for paying the full-term fees assessed.

3.1 Tuition and fees

All fees are subject to review and may be changed. Course add/drops may result in fee adjustments which may impact ancillary services. Some course fees are subject to HST (included in the published fee). Income tax receipts will be available online on the student’s Banner account to eligible students at the end of February each year.

3.1.1 Fee categories

Following Ministry guidelines, tuition and ancillary fees are established by program, for full-time and part-time students, as well as domestic and international students. Total fees include tuition fees and ancillary fees. (See section 3.2.1: Registration definitions for definitions for full-time and part-time status).

Domestic fees are charged to Canadian citizens, Permanent Residents or Refugee/Protected Persons. International fees are charged to all other students. There are certain circumstances in which international students would be charged the same tuition rate as Canadian citizens including, but not limited to, being the spouse or dependent of a Canadian citizen/permanent resident/refugee, an international diplomatic agent or a visiting clergy member. For more information please see the Office of the Registrar.

To be eligible for an international fee exemption as a Refugee or Protected Person, the student must present official proof of the approved status. Acceptable documentation, along with the study permit as required, as listed in the Immigration and Refugee Protection Act includes one of the following:

- a Notification of Status document, or
- Verification of Status document, or
- a Protected Person Status document issued under section 31(1), or a “Notice of Decision” issued by the Minister of Citizenship and Immigration Canada, or by the Immigration and Refugee Board.

Indigenous students who are non-residents of Canada have the same rights and obligations as Canadian citizens, pursuant to the Indian Act. Accordingly, non-resident Indigenous students will be charged the same tuition rate as Canadian citizens.

Until such time that official proof can be given, residency status and fees will remain as international. When proof is provided, fees will be changed in the next subsequent term.

If it is found that the residency status of a student is different than what they declared on their admission application, the fees will be changed in the next subsequent term. If it is found that false information was given on the admission application, students may be charged with academic misconduct for fabrication (see section 8: Academic integrity) and are subject to penalties under these regulations as well as the Student Code of Conduct. Information will also be reported to Immigration, Refugees and Citizenship Canada (IRCC).

3.1.2 Fee payment deadlines

A tuition deposit payment is required once per academic year as follows:

June 15, 2020, for fall 2020 for all students (including students who started in the summer term)
Oct. 5, 2020, for winter 2021 for students not here in the fall
Feb. 16, 2021, for summer 2021 for students not here in the fall or winter

Fees for students attending a subsequent term in the same academic year are due on the 11th day of the term. In lieu of a deposit students must reserve their seat on Banner by the fee deadline in order to access registration. For example:

<table>
<thead>
<tr>
<th>Term</th>
<th>Semester</th>
<th>Fees due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2020</td>
<td>Semester one</td>
<td>Deposit required, balance due day 11</td>
</tr>
<tr>
<td>Winter 2021</td>
<td>Semester two</td>
<td>Reserve your seat, full fees due day 11</td>
</tr>
<tr>
<td>Summer 2021</td>
<td>Co-op or break</td>
<td></td>
</tr>
</tbody>
</table>
The balance of tuition and other compulsory fees for new students as well as returning students are due on the 11th day of the term as follows:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deposit required, balance due day 11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2021</td>
<td>Semester three</td>
</tr>
<tr>
<td>Winter 2021</td>
<td>Deposit required, balance due day 11</td>
</tr>
<tr>
<td>Summer 2021</td>
<td>Reserve your seat, full fees due day 11</td>
</tr>
<tr>
<td>Fall 2021</td>
<td>Semester three</td>
</tr>
</tbody>
</table>

Students who fail to pay full fees by the required due dates will be charged a late fee ($150 for domestic students and $500 for international students) and may risk forfeiting their place at the college, may be withdrawn from all courses, and/or denied registration to future terms. Students not paying their outstanding fees will be considered to be in default. (See section 3.1.4: Students in default).

Students who fail to pay full fees will not be permitted to register for courses in the following term.

### 3.1.3 Tuition deposits

A non-refundable tuition deposit of $250 for domestic students and $2,500 for international students is required once per academic year, per program. Please note the non-refundable amount for international students is calculated using a Ministry of Colleges and Universities (MCU) mandated equation (see section 3.5.2.2: Refunds - International students). The deposit is considered the preliminary payment and reduces the amount of tuition owing. It is required to be paid in order to access registration. If an applicant fails to meet admission requirements and the offer has been revoked, the tuition deposit is non-refundable.

The preferred method of payment is online bill payment through the bank. Students may also pay by certified cheque, money order or debit card. Credit cards may be used for the initial tuition deposit only. Personal/company cheques are not accepted.

Students changing programs are required to pay the non-refundable tuition deposit for their new program. For example, a student takes semester one of Business in fall 2020 and then changes to semester one of General Arts and Sciences in winter 2021. A new non-refundable deposit would be required in winter 2021.

### 3.1.4 Students in default

Students who have outstanding fees, fines, or emergency loans, or who have failed to return books or equipment owned by Georgian College will be sent a letter from Georgian College's accounting department requesting payment within 10 days. If payment is not received and no response is forthcoming to subsequent reminder letters, the student account will be referred to an agency for collection. Interest on any unpaid account will be charged at a rate of two per cent per month, compounded monthly (26.8 per cent per annum). In addition, students will not be issued official transcripts and will be refused registration in subsequent terms. Further, a graduation credential will not be issued until the situation is resolved to the satisfaction of the Office of the Registrar.

### 3.1.5 Fee disputes

Notification of a dispute of charges or payments on a student account is to be filed in writing to the Office of the Registrar within ninety (90) days of the end of the term in which the dispute occurs. The dispute shall be researched and, if deemed valid, shall be immediately rectified. If there is insufficient evidence to make a determination, the individual must submit written evidence to support the dispute. If the dispute is deemed to be without merit the student will be responsible for paying the fees as assessed.

### 3.1.6 Tuition and fees for students with accessibility needs

Any student with a permanent disability who requires a reduced course load as a learning accommodation may be eligible for a reduction in tuition fees. If additional semesters are required to complete a program, tuition will be reduced to $20 per course, provided the student has paid the equivalent in tuition fees assessed for the entire duration of the program. Full ancillary fees are still applicable. This reduction is applied at the end of the student's final term. For more information, please contact your Accessibility Advisor.

International students are not eligible for the tuition reductions as they are not funded by the Ontario government. International students can access available student services in order to support their success.

### 3.2 Course registration

Students may use a variety of methods to register: online via the student information system (Banner); through change forms signed by academic areas and approved by the Office of the Registrar; or directly through the Office of the Registrar. Students may also view their timetables online via the student information system (Banner).
Students may not attend classes unless registration is complete on Banner. Students are responsible for initiating any changes to their timetables; this includes course adds, course drops and course withdrawals. Seat availability cannot be guaranteed once the course add/drop period opens for students.

### 3.2.1 Registration definitions

#### Full-time

Students are considered full-time in any semester when they are enrolled in at least 70 per cent of that semester's course hours (which is usually 13 hours of a total of 18 hours per week) or 66.6 per cent of that semester's program course load (which is typically four of a total of six courses). Exempt, audit and withdrawn courses are not considered in the determination of course load for full-time status but may result in full-time fees being assessed. Please check the “recommended courses by term” available on Banner to ensure you are not missing any required courses. Students with a documented disability can be enrolled in a reduced course load (part-time), but still be considered full-time for OSAP funding. Please consult with Financial Aid and Accessibility Services.

Any missed course in any semester may drop a student’s status to part-time. This may have OSAP, course accessibility, immigration and award implications. Courses picked up in subsequent terms may also have fee implications. Students are advised to contact the Office of the Registrar or Financial Aid for more information.

#### Part-time (credit)

Part-time students are permitted to register in credit courses provided space is available and the student meets program and course requirements. Typically, international students are not permitted to be registered part-time due to IRCC regulations. Contact the Segal International Centre for more information.

#### Requisites

Students may register in courses that have certain requisites attached to them. The following are types of requisites which may be necessary for students registering for courses.

##### Prerequisites

Prerequisites are courses that must be successfully completed in a prior term in order for students to register in the subsequent course; these are used when the learning in one course facilitates the learning in the other. If students fail, withdraw or do not complete prerequisite courses, it is their responsibility to complete any outstanding course(s) in a future term. It is strongly recommended that students in this situation work with their program co-ordinator to determine their best path forward. Extra fees may apply.

##### Co-requisites

Co-requisites are courses which must be taken simultaneously with another course. If the course having a co-requisite is failed, but the corresponding co-requisite course is passed, BOTH courses must be repeated. If the course with the co-requisite is passed, and the corresponding co-requisite is failed, only the co-requisite needs to be repeated. It is strongly recommended that students in this situation work with their program co-ordinator to determine their best path forward. Extra fees may apply.

##### Concurrent requisites

Concurrent requisites are courses that must be taken prior to or at the same time as another course. If a student fails a course or its concurrent requisite courses, only the failed course needs to be repeated.

##### Antirequisites (equivalent courses)

Equivalent courses are courses that have been deemed to be equivalent due to similar content and learning outcomes. As such, only one course may be used to meet graduation requirements.

### 3.2.2 General education

General education courses (GNED) help students develop important academic skills such as research, writing and analytical skills which are invaluable in college studies. Minimum program requirements at Georgian College adhere to the Ministry’s Binding Policy Framework for Programs of Instruction and include the following:

- Diploma programs: three to five general education courses
- College Certificate programs: one general education course

General education course offerings vary from term to term. Students are able to select courses from a broad range of subject areas: social sciences, humanities, arts and literature, science, and technology. While the GNED course code prefix is used to identify most general education courses, there are other courses that are considered general education courses as well, for example: PSYL1001, PSYL1002, SOCL1001 and SOCL1002. For a comprehensive list of general education course offerings, please refer to the Liberal Arts website (https://www.georgiancollege.ca/academics/academic-areas/liberal-arts/).

Certain general education courses, due to overlap with components of the core program of study, cannot be taken for general education credit by students in some programs.
3.2.3 Placement requirements

Some college programs have a clinical/field or work placement component within their curriculum. Students in such programs may be required by host agencies or employers to provide assurances with regard to the categories below.

Criminal record check and vulnerable sector check

Students may need to provide a current criminal record check and vulnerable sector check from a police service before they may start their clinical/field or work placement. Individuals who have been charged or convicted criminally and not pardoned may be prohibited from proceeding to a clinical/field or work placement. Students in Health, Wellness, and Science programs who have been charged or convicted criminally and not pardoned will be prohibited from proceeding to a clinical/field or work placement. Students should check their program outline for more information. For those programs affected, some jurisdictions require a long lead-time for processing. Please check with the program co-ordinator to ensure sufficient turnaround time. These checks are required prior to the placement start.

Accordingly, if students register in a program with a clinical/field or work placement component, it is their responsibility to ensure that they are eligible to participate. Further, the college assumes no responsibility for these matters and students should be aware that tuition and related fees are not refunded in the event that access to a clinical/field or work placement course is denied.

Students should also be aware that some professions and licencing boards also have a criminal record check provision to ensure suitability to practice in the profession. Accordingly, it is recommended that students who have criminal records contact the appropriate professional association or licencing agency prior to starting their college studies. The costs associated with the provision of the criminal record check are to be borne by the student.

Immunization and placements

The Simcoe Muskoka District Health Unit (https://www.simcoemuskokahealth.org/) provides policies and procedures based on best practices and research, and has produced several documents outlining the rationale and need for immunization. One such document indicates “Health care workers (HCWs) who elect not to immunize to prevent disease can not only suffer morbidity and mortality as a result of infection, but serve as vectors for transmitting disease to patients, other staff and residents.” (1) In addition, in order to obtain clinical experiences, the College enters into contractual agreements with its agencies. Many of these agencies require immunization of students prior to granting them the experiential learning within their agency. In order to comply with those contractual agreements, applicants must have up-to-date immunization records in compliance with the Public Hospitals Act (https://www.ontario.ca/laws/statute/90p40/). Completion and submission of this immunization record is required during registration in order to ensure placement in clinical and field placement facilities. Students who do not provide this proof of registration requirement will be unable to complete clinical/field or work placements and, as a result, will not meet graduation requirements. Please check the program outline for further information on clinical/field or work placements and immunization requirements.

(1) FACT: Immunization Recommendations for Health Care Workers in Non-Acute Care Settings, 2012.

3.2.4 Transferring from part-time to full-time studies

Students taking courses part-time who have not been admitted to a program who wish to transfer to full-time studies must apply through the ontariocolleges.ca (https://www.ontariocolleges.ca/en/) (OCAS) application and admissions process.

3.2.5 Full-time students in course overload

Students may wish to take extra credit courses in addition to a full-time course load for a semester. The implications of this overload should be discussed with the program co-ordinator, before proceeding with registration. Course loads are suggested by the college to support academic success. It is not advisable that students who have been on academic warning or suspension in the last six months, pursue a course overload. Students will be required to pay additional fees for these overload courses.

3.2.6 Credit and audit status

Credit status applies when a student is registered in a credit course for the purpose of receiving credit. Audit status applies when a student is registered in a credit course but will not be receiving a credit. This status must be specified at the time of registration and is a privilege, not a right. All prerequisite requirements are applicable to audited courses. Permission to register for audit status must be obtained from the appropriate program co-ordinator and faculty. Fees for audited courses and credit courses are the same but the student is not entitled to examination or any other evaluation privileges, nor will the student receive a grade or credit for the audited course. Approval for audit status will be determined after full-time and part-time registration is complete and is subject to space availability. Priority is given to students seeking credit status.

3.2.7 Changes in program, course, section or co-op

Changes are essentially a combination of a registration and a withdrawal. The formal processes must be followed for the changes to be official. Full-time students may make course changes directly online – course adds, course drops or withdrawals. Students must ensure that all changes are made within the deadlines. There are fee implications if students drop or withdraw from courses after the deadlines, or register in more than the recommended number of courses.
Students can drop or withdraw online from all but one course. If students wish to drop or withdraw from all of their courses, they must request a program withdrawal. Dropping courses may affect OSAP eligibility or immigration status. Please visit our website to obtain a program withdrawal form (https://www.georgiancollege.ca/admissions/forms/).

If changing programs, students require approval from their current program co-ordinator and the co-ordinator of the new program. If the program is beyond semester one, students may be required to complete an internal application form and pay the applicable fee. If the student would be entering semester one of the new program, they must apply to OCAS (http://www.ontariocolleges.ca/). If students are changing their progression in a program (for example, opting not to go out on their work term but wish to attend an academic semester), they must seek approval through their program co-ordinator and their co-op consultant.

Students who deviate from the established flow of a program may become out-of-sequence, or out of progression, which can affect future course selections and graduation timelines. Students should meet with the program co-ordinator, prior to making any changes to their program (i.e. withdrawing from a course. See section 3.5: Program and course withdrawal).

3.2.8 Registration into co-op

It is the student's responsibility to register into their co-op work term on the student information system (Banner) within the deadlines. Students who do not register are subject to late fees, as well as formal registration and grade allocation will be deferred to a future term. This may impact future registration into work terms, OSAP funding, immigration status and affect graduation eligibility.

3.2.9 Communications placement assessment (CPA)

The Communications Placement Assessment (CPA) is an assessment process developed to aid students in selecting appropriate communications courses. It is composed of questions that assess students’ knowledge of reading and writing. Students who achieve a score of 260 or greater in both sections of the CPA do not receive a communications credit; however, they have the option to bypass Communications Essentials (COMM 1016) and enroll directly in an industry-specific communications course.

All students in diploma and certificate programs pay a fee for the assessment, which is included in the full-time tuition fees. The assessment may be written in Testing Services on any Georgian College campus. Special arrangements may be made for students from outside the Province.

3.4 Alternatives to typical course completion

The college offers alternatives to accommodate extenuating circumstances that may prevent normal completion of courses before the term ends or when a student has failed a course and is not able to retake it. The following are some alternatives:

3.4.1 Independent study courses

Under certain conditions, students may be granted permission to complete credit courses through independent study. Approval will be based on the availability of resources, the suitability of the course to be delivered through independent study and the appropriateness to the student's course load and academic record.

Students who are in good academic standing may request an independent study course if they cannot take the course in a subsequent semester, or at another institution, and either of the following conditions are met:

- The student is enrolled in a semester in which the specific course is not offered, or
- The student has a timetable conflict with other courses.

Restrictions to independent study courses are as follows:

Only students who are in good academic standing are eligible to take courses through independent study. Independent study cannot be used to complete portions of course work that the student has failed or not completed. All work included in the entire course must be repeated.

Not all courses are suitable for delivery through independent study, particularly those with laboratory, practicum or clinical/field or work components.

- Limit of one independent study course for one-year certificate or graduate certificate programs
- Limit of two independent study courses in two-year diploma programs
- Limit of three independent study courses in three-year diploma programs
- Limit of four independent study courses in four-year degree programs
- Limit of one independent study course can be taken within an academic semester.

Once approval for independent study has been granted, details of the course contract will be outlined by the faculty and program co-ordinator and reviewed with the student. This contract will include the following:

- Readings, learning resources and materials
- Schedule of meetings with the faculty
• Evaluations, projects, reports, tests and examinations with specific reference to dates and frequency
• The evaluation of the independent study aligns with the course outline
• The completion date of the required course, which must be within the same term the course commenced
• The minimum passing grade.

3.4.2 Independent study process
The student must obtain a Request for Independent Study form (https://www.georgiancollege.ca/admissions/forms/) from the college website and submit it to their program co-ordinator. The program co-ordinator must obtain approval from the dean of the appropriate academic area and submit the form, signed by all parties, to the Office of the Registrar. The student must register for the course with the Office of the Registrar and pay all applicable tuition and service fees related to the independent study courses.

3.4.3 Fees
A full-time student taking an independent study course as part of their normal load is required to pay a service fee. A part-time student or a student taking an independent study course as an overload course is required to pay the regular tuition, applicable ancillary fees, as well as the independent study service fee.

3.4.4 Incomplete grade designation
If the student does not, or cannot, complete all course requirements due to extenuating circumstances, they may request an “incomplete” grade designation (IN) from the faculty and negotiate a contract to complete the course requirements by a specified date. This is a privilege, not a right. The following conditions apply to an incomplete grade:
• The student must have a passing average in the course at the time of the request
• Permission to use college resources (including the faculty’s services) must be obtained from the appropriate dean
• In all cases, the faculty has the option to negotiate a contract with the student
• The contract must be completed within 30 calendar days of the end of the term. The incomplete grade designation and the end date of the contract must be entered into Banner by the faculty. If the contract requirements are not completed by the student as agreed upon, a grade appropriate to the student’s performance to date in the course, will appear on their transcript
• The maximum duration for completing the contract is four months
• If the student needs more time, they must repeat the entire course
• If the contract requirements are completed within the agreed time period, the student’s grade will be processed
• The faculty, through the appropriate program co-ordinator, will inform the Office of the Registrar if the contract requirements have been completed and will then assign a final grade within three days of the contract completion date
• An “incomplete” will not be granted in situations in which the student has submitted all course requirements but failed the course.

3.4.5 Co-op incomplete
An “incomplete” status for a co-op work term may be designated by the co-op consultant when requirements of a co-op experience credit have not been met due to extenuating circumstances. (See section 3.4.4: Incomplete grade designation, for conditions).

3.4.6 Letters of permission
A letter of permission (LOP) is issued by Georgian College granting a student permission to take a specific (equivalent) course at another recognized and accredited post-secondary institution. It guarantees recognition of that credit in the student’s program of study upon successful completion of the course. This process can be followed only if the course that is intended for credit has not yet started. Students may have to adjust their plans if permission is not granted. If the approved credit course is completed successfully, students must subsequently provide an official transcript to the Office of the Registrar. Normally, credit will be granted only for courses taken at accredited and recognized institutions with a grade of 60 percent (C) or better; some program exceptions apply (see Program Outline). The designation “EX” will appear at the top of the student’s transcript, no grade is given and it is not included in the GPA calculation.

3.4.6.1 Letter of permission process
If a student wishes to take and use an equivalent post-secondary course at another post-secondary institution, the following steps must be followed:
• The student must provide a course outline of the proposed post-secondary credit course to their program co-ordinator or, in the case of college-wide courses, to the communications or general education co-ordinator
• In consultation with faculty, the program co-ordinator will complete a LOP request form. The student will submit the completed form to the Office of the Registrar. This must occur prior to the start of the course
• If approved, the student will receive an official LOP from the Office of the Registrar
• The student must provide the Office of the Registrar with an official transcript by the deadline specified on the LOP
3.5 Program and course withdrawal

A student's official record (transcript) and eligibility for OSAP funds and awards may be affected by withdrawal from a program or course. If a student does not withdraw from a program or course before the deadline for withdrawal the student's records will show the achieved grades to date for all the courses in which the student is registered. Forms or requests submitted after the stated deadline will be accepted and processed as a submission for the subsequent term.

Students who have withdrawn from a program or course should contact Financial Aid for clarification of their OSAP or other financial aid status. Students are also advised that no refund will be issued unless the completed withdrawal form is received by the initial withdrawal deadline (the 10th working day of the term for most programs). After the initial withdrawal deadline students will be responsible for paying any outstanding balances on their account.

Program and course withdrawal information also applies to part-time students. For withdrawal deadlines for non-credit general interest courses refer to the part-time studies (https://www.georgiancollege.ca/academics/part-time-studies/) policies and procedures.

3.5.1 Program withdrawal process

If a student wishes to withdraw from a program, they must complete a program withdrawal form (https://www.georgiancollege.ca/admissions/forms/). They should discuss their decision and possible options with the program co-ordinator and a student success employee. The student, their program co-ordinator and a student success staff member (may be a student success advisor or counsellor) will sign the form after these consultations. International students should discuss their decision and possible options with the program co-ordinator, Segal International Centre and immigration counsellor, and have all sign the form. All students must submit the completed form to the Office of the Registrar by the published deadlines.

If the student is unable to attend in-person, they may mail, fax or scan and email a copy of the signed program withdrawal form to the Office of the Registrar indicating their intention to withdraw from a program. International students should attach a letter of acceptance or verification of enrolment and immigration counsellor, and have all sign the form. All students must submit the completed form to the Office of the Registrar by the published deadlines.

The official date of withdrawal is the date the student’s form is received by the Office of the Registrar. Withdrawals are not official if made by telephone or other means not specified above. Student are not officially withdrawn if they cease to attend classes or verbally notify their faculty, registration staff, student success advisors, counsellors or any other college staff. Without official withdrawal, even if the student ceases to attend classes or participate in college activities, the student will remain enrolled. The student will be required to pay fees for that semester and grades will be recorded as appropriate to the work they have submitted. Withdrawal after the 10th working day of the term or stated deadline will result in full semester fees being charged. Refer to Important Dates (https://www.georgiancollege.ca/admissions/important-dates/).

Program withdrawals cannot be done online. Students can drop or withdraw from all but one of their courses online. If students wish to drop or withdraw from all of their courses, a program withdrawal is required and must be done in writing as per the process above.

3.5.2 Program fee refunds/adjustments

To receive a refund of fees (or to adjust outstanding fee assessments if less than the full amount was paid), the student must submit a withdrawal form to the Office of the Registrar by the initial withdrawal deadline (the 10th working day of the term for most programs). After this deadline, a refund and/or adjustment for that term will not be provided and the student will be responsible for paying the full semester fees. Fees paid for in subsequent (future) terms will be refunded. This applies to all students including those paying fees through their OSAP funding, or any other sponsorship (WSIB, band council, company, etc.). If there are extenuating circumstances after the refund deadline see section 3.5.3: Withdrawals after the deadline due to extenuating circumstances.

3.5.2.1 Refunds – domestic students

When calculating the adjustment or refund, the college will withhold $250 for program withdrawals as well as any non-refundable fee items. Any outstanding balances owing on a student account will be deducted from the refund.

3.5.2.2 Refunds – International students

Georgian notifies IRCC of all withdrawals. International students are entitled to a partial refund of fees paid if the completed withdrawal is received by the initial withdrawal deadline (the 10th working day of the term for most programs). After the initial withdrawal deadline no refunds for the term will be issued and students will be responsible for paying any outstanding balances on their account. Fees paid for subsequent (future) terms will

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be refunded. For study permit refusals a full refund will be issued, if proof of study permit refusal is submitted before the withdrawal deadline. Any outstanding balances owing on a student account will be deducted from the refund. In addition, non-refundable fee items may be deducted.

All refunds are calculated using the following equation, as set out by the Ministry of Colleges and Universities (https://www.ontario.ca/page/ministry-colleges-universities/) (MCU):

Fees paid – (international tuition fee ÷ domestic tuition fee) x $500 for example:

\[ \text{Fees paid (deposit, tuition or ancillary)} - \left( \frac{\text{international tuition fee}}{\text{domestic tuition fee}} \right) \times 500 \]

\[ \text{Fees paid (deposit, tuition or ancillary)} \times 7,287.11 \]
\[ \text{Tuition fees only (international)} \times 5,500 \]
\[ \text{Tuition fees only (domestic)} \times 1,342.88 \]
\[ \text{Hold back fee} \times 2,047.84 \]
\[ \text{Eligible student refund} = 5,239.27 \]

### 3.5.2.3 Non-refundable fees

Non-refundable fees include tuition deposit, assessment of previous learning (PLAR) testing fees, convocation, alumni, Upass and insurance fees. There may be additional non-refundable fees depending on the date of withdrawal. For more information, contact the Office of the Registrar at registrar@georgiancollege.ca.

### 3.5.3 Withdrawals after the deadline due to extenuating circumstances

Fee adjustments for withdrawals submitted after the withdrawal deadline may be considered due to unforeseen and extenuating circumstances involving the student and/or their immediate family member, up to four weeks after the refund deadline. These special consideration circumstances include death of an immediate family member (parent, spouse or child) serious medical trauma to the student, or an immediate family member where the student is deemed the primary caregiver by their regulated health professional.

Georgian College's medical verification form must be completed in full by a regulated health professional. Contact the Office of the Registrar for more information at registrar@georgiancollege.ca.

### 3.5.4 Course withdrawal process

Students are advised to discuss course withdrawals and possible options with a program co-ordinator and/or the faculty. Full-time post-secondary students may withdraw from courses online. Students who have received OSAP or other government student aid funding are advised to speak to a representative in Financial Aid prior to making course changes.

Students can drop or withdraw from all but one of their courses online. If students wish to drop or withdraw from all of their courses, a program withdrawal is required. The official date of online withdrawal is the actual date of online submission of the withdrawal. Part-time and non-post-secondary students must complete a part-time withdrawal form (https://www.georgiancollege.ca/admissions/forms/). Completed forms must be submitted to the Office of the Registrar within the appropriate deadlines.

If a student wishes to withdraw from a course but is unable either to attend in-person or to access the internet, they must submit a personally signed letter indicating their intention to withdraw from the course. The letter can be mailed, faxed or scanned and emailed to the Office of the Registrar and must include the student number and all information needed to identify the student and the course. The official date of withdrawal in this case is the date the student's letter is received by the Office of the Registrar. Students may view all course changes online.

International students must remain in full-time studies to meet conditions of their study permit. Withdrawing from a course may affect full-time status at the college. Please contact the Segal International Centre for more details at international@georgiancollege.ca

### 3.5.5 Fee refunds (part-time or overload courses)

Course withdrawals do not always result in a refund of fees. For students withdrawing from courses but still maintaining full-time status, fees will not be adjusted. To qualify for a refund of part-time or overload course fees, the student must either withdraw online or submit a withdrawal form to the Office of the Registrar, within the posted refund deadlines. See the Important Dates (https://www.georgiancollege.ca/admissions/important-dates/) section on the website for withdrawal deadlines. Refer to the Part-time Studies website (https://www.georgiancollege.ca/academics/part-time-studies/) for part-time refund information.

### 3.5.6 Changes to co-op work term

To withdraw from a co-op work term, the student must obtain a part-time withdrawal form (https://www.georgiancollege.ca/admissions/forms/). The student must discuss their request with the co-op consultant and obtain approval. The student must then submit the completed form to the Office of the Registrar within the first four weeks of the semester or scheduled co-op work term.

If the student does not intend to complete a scheduled co-op work term and follows the process above, their transcript will show a “withdrawn” (WD) for this co-op work term. However, if the student does not follow the process outlined above, they will receive an “unsatisfactory” (U) on their transcript.
and will be required to register for the co-op work term again. If the student is unable to find a suitable co-op position despite performing an active job search, their co-op consultant can grant a grade of ‘suitable co-op placement not found’ (NP). The student's OSAP or immigration status may also be affected. Students who are considering a change in academic status should speak to a representative in Financial Aid. To add a co-op work term, students must use the online registration process (https://www.georgiancollege.ca/admissions/register/).
4. Academic grade record and promotion

4.1 Grading system

In most cases, students will receive a numerical grade. Other grading symbols may be used in certain instances to describe course status. Numerical grades are submitted by instructors and are used in the calculation of the program and semester grade point average (GPA). When a fail (F) appears on a transcript it is calculated in the semester GPA as 49 per cent. Other grading symbols are not calculated in grade point averages. Below is a legend describing the available grades that may appear on a student’s record and official transcript.

**Grading Symbols**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>Co-op work term successfully completed</td>
</tr>
<tr>
<td>U</td>
<td>Co-op work term unsuccessful; must be repeated</td>
</tr>
<tr>
<td>P</td>
<td>Course requirements met</td>
</tr>
<tr>
<td>F</td>
<td>Unsatisfactory performance; failed to meet course requirements</td>
</tr>
<tr>
<td>IN</td>
<td>Course incomplete; further work required. Work must be completed within one semester</td>
</tr>
<tr>
<td>IP</td>
<td>Course in progress. Grade will be issued at end of semester</td>
</tr>
<tr>
<td>AS</td>
<td>Advanced standing granted for related accredited postsecondary credits</td>
</tr>
<tr>
<td>EX</td>
<td>Exemption granted for previous educational credits</td>
</tr>
<tr>
<td>WD</td>
<td>Withdrawal in accordance with college academic regulation</td>
</tr>
<tr>
<td>AU</td>
<td>Audited course</td>
</tr>
<tr>
<td>MT</td>
<td>Mid-term of full-year course, no grade available</td>
</tr>
<tr>
<td>ASN</td>
<td>Courses taught by an association. Credit not issued by Georgian</td>
</tr>
<tr>
<td>ATT</td>
<td>Course with no evaluation factor; normally a non-credit course</td>
</tr>
<tr>
<td>DNA</td>
<td>Did not attend; normally a non-credit course</td>
</tr>
<tr>
<td>UNV</td>
<td>Course taught by a partner institution</td>
</tr>
<tr>
<td>NP</td>
<td>Suitable co-op placement not found</td>
</tr>
<tr>
<td>AEG</td>
<td>Pass by aegrotat. Portion of work term not completed due to illness or other equally compelling reason. Minimum pass granted for graduation purposes</td>
</tr>
</tbody>
</table>

4.1.1 Transcripts

At the end of each academic semester, students may view their unofficial transcript online. Students may receive official copies of transcripts from the Office of the Registrar by request. Official transcripts are subject to a fee. Transcript request forms (https://www.georgiancollege.ca/admissions/forms/) are available on the website. For more information about requesting a transcript, email the Office of the Registrar at RORecords@georgiancollege.ca.

4.1.2 Calculation of weighted averages

Semester and program weighted averages are used to determine GPA. GPA is used to determine promotional status and eligibility to graduate. GPA includes all credit courses taken in the semester. Grades receive quality points (QP) ranging from 0 to 100 (grade earned = QP). Courses are assigned “credits” based on the number of total hours (42 hour course = 3 credits). The total course QP is calculated by multiplying the QP (based on the grade) by the course credits. For example, a student completes four courses as follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>QP</th>
<th>Total QP</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1001</td>
<td>3</td>
<td>70 per cent</td>
<td>70 QP</td>
<td>210 total QP</td>
</tr>
<tr>
<td>ACCT 1006</td>
<td>3</td>
<td>65 per cent</td>
<td>65 QP</td>
<td>195 total QP</td>
</tr>
<tr>
<td>PSYC 1000</td>
<td>3</td>
<td>80 per cent</td>
<td>80 QP</td>
<td>240 total QP</td>
</tr>
<tr>
<td>GNED 1003</td>
<td>3</td>
<td>50 per cent</td>
<td>50 QP</td>
<td>150 total QP</td>
</tr>
</tbody>
</table>

12 Total Credits = 795 Total Semester QP

To calculate the semester GPA, divide the total QP by the total course credits as follows:

\[
\frac{795 \text{ total semester QP}}{12 \text{ total credits}} = 66.2 \text{ per cent.}
\]

Program GPA (used for determining graduation status) is computed similarly, but only includes the grades for courses used towards graduation. Failed courses and courses not applicable to that program are excluded from the calculation.
4.1.3 Incomplete grade designation

If the student does not, or cannot, complete all course requirements due to extenuating circumstances, they may request an “incomplete” grade designation (IN) from the faculty and negotiate a contract to complete the course requirements by a specified date. This is a privilege, not a right. The following conditions apply to an incomplete grade:

The student must have a passing average in the course at the time of the request. Permission to use college resources (including the faculty’s services) must be obtained from the appropriate Dean/Associate Dean. In all cases, the faculty has the option to negotiate a contract with the student. The contract must be submitted to the Office of the Registrar within 30 calendar days of submitting the incomplete grade. If no contract is received, a grade appropriate to the student's performance to date in the course will appear on their transcript.

The maximum duration for completing the contract is four months. If the student needs more time, they must repeat the entire course. If the contract is completed within the agreed time period, the student's grade will be processed. The faculty, through the appropriate program coordinator, will inform the Office of the Registrar if the contract has been completed and will then assign a final grade within three days of the contract completion date.

An “incomplete” will not be granted in situations in which the student has submitted all course requirements but failed the course.

4.1.4 Co-op incomplete

An “incomplete” status for a co-op work term may be designated by the co-op consultant when requirements of a co-op experience credit have not been met due to extenuating circumstances. Please refer to section 3.4.4: Incomplete grade designation, for conditions.

4.2 Promotional status

A student's promotional status is determined at the end of each semester based on their semester GPA. A student studying on a part-time basis will be assessed for promotion once they have completed six credit courses. Certain programs may have additional promotional status requirements in addition to those stated in this document. Students are advised to consult official program outlines for more information.

The passing grade for most courses is 50 per cent. Some programs require a higher grade for promotion to the next semester, pre-requisite to a subsequent course, and graduation requirements as follows:

- Courses in the Pre-Service Firefighter Education and Training program with a “FIRE” subject code require a minimum grade of 70 per cent to fulfill prerequisite and graduation requirements
- Courses in the Marine Engineering Technology program require a minimum grade of 60 per cent to fulfill graduation requirements
- Courses at the graduate certificate level require a minimum grade of 60 per cent to fulfill prerequisite and graduation requirements
- Georgian College degree courses also require a minimum average of 60 per cent to progress and an average of 65 per cent in core courses and 60 per cent in non-core courses to graduate
- Courses in the Bachelor of Science in Nursing program (BScN) with a “NURS” subject code require a minimum grade of 65 per cent to fulfill prerequisite requirements. Students must maintain a minimum GPA of 70 per cent to progress each year. In addition, Students in BScN who fail two or more courses or fail a practicum will be withdrawn from the program. Additional exceptions are possible; please see the program outline.

A student in any program who fails the same course twice is not permitted to register for it again without prior approval of the academic area and the Office of the Registrar. Students who are permitted to register for a course for the third time and who are again not successful must consult with their Dean/Associate Dean to discuss program progression or transfer options.

A student who fails co-op twice is not permitted to register for another co-op without prior approval of the Co-operative Education and Career Success office, the academic area and the Office of the Registrar. Students who are permitted to register for a third co-op and who are again not successful must consult with their Dean/Associate Dean to discuss program progression or transfer options.

Students are permitted to take clinical, practicum or field placement courses only once, unless they are granted special permission by their Dean/Associate Dean. Students who fail a clinical, practicum or field placement course must consult with their academic area to discuss program progression or transfer options.

For further details, please see the promotional status diagram (below). Promotional status cannot be appealed; however, students are encouraged to speak with their academic area to discuss progression through their program, especially if there were extenuating circumstances contributing to their performance.

4.2.1 Definitions

**Good standing** – May proceed to next semester

**Probation** – May proceed to next semester. Student should seek academic advice on how to improve chances for academic success
Academic warning – May proceed to next semester. If the semester GPA is less than 50 per cent, the student may not engage in workplace experiences, including co-op, unless the co-op consultant grants approval. Students must seek academic advice on how to improve their chances for academic success.

Academic suspension – Required to withdraw for two semesters. Students who are suspended:

- May not engage in any form of workplace experience (e.g., co-op, field placement, internship, clinical placement, etc.) that is part of their program
- May not enroll in any part-time post-secondary credit courses, nor are they admissible to any other Georgian College full-time or part-time certificate or diploma programs (except academic upgrading)
- Will have any current offers of admission revoked
- May apply for re-admission after two semesters using the application process and will be subject to a fee
- If accepted for re-admission, the student must achieve a semester GPA of at least 60 per cent in that semester, or they will be academically dismissed

Academic dismissal – Required to withdraw for one calendar year

Students are required to withdraw for one calendar year, whether full-time or part-time. After 12 months, the student may register for part-time general interest non-credit courses or apply for admission to another Georgian College program provided it does not have any vocational courses in common with the program from which they were required to withdraw.

Students can also be suspended and dismissed due to academic integrity violations. Please see section 8: Academic integrity.

4.2.2 Promotional status and eligibility for co-op

A student may proceed to a co-op work term if any of the following reflect their current academic standing:

- Good Standing
- Probation
- Academic Warning with a semester GPA of greater than 50 per cent

In order to be considered eligible for co-op progression, a student must be enrolled full-time in their previous academic semester (refer to section 3.2.1: Registration definition). Exceptions may apply to students who have been granted course exemptions, or with the approval of the co-op consultant.

PROMOTIONAL STATUS

The diagram below describes the process and grades associated with each step in academic promotion.
GOOD STANDING

- GPA 60% or greater
- GPA 59% - 50%
- GPA 49% or less

PROBATION

- GPA 60% or greater
- GPA 59% or less

ACADEMIC WARNING

- GPA 60% or greater
- GPA 59% or less

SUSPENDED

- GPA 60% or greater
- GPA 59% or less

ACADEMIC DISMISSAL
5. Graduation

To graduate, students must meet program requirements in place at the time of admission and achieve an overall program grade point average (GPA) of 60 per cent or greater. Exceptions to this are as follows:

- Students in graduate certificate programs require a minimum grade of 60 per cent in each course.
- Students in degree programs require a minimum grade of 60 per cent in each course, and an overall average of 65 per cent in core courses and 60 per cent in non-core courses in the program. BScN requires an overall average of 70 per cent.
- Students who have not been continuously registered may be required to meet the program graduation requirements at the time of readmission.
- Students that fail courses or fall out of progression may be required to satisfy new requirements due to revised curriculum.

Students are responsible for checking their course selections and graduation requirements each semester to ensure they are on track to graduate. To do so, students can use the Student Educational Planner (labelled Plans) in MyPath prior to registering. This will assist with course selection and future planning.

All students must apply to graduate using the online application to graduate (https://www.georgiancollege.ca/student-life/graduation/) by the deadlines posted on the website (https://www.georgiancollege.ca/admissions/important-dates/).

In extenuating circumstances, the Vice-President Academic, and the Registrar, in consultation with a Dean, may review a decision regarding graduation eligibility.

Students who already received a credential for a given program that repeat the same program in whole or in part, are not eligible to receive a second credential for the same program. A student may retake the same program in whole or in part, but the college will not issue a second credential to the student.

5.1 Graduation residency requirements

Residency requirements refer to the number of courses students must take at Georgian College in order to receive their credential. The following residency requirements must be met to be eligible for a Georgian credential:

<table>
<thead>
<tr>
<th>Georgian Credential</th>
<th>Residency Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognition of attendance and certificate</td>
<td>25 per cent of the program courses at Georgian (usually made up of 6-8 required courses)</td>
</tr>
<tr>
<td>Ontario College certificates, graduate certificates and diplomas</td>
<td>25 per cent of the program courses or the equivalent of one semester (whichever is greater) at Georgian</td>
</tr>
<tr>
<td>Honours Bachelor degree programs</td>
<td>25 per cent of the program courses at Georgian (students may be exempt from up to 75 per cent of their degree program. Up to 50 per cent may be obtained using PLAR and the remaining 25 per cent may be obtained through credit transfer).</td>
</tr>
</tbody>
</table>

For all of the above, to meet residency, these must be different courses than those already taken for credit toward previous certification (refer to section 5.2: Second program certification). When students have been granted advanced standing (see section 2.12: Advanced standing and/or section 2.12.6: Assessment of previous learning) for the program applied for, they are required to take other courses to meet the residency requirements outlined above. Further, they must obtain the approval for these courses from their academic area.

Courses taken through OntarioLearn satisfy Georgian College residency requirements.

5.2 Second program certification

Students wishing to pursue a program of study leading to a second credential must complete the graduation requirements for that program as outlined below:

- For certificate programs less than one year in duration, students must apply for the program desired and, upon being admitted, take a minimum of 25 per cent of the program courses at Georgian College. These must be different courses than those already taken for credit toward previous certification.
- For certificate and diploma programs that are one to three years in duration, the candidate must apply for the program desired and, upon being admitted, complete a minimum of 25 per cent of the program courses, or the equivalent of one semester, whichever is greater, at Georgian College. These must be different courses than those already taken for credit toward previous certification.
• For degree programs that are four years in duration, students must apply for the program desired and, upon being admitted, complete a minimum of 25 per cent in the degree program at Georgian College. These must be different courses than those already taken for credit toward previous certification.
• When students have been granted advanced standing, prior learning assessment and recognition (PLAR) and/or course exemptions for the program applied for, and are required to take other courses as outlined above; they must obtain the approval for these courses from their academic area.
• Co-operative education requirements, where applicable, are assessed on an individual basis by the appropriate co-op consultant and Dean.

Students applying to graduate from more than one program with shared vocational courses are eligible to receive the highest-level credential only.

5.3 Graduation timelines
Some students may not be able to complete their course requirements in order to graduate within the program’s normal progression, as charted in each program outline. For these students, the following timelines apply:

<table>
<thead>
<tr>
<th>Full-time programs</th>
<th>Completion date from time of admission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honours Bachelor degree</td>
<td>8 years</td>
</tr>
<tr>
<td>Three-year program</td>
<td>6 years</td>
</tr>
<tr>
<td>Two-year program</td>
<td>4 years</td>
</tr>
<tr>
<td>One-year program</td>
<td>2 years</td>
</tr>
<tr>
<td>One-semester program, or part-time program of 6-8 courses</td>
<td>1 year</td>
</tr>
</tbody>
</table>

Some programs may have different progression lengths. Power Engineering Technology (PETY) is 2.5 years long. The Ministry of Colleges and Universities (MCU) classifies it as a three-year program and thus has a six-year completion date. Please check program outlines for more information.

Students studying part-time must maintain continuous registration (2 out of 3 terms each year) in order to complete the program according to the curriculum in place at the time of commencing the program.

Students who are not able to remain continuously registered and follow the typical sequence of semesters for their program, must be readmitted to the program and follow the new curriculum.

Dean’s list

The Dean’s list, produced by the office of the dean, recognizes full-time, post-secondary students who have achieved a GPA of 80.0 per cent or higher in any one academic semester. This is indicated on their official transcript. Students with a GPA below 80.0 do not qualify.

5.4 Georgian scholar
The status of Georgian Scholar recognizes graduates from Ministry-approved post-secondary programs who have achieved an overall program GPA of 80.0 per cent or higher at the time of graduation. These graduates are recognized at convocation and their certificate, diploma or degree states “with honours”. Graduates with an overall program GPA below 80.0 do not qualify.

5.5 Program distinction
The status of Program Distinction recognizes graduates from apprenticeship programs who have achieved an overall program GPA of 80.0 per cent or higher at the time of graduation. These graduates are recognized at convocation and their certificate states “with distinction.” Graduates with an overall program GPA below 80.0 do not qualify.

5.6 Governor General’s Academic medal
Each year, the Governor General of Canada provides one medal to each college in Ontario. This prestigious medal is awarded to the Georgian College graduate of a post-secondary diploma program who has achieved the highest overall academic average.

5.7 Credentials
In order to receive a credential, students must meet program requirements and apply to graduate. Once students have applied to graduate, a graduation audit will be completed. Once a student has been deemed a graduate, according to Academic Regulation section 5: Graduation, their credential can be produced.
5.7.1 Producing credentials

Credentials are produced three times per year during graduation cycles (February, June, and October). Past graduates may request replacement credentials at any time throughout the year.

5.7.2 Credential types

The curriculum record determines the type of credential a student will receive. Below are the various credentials at Georgian College:

- 4 year Degree
- 3 year Advanced Diploma Co-op
- 3 year Advanced Diploma non Co-op
- 2 year College Diploma Co-op
- 2 year College Diploma non Co-op
- 1 year Ontario Graduate Certificate
- 1 year Ontario College Certificate
- Recognition of Attendance
- Weeks Certificate
- Certificate

5.7.3 Credential details

Graduate name - The name printed on the credential must match the student record. If a graduate wishes to change the name on their student record, they must provide appropriate official documentation.

Program title - The student record and admission term will determine the exact program name to be printed on the credential.

Credential date - The credential will be printed with the month and year of the student's graduating term (e.g. MM, YYYY).

Honours/Distinction - If a graduate completes a post-secondary certificate, diploma or degree program achieving an overall Grade Point Average (GPA) of 80.0 per cent or higher, the phrase “with Honours” will appear on the credential after the program title.

If a graduate completes an apprenticeship program with an overall Grade Point Average (GPA) of 80.0 per cent or higher, the phrase “with Distinction” will appear on the certificate after the program title.

5.7.4 Releasing credentials

Credentials are not released prior to the convocation ceremony dates. Graduates will receive their credential at the convocation ceremony. If a graduate chooses not to attend convocation, they have two options:

- Pick Up – Graduates may pick up their credential at any of our seven campuses.
- Mail – Graduates are provided a link to the Request to Mail Credential page. There is a fee for mailing, and credentials are sent via UPS courier.

We do not provide graduates with electronic versions of credentials.

5.7.5 Fees owing and holds

If a graduate has any outstanding fees or holds on their account, the credential will not be released. Graduates are advised of holds prior to the convocation ceremony and provided instruction on how to have it cleared.

5.7.6 Replacement credentials

Past graduates can request a replacement diploma. There is a fee for this. The credential will be produced according to the following guidelines:
• Graduate's name will be printed as shown in their student record

• Watermark printed on credential stating it is a duplicate

• Credential parchment will be produced using as close to original format as possible. An exact replica cannot be guaranteed

The following chart outlines scenarios where a replacement credential will be required. At times, the graduate will be required to pay a fee.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Contact Time</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate did not receive credential</td>
<td>Less than 6 months / Greater than 6 months</td>
<td>Reproduce without fee / Reproduce with fee</td>
</tr>
<tr>
<td>Credential was not released to student</td>
<td>Less than 2 years / Greater than 2 years</td>
<td>Reproduce without fee / Reproduce with fee</td>
</tr>
<tr>
<td>Error on Credential</td>
<td>Less than 6 months / Greater than 6 months</td>
<td>Reproduce without fee / Reproduce with fee</td>
</tr>
<tr>
<td>Credential sent via Courier, returned to sender</td>
<td>Returned due to college error in mailing / Never picked up from Courier</td>
<td>Reproduce without fee / Reproduce with fee</td>
</tr>
</tbody>
</table>

**5.8 Posthumous academic recognition**

The posthumous credential must be recommended by the academic area and be approved by the Dean, Vice-President Academic and Registrar. Credentials will be created as per normal process (see section 5.7: Credentials). A posthumous diploma/certificate/degree will be granted to a deceased student under the following minimum conditions. The student must have:

• Passed away within 12 months of the last registration, and

• Been in good academic standing or a high enough standing that eventual graduation was expected, and

• Successfully completed at least three-quarters of their program.
6. Academic and related records

Academic records are the property of Georgian College. Student academic records are confidential and are not released to others without written consent. At no time is personal information about a student released without confirmation of consent; this includes requests from immediate family members and/or relatives. Students have the right to view and receive a copy of their records at any time throughout their academic year, but fees may apply for processing the request. Assignments, examinations and tests that students do not claim by the end of the academic year, are held for a period of retention of one year as required under the Freedom of Information and Protection of Privacy Act, 1990. Any program assignments, examinations or tests that students do not claim after one year, are destroyed accordingly.

Students also have the right to know why we are collecting, using and disclosing their personal information. To ensure legislation is followed accurately, Georgian College, under the Freedom of Information and Protection of Privacy Act, 1990, and the Ontario Colleges of Applied Arts and Technology Act, 2002, provide a notice of collection on all Georgian College forms.

All documentation and forms submitted to the college, become part of the student record and are the property of Georgian College. Documentation is not returned and cannot be sent to anyone external to the college.

6.1 Freedom of Information and Protection of Privacy Act

The purposes of this act are:

1. To provide a right of access to information under the control of institutions in accordance with the principles that,
   a. information should be available to the public;
   b. necessary exemptions from right of access should be limited and specific; and
   c. decisions on the disclosure of government information should be reviewed independently of government;
2. To protect the privacy of individuals with respect to personal information about themselves held by institutions and to provide individuals with a right of access to that information.

Georgian College takes the privacy of students very seriously. All information collected from students or about students is kept confidential according to the provisions of the act. Only staff or faculty who require the personal information of students to perform their duties will access that information. Any access to a student's records without “the need to know” or without “expressed consent” from the student will be investigated by Georgian College.

6.2 Disclosure of personal information

Georgian College is required to disclose personal information such as Ontario education numbers, student characteristics and educational outcomes to the Minister of Colleges and Universities (https://www.ontario.ca/page/ministry-colleges-universities/) (MCU) under s.15 of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, Chapter M.19, as amended. The Ministry collects this data for purposes such as planning, allocating and administering public funding to colleges, universities and other post-secondary institutions, as well as to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the Ministry for purposes that relate to post-secondary education and training. Additional information on how the Minister of Colleges and Universities uses this personal information is available at: https://www.ontario.ca/page/personal-information-and-privacy-rules. (https://www.ontario.ca/page/personal-information-and-privacy-rules/)

For further information, please refer to our website (https://www.georgiancollege.ca/privacy-policy/).

6.3 Protection of personal health information

Georgian College is committed to respecting your privacy and protecting your personal health information in compliance with the Personal Health Information Protection Act, 2004 (PHIPA). PHIPA establishes rules for the collection, use and disclosure of personal health information (PHI), in order to protect the confidentiality and privacy of individuals with respect to that information while also facilitating the effective provision of health care. PHIPA also provides individuals with the right to access their PHI and correct or amend their PHI.

Students and members of the public accessing services in Georgian College's clinical and wellness services may be asked to provide personal health information, and personal health information may be collected and maintained as part of its service delivery practices. For further information, please refer to our website (https://www.georgiancollege.ca/privacy-policy/).

If students wish to access or acquire copies of their personal records, they must complete a Request for Access To or Correction of Personal/Personal Health Information Form (https://www.georgiancollege.ca/wp-content/uploads/Access-or-correct-PI-or-PHI-2018-07-05.pdf). This form and other information can be found on the Georgian College website within the Privacy Policy page. Students should contact the department or academic area responsible for those records. If they are unsuccessful in obtaining the information required, students may contact Georgian's Access and Privacy area at accessprivacy@GeorgianCollege.ca.
6.4 ONEcard

The ONEcard and its mobile app are your official Georgian College ID for use, both internally at the college, and externally with our partners in the community. The ONEcard does not replace official government ID. ONEcard and the associated mobile app are issued by and remain the property of Georgian College. Inappropriate use of the card or mobile app, or use by anyone other than the student is a breach of the student code of conduct (https://www.georgiancollege.ca/wp-content/uploads/GeoriganCodeofConduct-Procedure-6-100-Mar31-15.pdf) and may result in the ONEcard account being cancelled or revoked as well as other penalties being applied. Students should be familiar with the terms and conditions of use (https://www.georgiancollege.ca/student-life/campus-services/onecard/onecard-faqs/#terms).
7. Academic rights and responsibilities

Higher education and society both benefit when a college promotes and enforces standards of integrity that provides a foundation for a vibrant academic life, promotes progress in science and arts, and prepares students for responsible citizenship and professional conduct. The Centre for Academic Integrity (http://www.academicintegrity.org/) defines academic integrity as a commitment to the fundamental values of honesty, trust, fairness, respect and responsibility. Georgian College endorses these values and is committed to translating them into action. Since they adversely affect the credibility of academic work by students at the college and the credentials held by alumni of the college, breaches of ethics and integrity will not be tolerated. See section 8: Academic integrity.

7.1 Student academic rights

Students' academic, human and legal rights are important in ensuring a smooth path to their success. Students must not let anyone diminish the value of their achievements by taking unfair advantage. Students should not accept any academic dishonesty or actions that diminish the dignity of students or staff, however they occur.


7.2 Student academic responsibilities

Students are responsible for conducting themselves in a manner that brings credit to themselves and the college community. The responsibilities can be summed up in the following attendance statements and eight cardinal rules, paraphrased and taken from Northwestern University website.

7.2.1 Attendance

Faculty determine the requirements for success in students' courses. Students are responsible for attending classes, not only for course content, but also for information related to the progress of the course.

Tests, examinations, assignments, clinical and field placements must be written/submitted/attended on the date and time specified (see section 10: Tests and examinations). Requests for absence must be made prior to the test/examination/assignment/clinical/field placement date. Reasons for absence, if documented, allow faculty to make alternate arrangements for assignments and tests or allow consideration of an incomplete contract if necessary. See section 3.4.4: Incomplete grade designation.

7.2.2 Academic accommodations

There may be circumstances that prevent students from being able to write a test or submit an assignment on a pre-scheduled date. Students must make every effort to inform their faculty well in advance if they think they will not be able to meet a deadline.

Circumstances that are eligible for academic accommodation may include:

- Sudden or acute physical illness or mental distress
- Serious injury to self or significant others
- Bereavement
- A traumatic event
- Other serious personal/family crisis.

Circumstances that are not eligible for academic accommodations, and could result in a mark of 0 may include:

- Personal or family events (e.g., vacations, weddings)
- Technological and/or computer failure
- Disability for which you are already receiving ongoing accommodations (refer to section 10.1: Academic accommodations for persons with disabilities)

Documentation to support absences must include the following information:
• name and ID number of the student
• date and time of the incident/illness
• a statement from an appropriate regulated health care professional that the student was absent for medical reasons (if medical)
• the name, license/registration number, phone number and signature of the appropriate regulated health care professional/witness (if medical)

Academic accommodations for missed tests/assignments/co-op that are requested more than once per course or multiple times in a semester may warrant additional discussions with the faculty to ensure academic integrity is maintained. The faculty, in consultation with the Dean/Associate Dean may recommend restrictions in the use of academic accommodations for a set period of time.

Accommodations may also be made to allow for religious observance. In all cases, arrangements must be made with the faculty prior to the test, examination, assignment, clinical or field placement due date. Other reasons for absence are not sufficient to receive any special consideration and result in a mark of 0. For more information, refer to the Accommodation of Religious Observances policy, and Section 10: Tests and examinations.

7.2.3 Student conduct
The learning environment and activities are determined by the faculty, and guided by mutual respect, common sense, propriety, courtesy and etiquette. The faculty has the right to require any student to cease and desist in actions that are disruptive or that impede positive progress in the course. The faculty has the right to require anyone to leave the learning environment if positive progress is impeded by their actions or comments. Also, students are not permitted to transmit, distribute or make materials available that are harassing or discriminatory. Illegal, abusive, obscene, threatening, intimidating or demeaning transmissions to any individual or group are also prohibited. This includes, but is not limited to, the use of electronic mail systems and postings on electronic bulletin or message boards, Blackboard and web pages. Further actions may be taken under law, or the college’s Student Code of Conduct or Human Rights policies.

7.2.4 Improper use of technology
The faculty may ban any device deemed to impede positive progress of the class or deemed to compromise the integrity of tests or examinations. For detailed information refer to the Information Technology Acceptable Use policy.

7.2.5 Health and safety
The faculty has the right to cancel a class if safety or health of any individual is at risk. Further actions may be taken under law, or the college’s Student Code of Conduct or Human Rights policies.

7.2.6 Acknowledgement of sources
Whenever students use words or ideas that are not their own when submitting scholarly work, they must cite their sources with an in-text citation, use quotation marks where appropriate, and include a list of references for the sources cited. Failure to do this constitutes plagiarism.

Plagiarism is the representation of another’s words or ideas of another as one’s own, in any academic work. Self-plagiarism is the resubmission of previous work, or portions thereof without the permission of the current faculty. Students should be aware that plagiarism or self-plagiarism of any part of a work is an academic misconduct; there is no partial responsibility or penalty. Refer to section 8.1.3: Plagiarism. To avoid plagiarism, every source of information must be identified and properly documented according to an established writing convention determined by the faculty, for example APA (American Psychological Association) style.

Faculty have the right to submit student work for electronic detection of plagiarism or to require that the student submit their own work for detection of same.

7.2.7 Protection of work
Students must not allow anyone access to the work they have prepared for evaluation, whether in a test, examination or assignment, etc. The student is the only one who should receive credit for what they know, unless prior agreement has been reached with the faculty that group work (and group credit) is allowed.

7.2.8 Avoiding suspicion
Students should not put themselves in a position where they could be suspected of having made their work accessible to others, having copied another’s work, or having used unauthorized aids. Even the appearance of dishonesty may undermine faculty confidence in students’ abilities.

7.2.9 Taking credit for another’s work
The purpose of assignments is to develop skill and measure progress. Letting someone else do the work for which another student takes credit defeats the purpose of education and may lead to serious charges.
7.2.10 Never falsifying a record
Students must never falsify a record of any kind, nor permit another person to do so. Academic records are regularly audited and students whose grades have been altered put their entire grade history at risk. Students should keep copies of work they hand in to protect themselves from loss. See section 8.1.2: Fabrication.

7.2.11 Never fabricating
Students must not fabricate data, citations, experimental results or any other activity-derived work. Students must not fabricate any medical or other documentation used to support a test rewrite, extension, or other request for special consideration. Fabrication also includes but is not limited to documentation related to co-op jobs, placements, employer or placement supervisor evaluation or signatures. See section 8.1.2: Fabrication.

7.2.12 Always telling the truth
Any attempt to deceive may destroy the relationship between students and faculty, and students and the college. Hiding, omitting or misrepresenting information does not constitute the truth and, in situations where the student is a witness, may make the student an accessory subject to the same penalty as the culprit.
8. Academic integrity

Georgian strives to promote a culture of academic integrity. In any academic activity at the college, students are responsible and accountable for upholding academic integrity. Students who choose to commit misconduct, or aid in others committing misconduct, will be subject to penalties which will be determined according to the severity of the offence and the number of past misconducts found. Dismissal from the college resulting from a misconduct cannot be appealed.

In addition to the areas of academic misconduct outlined in this section, offences involving civil or criminal law involving academic work or materials are subject to penalties under these regulations. Students should also be aware that other types of misconduct may be dealt with by the college under other procedures, such as the Student Code of Conduct (http://www.georgiancollege.ca/wp-content/uploads/GeorgiaCodeofConduct-Procedure-6-100-Mar31-15.pdf), the Information Technology Acceptable Use (http://www.georgiancollege.ca/wp-content/uploads/2-117IT-acceptable-use.pdf), the Ontario Human Rights Code (https://www.ontario.ca/laws/statute/90h19/), or the Criminal Code of Canada (https://laws-lois.justice.gc.ca/eng/acts/c-46/).

Under the Freedom of Information and Protection of Privacy Act (https://www.ontario.ca/laws/statute/90f31/), 1990 (https://www.ontario.ca/laws/statute/90f31/), students have the right to know that information has been collected about them. If any action is to be taken against students in an area of academic misconduct, the student has the right to know the allegations against them and enough information about the complaint to be able to defend themselves.

To support the education and awareness of academic integrity, all students are required to successfully pass (70 per cent) the Academic Integrity module in Blackboard in their first semester of studies.

8.1 Types of academic misconduct

The following areas constitute the major types of academic misconduct and are subject to penalties. Please note that misconduct on one or any portion of a work constitutes misconduct; there is no partial responsibility. No fees are refunded to students who are suspended, dismissed or removed from courses, for misconduct. Refer to the penalties chart (below).

8.1.1 Cheating

Cheating is the use of inappropriate, prohibited or unacknowledged materials, information aids, or misrepresentation in any academic work. The use of books, notes, online resources, electronic technology (including but not limited to calculators, cell phones, tablets, and voice and video recorders) and conversation with others is restricted or forbidden in many instances of academic work and would constitute cheating. Students may not request others (including commercial or free term-paper organizations) to conduct research or prepare any work for them.

8.1.2 Fabrication

Fabrication is the falsification or invention of any information or citation in an academic work or required program documentation which includes, but is not limited to clinical permits, criminal reference checks, co-op jobs, placements, employer or placement supervisor evaluations, or signatures. False information may not be used in any academic work without the prior authorization of the faculty. It would be considered misconduct, for instance, to analyze one sample in an experiment and invent data based on that single experiment for several more required analyses. The actual and original source of the information must be acknowledged in a citation.

8.1.3 Plagiarism

Plagiarism is the representation of another’s words or ideas as one’s own, in any academic work. Self-plagiarism is the resubmission of previous work, or portions thereof without the permission of the current faculty. Students should be aware that plagiarism or self-plagiarism of any part of a work is an academic misconduct; there is no partial responsibility or penalty. To avoid plagiarism/self-plagiarism, every source of information must be identified and properly documented according to an established writing convention determined by the faculty, for example; American Psychological Association (APA) (https://www.apa.org/) style. Faculty have the right to request that students submit their work for electronic detection of plagiarism.

8.1.4 Facilitating academic misconduct

Students who knowingly or negligently allow their work (including electronic files), portions of their work, or drafts of their work to be used by other students or who aid others in committing academic misconduct are violating academic integrity. This applies to students who hide, misrepresent or falsify information related to an incident of academic misconduct. Such students are as responsible as a student who is involved in the incident directly, even though they may not themselves benefit from that act of misconduct, and are therefore subject to the same penalties.
8.1.5 Impersonation

Impersonation is pretending to be another person for the purpose of deception. Students who knowingly have someone impersonate them, either in-person or electronically, for any academic work or activity are violating academic integrity. Both the impersonator and student impersonated are subject to the same penalties.

8.1.6 Denying access to information or material

It is a violation of academic integrity to deny others access to academic resources or to deliberately impede the progress of another student or scholar. This would include giving other students false or misleading information, making library or shared resource material unavailable to others by stealing, deliberately misplacing, defacing or destroying any of these resources, including computer files that are not one's own.

8.1.7 Copyright violation

Canada’s Copyright Act (https://laws-lois.justice.gc.ca/eng/acts/C-42/), states the legal and permissible use of copyrighted material. Georgian College has adopted the Association of Canadian Community Colleges Fair Dealing Policy that provides guidance in copying according to the Fair Dealing exception under the Copyright Act (http://laws-lois.justice.gc.ca/eng/acts/C-42/). Copying beyond the limits of these guidelines and the Copyright Act (http://laws-lois.justice.gc.ca/eng/acts/C-42/), is an academic misconduct for the individual who made the illegal copy. Students may also be subject to penalties under the Copyright Act (https://laws-lois.justice.gc.ca/eng/acts/C-42/).

8.2 Academic misconduct process

- If at any point in the process outlined below the situation is shown, to the faculty's satisfaction, to be free of academic misconduct, no record is kept of the incident
- If at any point during the process outlined below, the student is unresponsive or unwilling to meet within the required timelines, the process proceeds and the Academic misconduct form (AMF) is forwarded to the Office of the Registrar for processing. The student's signature on the form is not required in order for a penalty to be applied or for a record to be created in Banner
- If an academic misconduct is identified for group work, the process proceeds individually for every member of the group. In cases where one or more members of the group (a subset of the group) are identified to be responsible for the misconduct, only the individual members of the group held responsible will receive a penalty
- The AMF remains part of the student's record in the Office of the Registrar, however no indication of academic misconduct is made on a students' official transcript. Note that some regulatory bodies may require this information. As with other documents in the student's file, access is restricted by the Freedom of Information and Protection of Privacy Act, 1990 (https://www.ontario.ca/laws/statute/90f31/) (see section 6: Academic and related records)
- From the time the misconduct is found to the time it is recorded on the student record, the process should take no longer than 15 working days to be finalized
- The student is expected to continue their semester while the process is taking place unless otherwise advised by a Dean/Associate Dean, Registrar/Associate Registrar in writing
- Academic misconduct may also be identified by other employees such as co-op consultants, testing services staff, or any other department at the college who is involved in determining grades for academic work
- If requested by the student, student success advisors can support a student through the academic misconduct process, including navigating the steps of the process and attending meetings.

The process for academic misconduct is outlined below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Process</th>
<th>Owner</th>
<th>Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Suspect academic misconduct</td>
<td>Faculty</td>
<td>Exam, test, assignment, etc.</td>
</tr>
<tr>
<td>2</td>
<td>Informs and consults with Program Coordinator</td>
<td>Faculty</td>
<td>phone/email</td>
</tr>
<tr>
<td>3</td>
<td>Date and time of meeting with student must be determined within three working days of first identifying suspected misconduct</td>
<td>Faculty</td>
<td>Banner, timetable/outlook calendar</td>
</tr>
<tr>
<td>4</td>
<td>Contact the Office of the Registrar via <a href="mailto:RORecords@georgiancollege.ca">RORecords@georgiancollege.ca</a> to determine any previous misconducts</td>
<td>Faculty</td>
<td>Phone/email or Banner</td>
</tr>
<tr>
<td>5</td>
<td>Complete the Academic misconduct Form (AMF)</td>
<td>Faculty</td>
<td>AMF</td>
</tr>
</tbody>
</table>
6. Conduct student meeting. If third offence, provide warning to student that a fourth offence will result in an automatic dismissal from the college for up to five years. Faculty AMF and supporting evidence

7. Within 24 hours of the meeting, student reviews the AMF and either a) acknowledges the offence, accepts the penalty and signs; or b) does not. If the student does not wish to meet/sign the form, the process continues. Student AMF

8. Send AMF and any supporting evidence to the Dean/Associate Dean within two days of meeting with the student. Faculty Email

9. Review AMF and supporting evidence and discuss with faculty. If a meeting with the student is required, (as determined by the Dean/Associate Dean) the date and time of meeting must be determined within three working days of receiving the AMF from the faculty. Dean/Associate Dean AMF/phone/email

10. Finalize/sign the AMF and email the form to the student with copy to the Office of the Registrar, the Student Success advisor and the faculty. In this same message, advise student of the academic appeal process as per section 9.2.1. Dean/Associate Dean AMF

11. Update student information in Banner. Office of the Registrar Banner

12. Implement any record changes needed as a result of the outcome. Faculty/Office of the Registrar Blackboard, Banner

Penalties for academic misconduct

The below guidelines are used to assist in penalty assignment, with the understanding that circumstances can occur which may warrant a penalty that differs from the guidelines. Any one of the penalties listed below can be applied on the first, second and third offence. The penalty imposed is recommended by the faculty in accordance with the severity of the offence and the number of past misconducts found. Final decisions with regards to the penalty that is applied will be determined by the Dean/Associate Dean. All fourth offences will result in automatic dismissal from the program and college for up to five years. Students may not return to the same program.

<table>
<thead>
<tr>
<th>Offence</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>- Verbal warning</td>
</tr>
<tr>
<td></td>
<td>- Complete or repeat online Academic Integrity module in Blackboard</td>
</tr>
<tr>
<td></td>
<td>- Assigned training</td>
</tr>
<tr>
<td></td>
<td>- Re-submit work involved</td>
</tr>
<tr>
<td></td>
<td>- Mark of “0” in work involved</td>
</tr>
<tr>
<td>Second</td>
<td>- Mark of “0” in the course</td>
</tr>
<tr>
<td></td>
<td>- Immediate suspension from the college for the current term, plus one</td>
</tr>
<tr>
<td></td>
<td>subsequent term</td>
</tr>
<tr>
<td></td>
<td>- Immediate dismissal from the program and suspension from the college</td>
</tr>
<tr>
<td></td>
<td>for one year (12 months)</td>
</tr>
<tr>
<td>Third</td>
<td>Fourth</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>- Mark of “0” in the course</td>
<td>- Automatic dismissal from the program and college for a period</td>
</tr>
<tr>
<td>- Immediate dismissal from the program and</td>
<td>ranging from current term, plus one subsequent term, up to five years</td>
</tr>
<tr>
<td>suspension from the college for one year</td>
<td>as determined by the Dean/Associate Dean</td>
</tr>
<tr>
<td>(12 months)</td>
<td></td>
</tr>
<tr>
<td>- Immediate dismissal from the program and</td>
<td></td>
</tr>
<tr>
<td>the college for three years</td>
<td></td>
</tr>
</tbody>
</table>
9. Academic appeals

Decisions made in academic situations are based on law, education regulations, college policy and administrative directives. Those decisions that are subject to appeal are stated as such and the process for appeal is outlined. Where the opportunity for appeal is not explicitly stated, no appeal is possible under these regulations. Students, however, may reasonably request a review of records to check for and restore the effects of a possible clerical error. They may also access Student Success Advisors at any time, to assist with the appeal process and determine next steps. All appeal decisions are final and binding.

When appeals are presented to an appeal panel, their role is to formally decide upon a resolution to an appeal in accordance with the following procedures. All aspects of the adjudication process are strictly confidential. The panel will have access to all information available concerning the appeal and in accordance with the Freedom of Information and Protection of Privacy Act, 1990 (https://www.ontario.ca/laws/statute/90f31/).

Decisions are based on information presented to the panel and are based on a balance of probabilities, which means that more likely than not, a violation or action prohibited by these regulations has occurred.

Timelines noted in the appeal process are expected to be adhered to according to appeal process timelines by all parties. Where there are extenuating circumstances, or if additional time is needed to collect information, the timelines may be altered or extended so long as all parties are communicated the changes and justification is provided. Timeline changes must be reasonable. The process must not take more than 30 business days.

If a College Academic Appeal Panel (CAAP) is determined to be appropriate, by the Office of the Registrar, the Registrar/Associate Registrar selects three members (a member of Georgian College Students’ Association (GCSA), a faculty and a Dean/Associate Dean) from academic areas other than the student’s to form the panel. Each panel member is responsible for declaring any conflict of interest. A Dean/Associate Dean chairs the panel and both the academic area/department and the student attend to present their case. The Registrar/Associate Registrar acts as a non-voting recording secretary for the panel as well as a resource for information, policies and regulations. The Office of the Registrar sets a date and time for the CAAP and notifies the panel and the student within five working days of receiving the Academic Appeal form (AAF). Supporting documents must be received from the student and Academic area/department no later than eight working days of receiving notice of the CAAP. The panel fully reviews the facts and confers with the panel chair, who renders a decision in a free and unbiased manner. The process is as follows:

- Before the panel meets, the Registrar/Associate Registrar investigates the appeal situation, collects statements from the individuals involved, prepares a preliminary report for the panel summarizing the essential details of the case.
- All members of the panel are involved in the hearing and the decision.
- During the appeal hearing, the academic area/department and student may be accompanied by one support person each, i.e. student success advisor, counsellor or parent, as long as the support person is identified to the Registrar/Associate Registrar 24 hours prior to the hearing.
- Witnesses and other concerned individuals may be invited to the hearing by the student or academic area/department. These persons may be asked by the chair to provide information to the panel during the hearing.
- The faculty and student are responsible for arranging their own support persons and witnesses, and for informing them of the schedule and process to be followed. Support persons, witnesses and those directed by the panel are the only people allowed to attend the panel sessions, and only as necessary during the hearing. Support persons present are not permitted to speak on behalf of the student, unless the chair allows it.
- Any situation where an individual’s personal interests may be incompatible or in conflict with their responsibilities as a support person, witness, or panel member in a hearing, which includes actual, potential or perceived conflicts of interest, the chair of the panel or the Registrar/Associate Registrar has the discretion to decline that individual’s involvement in the hearing.
- The panel decides on an outcome to the appeal, a resolution process and any penalties/actions to be applied.
- Decisions are based on information presented to the panel. Reasons for a decision must be based on the statements found during the academic appeal process. Decisions regarding the outcome of the case and any penalties/actions should be reached by consensus whenever possible. The chair makes the final decision on behalf of the college if consensus is not reached.

Appeal panels adhere to the principles of fairness. Some basic rules to ensure fairness include the following:

Adequate notice of the panel meeting
Notice of the panel meeting must include the time and place of the hearing. All written statements available about the case, such as statements from both the academic area/department and student, the Registrar/Associate Registrar’s report and notice of witnesses will be provided to all parties within eight working days of the CAAP. The Registrar/Associate Registrar can extend the time limits in this procedure after consulting with both the student and the academic area/department to ensure appropriate preparation time.

Opportunity to fully present the case
Both parties have the opportunity to present their cases to fully disclose pertinent information. Questioning of witnesses is directed through the panel.

Reasons for decisions
Reasons for decisions made by the panel are included in the panel's final communication. A copy of the communication is sent to the student, the academic area/department, and the Dean/Associate Dean of the student's program area. A copy is also kept on the student's record in the Office of the Registrar.

When it is deemed necessary, the College may designate a staff member to act on behalf of persons or positions noted in this document. This is usually done to ensure reasonable timelines are followed in cases in which those college personnel identified are not available, or whose availability is constrained.

9.1 Circumstances for an academic appeal

Students at Georgian College can appeal the following four situations:

- A mark on an assignment, test, examination or work-integrated learning term (1)
- Missing or incorrect assessment information on a grade report and/or transcript
- A charge of academic misconduct
- A final admission decision. Applicants who have been refused admission to the college have the right to submit an appeal if they believe that equal consideration with other applicants was not provided.

(1) Students cannot appeal a final grade. It is the academic work/learning that is appealable leading to the final grade i.e. final test, exam, assignment, or work/skills in a co-op, practicum, field/clinical placement.

9.1.1 Academic appeal process

Appeals follow a progression. If the student and academic area/department come to a resolution, the appeal will not proceed to the next step.

The process for academic appeal is outlined below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Process</th>
<th>Owner</th>
<th>Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Completes the Academic appeal form (AAF) and the 250-word appeal statement. Submits these documents to the academic area/department within two working day of receiving the grade/situation being appealed. If the AAF is not completed, and/or the 250-word statement not submitted, the appeal will not proceed. If an academic misconduct is being appealed, proceed to step 4.</td>
<td>Student</td>
<td>AAF, appeal statement, email</td>
</tr>
<tr>
<td>2</td>
<td>Informs and consults with program co-ordinator/manager. Date and time of meeting is determined within two working days of the appeal submission.</td>
<td>Academic area/Department</td>
<td>Phone/email/in-person</td>
</tr>
<tr>
<td>3</td>
<td>Meets with student and records their decision and supporting comments on the AAF. If the student and academic area/department come to a resolution, the appropriate changes are made and the AAF is not pursued or recorded. If there is no resolution the academic area/department returns the AAF to the student no later than 24 hours after the meeting and the process continues.</td>
<td>Academic area/Department</td>
<td>AAF, email</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Role</td>
<td>Location</td>
</tr>
<tr>
<td>---</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>4</td>
<td>Submits the AAF and the appeal statement to the Dean/Associate Dean/Director/Registrar within two working days of the academic area/department meeting.</td>
<td>Student</td>
<td>AAF, appeal statement, AMF, email/in-person</td>
</tr>
<tr>
<td>5</td>
<td>Reviews the AAF and supporting appeal statement and consults as needed with the academic area/department. Meets with student and academic area/department within two working days of receiving the AAF.</td>
<td>Dean/Associate Dean/ Director/ Registrar</td>
<td>AAF, appeal statement</td>
</tr>
<tr>
<td>6</td>
<td>Records their decision and supporting comments on the AAF and returns the form no later than two working days after the meeting with the student. If no resolution is found, advises the student of the next steps and timelines.</td>
<td>Dean/Associate Dean/Director/ Registrar</td>
<td>AAF, appeal statement, in-person</td>
</tr>
<tr>
<td>7</td>
<td>If the student wishes to continue the appeal, they submit the AAF and relevant documents to the Office of the Registrar within two working days of receiving it back from the Dean/Associate Dean/Director/ Registrar.</td>
<td>Student</td>
<td>AAF, appeal statement, email</td>
</tr>
<tr>
<td>8</td>
<td>The Office of the Registrar determines whether a CAAP is warranted. If no panel is warranted, the student is advised of a decision within five working days of submitting the AAF, the decision stands and no further action is taken. Notification is provided to the Dean/Associate Dean/Director/ Registrar, and the academic area/department.</td>
<td>Registrar/Associate Registrar</td>
<td>All available evidence, email</td>
</tr>
<tr>
<td>9</td>
<td>If a panel is warranted, it will convene within five working days of receiving the AAF in the Office of the Registrar. Both the academic area/department and the student attend to present their case.</td>
<td>Registrar/Associate Registrar</td>
<td>Phone/email/in-person</td>
</tr>
<tr>
<td>10</td>
<td>The Office of the Registrar completes the AAF with the final panel results. A copy is provided to the student, panel participants, the Dean/Associate Dean, and the academic area/department within two working days of the panel meeting.</td>
<td>Registrar/Associate Registrar</td>
<td>AAF, AMF, supporting documents</td>
</tr>
<tr>
<td>11</td>
<td>The Office of the Registrar makes the appropriate changes to the student record as needed.</td>
<td>Office of the Registrar</td>
<td>Banner</td>
</tr>
</tbody>
</table>
10. Tests and examinations

Tests and examinations must be written at the time scheduled by the faculty. Documented medical/family emergency situations, conflicting religious observance schedules, students in varsity games or Georgian College Student Association executive members in Georgian Board of Governor, or senior management scheduled events, are grounds for special consideration. Requests for adjustments to prescribed examination or test dates must be made before the examination or test dates.

10.1 Academic accommodations for persons with disabilities

All Georgian College students with disabilities are eligible for accommodations and support services. Students must register with Accessibility Services prior to any tests or exams, to allow the faculty to make any required arrangements. Academic accommodations are designed to create access and reduce/eliminate limitations that may impact learning and participation. Academic accommodations do not guarantee a level of achievement. Accommodations must be reasonable and cannot change the learning outcomes of the course.

10.2 Academic accommodations for religious observances

Georgian College, in agreement with and in support of the Ontario Human Rights Code, is committed to respecting the religious beliefs and practices of all members of the college community and to making accommodations for observances of special significance.

Every effort will be made to avoid scheduling in-class or formal tests and examinations on days of special religious significance throughout the year. The dates for all religious holidays will be taken into consideration by the Office of the Registrar and remain consistent with those in the Ontario Public Service Religious Holiday Policy (https://opseu.org/information/tools-and-resources/observances-calendar/14288/). Accommodations must be reasonable and cannot change the learning outcomes of the course.

Faculty should inform students of the existence of this policy and the process to request accommodation for religious observance (https://georgiancollege.sharepoint.com/sites/Employee/Procedures/Diversity%20Equity%20Human%20Rights%20Procedures/4-143_Accomodation_of_Religious_Observances.docx). Refer to the Accommodation of Religious Observances procedure.

10.3 Guidelines

- Students with more than two tests or exams of weighted value, each of 40 per cent or more over a 24-hour period, may connect with their faculty and student success advisor to discuss options for rescheduling. This discussion must take place a minimum of four weeks prior to the tests/exams.
- No evaluation is permitted after the last day of classes of a semester unless otherwise agreed on by the faculty and Office of the Registrar.
- Students must appear at the test room at least five minutes before the examination or test is scheduled to start.
- No one is allowed into a test room during an examination or test except the students writing the examination or test and the faculty and approved proctor.
- Bags, books and devices such as phones must be left in areas designated by the faculty (not taken to a desk or table).
- Faculty may ban any device deemed to compromise the integrity of a test or examination.
- Students must bring their student ID (ONEcard) for admission into the test room and they should place the card on their desk (where it can be seen). If a student is using the mobile app, they must abide by direction from faculty regarding personal devices and be prepared to show their digital ONEcard upon request.
- Faculty have the authority to assign seats.
- Students must follow the instructions on the examination booklet, answer sheet or examination paper, as appropriate.
- If students wish to enter the test room after an examination or test has started, they must have the faculty’s permission. If permission is given, students must complete the examination or test in the time remaining. If not, they will receive a mark of “0” on the examination.
- If students bring unauthorized material into the test room or asks for assistance from any other student or unauthorized source, they will not be permitted to continue writing. They may also be denied permission to write subsequent examinations or tests and may be subject to penalties under the regulations for academic misconduct. See section 8: Academic integrity.
- Once an examination or test has started, students cannot leave the test room for at least the first 30 minutes, nor can they leave during the final 10 minutes (so as to not distract others still writing), except in Marine courses where students are not permitted to leave the examination or test environment during the entire period, as regulated by Transport Canada.
- All writing must stop when faculty announces that the examination or test time is over. If students do not observe this rule, their papers may not be accepted.
- Students are not permitted to take examination books and other materials out of the examination room unless specified in the course outline.
10.4 Cancellations
In the event of a college closure due to inclement weather or unforeseen circumstances, students should contact their faculty for information with regards to the re-booking or action required as a result of the cancellation.

Faculty will determine an acceptable means of covering the course material and achieving the learning outcomes. If a campus is closed on a scheduled exam date, the Office of the Registrar and the academic area will re-schedule the exam to a suitable date and time and students will normally be notified by their faculty via their Georgian email or Blackboard course accounts. (Faculty/staff should reference the Unscheduled Campus Closure Procedure #2-102 (https://www.georgiancollege.ca/about-georgian/corporate-information/policies-procedures/).)

10.5 Notification of college closures
Generally, notifications of college closures are made via:

- College web site
- Radio and television announcements through local and regional media
- College telephone system automated message
- Staff news
- Blackboard
- All staff email
- All student email to college accounts
- Georgian College Facebook site
- Georgian College Twitter feed
- Student portal ‘MyGCLife (https://georgiancollege.sharepoint.com/sites/Employee/SitePages/Home.aspx)’
- safe@Georgian app

10.6 Academic accommodations due to on-campus delivery during the COVID-19 pandemic
All persons, including students, faculty and staff, who are on campus will abide by Georgian College’s COVID-19 Reporting Symptoms and Direct Contact Protocol. During this special circumstance, where a student is unable to complete on-campus course work due to COVID-19 protocols, the student must notify the faculty immediately by email, and where possible, at least 24 hours prior to the start of the evaluation. Please refer to section 7.2.2: Academic accommodations regarding required documentation to support absences.

The faculty will determine an acceptable means of covering the course material and achieving the learning outcomes in a reasonable timeframe, typically within the term dates or prior to the 10th day of class in the subsequent term. There may be some circumstances where learning outcomes cannot be achieved, such as courses that have specific accreditation requirements. The student will be required to provide written agreement by email, within two days, to the means and timelines for covering the learning outcomes, to the faculty, program coordinator, Associate Dean or Dean, and to adhere to this agreement. Failure to agree to the means and timeline or meeting the deadlines will result in the grade being assigned with the course work completed up until that time.

Where students may not be able to complete the course work, alternate options such as withdrawal without academic penalty (WD) for the course, an incomplete grade (IN) or a pass by aegrotat (AEG) may be considered. Please see section 4: Academic grade record and promotion for academic grade definitions. Typically, if the student can’t complete the course, the student will be required to register for the course in a future semester.
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