

2018-2019

ACADEMIC CALENDAR



www.alexandercollege.ca

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Mission and Education Goals

Message from the President

We help people build meaningful lives in Canada through education, acculturation, and counselling. Of these, the most important is education. Alexander College offers a range of educational academic programs to assist with English and North American culture.

Our principal academic program is the Associate of Arts degree. This 2-year degree is better-defined in British Columbia than in most places in the world, and requires a high standard of student accomplishment. Permission to offer this degree was granted after a thorough assessment of our organization and our programs by academic experts working for the B.C. Ministry of Advanced Education.

Our College is not large compared to a public university, but our courses are selected, our resources focused, our classes small and friendly, and our instructors dedicated. We strive to provide a high-quality program at a reasonable cost, and we serve students who need extra support with culture and language as they begin their academic studies. If you are an international student or a newcomer to Canada, and you would like to become a professional person with a university degree, we are here for you.

Marv Westrom, Ph.D.
President, Alexander College

Mission Statement

Alexander College helps young people benefit from participating in the higher education community. We provide the first two years of university study leading to an Associate degree or university transfer in a student-centered and supportive environment.

Goals:

Provide a serious and supportive learning environment where students with a variety of cultural backgrounds and language abilities can begin university study while simultaneously improving their English language skills.

Provide academic preparation that is recognized by other academic institutions throughout North America and beyond,

and that provides a foundation for successful progress through more advanced studies.

Foster individual growth and development by supporting each student's academic achievement and involvement in the community life of the College.

Establish and maintain a reputation for excellence in the academic community in every aspect of College programs, activities, and services.

General Education Goals

Communication: the ability to read, write, speak, listen, and use nonverbal skills effectively with different audiences. Upon graduation, students will demonstrate the ability to:

Use appropriate methods to communicate (written and oral) based on audience and purpose.

Evaluate the effectiveness of communication of both self and others.

Use English in a style and tone appropriate to academic discourse.

Present ideas in an organized framework.

Develop ideas using concrete reasoning and clear explanation.

Understand and interpret complex material.

Recognize the role of culture in communication.

Critical Thinking: the ability to think using analysis, synthesis, evaluation, problem solving, judgment, and the creative process.

Upon graduation, students will demonstrate the ability to:

- Identify and summarize problems in clear and concise terms.
- Think critically and creatively.
- Formulate and re-evaluate positions based on available evidence.

- Ask appropriate questions that challenge assumptions and conventional wisdom.
- Integrate ideas and values from different disciplines and contexts.
- Recognize own biases.
- Recognize that cultural perspectives influence perception and judgment.
- Weigh evidence and draw reasonable conclusions.
- Solve problems.

Personal Growth and Responsibility: the ability to understand and manage self, to function effectively in social, cultural, and professional environments; the ability to recognize ethical and moral issues that may arise from scientific and technological developments or that may be inferred from aesthetic and humanistic works.

Upon graduation, students will demonstrate the ability to:

- Make commitments that reflect ethical and informed decision-making
- Assume responsibility for own actions.
- Plan and pursue their own learning.
- Set, articulate, and pursue realistic individual goals for education, work, and leisure.
- Respect personal and cultural differences.
- Contribute effectively as a team member.
- Interact effectively in diverse professional environments.
- Respect the environment.
- Respect the impact of arts and humanities on culture.

Technology and Quantitative Literacy: the ability to locate, understand, evaluate, and synthesize information and data in a technological and data driven society and to use logic and mathematics to deal effectively with problems and issues.

Upon graduation, students will demonstrate the ability to:

- Use technology to access information for professional and personal needs.
- Use technology to obtain information and draw conclusions in a variety of disciplines.
- Create and interpret mathematical functions, models, graphs, and uses numerical methods to draw logical inferences.
- Use empirical evidence and logical argument to reach conclusions.
- Reason by deduction, induction, and analogy.
- Distinguish between causal and correlational relationships.

Appreciation of the arts, culture, and humanities: the ability to recognize, appreciate, encourage, and contribute to human society.

Upon graduation, students will demonstrate the ability to:

- Be aware of cultural diversity and its contribution to society.
- Develop and appreciate aesthetic sensibilities.
- Be aware of belief systems and religion, and understand how they contribute to society.
- Examine their own culture, society, and nationality from perspectives acquired through understanding other cultures and nations, including their language, literature, art, history, and geography.

Information Literacy: the ability to recognize the need for information, and the ability to locate, evaluate, and use it effectively.

Upon graduation, students will demonstrate the ability to:

- Determine the nature and extent of information needed.

- Locate information effectively and efficiently.
- Critically evaluate information and its sources.
- Use information effectively and persuasively.
- Handle information in an ethical and legal manner.

Scientific reasoning and literacy: the ability to apply the basic principles of science and methods of scientific inquiry.

Upon graduation, students will demonstrate the ability to:

- Define major concepts, principles, and fundamental theories in at least one area of science.
- Describe methods of inquiry that lead to scientific knowledge.
- Demonstrate an understanding of the nature of evidence and the methods of acquiring and testing scientific evidence.
- Acquire data through controlled experiments or rigorous observation.
- Formulate a hypothesis, given a simple problem or question, and then design a valid experiment to test it.

Alexander Mackenzie

Alexander College is named for Alexander Mackenzie, the Scottish-born fur trade adventurer and author who made an arduous overland journey from the east to reach the Pacific Coast at Bella Coola on 22 July 1793. As the leader of the first expedition on record to cross the North American continent in Canada or the United States, he has a special place in Canadian history. The journey itself was an extraordinary physical feat, accomplished through mountain country in a 25-foot birch bark canoe and on foot over the well-beaten trails maintained by the indigenous First Nations people of the country. At the highest point his route took him up to 6,000 feet and he covered more than 2,300 miles in three and a half months, averaging on his rapid return more than 20 miles a day which, considering the terrain and the weight of provisions and gear that he and his men packed, was prodigious. Under his command were a diverse group that included one other Scot, two First Nations interpreters, and six French-Canadian canoe men.

To his great credit, he brought all of his men back safely and without injury. On his route he passed through the territory of a number of First Nations communities and in his account he acknowledges their essential assistance and guidance. When moments of misunderstanding arose with these people, he managed to settle matters without altercation and completed his mission without a shot fired in anger.

The great Mackenzie River flowing out to the Arctic Ocean was named for him after he had navigated and charted it in 1789. In British Columbia one place carries his name, the town of Alexandria on the Fraser River, located in the centre of the province. Mackenzie was ahead of his time in the vision he articulated of an organized trade between Asia and North America via the Pacific. It is in the spirit of his achievement and vision that Alexander College honours his name.

Authorization as a Designated Learning Institution

Alexander College is authorized by Citizenship and Immigration Canada's International Student Program (ISP) as a Designated Learning Institution.

To apply for (or extend) a study permit on or after June 1, 2014, you will need a Letter of Acceptance (LOA) or Confirmation of Enrolment letter (COE) from a designated learning institution. You must include the Designated Learning Institution number (DLI #) on your application.

Note: DLI numbers begin with the letter 'O' and can be found on your Alexander College LOA or COE from June 1 onward.

Alexander College's DLI# is O19347185182

For more information about these new regulations, or to view Citizenship and Immigration Canada's (CIC) list of Designated Learning Institutions, visit:

<http://www.cic.gc.ca/english/study/study-institutions-list.asp>

Compliance with Statutes

Alexander College complies with all statutes relevant to college operations, including the *Human Rights Code (BC)* and the *Canadian Charter of Rights and Freedoms*.

Governance

Board of Governors

Alexander College is headed by a board of distinguished educators from university and college in British Columbia. Its main purpose is to ensure that the College maintains the highest standards of academic and professional excellence. The board consists of the following members:

- Marv Westrom, B.Ed., M.Ed., Ph.D. (Alberta), Professor Emeritus, Faculty of Education, UBC. President, Alexander College.
- Patrick Zhao, MSc, Vice-President Operations, Alexander College.
- David Robitaille, (Chairperson) BA (Montreal), MA (Detroit), Ph.D. (Ohio State); Professor Emeritus and former Head of the Department of Curriculum and Pedagogy, UBC.
- Mackie Chase, (Vice-Chairperson) B.Ed., RSA, MEd; former Director, Centre for Intercultural Communication, UBC.

The Board has the following specific responsibilities. They will:

- Ensure that periodic reviews and formal assessments of all academic programs are conducted at least every five years.
- Receive complaints and/or concerns from students or staff that have not been satisfactorily resolved by the President, and determine a final resolution of these complaints and/or concerns.
- Ensure, to the best of their ability, that the college is in compliance with all legal requirements and exercises the highest moral and ethical standards at all times.
- Approve the appointment of all full-time academic staff and instructors

Executive Committee

The Executive Committee is responsible for business planning and overseeing the operation of the College. It monitors the

business feasibility of all operational matters, including academic plans and decisions.

Membership

The Executive Committee consists of the College's President, Vice-Presidents, and Dean of Arts and Sciences.

Duties and Responsibilities

The Executive Committee meets as needed to oversee the continued operation of the College. It monitors programs to ensure the availability of resources and the efficient and effective administration of the College.

Standing Academic Standards Committee (SASC)

The Standing Academic Standards Committee (SASC) is responsible to the College Board for all academic programs in the college. This committee sets educational policy, approves all curriculum proposals, and ensures that the college adheres to accepted academic standards in all educational matters.

Membership

Members of the Standing Academic Standards Committee are appointed by the president for an unspecified term to supervise a specific subject area. Appointments are renewable but can be cancelled for non-participation. Appointees will normally be academics with extensive experience with curriculum supervision of credit courses at a college or university.

Duties and Responsibilities

Individual members of SASC are responsible for their subject area. In this capacity, SASC members have the following responsibilities:

Standing Academic Standards Committee:

- Approving the hiring of instructors (see policy: *Hiring of Instructors*).
- Initially approving Curriculum Guides (see Curriculum Development and Approval policy).
- Supervision of instruction, including: course outlines, exams, and instructional methods.
- Observation of instruction (see policy: *Supervision of Instruction*), especially new instructors.

- Annual review of courses and programs (see policy: *Program Evaluation*).
- Managing articulation in their subject area, including attendance at articulation meetings.

Generally providing subject matter expertise as needed. Individual SASC members act similar to Department Heads in supervising the activities in their subject area. Proposals for changes to courses or programs are prepared by individual members and then presented for approval by the committee as a whole. As a committee, SASC oversees the overall structure of all academic programs, including admission standards, program requirements, courses offered, and graduation requirements.

In particular, SASC oversees:

- Creation and development of new programs and courses.
- Program integrity, including admission requirements, course selection, course definition and prerequisites.
- General instructor qualifications.
- Instructional resources, including the library and instructional technology.
- Student supervision, including policy regarding withdrawals, transfers, discipline, appeals, and all academic matters.
- Program and course assessment. Programs are reviewed at least every five years. Courses are reviewed at the end of every term in which they are taught, and annually.
- Approval of policy pertaining to its overall mandate of academic supervision.
- Other matters that may be assigned by the president.

Individual members may act at any time in matters such as supervision of instruction or hiring new instructors. The committee as a whole meets at least three times per year, and as necessary to ratify members' actions, make recommendations, and set policy.

The Dean of Arts and Science is chairperson of SASC and manages SASC activities between meetings.

Operations Committee

The Operations Committee (OpCom) is a Vice-president Operation's committee that manages the day-to-day operations of the College.

Membership

The Operations Committee consists of the President, Vice-presidents Academic, Operations, and Enrolment, Dean of Arts and Sciences, Registrar, Director of Student Affairs, and academic Department Heads. The Vice-president, Operations and Dean of Arts and Sciences co-chair this committee.

Duties and Responsibilities

The Operations Committee manages the operational activities of the College on a day-to-day basis under the supervision of the Vice-president, Operations. In particular, it performs the following tasks:

- Acts as a liaison between upper administration and staff. Brings forward for discussion the ideas and concerns of staff, and disseminates changes and developments to staff where appropriate.
- Monitors all emergent issues and initiatives related to operations, facilities, staffing, workflows, reporting, and planning.
- Monitors and controls development and revision of non-academic policy and procedure.

Education Committee

The Education Committee (EdCom) is a Vice-president Academic's committee which assists SASC in organizing and overseeing the educational work of the College.

Membership

The Education Committee consists of the President, Vice-presidents Academic, Operations, and Enrolment, Dean of Arts and Sciences, Registrar, Director of Student Affairs, and academic Department Heads. The Vice-president Academic chairs this committee.

Duties and Responsibilities

The Education Committee manages the educational activities of the College on a day-to-day basis under the supervision of the Vice-president Academic. In particular, it performs the following tasks:

- Monitors and controls all curriculum development procedures, dealing with Concept Statements, Curricular Frameworks, Feasibility Studies, Curriculum Guides, and Full Program Proposals.
- Monitors and controls instruction, including management of the hiring of instructors, monitoring use of equipment and facilities, and controlling production of Lesson Plans.

Facilities

Burnaby Campus

Burnaby is a large suburb located in the geographic centre of Greater Vancouver. Alexander College's Burnaby Campus is located on the corner of McKay Street and Kingsway, one block from one of the largest shopping centres in Canada, Metrotown Centre. Our Burnaby facility includes spacious classrooms, a science laboratory, the Writing and Learning Centre, a library, and a Student Financial Service Office & Bookstore.

The Burnaby campus is centrally located in Downtown Burnaby, just one block from the Metrotown Skytrain station.

Address:

101 – 4603 Kingsway
Burnaby, British Columbia
Canada V5H 4M4

Hours of Operation:

Monday – Friday, 8:30PM – 9:00PM
Saturday, 8:30AM – 5:00PM

Please note:

Administrative offices are generally open Monday to Friday until 4:00PM or 5:00PM.

Accessibility:

Burnaby Campus is wheelchair accessible.

Parking:

- Pay parking at Burnaby campus is managed by Impark. Entrance to the parkade is located at the back of the building off Hazel Street.
- Free parking is available across the street at Metrotown Centre for up to four hours.
- Limited metered parking is available along Kingsway, McKay Street, and Hazel Street.

Proximity to Public Transit:

- Skytrain – 5-7 minute walk from Metrotown Station on the Expo Line
- For information about Skytrain and other public transit options, visit: <https://www.translink.ca/>

Vancouver Campus

Alexander College's Vancouver Campus is located in the centre of downtown Vancouver on the corner of Seymour and Hastings Street. We are steps away from the major shopping and entertainment districts, as well as major tourist attractions and the Vancouver waterfront. Our Vancouver campus features large classrooms, a science laboratory, the Writing and Learning Centre, a library, and a Student Financial Services Office & Bookstore.

The Vancouver Campus is centrally located in the heart of downtown Vancouver, just one block from the Waterfront Skytrain station.

Address:

100 – 602 West Hastings Street
Vancouver, British Columbia
V6B 1P2

Hours of Operation:

Monday – Friday, 8:30PM – 9:00PM

Please note:

Administrative offices are generally open Monday to Friday until 4:00PM or 5:00PM.

Accessibility:

Vancouver Campus is wheelchair accessible.

Parking:

- Pay parking adjacent to the Vancouver campus is managed by Diamond Parking. Entrance to the parkade is located off Seymour Street.

Proximity to Public Transit:

- Skytrain - located two blocks from Waterfront Station on the Millennium Line.
- For information about Skytrain and other public transit options, visit: <https://www.translink.ca/>

EAP Centre

The English for Academic Purposes (EAP) Centre is a dedicated space for students of the EAP program. It is located next to the Vancouver campus.

Address:

686 West Hastings Street
Vancouver, British Columbia
V6B 1P2

Hours of Operation

Monday – Friday, 8:30PM – 9:00PM

Please note:

Administrative offices are generally open Monday to Friday until 4:00PM or 5:00PM.

Emergency Plan

The following is an abridged version of Alexander College's emergency plan and procedures:

Alexander College is committed to maintaining the safety and security of staff, faculty, and students, and staff certified in First Aid are on site at all times. All students and employees of the College are expected to comply with the general safety requirements and emergency procedures, including evacuation procedures, of Alexander College.

An emergency is an unforeseen situation that threatens employees, students, or the public; disrupts or shuts down school operations; or causes physical or environmental damage. Emergencies include but are not limited to: floods, hurricanes, fires, gas releases, chemical spills, explosions, workplace violence, acts of terror.

The emergency action plan covers actions that need to be taken to protect employees, students, and the College in the case of an emergency. Although this plan has been developed, it will be reviewed by management and selected employees at least once each year to assure that it continues to be relevant and appropriate. The annual review should include an examination of a wide variety of potential emergencies that could occur in the College.

Regular fire and earthquake drills can be expected at any time during the term.

All students and employees of Alexander College are responsible for familiarizing themselves with the locations of fire alarms and evacuation routes in the areas they occupy. In the case of an evacuation, employees are authorized to act as evacuation wardens to assist in clearing students and others from the building and to account for personnel. Subject to the foregoing and with the exception of employees with specific responsibilities in an emergency, the College will not require students or employees to give assistance in the event of an emergency.

Medical and First Aid

In the event that an emergency involves serious injuries, all employees should be aware that treatment of a serious injury should begin within 3 to 4 minutes of the accident. Alexander College can call a local ambulance service so that transportation is readily available for emergencies.

There is always a first aid attendance on campus. For information regarding First Aid, or to receive basic First Aid, see Reception. Please note that Alexander College follows the health and safety plans as outlined by Work Safe BC. Policies and procedure can be found at: www.worksafebc.com

Lost and Found

Found items are to be handed in to the Reception desk at either campus location. Lost items are stored at the Reception desk for a limited duration.

Alexander College is not responsible for the security of student valuables; students are to use discretion in bringing valuables to school.

Admissions

Office of the Registrar

The Office of the Registrar is one of the main points of contact between students and the college administration.

The Office of the Registrar administers policy and procedure, and oversees many areas of the College administration, including: admissions, registration, registrar services, financial aid, credit transfer, grades, performance standards, academic records, and more.

Student Selection

Alexander College reserves the right to deny admission on the basis of overall academic record and to limit enrolment by selecting those who will be admitted from among qualified applicants.

English Proficiency Requirement

English is the language of instruction at Alexander College, and successful study depends heavily upon fluency in the English language.

See pages 21-25 for full list of acceptable ways to meet the English proficiency requirement.

Students who do not meet the English Language Proficiency requirement for admission to their program may apply to the English for Academic Purposes (EAP) Program.

Academic Disclosure

All applicants are required to submit a satisfactory amount of academic history, so that Admissions can make a reasonable determination for admissibility. Failure to disclose academic history may result in one or more of the following:

- Denial of the Application for Admission or dismissal from the institution
- Change of academic standing (e.g. academic probation)
- Denial of transfer credit for coursework completed prior to admission

Applicants with questions about disclosure of academic history are encouraged to inquire with Admissions prior to submitting their Application for Admission.

Academic Documents

Students are responsible for submitting original academic documents (e.g. transcripts, language test scores, etc.) with their application for admission, or at a later date. Students may present official documents in person, or arrange to have their official documents sent directly to the College by their previous institution(s).

Original academic documentation that is not in English must be accompanied by a certified English translation bearing the declaration or stamp of a registered/licensed English translator.

Retention of Documents

Documents submitted in support of applications become the property of the College and will not be returned to the student.

International documentation, as deemed irreplaceable by the Office of the Registrar, **may be** returned to a student on submission of a "Return of Irreplaceable Documentation" request form within two years of their last term of study.

Student records inactive for two years are digitally archived and all physical file documents destroyed.

Note: Documentation deemed evidence in a case of misconduct will not be returned to the student under any circumstance.

Application with Unofficial Documentation

Alexander College is committed to providing students with an opportunity to be successful in their academic studies. Full academic disclosure is a requirement of admission and it is the responsibility of the student to provide a complete and official record of their educational history.

Alexander College allows for the Admissions process to be completed based on unofficial or photocopied academic documentation (e.g. transcripts, test results, etc.). Applications are not considered complete, however, until all official copies of necessary supporting documentation have been provided.

Please note the following:

- *Documents submitted in support of applications become the property of the College and will not be returned to the student.*

- *All official/original transcripts, certificates, and language test results must be provided to the College before a student is eligible to order an official transcript or graduation documents.*
- *International documentation, as deemed irreplaceable by the Office of the Registrar, may be returned to a student on submission of a "Return of Irreplaceable Documentation" request form. If approved to be returned, the documents will be verified by an authorized officer and made available for pick up from the Reception desk after two business days. Please note that domestic documentation will not be returned under any circumstance.*
- *All student file documents are digitally archived and securely destroyed two years from the last enrolled term. Physical documentation cannot be stored indefinitely and therefore it is the responsibility of the student to be aware of the disposition schedule and ensure that any irreplaceable documents are requested to be returned in a timely manner.*

Applicant Declaration

By signing and submitting your application to Alexander College, you acknowledge and are thereafter bound by the following terms:

- I declare that the information I have disclosed with my application, including academic history and all other supporting documentation, is true and complete. For more information, please refer to the Academic Disclosure policy in the Academic Calendar.
- I understand evidence of falsified information or documents will result in permanent cancellation of my application and/or permanent dismissal from the College.
- Alexander College is committed to using personal information in accordance with the Personal Information Protection Act (PIPA). By providing personal information with your application, you give consent for the College to use the information solely for the purposes of providing academic and student support services.
- I authorize Alexander College to use my Personal Education Number (PEN) to conduct research and statistical analysis relating to student mobility and

academic success in accordance with section 170.1 of the School Act.

- I authorize Alexander College to verify the information I have submitted with my application, and the authenticity of all supporting documentation.
- I understand that it is my responsibility to be aware of and to comply with the policy and procedures of Alexander College.
- I understand that the Registrar may share information with other post-secondary institutions in the event that an applicant or student is found to have misrepresented information or falsified documents.

Calculation of Admission GPA

A minimum cumulative GPA of 1.50 (on a 4.33 scale) is required for regular admission, calculated on the applicant's most recently completed academic history.

Applicants who do not meet this requirement may be admitted conditionally (see Provisional Admission).

Provisional Admission is intended to allow students with a demonstrated history of academic difficulty or who have been required to withdraw from another institution to be admitted to the College.

Provisional Admission

Provisional Admission is intended to allow students with a demonstrated history of academic difficulty or who have been required to withdraw from another institution to be admitted to the College.

Provisional Admission is applicable to applicants who have a demonstrated history of academic difficulty. This applies to students who meet all other admission requirements but who present a cumulative post-secondary academic GPA below 1.50 and/or have been required to withdraw or are suspended from another institution. Applicants are required to sign a letter of acknowledgement prior to course registration, and may be issued an official Letter of Acceptance for a maximum study period of one (1) year. Students admitted to the college on provisional admission and who receive a GPA greater than 1.50 after their first semester will be granted regular admission and continue under normal admission policy. Students who receive

a GPA lower than 1.50 after their first semester will normally be suspended from the college.

Application Deadlines

Evaluation of an application begins when the Application for Admission form and all required supporting documentation have been submitted. Programs at Alexander College are considered to have open enrolment, and applications for admission are accepted until the add/drop/change deadline in a given semester, as space allows.

Applicants should be aware that some courses can fill quickly. We encourage new students to register early in order to have the greatest selection of courses.

Admission Categories

International and Domestic Students

Students who are Canadian citizens, permanent residents, or Convention refugees are classified as *domestic students*. Students who are dependents of diplomats or have their own diplomat status may also be classified as domestic students after presenting the necessary documentation. All other students are classified as *international students*.

Minor Student Admission

Applicants who are 18 years of age or under, and who have not graduated from high school, may be admitted in the category of Minor Student. Minor students are eligible to enrol in non-credit coursework only. Applicants under 16 years of age are not admissible.

Mature Student Admission

Applicants who are 19 years of age or older, as of the first day of classes in a given term, may be admitted in the category of Mature Student. Mature students are exempt from the requirement to have completed secondary education, provided that they meet all other requirements and can provide academic transcripts for the highest level of education completed, and have met the requirements for English language proficiency. Students must provide evidence that they have an opportunity to be successful at the college.

Regular Admission

Applicants that have graduated from high school and provided a full academic history, with an application GPA of 1.50 or greater, may be admitted in the category of Regular Admission.

Provisional Admission

Provisional Admission is intended to allow students with a demonstrated history of academic difficulty or who have been required to withdraw from another institution to be admitted to the College.

Concurrent Admission

BC secondary school students demonstrating outstanding academic and non-academic performance may apply to participate in the Concurrent Studies Program (CSP) through our sister school, Alexander Academy. The program provides an opportunity for selected students to earn post-secondary credit while in their senior year (grade 12) of secondary school.

Special Considerations

Admission Appeals

Requests to exempt an applicant from an admissions policy or decision may be submitted by completing an Admissions and Registration Request form, available in person or online from the Office of the Registrar. Any supporting evidence (medical notes, course outlines, etc.) must be attached.

Applicants with Disabilities

Academically qualified applicants who have physical, sensory, or specific learning disabilities are encouraged to apply. We will ensure that applicants are not denied admission as a result of a disability that does not reasonably impact the ability of the student to achieve success in post-secondary study and that can be accommodated by the College.

Limits to Accommodation

Notwithstanding our policy to accommodate the individual and special needs of students, requirements for accommodation may arise that exceed the capacity

of the College to respond. For example, a student might require equipment or infrastructure alterations that the College cannot afford. A student might present a personality or behavioral issue that, in the judgment of the Registrar presents a potential danger to that student or to other students, and/or cannot be managed with the resources available to the College.

In cases where requirements for accommodation exceed the ability of the College to provide accommodation, the student will not be permitted to enroll in the College. If the student is already enrolled, enrollment for the current term will be withdrawn. If the student has paid fees to the college, these fees will be refunded according to the refund policy. In addition, the College will seek to find and will attempt to provide information concerning agencies and places where the student may find appropriate accommodation.

General Admission Requirements

Alexander College provides admission to educational programs for the greatest range of students possible. Where appropriate however, access to programs and courses is restricted to students who satisfy established admission criteria at both general and program-specific levels.

- Completion of Secondary Education (12 years, or equivalent) or mature student admission
- Academic and/or GPA requirements specific to individual programs, if applicable
- Demonstrated proficiency in the English language
- Canadian Citizenship or legal authorization to study in Canada (e.g. permanent residency or study permit)
- Minimum age of 16 years, as of the first day of classes

Program-Specific Admission Requirements, by Program

English for Academic Purposes

Entry from Grade 12:

- BC secondary program (Grade 12) or equivalent, the A.B.E. (Adult Basic Education) Program, or G.E.D. (General Educational Development) Testing Program, or mature student status
- BC English 12 (grade of B or higher)

University Transfer:

- At least 9 transferable post-secondary credits, with a cumulative GPA of 1.50 or higher. University transfer applicants with cumulative GPA's below 1.50 may be admitted provisionally
- BC ENGL 12 with a minimum grade of B , or equivalent

University Transfer & Associate of Arts Degree Programs

Entry from Grade 12:

- BC secondary program (Grade 12) or equivalent, the A.B.E. (Adult Basic Education) Program, or G.E.D. (General Educational Development) Testing Program, or mature student status
- BC ENGL 12 with a minimum grade of B , or equivalent

University Transfer:

- At least 9 transferable post-secondary credits, with a cumulative GPA of 1.50 or higher. University transfer applicants with cumulative GPA's below 1.50 may be admitted provisionally
- BC ENGL 12 with a minimum grade of B , English 099 with a minimum grade of C, or equivalent

Associate of Science Degree Program

Entry from Grade 12:

- Graduation from 12-year compulsory education, or mature student (aged 19+) status
- Demonstrated English proficiency

- Two of: Biology 12, Chemistry 12, Physics 12, Geography 12, Geology 12 (or equivalents)
- Mathematics 12, grade of 'B' or higher (or calculus-based equivalent)

University Transfer:

- At least 9 transferable post-secondary credits, with a cumulative GPA of 1.50 or higher. University transfer applicants with cumulative GPA's below 1.50 may be admitted provisionally
- Demonstrated English proficiency
- At least 6 credits first-year biological or physical sciences (e.g. Biology, Chemistry, Physics, Geography, Geology)
- ALEX MATH 100, grade of 'C' or higher (or equivalent)

Admission and Registration Deadlines (2018-2019)

Courses and programs at Alexander College have open enrolment and applications are accepted until programs are full and for up to two weeks after the semester begins. Some courses can fill quickly, and we encourage new students to submit applications as soon as possible in order to have the greatest course selection.

Intake Term	First Day of Registration Period	First Day of Term	Last Day of Registration Period
Winter 2019	Dec 3, 2018	Jan 7, 2019	Jan 11, 2019
Spring 2019	TBA	Apr 29, 2019	May 3, 2019
Summer Intensive 2019	TBA	Jul 8, 2019	Jul 12, 2019
Fall 2019	TBA	Sep 3, 2019	Sep 6, 2019

How to Apply

Each new student is assigned an Education Advisor at the application phase of their studies. Education Advisors at Alexander College are responsible for answering general questions, providing personalized support, and ensuring that each student has a direct contact and connection to the College.

Applications for Admission are received electronically, and can be completed online at www.alexandercollege.ca/online-application

Part 1: Complete the Online Application for Admission

Step 1:

Fill out Section 1: Personal + Contact Info, and Section 2: Program Selection

Step 2:

Fill out Section 3: Academic History.

If you have not completed any post-secondary, enter the name or names of your high school(s). If you have completed any post-secondary studies, or are currently attending another post-secondary institution, you must declare all of your post-secondary study history on this page.

Step 3:

Pay the application fee of \$200 CDN.

You must have a credit card (Visa or Mastercard) for this step. After you have paid the application fee you will receive a confirmation email, including your payment receipt as well as a student ID number and temporary password.

Step 4:

Check your email and click the link to validate your email address. This email will also contain your new student ID number and a temporary password for MyAC.

Step 5:

Review and submit your online application.

Part 2: Submit Your Documents

Step 1:

Submit your documentation in person or by email to the Enrolment Advisor displayed on your Application History page.

Alternately, you may send your documentation by regular mail.

Alexander College
Registrar and Enrolment Services
101-4603 Kingsway
Burnaby, BC V5H 4M4

Once received, an Enrolment Advisor will review the documents to ensure completeness of your application. The completed application will then be submitted to the Admissions Office on your behalf.

Note that applications will not be evaluated by Admissions until both Part 1 and Part 2 are completed.

Step 2:

Wait for Admissions to evaluate your application. You can check on the status of your application by logging in to your MyAC account using the student ID number and temporary password provided by email.

Applications are normally evaluated within 3-5 business days.

Step 3:

Receive an admissions decision and further instructions by email.

Once the Admissions Office has made a decision regarding your application, you will receive a confirmation of that decision by email. If you have been admitted, the email will include an Offer of Admission letter.

Documentation Requirements

All applicants are required to submit a satisfactory amount of academic history, so that the Admissions Office can make a reasonable determination for admissibility.

All documents above may be submitted in copy form at the time of application, however a Registrar hold will be applied to the student file until required official documentation has been presented to Admissions. Students are strongly encouraged to submit their official documents at the time of application.

All application documents that are not in the English language must be accompanied by an English translation made by a licensed translator.

All Applicants

- Online Application for Admission and application fee of \$200*
- Academic transcripts*
 - **High School Applicants**
 - Senior high school transcript(s) showing the most recent two years of secondary education (normally grades 11-12, or equivalent)
 - Certificate of graduation, or equivalent¹
 - **Post-Secondary Applicants**
 - Post-secondary transcript(s) showing a minimum of 9 credits, or three graded courses², taken at an accredited post-secondary institution³
- Documentation of English language proficiency (if an accepted equivalent is not included on the transcript)⁴
- Supplemental Documentation
 - Passport photocopy*
 - Canadian citizenship document, PR card, study permit, or other document which authorizes study in Canada⁵
 - Medical insurance document⁶

Items marked with an asterisk () are required to be considered for admission.*

Items in italics may be submitted at a later date, but must be submitted prior to course registration.

Further Information

¹ A separate certificate of graduation is required if the graduation status is not clearly indicated on the secondary transcript. Non-graduated students over the age of 19 are admissible under the Mature Student Admission policy, and are not required to submit a certificate of graduation. Some secondary programs, such as IB, GCSE, etc. do not result in a certificate of graduation, and graduation status is instead determined by the number of passed examination subjects. For more information on accepted equivalencies, see the Academic Calendar.

² Completion grades only (e.g. A-F or mastery scale) Does not include withdrawals or in-progress/incomplete grades.

³ If an applicant has attended some post-secondary, but completed fewer than 9 credits, both the post-secondary transcript and the high school transcript showing the last two years of secondary education (grades 11-12, or equivalent) are required. Applicants who have completed at least 3 but fewer than 9 post-secondary credits are not subject to provisional admission.

⁴ Documentation of English language proficiency is not required at the time of admission, however must be submitted prior to course registration. Applicants who are unable to provide acceptable evidence of English language proficiency are required to write an internal English Placement Test (EPT).

⁵ Some exclusions apply. Other acceptable types of study authorization include: Convention Refugee status, diplomatic or diplomatic dependant status..

⁶ Medical insurance is not required at the time of admission, but must be submitted prior to course registration

Note: Alexander College does not accept internal English placement or assessment tests written at other institutions.

Section	Points Value
Listening	/20
Speaking	/20
Reading	/20
Writing	/20
Vocabulary	/20
Total	/100

Placement Testing

Placement testing in English and Mathematics is available to students who are unable to meet admission and/or course requirements based on their previous educational history.

English Placement Test (EPT)

Students who choose to enroll in Alexander College without documentation of English proficiency are required to complete the English Placement Test (EPT). The result of this assessment will determine whether a student possesses adequate English language and writing skills for direct entry to university-level studies. Placement test results are valid for a period of two years from the date of sitting.

If the result of the EPT indicates that a student is not prepared for university-level study in the English language, he or she may alternately be admitted to the English for Academic Purposes (EAP) program. The EAP program is a full-time, integrated, intensive English and academic skills program designed to prepare students for college and university studies in the English language.

Applicants whose EPT results indicate insufficient literacy in the English language are not admissible to the College. In the event that an admitted student is unable to commence studies due to the result of their EPT, they may defer the commencement of their studies. A student may rewrite the EPT once per semester (see policy: Placement Test Rewrites).

Total Score	Eligibility Level
0-28	ESL Pathway
29-43	ENGL 096
44-58	ENGL 097
59-73	ENGL 098
74-88	ENGL 099
89-100	ENGL 100

Math Placement Test (MPT)

Applicants to the College who have not completed BC Mathematics 12 (or equivalent) with a minimum grade of C+ are automatically placed in MATH 099.

Students who do not meet the math requirement and wish to enroll in a first-year mathematics course are required to complete the Math Placement Test (MPT). The result of this assessment will determine whether a student possesses adequate Mathematics skills for direct entry to university-level Mathematics (calculus). Placement test results are valid for a period of two years from the date of sitting. A student may rewrite the MPT once per semester (see policy: Placement Test Rewrites).

Overview:

Mathematics is a science which investigates deductively (and inductively) the conclusions implicit in the elementary conceptions of spatial and numerical relations, and which includes as its main divisions geometry, arithmetic, and algebra.

The Alexander College's Mathematics Placement Test (MPT) is designed to test equivalent knowledge of the BC Grade 11 & 12 Mathematics curriculum (Foundations of Mathematics and Pre-Calculus 11 & 12), which is required for success in university level Mathematics.

The MPT will include questions related to *selected* BC Math 11 & 12 topics, and may include:

- Number, Exponents and Radicals
- Variables, Equations and Inequality
- Geometry
- Functions and their Graphs
- Trigonometry

Scoring

Section	Points Value
Part 1 – MATH 100	/25
Part 2 – Calculus	/15
Total	/40

Part 1 Score	Part 2 Score	Eligibility Level
< 15		MATH 099
≥ 15	< 8	MATH 100
≥ 15	≥ 8	MATH 104
≥ 15	≥ 10	MATH 151

Chemistry Placement Test (CPT)

Alexander College's Chemistry Placement Test (CPT) is an assessment designed to test equivalent knowledge of the BC Grade 11 and 12 chemistry curriculum, which is required for success in university-level chemistry. The result of this assessment will determine whether a student possesses adequate knowledge for entry to university-level chemistry.

Overview:

Chemistry is a science concerned with the properties and reactions of materials. Students of chemistry study identification, characterization, and transformations of matter, as well as resultant energy changes.

The CPT will include questions related to *selected* BC Chemistry 11 and 12 topics, and may include:

- The nature of matter
- Naming compounds according to IUPAC nomenclature
- Mole concept
- Stoichiometry
- Chemical reactions
- Solution chemistry
- Atomic theory
- Organic chemistry
- Reaction Kinetics
- Dynamic Equilibrium
- Solubility Equilibria
- Nature of Acids and Bases
- Acids and Bases: Quantitative Problem Solving
- Applications of Acid-Base Reactions
- Oxidation-Reduction
- Applications of Redox Reactions

Scoring

Students are placed based on their CPT score, as follows:

Chemistry Placement Test Scoring Table	
Score	Course Eligibility
1-25	CHEM 100
26-50	CHEM 101

Placement Test Rewrites

Students who have previously completed an English or Math Placement test may sit for a rewrite once per term.

In order to rewrite a placement test, the following criteria must be observed by the student:

- A Placement Test form must be completed by the Office of the Registrar, and a non-refundable fee of \$50.00 paid at the Student Financial Services Office. The receipt for this fee must be attached to the Placement Test form.
- A placement test rewrite must be written in between semesters. This period begins the day after the last class of the current term, and up to 3pm of the last day of the add/drop period for the subsequent term.

- A placement test rewrite can be written during a term so long as the student is not currently enrolled in classes for which the test has any direct bearing. E.g.: A student is not currently taking an EAP course.
- No student can write more than one (1) Test (initial placement or rewrite) in a term.
- If a student writes an English or Math placement test rewrite outside this period, for any reason other than those stipulated above, the mark of the placement test rewrite will remain with the Placement Testing Officer until the criterion above are met.

The Placement Testing officer will submit the final result to the Office of the Registrar, who will make the necessary notation in the student's file and provide a copy to the student's Education Advisor.

No-Show Policy

The speaking component of the English Placement Test (EPT) is structured in a way that allows no more than 6 students to be tested per testing period. In order to enforce this limit in the least disruptive way to our students, an online placement test booking system has been created.

Students who miss two or more appointments will be blocked from booking further appointments until they have paid a non-refundable \$50.00 no-show fee and submitted their receipt to the Office of the Registrar or Placement Test Coordinator.

Domestic High School Graduation and Equivalencies

Completion of Secondary Education

Applicants must successfully complete a nationally regulated secondary education program (12 years), and are required to submit transcripts showing the most recent two years of senior education (normally grades 10-12).

General Education Diploma (G.E.D.)

Minimum of 5 GED examination subjects, with a minimum score of 450 in each subject area and an averaged battery score of at least 450.

International High School Graduation and Equivalencies

Some international senior secondary courses may be used to meet program requirements/course prerequisites. For detailed information, by country, please visit:

<https://alexandercollege.ca/admissions-and-registration/admission-requirements/international-students/>

Advanced Placement (AP)

The Advanced Placement (AP) program is an enriched secondary school program offered at high schools around the world by The College Board (<https://apstudent.collegeboard.org/home>). With appropriate grades, completion of AP courses in grade 12 provides students with the opportunity to earn advanced credit towards their undergraduate degree.

International Baccalaureate (IB) Diploma

IB program coursework can be presented by students from any country, most commonly the UK, US, and India. Subjects completed with high scores are often eligible for credit at the university level.

Students need to accumulate 24 points in order to gain an IB Diploma. One exception to the rule is for students who score a two or less on a Higher Level exam. If this is the case, then the total marks a student has to accumulate increases to 28.

Grade	Points	Descriptor
Grade 7	7	SL = Standard Level HL = Higher Level Note: pass mark = 3 or higher
Grade 6	6	
Grade 5	5	
Grade 4	4	
Grade 3	3	
Grade 2	2	
Grade 1	1	

British Patterned/Cambridge Education System (GSCE/IGSE/GCE)

Minimum of 5 GCSE/IGCSE O-level academic subjects, with a minimum accepted grade of E or higher. Students successfully completing courses with good grades at the GCE (A or A/S) level may be awarded advanced standing or credit.

Advanced Standing

Some advanced standing programs allow students to undertake post-secondary level studies while completing secondary school. With appropriate grades, these courses may be eligible for credit at the university level.

Advanced Placement (AP)

An Advanced Placement (AP) course with an articulated equivalent in the BC Transfer Guide (via triangulation to Alexander College) may be eligible for transfer credit with a grade of 4 or higher (out of 5). A grade of '3' is accepted for the purpose of placement/prerequisite only.

English

Course	Grade	Eligibility
English Literature and Composition or English Language and Composition	4 or higher	Credit for ENGL 100 (Eligible for ENGL 101)
English Literature and Composition or English Language and Composition	3	ENGL 100

Mathematics

Course	Grade	Eligibility
AP Calculus BC	4 or higher	Credit for MATH 100 (3)

AP Calculus BC	3	Satisfies prerequisite MATH 100 (B)
AP Calculus AB	4 or higher	Credit for MATH 151 (3)
AP Calculus AB	3	Satisfies prerequisite MATH 100 (C+)

Sciences

Course	Grade	Eligibility
AP Biology	4 or higher	BIOL 101 (4) & BIOL 102 (4)
AP Biology	3	Satisfies prerequisite BIOL 100 (B)
AP Chemistry	4 or higher	CHEM 101 (4)
AP Chemistry	3	Satisfies prerequisite CHEM 100
AP Physics 1	4 or higher	PHYS 101 (4)
AP Physics 1	3	Satisfies prerequisite PHYS 100 (B)
AP Physics 2	4 or higher	PHYS 102 (4)
AP Physics 2	3	Satisfies prerequisite PHYS 100 (B)
AP Physics B	4 or higher	PHYS 101 (4)
AP Physics B	3	Satisfies prerequisite PHYS 100 (B)
AP Physics C: Electricity and Magnetism	4 or higher	PHYS 142 or 153
AP Physics C: Electricity and Magnetism	3	Satisfies prerequisite PHYS 100 (B)
AP Physics C: Mechanics	4 or higher	PHYS 151
AP Physics C: Mechanics	3	Satisfies prerequisite PHYS 100 (B)

AP equivalencies can be found in the British Columbia Council of Admissions and Transfer's AP Guide:
<http://www.bctransferguide.ca/search/ap>

International Baccalaureate (IB) Diploma

An International Baccalaureate (IB) course with an articulated equivalent in the BC Transfer Guide (via triangulation to Alexander College) may be eligible for transfer credit with a grade of 5 or higher (out of 7).

IB Course	Grade	Eligible Transfer Credit
IB Mathematics	5 or higher	MATH 151 (3) + MATH 152 (3)
IB Mathematics	3 or 4	MATH 104 (3) OR MATH 151 (3)
Note on IB Mathematics: to be granted credit, the course must be the standard/compulsory "Mathematics" course, (Mathematics HL, SL, Further, Methods, or Studies not accepted - -students would need to bring course outlines and have the courses evaluated for placement)		
IB Biology	5 or higher	BIOL 101 (4) + BIOL 102 (4)
IB Chemistry	5 or higher	CHEM 101 (4)
IB Physics HL	5 or higher	PHYS 101 (4) + PHYS 102 (4) OR PHYS 141 (4)
IB Physics SL	5 or higher	PHYS 100 (4)

IB equivalencies can be found in the British Columbia Council of Admissions and Transfer's IB Guide:
<http://www.bctransferguide.ca/search/ib>

English Proficiency Requirements

English is the language of instruction at Alexander College, and successful study depends heavily upon fluency in the English language.

All applicants to Alexander College are expected to be proficient in the English language, and may satisfy the English proficiency requirement with a final grade of B or higher in BC English 12, or an accepted equivalent (as indicated below).

BC English, Communications, or First Peoples 12

BC Course	Grade	Eligibility
English 12 or First Peoples 12	B or higher	ENGL 100
English 12 or First Peoples 12	C/C+ or higher	ENGL 099
English 12 or First Peoples 12	C-	ENGL 098
Communications 12	B or higher	ENGL 099
Communications 12	C-/C/C+	ENGL 098

Other Canadian Province, English 12

Province	Course	Grade (provincial)	Eligibility
Alberta, Nunavut, Northwest Territories	ELA 30 or ELA 30--1 or ELA 30-2	B or higher	ENGL 100
Saskatchewan	English A30 or English B30	B or higher	ENGL 100
Manitoba	English 40S or English 40U	B or higher	ENGL 100
Ontario	ENGL4U or ENGL4C	B or higher	ENGL 100
Quebec	Ontario Curriculum: ENGL4U or ENGL4C	B or higher	ENGL 100
	CEGEP: 2 English courses numbered 603	B or higher	ENGL 100
Nova Scotia	English 12 or Canadian Literature 12	B or higher	ENGL 100
New Brunswick	English 121 or English 122	B or higher	ENGL 100

Prince Edward Island	English 611 or English 621	B or higher	ENGL 100
Newfoundland and Labrador	English 3201	B or higher	ENGL 100

(including England, Northern Ireland, Scotland, and Wales)

Canadian certified offshore schools

English 12

With a valid graduation certificate issued by the Canadian province, offshore school coursework will be assessed according to the standards for the issuing province, above.

English 12 Results from Designated English-Speaking Countries

Alexander College will accept, for the purposes of meeting the English proficiency requirement, English 12 taken in one of the following countries in which English is the official first-language and principle language of instruction.

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

United States of America (including unincorporated territories of American Samoa, Guam, and US Virgin Islands)

Zambia

Zimbabwe

GCSE/IGCSE Ordinary-Level English

Course	Grade	Eligibility
O-Level English (First Language)	B or higher	ENGL 100
O-Level English (First Language)	C or higher	ENGL 099

Students who complete GCE 'A' or 'A/S' Level English with high final grades may be given advanced standing or credit, at the discretion of the Dean.

International Baccalaureate (IB)

Course	Grade	Eligibility
Language A (First)	5 or higher	Credit for ENGL 101 (3) <i>See section 'Advanced Placement'</i>
Language A (First)	3 or higher	ENGL 100
<i>Must be a Language A course (evaluation by the English department will be necessary for all other course types)</i>		

Advanced Placement (AP)

Course	Grade	Eligibility
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English Literature and Composition or English Language and Composition	4 or higher	Credit for ENGL 100 (Eligible for ENGL 101)
English Literature and Composition or English Language and Composition	3	ENGL 100

BCCAT articulated post-secondary English

A first-year level English course taken at another BCCAT member institution may be used to meet science a course prerequisites provided that the course has been articulated in the BC Transfer Guide or has been previously transferred via internal evaluation. If an equivalent cannot be found in the BC Transfer Guide, the course may be evaluated similarly to a transfer credit request. The student will be expected to provide course outlines and the course will be evaluated by the responsible faculty chair.

BC articulated English for Academic Purposes (EAP)

The Articulation Guide for English as a Second Language Programs in the British Columbia Post-Secondary Transfer System is published by the BC Ministry of Advanced Education and is updated semi-annually.

Courses are listed by equivalency level using the numerals I-IV. These levels correspond to Alexander College EAP levels 096-099, as follows:

Level	Corresponding Level at Alexander
Level IV	ENGL 099

Level III	ENGL 098
Level II	ENGL 097
Level I	ENGL 096

For example, a student successfully completing a level II course would be considered to have passed ENGL 097 and be placed in ENGL 098

Alexander College's English 099

EAP Course	Grade	Eligibility
ENGL 099	C or higher	ENGL 100

Standardized Testing

English for Academic Purposes		Direct Entry (University Transfer or Associate Degree)	
Test Type	ENGL 098 + 2 University Courses	ENGL 099 + 3 University Courses	ENGL 100
IELTS	5.0 overall, writing \geq 5.0, and no bands below 4.5	5.5 overall, writing \geq 5.5, and no bands below 5.0	6.0 and writing \geq 6.0
PBT TOEFL	510	530 and Essay Rating 3.5	550 and Essay Rating 4.0
CBT TOEFL	180	197 and Essay Rating 3.5	213 and Essay Rating 4.0
IBT TOEFL <i>TOEFL Institution Code: 3317</i>	64 overall, and 15 in reading, 15 in writing, 14 in listening, 14 in speaking	71 overall, and 17 in reading, 17 in writing, 16 in listening, 16 in speaking	80 overall, and 19 in reading, 19 in writing, 18 in listening, 18 in speaking
LPI	3, essay 20 and 50% on one of the three components	3, essay 20, and 50% on each of the three components	4 and Essay 24

Pearson Test of English (PTE), Acade	50 overall, ≥ 50 in writing	55 overall, ≥ 55 in writing	60 overall, ≥ 60 in writing
CAEL	40 overall, ≥ 45 in writing	50 overall, ≥ 50 in writing	60 overall, ≥ 60 in writing

Students who do not meet the English Language Proficiency requirement for admission to their program may apply to the English for Academic Purposes (EAP) Program.

Validity of Standardized English Test Results

All standardized tests used for English level placement (IELTS, TOEFL, etc) are considered to be valid for a period of two years from the date of sitting.

Please note that only TOEFL test results that include a photo will be accepted.

TOEFL unofficial score reports printed from the online portal are not acceptable.

ESL University Pathways

Alexander College maintains university pathways from a number of partner institutions offering English-as-a-Second-Language (ESL), English Language Learning (ELL), and BC English 10-12 coursework.

Final grades for courses completed at an ESL partner are considered as valid for a period two years after completion.

Alexander Academy

Course	Grade	Eligibility
ENGL 12	English 12: B or higher	ENGL 100
ENGL 11/12	English 12: C+/C Communications 12: B or higher	ENGL 099

	English 11: B or higher	
ENGL 10/11	English 12: C- Communications 12: C+/C English 11: C+/C English 10: B or higher	ENGL 098
ELL	Communications 12: C- English 11: C- As indicated on ELL Assessment Checklist	ENGL 097
ELL	As indicated on ELL Assessment Checklist	ENGL 096
ELL	As indicated on ELL Assessment Checklist	ENGL 095
ELL	N/A	N/A

Canadian as a Second Language Institute (CSLI)

This agreement is ending; it is valid up to and including admission for 2019 Summer term.

Course	Grade	Eligibility
Advanced Curriculum	80% or higher in level 9	ENGL 099

EC Canada

Course	Grade	Eligibility
Pre-Advanced	65% or higher	ENGL 100
Upper Intermediate	65% or higher	ENGL 099
	B (80%) or higher	

Inlingua Vancouver

Course	Grade	Eligibility
Level V, UPC	B or higher	ENGL 100
Level IV, B	B or higher	ENGL 099

International Language Academy of Canada (ILAC)

Course	Grade	Eligibility
Pathway Program, Level III	3.2 (70%), 3.3 (75%), or 3.4 (80%) or higher	ENGL 100
Pathway Program, Level III	3.1 (50%)	ENGL 099

International Language Schools of Canada (ILSC)

Course	Grade	Eligibility
Level A2	B (70%) or higher	ENGL 100
Level A1	B (70%) or higher	ENGL 099
Level I4	B (70%) or higher	ENGL 098

ITTTI Vancouver

This agreement is ending; it is valid up to and including admission for 2019 Summer term.

Course	Grade	Eligibility
General English Advanced	C or higher	ENGL 099
General English Upper	C or higher	ENGL 098

Kaplan

Course	Grade	Eligibility
Academic Pathways program, level C1	Overall 70% or higher and 80% or higher in attendance	ENGL 100
Academic Pathways program, level B2	Overall 70% or higher and 80% or higher in attendance	ENGL 099

St. George International College

Course	Grade	Eligibility
University College Preparation program (UCPP)	Overall 70% or higher	ENGL 099

Other**G.E.D Testing Program**

Course	Grade	Eligibility
Language Arts, Writing	Averaged score of 450	ENGL 100
Language Arts, Reading		

Alexander College English Placement Test (EPT)

Students who choose to enroll in Alexander College without documentation of English proficiency are required to complete the English Placement Test (EPT). The result of this assessment will determine whether a student possesses adequate English language and writing skills for direct entry to university-level studies. Placement test results are valid for a period of two years from the date of sitting.

If the result of the EPT indicates that a student is not prepared for university-level study in the English language, he or she may alternately be admitted to the English for Academic Purposes (EAP) program. The EAP program is a full-time, integrated, intensive English and academic skills program designed to prepare students for college and university studies in the English language.

Applicants whose EPT results indicate insufficient literacy in the English language are not admissible to the College. In the event that an admitted student is unable to commence studies due to the result of their EPT, they may defer the commencement of their studies. A student may rewrite the EPT once per semester (see policy: Placement Test Rewrites).

Note: Alexander College does not accept internal English placement or assessment tests written at other institutions.

Math Placement

Mathematics proficiency is not an admission requirement, however all math courses have at least one math prerequisite which can be satisfied through one of the following equivalencies:

BC Principles of Mathematics, Pre-Calculus, or Calculus

Course	Grade	Eligibility
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Principles of Mathematics 12, Pre-Calculus 12, or Calculus 12	B or higher	MATH 151
Principles of Mathematics 12, Pre-Calculus 12, or Calculus 12	C+ or higher	MATH 104
Principles of Mathematics 12, Pre-Calculus 12, or Calculus 12	C or higher	MATH 100
Principles of Mathematics 12, Pre-Calculus 12, or Calculus 12	C-	MATH 099
None	-	
Principles of Mathematics 11, Pre-Calculus 11, or Calculus 11	B or higher	MATH 100

Other Canadian Province, Math 12

Province	Course
British Columbia	Principles of Mathematics 12, Calculus 12, Pre-Calculus 12
Alberta, Nunavut, Northwest Territories	MATH 31, AP Calculus 12, Pure Math 30, Math 30-1
Saskatchewan	Calculus 30, AP Calculus 30, Math B30, MATH C30
Manitoba	AP Calculus 40S, Pre-Calculus Math 40S
Ontario	MCV4U, MHF4U, MDM4U
Quebec	Ontario curriculum: MCV4U, MHF4U, MDM4U
	CEGEP: Calculus I (Calculus I and II are required for Science programs), Linear Algebra 1
Nova Scotia	Pre-Calculus 12 or AP Calculus 12
New Brunswick	Advanced Math with Intro to Calculus 12 or AP Calculus 12

Prince Edward Island	Math 611B or AP Math, Math 621A, or 621B
Newfoundland and Labrador	MATH 3207 or AP Calculus, Math 3204

Canadian Certified Offshore Schools Math 12

With a valid graduation certificate issued by a Canadian province, offshore school coursework will be assessed according to the grade scale of the issuing province (if the province does not use a grade scale, use the BC scale).

International Math 12 Equivalency (*select examples*)

China and South Korea (60% pass)

Course	Grade	Eligibility
Korea: MATH II (1 term) + MATH II Elective (1 term) China: Senior grade 12 (year 3) Mathematics	78% or higher	MATH 151
Korea: MATH II (1 term) + MATH II Elective (1 term) China: Senior grade 12 (year 3) Mathematics	74-77%	MATH 104
Korea: MATH II (1 term) + MATH II Elective (1 term) China: Senior grade 12 (year 3) Mathematics	70-73%	MATH 100
Korea: MATH II (1 term) + MATH II Elective (1 term) China: Senior grade 12 (year 3) Mathematics	69% or lower	MATH 099
Korea: MATH I (1 term) + MATH I Elective (1 term) China: Senior grade 11 (year 2) Mathematics	78% or higher	MATH 100

INDIA (33% pass)

Course	Grade	Eligibility
Higher/senior secondary Mathematics (grade 12)	65% or higher	MATH 151
Higher/senior secondary Mathematics (grade 12)	60-64%	MATH 104
Higher/senior secondary Mathematics (grade 12)	45-59%	MATH 100
Higher/senior secondary Mathematics (grade 12)	44% or lower	MATH 099

GCSE/IGCSE Ordinary-Level Mathematics

Course	Grade	Eligibility
A or AS-level Further Mathematics	B or higher	MATH 151 <i>May be eligible for MATH 1XX advanced credit. See section 'Advanced Placement'</i>
A-level Mathematics	B or higher	MATH 152 <i>May be eligible for MATH 151 advanced credit. See section 'Advanced Placement'</i>
O-level Mathematics + 1 additional O-level math course	E or higher	MATH 151, with the following caution: Students proceeding to higher level courses (MATH 104 or MATH 151) should be aware that radical and

		rational functions are not covered in O-level mathematics, but are required for the higher level courses
O-level Mathematics	E or higher	MATH 100

International Baccalaureate (IB)

Course	Grade	Eligibility
Mathematics	5 or higher	<i>Credit for MATH 151 (3) and MATH 152 (3)</i>
Mathematics	3 or 4	MATH 151
<i>Must be the standard/compulsory 'Mathematics' course (Mathematics HL, SL, Further, Methods, or Studies not accepted – students would be required to submit course outlines for evaluation)</i>		

Advanced Placement (AP)

Course	Grade	Eligibility
AP Calculus BC	4 or higher	Credit for MATH 100 (3)
AP Calculus BC	3	Satisfies prerequisite MATH 100 (B)
AP Calculus AB	4 or higher	Credit for MATH 151 (3)
AP Calculus AB	3	Satisfies prerequisite MATH 100 (C+)

Alexander College Math Placement Test (MPT)

Students who do not meet the requirements for direct entry to university-level math (Pre-Calculus or Calculus) are placed into MATH 099. Alternately, the student may elect to take a Math Placement Test (MPT).

Placement test results are valid for a period of two years from the date of sitting. A student may rewrite the MPT once per term (see policy: Placement Test Rewrites).

Student Records

Records Management

The Registrar supervises the records management program at the College, and provides direction concerning records creation, retention and disposal, storage, and standardized filing.

The Registrar assists staff and students with access and privacy issues specifically related to the Freedom of Information and Protection of Privacy Act (FIPPA).

The Registrar maintains an official academic record for all students attending Alexander College, which includes personal student information. Access to student records and information is administered by the Office of the Registrar.

Protection of Privacy

Alexander College manages a great deal of information that requires special care, and is committed to using the personal information we collect in accordance with FIPPA. College records are created and maintained to ensure appropriate documentation of operating activities, and to meet operational, legal, regulatory and fiscal requirements and in accordance with the Personal Information Protection Act (FIPPA) in order to protect personal information.

Under the guidance of the Registrar, Alexander College maintains systematic control of important records from their creation or receipt, through processing, distribution, organization, storage, and retrieval, to their ultimate disposition.

It is the responsibility of the Registrar to ensure that student records are kept according to the following principles:

- Accuracy. As far as possible the data is correct and free from error.
- Confidentiality. Generally, all information is freely available. However, information about individuals is restricted. It is used within the College only for its intended purpose. Students may access their own records, but access by others is restricted.
- Parsimony. Only information needed for the operation of the College is kept.

- Security. Provisions are made to protect student data from loss caused by emergencies or unforeseen circumstances.

Collection, Use, and Disclosure of Personal Information

The College collects and records personal information as needed for the proper administration of the College and its programs, or as required by government. The College uses personal information only for the purpose for which it was obtained or compiled, or for a consistent purpose, where the individual has identified that information and consented to its use.

The College discloses personal information to third parties only under specific conditions.

Disclosure of Information

External requests for information are considered on a case-by-case basis.

Parents, Spouse, Guardians

Personal information and academic records are released to parents, spouse or guardians only with written approval from the student.

Urgent requests for student information based upon an apparent emergency are directed to the Registrar.

Government Agencies

Properly identified representatives of federal, provincial, or local government agencies, (e.g. the Ministry of Advanced Education, Immigration, Refugees, and Citizenship Canada).

Other Individuals or Organizations

Requests from other individuals or entities requires written consent from the student.

Access to Information

Alexander College affirms the importance of conducting its operations as far as possible in ways that are open to public scrutiny. However, the College is committed to the protection of privacy and personal information of individuals who work and study at the College and is governed by the following basic principles:

- Information contained in College records is available to members of the College community. Exemptions from this general principle are limited and as specific as possible.

- Information concerning individuals is available only for the approved purpose for which it was collected, and otherwise only to the individual concerned.
- A system for the resolution of disputes within the college community concerning access to information and privacy protection matters is provided.

Access Right

The College grants faculty, staff and students of the College access to College records, subject to the terms and conditions of these Guidelines and other applicable College policies, unless the College considers, upon reasonable grounds, that the request for access is frivolous or vexatious, or is exempt.

Exemptions from Access Right

In addition to those records that are not to be disclosed under College policies and guidelines, the College may refuse access to certain records where disclosure could be prejudicial to either the College or a member of the College. The following information is normally exempt:

- Information submitted in confidence, or assumed to be in confidence, such as a letter of reference.
- Where disclosure would constitute an unwarranted invasion of another individual's personal privacy.
- Evaluative or opinion materials compiled for determining eligibility, suitability, or qualification for admission, scholarship, bursary, or loan adjudication, awards, employment, transfer, or promotion.
- Where disclosure could reveal the identity of a source of information, and where the source may reasonably have expected that his or her identity would remain confidential.
- Where medical or health-related information might reasonably be expected to prejudice the mental or physical state of the individual.

Retention of Records

All records created or received by Alexander College are considered property of the College, including records pertaining to or supplied by a student, records related to operation and

administration of the College, and records containing information concerning employees or students.

Students wishing to retain irreplaceable application documents (i.e. official transcripts, graduation certificates, etc.) should consult the Office of the Registrar to request that their original documentation be verified by appropriate staff members and returned.

All official/original transcripts, certificates, and language test results must be provided before a student is eligible to order official transcripts from Alexander College.

Records Disposition

Each Department routinely complies with the College's Records Retention and Disposition Guidelines.

Departments prepare Record Retention and Disposition schedules based on the College's guidelines and submit these schedules to the Information and Privacy Coordinator. No records may be destroyed without an approved disposition. Once approved, record destruction is done in a timely manner. Transitory records are destroyed when no longer needed.

Destruction of records must be carried out under controlled and confidential conditions, and in such a manner as to preclude resurrection of any data.

Transcript Maintenance Plan

The following is an abridged version of the College's Transcript Maintenance Plan.

As a measure of academic achievement, transcripts are an important record of student accomplishment. Students have a right to recognition of their credentials, and the College has a corresponding responsibility to ensure that students have permanent access to their academic record. The transcript is a trusted document and every effort must be made to avoid undermining that trust.

Alexander College ensures that student data integrity is constantly maintained and that student transcripts are available to students for at least 55 years from the time they graduate.

Alternate Records Keeper

The following is an abridged version of the College's Alternate Records Keeper policy.

Alexander College has an agreement with Corpus Christi College whereby CCC acts as Alternate Records Keeper, as described by the Ministry of Advanced Education through the Degree Quality Assessment Board, for Alexander College. This agreement is reviewed every five years

Records Management Audit

The Registrar conducts an annual audit to ensure that all areas comply with the records management policy. The audit review includes:

- Identification and transfer of inactive records to designated storage areas.
- Adherence with retention and disposal guidelines.
- Protection of permanently valuable records.
- Access practices, with particular emphasis on privacy provisions of FOIP legislation.
- Handling of formal requests received under FIPPA.

Access to Records and Document Ordering

Students may order official documents via the [My Documents](#) section of their MyAC student portal.

Note: Students who last attended prior to 2011 may contact the Office of the Registrar to set up a MyAC account, or may request a paper-based 'Document Order Form' available from the Office of the Registrar.

Unofficial Transcript – used for student advising purposes only. Students may print their own unofficial transcript from the [My Grades](#) section of their MyAC student portal, and must not be mailed directly from the College to other institutions, agencies, or companies.

Official Transcript - Transcripts contain the students' academic history at the College in its entirety, and are equipped with a number of security features to prevent duplication. Transcripts are not issued to students under Financial or Registrar's Hold. Third-party requests require a signed authorization letter from the student.

Official transcripts are to be distributed in sealed envelopes with a security stamp across the seal to ensure the integrity of the document. Official transcripts are intended to be sent directly

from the sending to receiving institution, and many institutions will not consider a transcript to be official if it has been handled by the student or if the seal is broken. Alexander College recognizes the need for students to be mobile within the BC Transfer system, and does allow students to pick up their official documents.

Confirmation of Enrolment Letter (COE) – A COE is an official document confirming student registration for a current term.

Confirmation of Graduation Letter – A Confirmation of Graduation letter is an official document confirming a student's graduation details.

Registrar Hold

Under certain circumstances, there is a need to put a "hold" on a student record for academic or non-academic reasons over and above those triggering a Financial Hold. The effect of the Registrar Hold is the same as a Financial Hold (cannot order documents, cannot register for subsequent terms, etc.), but may include additional restrictions on the student's account. Examples may be for academic or non-academic misconduct, unresolved absenteeism, suspension or expulsion for disciplinary reasons, the need to obtain academic advising, or failure to provide required documentation.

The Registrar may determine the necessity and terms of a Registrar Hold on a student file.

The Registrar adds the Registrar Hold flag on the student's file in the database, includes the rationale and terms of the Hold on the student's file, and advises the student of the specific actions necessary to remove the hold, including deadlines (if applicable).

The Registrar Hold is removed when the outstanding issue has been dealt according to the conditions established at the outset of the hold. Only one of the above staff members may remove a Registrar Hold.

Financial Hold

A student may be placed on financial hold as result of outstanding indebtedness to the College. When a student has been placed on financial hold, no subsequent registration activity will be allowed and official transcripts of academic record or graduation diplomas will not be issued. The financial hold will be removed when the outstanding balance is paid in full. Interest may be charged on outstanding amounts that are past due.

Course Registration

All admitted students have access to the student portal 'MyAC.' Students may log in by using their application or student ID number as the user name, and their surname (in lower case letters) as the password.

Within the student homepage, students can view their current courses, or access the registration section by clicking the 'Course Registration' tab on the top of the student homepage. On the registration page, students will be able to view the courses which they are eligible to take. By scrolling over the course they wish to take, they will be able to view the course details, such as instructor name and class times, and whether the course is available for registration or waiting list. If the student wishes to register for the course, they may click "Add" to add the course, or to waitlist, as appropriate.

Students may print a tuition fee invoice and detailed schedule of registered courses from the Semester Registration tab of their MyAC account.

English and Academic Prerequisites

All courses at Alexander College have English level prerequisites. EAP English levels 097, 098, and 099 have been applied as prerequisites for all academic courses. Other prerequisites may be met by either completing transferable courses at other BCCAT member institutions, which are entered into the student database at the time of admission, or by successfully completing a prerequisite course at the College.

Co-Requisites

Some courses (namely Physics) allow a course and one or more of its prerequisites to be taken concurrently. In the event of concurrent course registration, students should be aware that withdrawal or failing of the prerequisite course will result in a deferred grade in the primary course.

Students may request to register for a course and its prerequisite concurrently by completing a policy request form in the Office of the Registrar. Permission to take a course and its prerequisite concurrently may be granted only in exceptional circumstances and to a student with a strong record of academic success.

Level Progression (English for Academic Purposes)

For EAP level 094-099, a minimum final grade of 60% (C) or higher is required to pass and progress to the next level.

Prior to 2014

A student must pass (achieve at least a C (60%)) a particular skill set course (RW or LS) before progressing to the next level of the same skill set course. If a student fails only one skill set course (e.g., ENGL 096 LS) at a particular level, the student may retake the failed skill set course while simultaneously progressing to the next level of the passed skills set. For instance, if a student passed ENGL 096 RW but failed ENGL 096 LS, that student may progress to ENGL 097 RW and retake ENGL 096 LS in the subsequent term.

A student must pass both skill set courses at the ENGL 097 level before progressing to ENGL 098.

Concurrent Course Registration

Students may request to register for a course and its prerequisite concurrently by completing a policy request form in the Office of the Registrar. Permission to take a course and its prerequisite concurrently may be granted only in exceptional circumstances and to a student with a strong record of academic success.

Registration with a Course-In-Progress at Another Institution

Alexander College is committed to providing students with an opportunity to be successful in their academic studies. In order to provide students with an opportunity to select courses while completing an eligible prerequisite at another institution, the College allows for registration based on a prerequisite course (or courses) that are currently being taken at another BC post-secondary institution and are transferable to an equivalent course at Alexander.

A transcript indicating the final grade(s) of the in-progress course(s) must be submitted to the Office of the Registrar prior to the first day of classes in a given term. If the student is unable to provide the final grade, or receives a failing grade for the course, he/she is expected to drop the course(s). If the final grade is not provided to the Office of the Registrar prior to the first day of classes, the student will be automatically withdrawn from the course(s) without further notice.

If the course(s) are dropped prior to the end of the Regular Registration period, the student will receive a 100% refund. If the course(s) are dropped during the Late Registration period, or are dropped by the College prior to the first day of term, the student will receive a 75% refund, per the College's refund policy.

Course Overloads

Students in good academic standing are permitted to register for a maximum of 6 courses in the Fall and Winter terms, 5 courses in the Spring term, and 3 courses in the Summer term. If a student wishes to register in additional courses in a given term, s/he may submit a petition to the Registrar by completing an Admissions and Registration Request form. Considerations for approval of such a request include the student's past academic performance and attendance record.

Course Audit

Audited courses are defined as those which are taken on a non-credit basis and for which no grade will be assigned. Students are generally expected to participate fully and to complete all coursework and exams. Fees for audit courses are the same as for credit courses.

Students who meet the course requirements may register to audit a course, or request to change their course status from credit to audit, after the first day of classes and until the course add/drop/change deadline. Students may request to audit a course by completing the Course Audit request form available online or from the Office of the Registrar, and must obtain the written approval of the Registrar. There is no limit to the number of courses which may be audited in one semester. Students may not change their course status from audit to credit at any time after registration and may not challenge a previously audited course.

As with credit courses, students who are auditing a course are required to maintain a rate of class attendance greater than 70%. An attendance rate less than 70% will result in withdrawal from the course, and a notation of 'W' on the student's permanent record. Successful completion of the course will result in the notation of 'AUD' on the student's permanent record.

Reserved Course Seats

Course seats for most courses are unreserved, however all course seats for ENGL 100 are reserved for full-time students of Alexander College, on a first-come-first-served basis.

Repeated Courses

A student who attempts a course at Alexander College may choose to attempt the course a second time. However, if a student wishes to attempt the same course a third or subsequent time, he or she must submit a petition to the Registrar by completing an Admissions and Registration Request form. An attempt is considered to be any undertaking of a course for which a letter grade has been assigned, including a 'W' for course withdrawal.

Students are not permitted to retake courses once they have passed a course for which it is a prerequisite. *For example*, ECON 103 cannot be retaken *after* completing ECON 210 because ECON 103 is a prerequisite for ECON 210.

If the student has not completed (e.g. failed or withdrawn) from a course, they are considered to have not completed it and may therefore go back and retake the prerequisite course. *For example*, a student who has failed MATH 104 may retake MATH 100. Students may retake a course an unlimited number of times, provided they have not completed a post-requisite course.

Exception: Students who have completed EAP level 099 and below may elect to take a lower level EAP course without restriction.

Waiting Lists

Each course has been established with a maximum number of available course seats. The number of available course seats varies by course, and is determined by either established teacher/student ratios or by classroom size.

When registration for a course has reached its maximum, subsequent registration is assigned to a waiting list. The waiting list is ordered in priority sequence by the time and date of waiting list selection. The place, or priority number, of the student is listed in the Course Registration section of MyAC as a ratio of priority number/total list number, for example 2/8 ← Student is 2nd of 8 total students on the waiting list for the course.

Regular Registration Period

If a course seat becomes available, an option to 'accept' or 'decline' the available course seat appears beside the course name in the Course Registration section of MyAC. It is the responsibility of the student to check

their status in MyAC regularly, as course seats can become available at any time.

Once a course seat becomes available, the option to accept or decline remains active for a period of 24 hours.

- If the student accepts the course seat, the course tuition fee must be paid within 5 business days. When there are fewer than 5 business days remaining in the regular registration period, payment must be received by 4:00pm on the first business day of the following week.
- If the student does not accept the course seat within 24 hours, or accepts the course seat but does not pay the tuition fee prior to the payment deadline, the course is dropped.

Late Registration Period

If a course seat becomes available, the option to 'accept' or 'decline' the available seat appears beside the course name in the [Course Registration](#) section of MyAC. It is the responsibility of the student to check their status in MyAC regularly, as course seats can become available at any time.

Once a course seat becomes available, the option to accept or decline remains active for a period of 24 hours.

- If the student accepts the course seat, the course tuition fee must be paid within 1 business day. On the last day of Late Registration, payment is due before 4pm on that date.
- If the student does not accept the course seat within 24 hours, or accepts the course seat but does not pay the tuition fee prior to the payment deadline, the course is dropped.
- Waiting lists for all courses are cleared and closed at 4:00PM on the Wednesday before classes begin. Thereafter, any available seats may be obtained on a first-come-first-served basis, up to the add/drop deadline.

Full-time and Part-Time Study Status

Full-time status requires one of the following:

Winter or Fall Term

- 3 or more university transfer level courses; or
- ENGL 094-ENGL 097 only; or
- ENGL 098 plus one university transfer level course; or
- ENGL 099 plus one university transfer level course; or
- UPRE 099

Note: At both the ENGL 098 and ENGL 099 levels, students are encouraged to practically apply their language skills in an academic course. Although there is a difference in the number of course hours (ENGL 098 is 15 hours per week, while ENGL 099 is 10 hours per week), both course combinations sufficiently provide the baseline of required hours for what is considered full-time.

Spring Term

- 3 or more university transfer level courses (or two university-level courses totaling 9 or more class hours per week)
- ENGL 094-ENGL 098 only; or
- ENGL 099 plus one university transfer level course; or
- UPRE 099

Note: At both the ENGL 098 and ENGL 099 levels, students are encouraged to practically apply their language skills in an academic course. Although there is a difference in the number of course hours (ENGL 098 is 15 hours per week, while ENGL 099 is 10 hours per week), both course combinations sufficiently provide the baseline of required hours for what is considered full-time.

Summer Term

- 2 or more university transfer level courses

*UPRE and EAP are not offered during the summer term due to the shortened term length.

Scheduled Break - Summer Intensive

Students may take the Summer Intensive (July – August) term off as a study break. While there are a small number of condensed classes offered during the summer months, the Summer Intensive (July – August) is not considered a regular term for the purposes of study permit or work permit eligibility provided that the student is enrolled, full-time, in both the term prior to the break and the term following the break.

Full-Time Equivalent

University Transfer and Associate Degree Programs

FTE stands for full-time equivalent. Full time for a student means 5 courses or 15 credits in a term. A student taking 3 courses would be 3/5 FTE. However since we have quite a few 4-credit courses, credit hours rather than number of courses are used to calculate. A student taking a 4-credit course and two 3-credit courses would be taking 10 credits or 10/15 FTE.

English for Academic Purposes

A student enrolled in ENGL 094-097 are classified as full-time (they are not permitted to take any other courses), so these courses count as 15 credits in the FTE calculation. A student taking ENGL 098 and two academic courses is full-time, so ENGL 098 counts as 9 credits in the FTE calculation; a student taking ENGL 099 and three academic courses is full-time, so ENGL 099 counts as 6 credits in the FTE calculation

Calculating Course/Program Hours

Each course has an established number of hours per week, in according with the Standing Academic Standards Committee approved curriculum guide.

Standard rules are as follows:

Winter and Fall Terms:

Category	Hours Per Week	Hours Per Term
3 credit course	3	42
4 credit (non-lab science) course	4	56
4 credit (lab science) course	6	84

Spring Term:

Note: class hours are different from credit hours. Class hours in the Spring term should be calculated as follows:

Category	Hours Per Week	Hours Per Term
3 credit course	4	40
4 credit (non-lab science) course	6	60
4 credit (lab science) course	8	80

Withdrawals, Course, and Status Changes

The College must provide students with adequate opportunity to make informed decisions about their learning while encouraging student success and the fullest possible access to learning opportunities for all learners.

After course registration and under certain conditions, students may add, drop, or change courses or course sections, change status (from credit to audit or from audit to credit), withdraw from individual courses, or withdraw completely from the College, up to the add/drop/change deadline.

Students are informed of important dates and deadlines by which changes to their course registration status is permitted.

Course Drop

The deadline to add/drop/change courses, without inclusion on the permanent record, is the end of week 1 for all terms.

If tuition fees have been paid for a course that is dropped, the eligible refund amount follows the College's Refund Policy, which entitles a student to a credit or refund amount that is based on the date of the drop relative to the term start date.

Procedure:

Students who wish to change or drop a course within the add/drop/change period may do so through the [My Current Courses](#) section of their MyAC student portal.

Students with eligible tuition credit visit the Student Financial Services office to submit a request for refund (by cheque).

Course Withdrawal

The deadline to exit a course (i.e. withdraw from a course), with inclusion as a final grade of 'W' on the permanent record, is the end of week in which approximately 60% of the term has elapsed (normally week 9 in a 14 week term). A final grade of 'W' is not included in the calculation of GPA.

No refund is given for withdrawn courses.

Procedure:

Students who wish to withdraw from a course may do so directly from the [My Current Courses](#) section of their MyAC student portal.

Course Audit

Audited courses are defined as those which are taken on a non-credit basis and for which no grade will be assigned. Students are generally expected to participate fully and to complete all coursework and exams. Fees for audit courses are the same as for credit courses.

Students who meet the course requirements may register to audit a course, or request to change their course status from credit to audit, after the first day of classes and until the course add/drop/change deadline. Students may request to audit a course by completing the Course Audit request form available online or from the Office of the Registrar, and must obtain the written approval of the Registrar. There is no limit to the number of courses which may be audited in one semester. Students may not change their course status from audit to credit at any time after registration and may not challenge a previously audited course.

As with credit courses, students who are auditing a course are required to maintain a rate of class attendance greater than 70%. An attendance rate less than 70% will result in withdrawal from the course, and a notation of 'W' on the student's permanent record. Successful completion of the course will result in the notation of 'AUD' on the student's permanent record.

Required to Discontinue

The College may require a student to withdraw from courses at any time due to expulsion for misconduct. In the event that a student is required to discontinue a course, a final grade of RTD (Required to Discontinue) will be assigned. This grade is calculated as 0.00 in the calculation of GPA.

Non-Attendance

A student who ceases to attend a course, does not write the final examination, or otherwise fails to complete course requirements, and who neither qualifies for a deferred examination, nor has obtained official permission to drop the course, will be given a standing of 'F' with a grade that reflects performance in the course.

The student is responsible for the completeness and accuracy of registration as it relates to the regulations of the program in which the student is enrolled.

Appeals and Petitions

Admissions and Registration Appeal

Decisions regarding eligibility for admission and course registration are based on College policy and regulations. In the event of extenuating circumstances, a student may submit a request for policy exemption to the Registrar.

Procedure:

Students who wish to appeal an admissions or registration policy or procedure may do so by completing an Admissions and Registration Appeal form. The form must be accompanied by evidence (e.g. medical documents, travel itinerary, etc.)

An Admissions and Registration Appeal form can be obtained online: <http://alexandercollege.ca/current-students/forms-and-publications/>

Late Withdrawal Appeal

Late Withdrawal may be granted only in unusual circumstances beyond the student's control (e.g. extreme illness, death of an immediate family member, etc.) which make it impossible for the student to complete the course.

Cases brought forward under this policy will be referred to the Registrar for disposition. If the request is granted, the notation 'LW' (Late Withdrawal) will appear on the student's transcript and the course is not counted in the calculation of GPA.

Procedure:

Students who wish to request a late withdrawal from a course may do so by completing an Admissions and Registration Appeal form. The form must be accompanied by evidence (e.g. medical documents, travel itinerary, etc.)

Final Exam Deferral

Students may submit a formal request to defer the date of a final examination when circumstances beyond their control prevent them from attending at the scheduled exam time. The request must be in writing and must be approved by both the Director of Student Affairs and the Instructor.

Requests will be granted only in exceptional circumstances such as a death in the family or a medical emergency. Any requests arising from poor planning or inconvenience, such as booking a flight before the exam schedule is published or conflict with another activity will not be approved.

Procedure:

Complete an "Exam Deferral" request form, available from the Reception desk or Student Affairs Officer.

- Attach documentation to provide evidence of the exam conflict.
- Attach a photocopy of the \$150.00 exam deferral fee receipt. This fee is used to cover the expense of requiring an instructor to generate and grade new exam content, invigilation of the rescheduled exam, and associated administrative costs in processing the request.
- Submit the form, receipt, and supporting documents to the Student Affairs Officer.

You will be contacted with the outcome of your request once the information is assessed and a decision is reached by the administration. If your request is approved, you will also be given the time, date, and location of your rescheduled exam.

Final Grade Appeal

Students have the right to appeal the final grade assigned for a course or program. The student must verify the grade with the course instructor and the Registrar to ensure that no error has been made. All reasonable steps possible should be taken by the student to resolve a grade dispute with the instructor before pursuing the formal appeal process.

Complaint and Hearing

After attempting to resolve the dispute with the instructor, and within 2 weeks of the date of receiving the Grade Statement, the student wishing to appeal a final grade must contact the Student Affairs to discuss the reasons for the appeal and the appeal process. The Program Coordinator will ensure that the reason for the appeal is one of the following:

- Failure by the instructor to follow College policy and procedures relating to the assignment of grades.
- Failure by the instructor to follow the evaluation profile, grade assignment and operational details as contained in the approved course outline distributed to students. Students must be notified in writing or in any other way demonstrable of notifying all students of any changes of substance and relevance to the course outline.

- Failure of the instructor to treat the student with the equity and fairness extended to other students in the class.

The Program Coordinator convenes a meeting with the Coordinator, the instructor and the student. The student and the instructor provide all relevant exams, assignments, and marks at this meeting. The participants examine the materials, review the procedures and attempt to reach a satisfactory conclusion. The coordinator documents the meeting, keeping a copy of all relevant materials and a record of the discussion and decisions reached.

Appeals

If the student is not satisfied with the outcome of the Complaint Hearing, he or she completes a "Final Grade Appeal" form, clearly stating the reason for the appeal. The student submits the Final Grade Appeal form(s), together with a fee of \$50.00 for each grade appealed, to the Accounting Assistant. The Appeal form is forwarded to the Dean.

The Dean obtains the Complaint Hearing documentation and may interview the student. The Appeal is placed on the agenda of the next Education Committee meeting. The Dean may invite the student to attend a portion of the Education Committee meeting. The Education Committee considers the appeal and makes a final decision

Refund Appeal

Decisions regarding eligibility for a refund are based on the College's refund policy. In certain circumstances beyond a student's control (i.e. medical/compassionate withdrawal), the student may request to be considered for an exemption from the refund policy.

A Refund Appeal form, with relevant supporting documentation attached, is to be submitted to the Student Financial Services Office. The decision/outcome of the appeal by the Finance Department is final.

A Refund Appeal form can be obtained at:
<http://alexandercollege.ca/current-students/forms-and-publications/>

Dispute Resolution Policy

Appeals may involve, but are not limited to a reconsideration of grades, discipline, fees, college policy or practice, or transfer credit. If a disagreement arises between or among college participants and concerning college business, then all steps should be taken to resolve the issue as close to the source as possible. For example, if the issue is a disagreement between a student and his or her instructor, these two people should do their best to resolve the issue themselves. If the initial participants cannot reach consensus, then the issue can be escalated to the Director, then to the Education Committee, and finally to the President. In all cases, when an issue is escalated, all parties to the disagreement must submit their positions and arguments in writing.

When a dispute is brought to the Director, he or she must normally arrange to complete the adjudication within two weeks. A dispute brought to the Education Committee must be placed on the agenda as quickly as possible, and raised at the next meeting. The Education Committee must normally arrange to complete its adjudication within 12 weeks. A dispute appealed to the President, if allowed, shall normally be decided within two weeks.

Students enrolled in the College's EAP program may also bring their dispute to Languages Canada.

Information Systems

MyAC Student Information System (MyAC)

MyAC is the College's enterprise resource system which features integrated applications for various user groups, including students, staff, faculty, and partners.

MyAC Student Portal

Summary of features:

- Submit an online Application for Admission
- Check the status of admission
- Register for class(es)
- View class timetable
- Pay tuition fees, view billing information
- Print documents, such as unofficial transcript, confirmation of enrolment, and tuition tax forms
- Order an official transcript
- View class attendance
- Withdraw from class(es)
- Update profile information

Canvas Learning Management System (Canvas LMS)

Canvas is a robust learning management system (LMS). While there are other options available (e.g., Moodle, Blackboard, etc.), a thorough analysis of all the major LMS's led our administration to identify Canvas as the clear winner: its clean look and feel, excellent core features, scope of published and online resources, and host of 3rd party applications available for integration made this an excellent LMS for our immediate and long-term needs.

There are 2 facets of Canvas available at present: 1) course pages for all courses 2) *blended* course implementation [some instructors], and 3) *online* course implementation [future].

Definitions

Technical:

- **Course page:** A course page which enhances and exists parallel to the in-class sessions of a course. The aim of such a course page is to help enrich the students' learning experience by providing a structured 'map' through the course (via the syllabus and modules), readily accessible reading materials, means of engaging with classmates and the Instructor online (discussions, messages, etc.), and some assessment activities (e.g., quizzes).
- **External Apps:** Canvas has agreements with other educational companies to link to, embed, or house their specific applications within Canvas itself. Examples of this are: Turn It In, LaunchPad and YouTube. There are numerous 3rd party apps to explore, many of them free.
- **LMS:** A 'Learning Management System', which essentially describes any online application that seeks to support and/or organize the students' learning experience in an online environment.
- **Modules:** A thematic and structural means of organizing your course, based on your course syllabus. The in-class equivalent would be 'units' or 'chapters', providing you and your students with a flow through the course's content. Each module should contain all of the documents and assessment activities pertinent for that specific portion of the course.
- **Syllabus:** Technically speaking, this is the sequence of outcomes, topics, learning activities and assessment

practices used in each course. This definition is expanded at most institutions to also include relevant information about the course (meeting dates/times, contact info for the Instructor, resources used in the course, relevant college and classroom policies, etc.), which are combined into one core document delivered to all students in person and via the course page on the LMS.

Methodological:

- **Blended Learning:** This type of student-teacher interaction takes place in both a classroom and an online medium (e.g., an LMS). Both the learning and assessment activities are purposefully delivered in both the classroom and the LMS.
- **Face to Face Learning:** This type of student-teacher interaction takes place in a classroom and requires both parties to be physically present at the same time. This is the current practice at Alexander College, making Canvas your course page.

Registrar Services

Change of Legal Name

Students who have changed their legal name are required to provide a supporting legal document in order to update their student record. This must be an original document, not a photocopy. This original document will be verified by the Office of the Registrar staff, photocopied, and promptly returned to the student.

Acceptable supporting documentation must be one of the following:

- Change of Name certificate
- Birth certificate
- Passport
- Marriage certificate
- Divorce certificate

Change of Program

Students may request to change their program of study at any time during the academic year, subject to availability and provided they meet the requirements of the program requested. General and specific program requirements are available in the Alexander College Academic Calendar.

Change of Status

Students who have changed their citizenship or immigration status are required to provide a copy of a supporting legal document in order to update their student record.

Acceptable supporting documentation must be one of the following:

- Passport
- Citizenship card
- Permanent Resident card (or valid landing paper)
- Study permit

Articulation

Alexander College is a participant in the BC Transfer System, and regularly undergoes the process of articulation and articulation updates through BCCAT's Transfer Credit Evaluation System (TCES).

Articulation of our courses with other colleges and universities is important and we take our responsibilities to BCCAT, to other colleges and universities, and to our students very seriously. As a small private institution, we cannot be expected to engage in articulation activities in the same way as a large public institution would. Our policy on articulation is guided by the following considerations:

1. We must maintain credibility with the major research universities. If we were to grant credit for a course that none of these universities recognize, it would bring the quality of our degree into question.
2. Alexander College is too small for us to set our own standards. We look to the major public institutions to establish what should be taught in the various courses. Triangulation is an essential tool for ensuring that the content of our courses meets the accepted standards.
3. In cases where we do not have the requisite experts on staff (instructors or members of SASC), decisions about articulation are made by the Registrar's office and the Dean. We do not grant transfer credit for courses where we have neither comparable courses nor expertise suitable for assessing such courses.

As a Sending Institution

We strive to align our courses with the expectations of the four major universities in BC: UBC, SFU, UVic, and UNBC. We are

required by Ministry of Advanced Education policy to articulate every course we offer with at least one of these institutions. We realize, however, that processing an articulation request consumes a considerable amount of the receiving institution's resources; therefore we are parsimonious about such requests.

Our first priority is to request a direct credit articulation from each of the four major institutions. If a direct credit equivalent does not exist, we seek unassigned credit in an appropriate university department. Achieving this goal may sometimes require slight modifications to our courses.

Our second priority is to establish course articulations with other institutions with which we exchange the most students. We normally do not seek articulation with institutions with which we have a very low rate of student exchange. Students with successfully completed courses taken for credit at another BCCAT member institution can apply for an assessment and credit is awarded whenever possible.

As a Receiving Institution

All of our courses have been designed to be articulated directly with an equivalent course at one or more of the four major institutions. When an articulation request is accepted by a major institution, we automatically recognize the reciprocal articulation, accepting their course as equivalent to ours.

When we receive an articulation request from another BCCAT member institution, we first perform a search using the BC Transfer Guide to determine if the course in question and our own course are both equivalent to a third course at one or more of the four major universities; a process called 'triangulation.' If a determination of equivalency can be estimated using the triangulation method this does not guarantee that an articulation agreement will be made, but does change the onus from looking for reasons to approve the request to reasons for rejecting it.

To process an articulation request, we require a course outline that has been issued by the sending institution and represents the standard curriculum of the course. A course outline created and used by a single instructor is not normally accepted for consideration. We use the term *Curriculum Guide* or *Official Course Outline* to describe this document. If we find acceptable reason to approve, and no good reasons to disapprove articulation of a course, the request is then sent to the appropriate division coordinator for further review. The coordinator may choose to seek advice from regular or sessional instructors within the division. After careful consideration, the coordinator makes a recommendation with written comments.

Evaluating an articulation request requires a considerable expenditure of staff resources. While we recognize the value of this activity, we must restrict the number of requests we are able to evaluate to those from institutions with which we exchange the most students. We normally do not accept articulation requests from institutions with which we have a very low rate of student exchange.

Individual Student Requests

Individual students who apply for transfer credit will have their prior courses individually assessed. All credentials issued by BCCAT member institutions receive generous consideration. Credentials issued by non-BCCAT member institutions within Canada are also considered, provided that the institution is authorized to grant degrees. The same process of assessment outlined above is employed. In addition, careful records are kept to document the outcome of each request and ensure that in future similar requests are treated in the same manner.

Institutional Contact Person (ICP): The Registrar
The ICP is responsible for transfer policy and practice at their institutions. They advise BCCAT on transfer-related administrative matters, verify the transfer agreements published in the BC Transfer Guide, and are an important communication network throughout the system.

Transfer Credit Contact (TCC): The Registrar/Associate Registrar
The TCC is responsible for coordinating the day to day articulation process and updating of the BC Transfer Guide through the electronic Transfer Credit Evaluation System (TCES). This includes initiating transfer credit evaluation requests, forwarding requests for evaluation, and entering evaluation results for publication in the BC Transfer Guide.

Credit Transfer

Alexander College participates fully in the BC Council on Admissions and Transfer (BCCAT) system for articulation of courses among institutions in British Columbia. It is our policy to compare our courses to the courses of other participating institutions and to recognize course to course equivalencies where appropriate.

Policy on credit transfer includes the following specifications:

Limitations on Quantity of Transferred Credit

Alexander College participates fully in the BC Council on Admissions and Transfer (BCCAT) system for articulation of courses among institutions in British Columbia. It is our policy to compare our courses to the courses of other participating institutions and to recognize course to course equivalencies where appropriate.

Unless otherwise noted, external credit granted may not exceed one half of the total credit required for the program. For example, 60 credits are required for completion of the Associate of Arts degree and therefore a maximum of 30 credits can be presented for transfer into the program.

International Credential Evaluation Service (ICES)

All students applying for transfer of credit taken outside of Canada must first obtain a **comprehensive** report from the International Credential Evaluation Service (ICES). ICES is an external service which authenticates academic credentials and provides a report on how the credentials are comparable within the BC education system. *Effective for all requests submitted from May 14, 2018*

International Credit Transfer

For courses completed in Canada, students may apply to transfer a maximum of ten subjects per request. For courses completed outside of Canada, students may apply to transfer a maximum of five subjects per request. Additional requests may be considered after the previous request has been completed.

To ensure that the program learning outcomes are met, a maximum of 25% international transfer credit may be applied to an Associate degree. *Effective Winter 2017 term, onward.*

International Course Evaluation Fee

A course evaluation fee of \$50 is charged for the service of international course evaluation by Alexander College. The fee for this service is charged per international course submitted for evaluation, is non-transferable and non-refundable. Payment of the fee does not guarantee that transfer credit will be granted. It is the responsibility of the student to select which courses to submit for evaluation based on

applicability to a degree program, and to ensure that course outlines contain the required information.

Unassigned Credit

Assigned credit is given for a course that matches (with 75% correspondence or greater) a specific Alexander College course.

Unassigned credit is given for a course accepted as fulfilling a requirement but not matching a specific Alexander College course. Arts electives, including fine arts, are assigned to either Humanities (HUMN) or Social Sciences (SOSC).

In order to ensure that the program learning outcomes are met, a maximum of 25% unassigned credit may be applied toward an Associate degree.

Applicability

Credit transfer cannot be used as a substitute for meeting all of the credential requirements. For example, obtaining a total of 60 credits does not eliminate the requirement to complete a laboratory science course.

Each course accepted for transfer credit must satisfy at least one requirement for the credential.

Level of Study

AC will only accept undergraduate courses for credit transfer and prerequisites to a maximum of a 200-level credit at AC. Graduate courses may be considered for exemptions to this policy (via application to the Associate Registrar), so long as the courses adhere to the College's credit transfer guidelines and do not interfere with the student's ability to attempt further courses at the College.

Minimum Grade

Courses accepted for credit or prerequisite must have been completed with a grade of at least D (GP 1.0).

Stale Dating

Credit is not normally given for courses completed more than 7 years in the past, nor can such a course be used to satisfy a prerequisite. A decision to not accept a course for

credit can be appealed to the Registrar who will consult appropriate experts (instructors or SASC members) for a decision.

Disclosure of Post-Secondary Studies

Unless they are disclosed at the time of admission, post-secondary courses completed prior to the date of admission to Alexander College are not eligible for transfer credit, however may be used to satisfy course prerequisites.

BCCAT-Transferable Courses

Transferability of courses with the BC Post-Secondary Transfer System is determined by articulation agreements between member institutions. Course transferability is viewable online using the BC Transfer Guide.

Students who wish to transfer credit from another BCCAT member institution are required to submit the following:

- Completed Transfer Credit Request Form
- Official transcript

Where BCCAT articulations exist, transfer credit requests will normally be completed within 2-4 weeks from the date that all documentation was submitted. It is responsibility of the student to ensure that credit transfer/course evaluation requests are submitted at least 4 weeks prior to the posted registration deadline.

When an equivalent course cannot be found using the BC Transfer Guide, Admissions Officers may refer to the credit transfer folder on the Admissions server. This folder contains records of courses previously reviewed and approved by the Dean on a case-by-case basis. If an equivalent course cannot be found using these two sources, the procedure for non-BCCAT transferable courses (below) will apply.

Non-BCCAT Transferable Courses Completed within Canada

Students who wish their courses to be evaluated for transfer credit consideration are required to submit the following:

- Completed Transfer Credit Request Form
- Official transcript

- Course outline (also called course syllabus) for each requested course. Course outlines may be printed (hard copy) or emailed (soft copy) in a secure format (e.g. .pdf)
 - At a minimum, the course outline must contain all of the following information:
 - Name of institution or official stamp
 - Name/course code/title and program year of the course
 - Number of course hours (e.g. number of hours per week x number of weeks)
Minimum of 40 hours per term for non-lab course/minimum of 60 hours for lab course
 - Grading system used, including passing mark
 - Learning outcomes and/or topics covered
 - Learning resources (textbooks and other resources) Currency of text may be a factor in the acceptance or rejection of a course in certain subject areas, at the discretion of the evaluator
 - Any transcripts or course outlines not in the English language must be accompanied by an original translation by a licensed translator.
 - College staff are not authorized to translate documents

Once provided, the course outline and official transcript will be submitted to a subject area specialist/faculty member or to the Dean for review. The Dean may also refer evaluation to the SASC member responsible for the subject area.

Where transfer credit is approved, the Admissions Officer will input the details into the student database and check off any prerequisites satisfied. A transfer articulation letter is created by the Admission Officer, signed by the Dean, and placed into the student file. An additional copy may also be made available for pick up by the student.

Course evaluation requests will normally be completed within 6-8 weeks from the date that all documentation was submitted. It

is responsibility of the student to ensure that credit transfer/course evaluation requests are submitted at least 8 weeks prior to the posted registration deadline.

Non-BCCAT Transferable Courses Completed outside of Canada

Students who wish their courses to be evaluated for transfer credit consideration are required to submit the following:

1. Prepare the following documentation:

- International Credential Evaluation Service (ICES) Comprehensive Report
- Completed Application for Transfer of Credit (International) form
- Official transcript
- Course outline (also called a syllabus) for each requested course. Course outlines must be emailed (soft copy) in a secure file format (e.g. pdf)

2. Submit your application documents in person to the Office of the Registrar at Burnaby Campus, or by email to: transfercredit@alexandercollege.ca Please note that an Officer will only verify that all required documents are present, but will not review the documentation until the evaluation fee has been paid. If all required documents are present, an Officer will sign the form, and instruct you to submit payment of the course evaluation fee.

3. After the form has been signed by the Office of the Registrar, submit the form to the Student Financial Services Office and pay the course evaluation fee. Return a copy of the payment receipt in person to the Office of the Registrar, or by email to: transfercredit@alexandercollege.ca

4. Wait for processing. You will be contacted by email if more information or documentation is required. If you are unable to provide the requested additional information within 90 days of the original request submission date, evaluation of the associated course will be cancelled without refund.

Course evaluation requests will normally be completed within 6-8 weeks from the date that all documentation was submitted. It is responsibility of the student to ensure that credit transfer/course evaluation requests are submitted at least 8 weeks prior to the posted registration deadline.

International students who transfer credit from outside of Canada are cautioned that using international transfer credit to

fulfill Associate degree requirements may impact eligibility for the Post-Graduation Work Permit, or may result in a permit being issued for a shorter than expected duration.

For more information about Citizenship and Immigration Canada's policy, please refer to:

<http://www.cic.gc.ca/english/study/work-postgrad-who.asp>

Examinations

Examinations are intended to measure each student's individual knowledge and competence on a particular body of instructional material. For the purpose of this policy, the term *exam* is used to identify instructor-developed mid-term and final examinations used for student assessment in College courses. Examinations are intended to measure each student's individual knowledge and competence on a particular body of instructional material. This excludes informal classroom testing and externally developed tests regulated by agencies such as are used in many vocational programs.

The Vice President, Academic and the Dean monitor the rigor, quality, equivalency, and content of exams for all courses, and where necessary, seeks external assurance of the quality of the exam.

For every credit course offered, the Registrar schedules final exams in the examination period at the end of each semester.

All mid-term and final course exams are:

1. Of a rigor, quality and content appropriate to the level of the course and program.
2. Invigilated by the instructor or designated College staff member.
3. Prepared at least two weeks in advance. Exams may be reviewed by the appropriate SASC member.
4. Developed, distributed, scheduled, invigilated and stored according to the following procedures.

Examination Rules

Students must complete their exam using only their own knowledge and ability, and the materials specifically allowed for use during the exam. All Instructors are expected to invigilate their own exam. If class is large, it will be split for a final exam; invigilator will be provided for the second classroom.

Invigilators are persons that supervise the exam process. It is their task to ensure that the rules are followed and that all students complete the exam in the required manner. If they observe any infraction of the rules, it is their responsibility to halt the exam for the student or students guilty of the infraction. Students are advised to avoid even the appearance of behavior that is not permitted.

There are ten general exam rules which are clearly posted around each campus prior to the exam period and are included on the exam schedule. These rules should be included in the course outline for quick reference and referred to several times throughout the term:

1. Alexander College student ID is required to write all exams. Other ID will not be accepted.
2. No entry after 30 minutes, and no leaving the exam room for the first 30 minutes.
3. No bathroom breaks. If you leave the room during the exam, your exam will be over.
4. No cell phones or electronic devices in pockets (possession is considered cheating).
5. No jackets, hats, bags or watches. All student possessions must be placed at the front of the room.
6. Only writing supplies, approved calculators, student card and a beverage allowed on the desk. No pencil cases.
7. No sharing calculators or writing supplies.
8. Possession or use of information or materials not authorized by the instructor is cheating.
9. No talking or other communication except quietly with invigilator or instructor.
10. Do not look at other student's exams - it is your responsibility not to cheat or to appear to be cheating.

Examination Deferral

If a student is unable to attend a final examination, or misses an examination for legitimate reasons, and is able to provide evidence of inability to take an exam, the student is required to

fill out a Request for Final Exam Deferral form. If the request is approved, the student will be notified by email. The course instructor will also be informed, and may be asked to provide a replacement examination for the deferred exam.

In the event that a candidate is unable to write an examination, a refund of the required fee will be considered if the candidate submits an adequate explanation to the Registrar prior to the scheduled examination period.

Examination Time Conflicts

The Registrar resolves any exam scheduling conflicts by making alternative arrangements with instructors in cases where a student has overlapping exams (i.e. a scheduled exam conflicts with another scheduled exam), or has more than two exams scheduled in one day.

The student is responsible for identifying an exam conflict, and for reporting the conflict at least two calendar weeks before the scheduled exams. Alternate arrangements can be made for the student to write an examination at a different time or date.

Grading and Academic Performance Credits

The number of credits for each course is determined as a part of the course design and approval process. Most of our courses consist of about 40 lecture hours; the equivalent of 3 hours per week over the course of a fall or winter term, and these courses are normally assigned 3 credits. Some courses require additional seminars (usually 1 hour per week) and/or labs (1 to 3 hours per week) and these may be assigned a credit value of 4 or more.

Grade Point Average (GPA)

For each course included in the calculation of GPA, the course Grade Point value is multiplied by the number of course credits. The resulting values are summed over all courses and the total is divided by the total number of credits. The result is the Grade Point average, or GPA.

To determine term GPA, add the point value for all courses in a given term and divide by the total number of attempted credits in the term. To determine the cumulative GPA, add the point value for all courses and divide by the total number of attempted credits.

Notes:

- GPA values are rounded up or down to the nearest hundredth of a percentage.

- Where a course has been successfully repeated, only the higher grade is used in the calculation of the GPA.
- Courses numbered 099 and lower are not used in the calculation of GPA.

Term GPA

The semester GPA is the total GPA for a single semester. Both semester and cumulative GPA values are listed on the student's permanent record.

To maintain satisfactory academic standing, students must maintain a minimum 1.50 GPA each semester.

Cumulative GPA (CGPA)

The cumulative GPA (or CGPA) is the total GPA value for all semesters. Where courses are repeated, Alexander College will use the higher grade in the calculation of cumulative GPA. Both semester and cumulative GPA values are listed on the student's permanent record.

Calculating GPA

	Letter Grade	GPA Points	Credits	Points Value
Course 1 (lab science)	B-	2.67	4	10.68
Course 2	C+	2.33	3	6.99
Course 3	F	0.00	3	0.00
Course 4	A+	4.33	3	12.99
Points Total =			30.66	
30.66/13 credits =			GPA 2.36	

Grading System

Alexander College's Grading System is based on a percentage grade for most courses with some courses issuing separate theory and practical marks for a single course. Course passing grades vary, and courses may be assigned a standing code instead of a percentage grade. Following are the approved grades and standing codes for Alexander College effective September 2006.

Standard Grade Scale			
Grade	Numerical Range	Grade	Description
A+	90 and above	4.33	Outstanding
A	85 – 89	4.00	
A-	80 – 84	3.67	
B+	76 – 79	3.33	Good
B	72 – 75	3.00	
B-	68 – 71	2.67	
C+	64 – 67	2.33	Satisfactory
C	60 – 63	2.00	
C-	55 – 59	1.67	
D	50 – 54	1.00	Marginal
F	49 and below	0.00	Unsatisfactory
Transcript Notations			
Grade	Numerical Range	Grade Points	Description
W	-	Not calculated	Withdrawn
LW	-	Not calculated	Late withdraw
S	-	Not calculated	Satisfactory standing, course requirements fulfilled
U	-	Not calculated	Unsatisfactory standing. Course requirements not fulfilled
R	-	Not calculated	Course has been repeated, and appears elsewhere on the transcript
AUD	-	Not calculated	Audit
DNW	-	0.00	Did not write the final exam
RTD		0.00	Required to discontinue
TCR	-	Not calculated	Transferred from other institution

ECR	-	Not calculated	Exempt
NGR	-	Not calculated	No grade reported
In-Progress Grading			
Grade	Numerical Range	Grade Points	Description
CIP	-	Not calculated	Course in Progress
DE	-	Not calculated	Deferred
INC	-	Not calculated	Incomplete
Course Numbering			
094 – 099	College preparatory courses		
100 – 199	First year undergraduate courses		
200 – 299	Second year undergraduate courses		

Mathematics Department Only

**From Winter 2018 onward*

Grade Scale - Mathematics Department			
Grade	Numerical Range	Grade Points	Description
A+	95 and above	4.33	Outstanding
A	90 - 94	4.00	
A-	85 – 89	3.67	
B+	80 – 84	3.33	Good
B	75 – 79	3.00	
B-	70 – 74	2.67	
C+	65 – 69	2.33	Satisfactory
C	60 – 64	2.00	
C-	55 – 59	1.67	
D	50 – 54	1.00	Marginal
F	0 – 49	0.00	Unsatisfactory

Grade Differentiation

A+	Outstanding achievement. Exceeds expectations. The student demonstrates a quality of work and accomplishment far beyond the formal requirements and shows originality of thought and mastery of material. Student performance is of outstanding quality
A	
A-	
B+	Good achievement; fully meets expectations. The student exceeds the usual accomplishment, showing a clear indication of initiative and grasp of the subject. Student performance is superior, but less than outstanding quality
B	
B-	
C+	Satisfactory achievement; meets expectations. The student meets the formal requirements and has demonstrated good comprehension of the subject and a reasonable ability to handle ideas
C	
C-	Satisfactory achievement; minimally meets expectations. The student meets the formal requirements and has demonstrated good comprehension of the subject and a reasonable ability to handle ideas
D	Marginal achievement; not yet meeting expectations. The student's accomplishment, while still passing, leaves much to be desired. Minimum requirements have been met but were inadequate. Marginally meets minimum standards. Regarded as just adequate for enrolment in the next higher course.
F	Inadequate and unacceptable achievement. Not yet meeting expectations. The student does not meet the minimum requirements of the course.

Reporting of Grades

It is the responsibility of instructors to inform students of their ongoing progress in a course by entering unofficial marks for various graded components of a course (e.g. quizzes, tests, assignments, examinations, papers, etc.) using Canvas LMS.

Instructors may post class marks for graded components of a course using lists showing student numbers in numeric order; however student names must not be shown. If instructors intend to post marks in this manner, they must ensure that all students are advised prior to any grades being posted. Students may

request that their grades not be posted, in which case the instructor must exclude the student from the posting.

All marks displayed within Canvas LMS or elsewhere (e.g. marks posted in the classroom) are to be considered informal and unofficial. Marks and/or grades are not official or permanent until they appear on the student's permanent academic record (i.e. official transcript).

Submission of Final Grades

Instructors are required to submit final percentage grades, for all students and course sections, on or before the deadline indicated by the Registrar. Normally, and following a regular 14-week term, final grades are due to be submitted within 7 calendar days of the final examination.

Grade Changes

Instructors may submit a request to the Registrar to change a grade submitted for one or more students under the following circumstances:

- Entry error
- Calculation error
- Academic misconduct (e.g. plagiarism) discovered after submission of the grade
- Grade appeal
- Deferred examination

It is the responsibility of the instructor to inform the student of the change and rationale.

Academic Recognition

Students are expected to maintain acceptable standards of academic performance, and a student whose academic performance is of a superior standing will be recognized:

Honour Roll

Students who achieve a semester GPA of 3.50 to 3.99 in a minimum of 12 credits are placed on the Honour Roll.

Dean's List

Students who achieve a semester GPA of 4.00 or higher in a minimum of 12 credits are placed on the Dean's List.

Academic Standing and Performance

At the end of the Fall, Winter, and Spring terms, academic standing is calculated (Summer Intensive term is not included in the calculation of Academic Standing)

Provisional Admission

Applicants to the College who provide academic transcripts indicating poor academic performance, according to the College's 1.50 minimum academic standard, will be admitted on Provisional Admission. These students are admissible to the College on Academic Probation, and are subject to the conditions and restrictions of Academic Probation (see below).

Good Academic Standing

A student is considered to be in good academic standing when their cumulative GPA is above or equal to a minimum of 1.50 and they are not under Academic Alert, Probation, or Suspension.

Academic Warning

A student receives an Academic Warning if the College has any reason to be concerned about the student's academic performance during the term. This could be the result of poor attendance, poor marks, or misconduct. When an Academic Warning arises, an e-mail explaining the concern is sent to the student and a copy placed in the student's file.

At the end of the Fall, Winter, and Spring terms, academic standing is calculated. All students who have a term or cumulative GPA of less than 1.50 are placed on Academic Warning.

Academic Probation

Academic Probation is a caution to students indicating that their academic standing at the College is in jeopardy.

Students are placed on Academic Probation for four principal reasons:

- Attendance. Students must maintain at least 70% attendance in all courses.
- Grades. Students' GPA must not drop below 1.50 on the last 9 credits attempted.
- Academic Misconduct. Students must avoid academic misconduct such as cheating or plagiarism.

- Initial Probation. Students who are admitted under our Provisional Admission policy start their studies on Academic Probation.

Students are not subject to probation until they have completed at least 15 credits or equivalent credit hours of academic coursework. Where a course has been repeated, the higher grade is used.

Academic Probation is lifted and the student is returned to "Good Academic Standing" when the student has successfully completed the following term with a term GPA of at least 1.50.

A student on probation may not attempt more than 10 credits in a single term.

Academic Suspension

A student who meets the requirements for Academic Probation who is already on Academic Probation is normally suspended.

Students on Academic Suspension may return to good academic standing in one of two ways:

- Students on Academic Suspension are invited to take UPRE 099 - *University Preparation*
 - Students who only take and pass UPRE are readmitted in good academic standing.
 - Students who fail UPRE continue on Academic Suspension.
- Students on Academic Suspension who successfully complete 9 or more credits of transferrable coursework at another BCCAT member institution, with a term GPA of 1.50, will be readmitted to the College with good academic standing.

Performance Following Reinstatement

Students who are readmitted to the College are readmitted in good academic standing. If the grades in the subsequent semester are below 1.50, the student will be placed on Academic probation for the following semester without the accumulation of 15 academic credits. The student will re-enter the Probation/Suspension process, and will be permitted to take UPRE for a second and final time.

Academic Policy

Alexander College is committed to ensuring that all members of the College community - students, faculty, staff, and visitors - are able to study and work in an environment of tolerance and mutual respect that is free from harassment and discrimination. The College recognizes the importance of high quality teaching for the academic preparation of its students and accordingly requires that instructors be regularly evaluated by procedures that include provision for assessment by students.

The College does not assume responsibilities that naturally rest with adults. It is the policy of the College to rely on the good sense and on the home training of students for the preservation of good moral standards and for appropriate modes of behaviour and dress.

Regular attendance is expected of students in all their classes (including lectures, laboratories, tutorials, and seminars.). Students who neglect their academic work and assignments may be excluded from final examinations. Students who are unavoidably absent because of illness or disability should report to their instructors on return to classes.

The College reserves the right to limit attendance, and to limit the registration in, or to cancel or revise any of the courses listed. Enrolment is limited in all courses and admission does not guarantee that space will be available in any course or section. However, no student in a graduating year may be excluded from a course necessary to meet degree program requirements because of lack of space (this rule does not apply to elective courses or preferred sections of courses).

The College accepts no responsibility for the cancellation or discontinuance of any class or course of instruction which may be made necessary or desirable as a result of an act of God, fire, riot, lock-out, stoppage of work or slow-down, labour disturbances, lack of funds, the operation of law or other causes of the kind.

Academic Freedom

It is the responsibility of college instructors to learn and continue to learn about their areas of expertise, and to provide their students with high-quality learning opportunities. In this context it is the responsibility of all instructors, administrators, staff, and students to encourage an environment of academic acceptance and trust; where ideas are welcome regardless of any quality of the originator such as race, gender, sexual orientation, disability, or age, and where ideas can be expressed and

examined without fear of reprisal other than the give and take of honest debate. All participants, but particularly instructors, have a responsibility to avoid *ad hominem* comments, an overbearing attitude, denigration and/or ridicule in their discussions. All have a further responsibility to defend the right of others to express their ideas and opinions without physical or moral censure. All have the responsibility to use accepted ethical standards in the expression of ideas, avoiding proselytizing and propaganda.

Research Approval

Alexander College encourages, but does not require or expect, members of its faculty to engage in research. It does not maintain an Ethics Review Committee or research budgeting services. Nonetheless research does occur at the College. All research must be approved by the President, and is categorized as either Internal Research or External Research.

Internal Research is conducted by Alexander College faculty and staff under the supervision of the President, a Vice-president, or the Dean. As a part of the approval process, the President ensures that the proposed research conforms to accepted standards of research and proper treatment of human subjects. Costs of internal research are borne entirely by the college. Results of such research are normally available only to faculty and staff of the college, but may be made available externally with permission of the President.

External Research is research conducted using college facilities, faculty, staff, and/or students that is supervised and funded by people other than senior college administrators. Approval is a formal process that results in a written agreement. As part of the approval process, the President will ensure that the research is approved by an appropriate ethical and human rights committee, and that the funding is managed by a properly constituted authority. The process and extent of dissemination of results must be agreed upon before the research begins.

Student Responsibility

It is the student's responsibility to be aware of the policies, procedures, and deadlines which are in effect at Alexander College. This information is printed in the Calendar and other publications. Questions regarding these matters may be directed to the student's Education Advisor, or to the Office of the Registrar.

For all matters, it is considered sufficient notice by the College to mail information to a student's address as recorded in the student information system.

It is also the student's responsibility to attend classes regularly, to keep work up-to-date, and to complete assignments as required. Final grades are based largely on complete assignments, test, and class participation.

Students should ensure that they are available during the entire time set aside at the end of the term for formal examinations. Instructors are not obliged to schedule an alternate examination time to accommodate the student.

Faculty Responsibility

Faculty members are available for consultation during specified hours or by arrangement. They help in every way possible to make the educational experience a successful one. For the full description of faculty responsibilities, see the Faculty Handbook.

Employee Responsibility

Employees of Alexander College must conduct themselves with personal integrity at all times. This includes being ethical, honest, and diligent in the performance of all duties related to their employment. Employees must always support and advance the interests of the college, and must avoid any situation where their personal interests actually or potentially conflict with the best interests of the College.

Academic Integrity

Alexander College is responsible for developing awareness among students, instructors, and staff involved in teaching and scholarly activities of the need for the highest standards of integrity, accountability and responsibility. The college expects that instructors will:

- Evaluate the work of students in a fair manner.
- Give appropriate recognition, including authorship, to those who have made an intellectual contribution to the contents of presentations or publications, and only those people.
- Obtain the permission of the author before using new information, concepts or data originally obtained through access to confidential manuscripts.

Plagiarism

Plagiarism occurs when an individual submits or presents the work of another person as his or her own. Scholarship quite properly rests upon examining and referring to the thoughts and writings of others. However, when excerpts are used in paragraphs or essays, the author must be acknowledged in the text, through footnotes, in endnotes, or in other accepted forms of academic citation. Where collaborative work is permitted by the Instructor, students must ensure that they comply with the Instructor's requirements for such collaboration. Students are responsible for ensuring that any work submitted does not constitute plagiarism. Students who are in any doubt as to what constitutes plagiarism should consult their Instructor before handing in any assignments.

Examples of plagiarism include but are not limited to:

1. Using another person's words, ideas, theories, charts, photographs, etc. without citing them.
2. Using any statistics, facts, opinions, or research without citing them.
3. Incorrectly paraphrasing another person's ideas.
4. Incorrectly quoting another person's words.
5. Changing data or research or in any way misrepresenting research.
6. Failure to properly use in-text citations and an MLA/APA citation style.
7. Submitting any work that was done by another person (this includes papermills, cutting and pasting, unethical tutoring, etc.)
8. Re-submitting work done previously or for another course, etc.

Attendance

In Alexander College classes, the instructor sets an attendance standard that is required in classrooms with various consequences (such as deduction of participation grade or not being allowed to write your final exam) as decided upon by the instructor, and attendance management is enforced by the Office of Student Affairs. Notwithstanding any Accommodation

provided by the school in the first three weeks of the term, this policy applies to all University Transfer courses. Attendance for EAP classes, however, is set at a firm 75%, and in UPRE a 90% attendance is required. If you don't meet this attendance requirement in English or EAP, you cannot write your final exam.

These levels of attendance are mandatory, and no exceptions will be made (including for doctor's notes) without an accompanying appeal, which is also coordinated through the Office of Student Affairs. The attendance appeal form may be accessed by a student via the front desk. These appeals, as with others, will be provided to the relevant Student Affairs Officer with a determination to be made under the advisement of different departments throughout the college. Cases of a difficult nature will be presented to the Director of Student Affairs for a final determination.

Accommodation for Disability

The College recognizes its moral and legal duty to provide academic accommodation to students with a disability. The goal of academic accommodation is to remove barriers to learning, enabling students to access College services, programs, and facilities and to be welcomed as participating members of the College community. Academic accommodation supports fair and consistent treatment of all students, including students with a disability, in accordance with their distinct needs and in a manner consistent with academic principles.

The College provides academic accommodation to students with disabilities in accordance with the Human Rights Code (BC) and the Canadian Charter of Rights and Freedoms. Provision of academic accommodation shall not lower the academic standards of the College and does not exempt the student from evaluation and need to meet essential learning outcomes.

Students who have a disability or medical/psychological concern (e.g., a chronic illness) that may affect their attendance or participation in class must establish their need for accommodation with the Director of Student Affairs by the end of the third week of the term. If the student does not notify the administration in time, no accommodations will be granted for the student during that term.

Each student applying for accommodation will be considered individually, on a case-by-case basis, with respect and confidentiality. Instructors will make provisions as mutually agreed upon by themselves and the student.

Student Bereavement

The following is an abridged version of College policy on Misconduct:

With the appropriate notification as described above, students who choose to use the Bereavement Policy will be permitted up to 3 - 5 consecutive days of absence from class (not including weekends or holidays). This may be dependent on the nature of the course, and based on the number of classes per term.

Travel days for attending funeral services or spending time with family may be granted with proof from the student that travel has been booked (i.e. an airline ticket in the student's name). Students may have up to four more calendar days allowed for international travel. If more than four travel days are needed, this can be addressed on a case-by-case basis with the Director of Student Affairs, if applicable.

Faculty and staff should be sensitive to and accommodate the needs of the bereaved students. Students who miss days of school due to using the Bereavement Policy should be given the opportunity to make up any missed assignments/tests/exams and other required work from their instructors. Work assigned during that absence should not be subjected to grade penalties, given that they are completed in a reasonable amount of time, and all efforts should be made to accommodate extensions for assignments in progress (i.e. research/term papers and essays). The student is responsible for communicating with the instructor to make arrangements to complete coursework, including tests and exams.

If any clarification is required between instructors and students in relation to the Bereavement Policy, the Director of Student Affairs will be responsible for handling student appeals and/or adjudicating the situation.

The College recognizes that grief impacts every student uniquely, and that some students may require more time to attend to their emotional health than the Bereavement Policy allows. Students should use their discretion about how to best address their academics through course drops or withdrawals. Counselling services are also available through the college for any student experiencing grief.

Misconduct

Alexander College endeavors to identify and deal appropriately with all forms of student misconduct. Academic misconduct, such as plagiarism, cheating, and misrepresentation, normally

results in academic discipline ranging from a reprimand or assigning a failing mark to suspension or expulsion. Non-academic misconduct, such as interfering with instruction or damaging property is normally dealt with as a restitution issue but can also result in suspension or expulsion.

Ignorance of misconduct policy or the appropriate standard of conduct is not accepted as a defense.

The standards of evidence and proof of misconduct are determined by the Vice President - Academic. Students have a responsibility of avoiding misconduct and also avoiding the *appearance* of misconduct. For example, a student who exposes an exam paper for another to view may claim the act was accidental, but depending on the circumstances, this claim may not be accepted as proof of innocence.

The Vice President - Academic endeavors to ensure that no student is treated unfairly, while ensuring that misconduct is dealt with appropriately. An opportunity for appeal of disciplinary measures arising from misconduct is provided.

Academic Misconduct

Academic Misconduct that is subject to penalty includes, but is not limited to, the following:

- Plagiarism. Plagiarism occurs where an individual submits or presents the work of another person as his or her own. Scholarship quite properly rests upon examining and referring to the thoughts and writings of others. However, when excerpts are used in paragraphs or essays, the author must be acknowledged in the text, through footnotes, in endnotes, or in other accepted forms of academic citation. Where collaborative work is permitted by the instructor, students must ensure that they comply with the instructor's requirements for such collaboration. Students are responsible for ensuring that any work submitted does not constitute plagiarism. Students who are in any doubt as to what constitutes plagiarism should consult their instructor before handing in any assignments.
- Cheating. Cheating includes, but is not limited to falsifying any material subject to academic evaluation; having in an examination any materials other than those permitted by the examiner; and using unauthorized means to complete an examination such as receiving unauthorized assistance.

- Submitting the same, or substantially the same, essay, presentation, or assignment more than once (whether the earlier submission was at this or another institution), unless prior approval has been obtained from the instructor(s) to whom the assignment is to be submitted.
- Impersonating a candidate at an examination or other evaluation, or profiting from results of an impersonation.
- Submitting false records or information or failing to provide correct and complete information when required.
- In all cases, facilitating academic misconduct by others, directly or indirectly, is also academic misconduct.

Non-academic Misconduct

Non-Academic Misconduct that is subject to Disciplinary Measures includes, but is not limited to the following:

- Disrupting instructional activities, including making it difficult to proceed with scheduled lectures, seminars, etc., and with examinations and tests.
- Damaging, removing, or making unauthorized use of college property, or the personal property of faculty, staff, students or others at the College. Without restricting the generality of the meaning of 'property', it includes information, however it be recorded or stored.
- Injuring or harassing a person or damaging property in any way that demonstrates or results from hate, prejudice or bias against an individual or group based on race, national or ethnic origin, language, colour, religion, gender, age, mental or physical disability, sexual orientation or any other similar factor.
- Assaulting individuals, including conduct which leads to the physical or emotional injury of faculty, staff, students, or others at the College, or which threatens the physical or emotional well-being of faculty, staff, students, or others at the College.
- Smoking, consuming alcohol, drugs, or any prohibited substance while on school property, or counselling others to do so.

- Committing any act contrary to the laws of British Columbia and/or Canada.

Disciplinary measures

Disciplinary measures that may be imposed, singly or in combination, for Academic Misconduct or Non-Academic Misconduct include the following:

- A letter of reprimand.
- Restitution in the case of damage to, or removal or unauthorized use of, property
- A notation of discipline on the student's record.
- A failing grade or mark of zero in the course.
- Suspension or cancellation of any scholarships, bursaries or prizes.
- Suspension from the College for a specified or indefinite period of time
- Revocation of a degree or other academic credentials dishonestly or improperly obtained.
- Expulsion from the College.

In general, a student who cheats on an assignment or a test will be given a grade of zero for that assignment or test. The instructor may allow the student to make up this work.

All work submitted by students (including essays, examinations, tests, reports, presentations, problem sets, and tutorial assignments) may be reviewed by the College for authenticity and originality. By submitting work, students consent to their work undergoing such review and being retained in a database for comparison with other work submitted by students. The results of such review may be used in any College investigation or disciplinary proceedings.

The laying of criminal charges, or the commencement of civil proceedings, does not preclude the College from commencing disciplinary proceedings or taking Disciplinary Measures against a student who has committed Academic or Non-Academic Misconduct.

Sexual Violence Policy

Alexander College strives to provide a safe and secure learning environment for our students, staff and faculty. As such, the College does not tolerate any form of sexual misconduct and commits to follow up on all reported incidents. The policy is guided by the following principles:

- Alexander College seeks to prevent sexual misconduct and to respond effectively and in a timely manner when incidents do occur.
- Alexander College endeavours to ensure victims/survivors are supported and treated with compassion; have access to safety planning; academic, work-related and other accommodations; and on and off campus confidential support services.
- Alexander College respects the privacy and procedural fairness rights of victims/survivors and alleged perpetrators.

Academic Alert

As an educational institution providing academic preparation and university transfer courses recognized by other academic institutions, Alexander College is committed to maintaining the highest levels of academic integrity in all our courses. It is the student's responsibility to be aware of and comply with policies, procedures, and deadlines which are in effect at Alexander College. This information is printed in the Academic Calendar and other publications.

Academic Misconduct that is subject to penalty includes, but is not limited to: plagiarism, cheating, submitting the same, or substantially the same essay, presentation, or assignment more than once, impersonating a candidate, submitting false records or information, falsifying or submitting false documents, attempting to engage in, or assisting others to engage in academic misconduct. For more information about how to avoid academic misconduct, consult the Writing and Learning Centre, Librarians, or Office of the Registrar.

Disciplinary measures that may be imposed, singly or in combination, for Academic Misconduct include: a letter of reprimand, notation of discipline on the student's record, a failing grade or mark of zero in the course, suspension or cancellation of any scholarships, bursaries or prizes, suspension from the College for a specified or indefinite period of time, revocation of a degree or other academic credentials dishonestly or improperly obtained and/or expulsion from the College.

Questions regarding these matters may be directed to the student's instructor, the WLC Manager, or the Office of the Registrar.

First Academic Alert

Students who receive their first Academic Alert will be given a chance to learn from their mistakes. They are required to attend a remediation workshop scheduled by the Writing & Learning Centre before a deadline. If they do not attend the remediation workshop, they will be suspended for one full semester, which means they cannot register or take courses.

If students disagree with the Academic Alert, they have the right to file an appeal with the Academic Committee. They will have to state their justification and provide evidence to prove they should not be charged with the Academic Alert and submit their paperwork to the campus where they are taking the course.

Second Academic Alert

Students will be given 10 calendar days to respond to the Academic Alert or file an appeal. After the deadline, if they do not appeal or if their appeal is unsuccessful, they are officially suspended for one full semester.

Third Academic Alert

Students who receive a third alert will be expelled from the college. Students will be contacted by the Director of Student Affairs and the Academic Committee regarding their expulsion.

Academic Alert Type II (Introduced in Winter 2019)

Starting from Winter 2019, Academic Alert Type II is introduced to give students who commit minor academic offences an opportunity to understand and learn from their errors. Type II are less serious Academic Alerts as deemed by the Writing & Learning Centre Manager after careful examination of the evidence and discussion with the instructor.

Students with a Type II alert are required to attend a remediation workshop. A Type II alert cannot be appealed as it does not go on the students' record nor affect their academic standing.

If students do not attend the remediation workshop, the Type II Alert will be reverted to a Standard Academic Alert that carries penalties, with suspension and expulsion as possible consequences.

Tuition and Fees

General Payment and Registration

1. All students must register during the designated registration period, and pay all applicable fees prior to the published deadlines.
2. A non-refundable application fee of \$200.00 must be submitted with each Application for Admission.
3. A Financial Hold is applied to student accounts in arrears (due to unpaid tuition fees, student association fees, Library fines, returned personal cheques, or any other recognized overdue payments).
4. Funds deposited as credit to a student account may be used to pay for tuition and supplemental fees only.
5. Students with unpaid tuition balances are contacted by phone, email, and letter mail and must submit payment in full within 10 business days from the date of the notice. Failure to submit payment in full may result in the student being dropped from the course(s) without further notice.
6. A non-refundable late registration fee of \$50 per course is charged for courses registered during the Late Registration Period.
7. All fees paid are non-transferrable.
8. All fees are subject to change.

Regular Registration: *(from the opening of registration until three Fridays before the start of classes)*

- Tuition fee payment is due in full within 5 business days of course registration. If the tuition fee payment is not received by the end of the 5th business day the course(s) are dropped automatically.
- When there are less than 5 business days remaining in the regular registration period, payment must be received by 4:00pm on the first business day of the following week.

Late Registration: *(the Monday, 2 calendar weeks before the semester start date until the add/drop/change deadline in a given semester)*

- A non-refundable late registration fee of \$50 per course is charged.
- Tuition fee payment is due in full within 1 business day of course registration.
- On the last day of Late Registration, payment is due before 4pm on that date. Courses not paid by the end of the business day on the add/drop/change deadline are dropped.

The following fees are in effect from Fall 2018 term:

Domestic Fees

- The following fees are in Canadian Dollars (CAD)
- The following fees apply to Canadian citizens, Permanent Residents, and Convention Refugees
- All fees are subject to change without notice

Program		Tuition	Program Duration
University Transfer Associate Degree		\$285.00 per credit	Regular term – 14 weeks
English for Academic Purposes (EAP) Program	English 094, 20 hours per week	\$3,060.00	Regular term – 14 weeks
	English 095, 20 hours per week	\$3,060.00	
	English 096, 20 hours per week	\$3,060.00	
	English 097, 20 hours per week	\$3,060.00	
	English 098, 15 hours per week	\$2,295.00	

	English 099, 10 hours per week	\$1,530.00	
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International Fees

- The following fees are in Canadian Dollars (CAD)
- The following fees apply to international students
- All fees are subject to change without notice

Program		Tuition	Program Duration
University Transfer Associate Degree		\$550.00 per credit	Regular term – 14 weeks
English for Academic Purposes (EAP) Program	English 094, 20 hours per week	\$4,980.00	Regular term – 14 weeks
	English 095, 20 hours per week	\$4,980.00	
	English 096, 20 hours per week	\$4,980.00	
	English 097, 20 hours per week	\$4,980.00	
	English 098, 15 hours per week	\$3,750.00	
	English 099, 10 hours per week	\$2,500.00	

Supplemental Fees (all students)

- The following fees are in Canadian Dollars (CAD)
- The following fees are mandatory for all registered students
- The following fees are refundable if the student drop the course(s) prior to the first day of term

- All fees are subject to change without notice

Item	Fee Amount	Frequency
Student Association (ACSA) and Activity Fee	\$20.00	Per term
Lab Fee (per 4 credit lab-science course)	\$30.00	Per term, if applicable
Student Refugee Program (SRP) Fee	\$5.00	Per term

Student Association & Activities Fee

The Student Association & Activities fee is applied to all registered students on a per-term basis. This fund provides an operational budget for the Student Association, and funds student events, activities, and initiatives offered for students by students.

Laboratory (Lab) Fee

The Laboratory fee is applied to all students registered for a lab-science course (e.g. Biology, Chemistry, Physics) and is charged on a per-course, per-term basis. This fund supports the operational costs of the science lab(s) and use of equipment and materials.

Student Refugee Program (SRP) Fee

Alexander College has partnered with World University Services Canada (WUSC), and committed to fully sponsoring one student refugee for an entire year. The College will sponsor a new student refugee each year. To assist in meeting the costs of the Student Refugee Program (SRP), a fee of \$5 will be levied for all registered students. 100% of the funds collected will go directly to toward the living expenses of the sponsored students.

Tuition Refunds

General Rules (all students)

1. Refunds are granted only for courses officially dropped prior to the published deadline, based on the date the courses are dropped.
2. For courses which are dropped or swapped for a course of lesser value during the regular registration period, an administrative fee of \$50 per course will be applied.

The aforementioned administrative fees are applicable regardless of whether the funds are returned to the student or retained in the student account as tuition credit.

3. Refund requests are processed within 4-6 weeks, after all required supporting documentation has been submitted.
4. Refunds are issued in the name of the student, unless an alternate request is submitted by the student in writing. Refund cheques may be picked up at the Student Financial Services Office.
5. All refunds which are requested by wire transfer are subject to an administrative fee of \$100. Banks may charge additional transaction fees.
6. Refunds for non-school fees deposited by mistake are subject to an administrative fee of \$50 for refund by cheque or \$100 by wire transfer.
7. Students who have been issued Official school letters (Official Letter of Acceptance, Confirmation of Enrolment Letter, Continuing Studies Status Letter, etc.) are not eligible for a tuition refund, even if the original document is returned to the College. Deposited fees (i.e. tuition credit) can only be deferred up to the program end date or date of completion indicated on the official letter. After this date, any unused funds revert to the College.
8. Fees transferred from another institution are non-refundable.

International Students

Overseas International Students *(not yet arrived in Canada)*

International students who have been issued an Official Letter of Acceptance from Alexander College are not eligible for a refund, unless the student is unable to register due to refusal of an initial Study Permit from Citizenship and Immigration Canada. In the event that a new international student is refused an initial study permit, the prepayment amount is 100% refundable, less the application Fee of \$200 and administrative fees of \$300.

The student is responsible for notifying the College of their study permit refusal, via the procedure outlined below, prior to the add/drop deadline in a given term. If written notice is received

after this deadline, any refund given will be subject to the Course Drop/Withdrawal Policy.

Procedure:

The student must submit the following:

- Refusal of Study Permit form
- Refusal letter, issued by Citizenship and Immigration Canada. The date of the refusal letter must be subsequent to the issue date of the most recent Letter of Acceptance.
- Bank Information Request form (if requesting a refund by wire transfer)
- Letter of Authorization from the student (if the account is not in the name of the student)

Local International and Returning Students *(study permit extensions)*

Local international or returning students who have been issued an Official Letter of Acceptance or Confirmation of Enrolment letter from Alexander College are not eligible for a refund, unless the student is unable to continue their studies due to refusal of a study permit extension from Citizenship and Immigration Canada. In the event that a student is refused a study permit extension, and is not registered for courses, any remaining balance is 100% refundable, less the \$200 and administrative fees of \$300, if applicable.

If the student has not registered for course, the student is responsible for notifying the College of their study permit refusal, via the procedure outlined below, prior to the add/drop deadline in a given term. If written notice is received after this deadline, any refund given will be subject to the Course Drop/Withdrawal policy.

Procedure

The student must submit the following:

- Refusal of Study Permit form
- Refusal letter, issued by Citizenship and Immigration Canada. The date of the refusal letter must be subsequent to the issue date of the most recent Letter of Acceptance or Confirmation of Enrolment Letter
- Bank Information Request form (if requesting a refund by wire transfer)
- Letter of Authorization from the student (if the account is not in the name of the student)

If the student has registered for courses, the student is responsible for notifying the College, via the procedure outlined below, prior to the end of the Regular Registration period in a

given term. If this notification is not received during the Regular Registration period, the refund amount is based on the Course Drop/Withdrawal policy.

Procedure

The student must submit the following:

- [Request to Drop a Course](#) form
- Refusal letter, issued by Citizenship and Immigration Canada. The date of the refusal letter must be subsequent to the issue date of the most recent Letter of Acceptance or Confirmation of Enrolment Letter
- Bank Information Request form (if requesting a refund by wire transfer)
- Letter of Authorization from the student (if the account is not in the name of the student)

Course Drop/Withdrawal

All tuition refunds require written notice of withdrawal ([Request to Drop a Course](#) form), which must be received by the College before the published deadlines, as follows:

Before the First Day of Term

- 100% refund up to the last day of the Regular Registration period.
- 75% refund during the Late Registration period, up to the term start date (from the Monday, *2 calendar weeks before the term start date until the business day before the term start date*).

After the First Day of Term

- 50% prior to 4pm on the first Wednesday of the first week of the term.
- 30% after 4pm on the first Wednesday of the first week and prior to the end of the first week of the term.
- No refund is issued for courses withdrawn after 4:00pm at the end of week 1.

Medical/Compassionate Withdrawal

Students who withdraw from courses are not normally eligible for a tuition refund. In the event that the withdrawal from courses is due to exceptional medical or compassionate circumstances, students may submit an appeal of the refund policy. A [Refund Appeal form](#) must be submitted to the Student Financial Services Office, along with supporting documentation.

Please note:

- Financial hardship does not qualify as a suitable rationale for an appeal of the refund policy.
- Student who have been issued official letters are ineligible for a refund.
- Submission of a Refund Appeal does not guarantee that a tuition fee refund will be granted. If the refund appeal is not approved, the decision is final.

Required to Discontinue

In the event that a student is required to discontinue studies due to expulsion, 50% of any remaining credit balance is refunded to the student or other individual (with written consent from the student).

Exception: The student is not eligible for a refund of any amount if the remaining credit balance is left over from a total amount deposited for an official Letter of Acceptance (LOA) or Confirmation of Enrolment issued to the student.

Unclaimed Funds

Students who discontinue studies are expected to claim refundable funds within 24 months of discontinuation. Funds that are unclaimed by the end of 24 months will revert to the College.

Tax Receipts

The T2202A tax receipt will be provided for all qualified students. This information includes the student's assessed tuition and monthly education credit for the tax year. All fees that qualify for tuition tax credit will be included on the receipt. For more information on income tax, visit the Canada Customs and Revenue Website and search for the "Students and Income Tax" page.

For current tax years, tax receipts are free and available from the first week of March to be printed from the [My Billing](#) section of the MyAC student portal.

Passport to Education

The Passport to Education Program recognizes and rewards student achievement in Grades 10 to 12 in a broad range of academic and non-academic areas according to guidelines set out by the Ministry of Education. The intent of the program is to

motivate all students to study consistently during the years leading to graduation, and to encourage secondary school students to pursue further education through post-secondary institutions and job-training programs. Passport awards are used to further students' post-secondary education and job training.

Redemption:

Booklets (stamps) cannot be split up for redemption. The entire award will be redeemed when sent in. To redeem their accumulated stamps (Passport award), students must be registered, attending and paying tuition in a program at an accredited and designated (approved for Canada Student Loans in BC) post-secondary institution. A qualifying educational program or course should last at least three consecutive weeks, and requires a student to spend no less than 10 hours per week on courses or work in the program. A one-day course is not an acceptable program. If a student attends an accredited and designated post-secondary institution in British Columbia, the passport award can be applied directly to the student's tuition fees by the student giving it to the institution upon registration. The Ministry will then pay the institution and the institution will put the monies towards the student's outstanding tuition.

If a student has already paid all their tuition and/or is attending an accredited, designated post-secondary institution outside British Columbia, they should send a completed Redemption Form (from the website), the Passport to Education booklet (with stamps affixed), SIN, proof of registration at the PSI, proof of tuition fees paid (or a large portion paid). The tuition fees paid should be as close to matching the amount (or over) of the full Passport award. A current address to mail the cheque should be supplied for the Ministry to pay the student directly.

3rd Party Funding
Post-Secondary Student Support Program (PSSSP)

The Government of Canada program provides financial assistance to Status Indian and Inuit students who are enrolled in eligible post-secondary programs, which includes: community college and CEGEP diploma or certificate programs, undergraduate programs, and advanced or professional degree programs.

Eligible students must be Registered Status Indian (residing on or off-reserve) who have been residing in Canada for 12 consecutive months prior to the date of application for funding. Students must be enrolled in a certificate, diploma, or degree program in an eligible post-secondary education institution and

must maintain continued satisfactory academic standing with that institution. Funding covers the cost of fees for tuition, textbooks, and supplies.

Students awarded PSSSP funding are required to submit a Letter of Support issued by their band office prior to the date that tuition fees are due.

If the any of the above requirements are unclear, the Registrar may confirm by contacting the band office directly.
<https://www.aadnc-aandc.gc.ca/eng/1100100033682/1100100033683>

Tuition Deposit (International Students)

Upon admission, overseas international applicants who do not already possess a study permit, or who need to extend an existing study permit, are required to deposit tuition fees in advance of course registration. The amount of the required deposit (also referred to as a 'tuition prepayment') is normally equal to the tuition fee amount for 15 credits (5 x 3-credit university-level courses).

Applicants depositing an amount equal to 15 credits or greater, prior to or during their first enrolled term, will be issued a Letter of Acceptance (LOA) for a maximum of 2 years. Applicants depositing amounts equal to less than 15 credits will be issued a Letter of Acceptance for a decreased study period length, as follows:

Deposit Amount	Letter of Acceptance - Study Period Length
Equal to or greater than 5 university-level courses	2 years
Equal to 3-4 university-level courses	1 year
Equal to 1-2 university-level courses	1 term (approx. 3.5 months)

Please note that Citizenship and Immigration Canada (CIC) has sole authority for determining the length of a study permit's validity, and may, at their discretion, issue a study permit for a greater or lesser length of time than what is indicated on the LOA.

Other Fees

Document Fees

Item	Price (per item)
Official Transcript	\$10.00
Degree Parchment (duplicate or replacement)	\$25.00
Official Letter of Acceptance (duplicate or replacement)	\$25.00
T2202A Tuition Tax form (current and up to two previous tax years)	No fee
T2202A Tuition Tax form (3 or more years previous)	\$5.00
Rush - 24 hour Processing	\$15.00
Mail to local address	\$5.00
Express Courier (domestic)	\$30.00
Express Courier (international)	\$50.00

Academic Process Fees

Item	Price (per item)
Appeal of Final Grade	\$50.00
Challenge Exam (English, Mathematics, or Chemistry)	\$50.00
Exam Deferral	\$150.00
Student Association Fee *Mandatory, per term	\$20.00

Financial Aid & Awards

Student Loans (StudentAid BC)

Canadian citizens and permanent residents of Canada are eligible to apply for educational funding from the province of British Columbia through StudentAid BC.

For more information about student loans through StudentAid BC, visit: <https://studentaidbc.ca/>

Eligibility Requirements:

- Canadian citizen, permanent resident, or protected person status
- Canadian social insurance number that does *not* start with the number 0 or 8 (these numbers are not eligible for funding)
- Resident of British Columbia
- Enrolled in an eligible program of study *Eligible programs at Alexander College are: Associate of Arts degree, Associate of Arts (Business) degree, and Associate of Science degree.
- Demonstrate financial need
- In good academic standing

Split Enrolment

A student may apply to combine their studies at two eligible institutions by completing a Split Enrolment form from the Office of the Registrar. When applying for financial aid with split enrolment, the student will need to identify which institution is their 'home institution' and which is their 'visiting institution.' The home institution is the institution in which the student has been or is currently enrolled in the most courses, or where the student is completing a degree. The visiting institution is typically where a student is completing a few courses which they intend to transfer back to the home institution upon completion.

An authorized signature is required by the Financial Aid administrators of both institutions.

Deadline for Application:

In order to ensure funding will arrive in time for the beginning of the semester, applications for financial aid should be submitted at least one month prior to the start of classes. All applications must be submitted no later than 6 weeks prior to the term end date.

Apply online at <https://studentaidbc.ca/>

School and Program Codes

School Code	APUF
Program Codes	Associate of Arts degree (all concentrations) – XDU
	Associate of Science degree – XKA3

Academic Scholarships

In order to better recognize academic excellence within each subject area in each major term (Fall, Winter, Spring), we have established a set of Academic Scholarships to be awarded to the strongest students within each discipline. The selection criteria and other relevant information is as follows:

Award Type: Academic Scholarship

Total Value, per year: ~ \$20,000

Number, frequency and duration: Five scholarships, each worth \$1300 are awarded each major term (i.e., not for Summer), to continue each year until otherwise decided by the Operations Committee. The scholarships will be in the form of a tuition credit unless the student has no upcoming tuition payments (e.g., transferring in the subsequent term); in such cases, the student will be provided with a cheque for the scholarship amount.

Selection Criteria: Each recipient must meet all the following criteria:

- Exhibit academic excellence within the respective subject area;
- Exhibit a strong attendance record within the respective subject area;
- Have at least a CPGA of 2.67 in a minimum of 9 credits.

No student can win more than one academic scholarship in the same term.

Subject Rotations: To ensure that all subject areas are represented, AC's 15 subject areas will each award one scholarship per academic year.

Fall Term (*award given in Winter*)

1. Norman Swartz Philosophy Scholarship
2. English Scholarship
3. Biology Scholarship
4. Asian Studies Scholarship
5. Computing Science Scholarship

Winter term (*award given in Spring*):

1. Commerce Scholarship
2. History Scholarship
3. Chemistry Scholarship
4. EAP Scholarship
5. Psychology Scholarship

Spring term (*award given in Fall*):

1. Physics scholarship
2. Sociology Scholarship
3. Peter Kennedy Economics Scholarship
4. Math Scholarship
5. French Scholarship

Student Support Services

New Student Orientation

Student Orientation is a full-day session rich with activities and information designed to welcome new students to Alexander College. The schedule is packed with opportunities to meet great people, get acquainted with the campus and community, as well as learn about the many support services and programs available.

New Student Orientation dates are posted at both campuses and online in the News and Events Calendar.

Medical Insurance

Medical insurance coverage is mandatory for all residents of British Columbia. The College provides information and assistance by helping students to secure access to provincial healthcare or by connecting students with a suitable insurance provider.

Proof of medical insurance coverage is mandatory for all students prior to course registration, and must be maintained while attending the College. All students are expected to maintain valid medical insurance for the duration of their studies.

The College is not liable for any medical or dental expenses. Students from outside British Columbia, particularly international students, must obtain Visitors to Canada medical insurance to provide them with coverage for the first 90 days upon arrival in Canada. This 90-day waiting period is required by the BC government in order to process the student's application for BC Medical Services Plan (MSP) and is governed by the BC MSP Act. The BC MSP card becomes effective 90 days after your arrival in BC and the temporary Visitors to Canada medical

insurance expires accordingly. Students from other Canadian provinces must also obtain BC MSP, and should check with their respective provincial medical services plan to verify what coverage would apply until they receive their new BC MSP card.

Medical insurance information, assistance, and application forms are available to be picked up in the Student Services office at both campuses.

Academic Advising

A well-organized student is a successful student. Students completing university transfer or degree programs are assisted to create a study plan to ensure that they are on track to meet program and graduation requirements.

Ideally, students will seek advising either directly through an Academic Advisor or through other departments at key stages of their academic career at Alexander College. These key points are:

- Entrance into the College as either a first-year student or as a transfer student from another institution
- When the student would like to declare their major or academic goal
- If and when a student experiences academic difficulty, goes on academic probation, and/or encounters the threat of suspension from the institution
- When the student approaches graduation from Alexander College
- If and when the student would like to further their education by transferring to a university degree program or post baccalaureate program.

Academic Advisors will be available by appointment Monday to Friday at both the Vancouver and Burnaby campuses. For information and to book an appointment, please see the reception desk.

The Alexander College website has an FAQ section for Academic Advising:
<http://alexandercollege.ca/student-support-services/academic-advising/>

Student Success Program

The Student Success Program (SSP) assists all students who wish to improve their academic performance, to better understand the Canadian education system, or to develop an effective plan for their future. The SSP Coordinator helps students to create personalized study plans, gain valuable learning and lifestyle tools, and receive helpful College guidance.

The Writing & Learning Centre

The Alexander College Writing & Learning Centres (WLC) provide one-on-one tutoring, in person and on-line, for academic writing for UPRE 099, EAP 097-099 and all university transfer courses (100 level & up). Academic content specialists are available to help students with math, science, economics, commerce, business, accounting and all humanities courses.

The WLC webpage contains writing tools to help students with assignments, including tip sheets, resources, and outlines for essay preparation.

Visit the WLC page at <http://www.alexandercollege.ca/writing-and-learning-centre/>

Create or login to your account at www.alexander.mywconline.com

Tutoring

Tutoring at the WLC is student-oriented, **free**, and appointments are made to accommodate student schedules.

Note that the length and substance of appointments vary from student to student, as some students have standing daily or weekly appointments while others attend only as needed.

To make an appointment for tutoring, visit www.alexandercollege.ca and select "Writing Centre & Tutors."

- **English and all humanities** - Special attention is given to students of English 100, as this course is both intensive and essential to those hoping to transition to university level English usage. The English and humanities tutors are available at both campuses Monday through Friday.
- **Mathematics and all sciences** - A tutor specializing in these areas is available by appointment or walk-in for

twenty hours per week on campus. The mathematics and sciences tutors are available at the Burnaby campus 2 days per week, and at the Vancouver campus 3 days per week.

- **Economics and Commerce** – A tutor specializing in these areas, including Business and Business administration is available by appointment or walk-in at both campuses. The economics and commerce tutor is available at the Burnaby campus 3 days per week, and at the Vancouver campus 2 days per week.

ACS Code of Ethics

The WLC adheres to the following Principles of Ethical Standards. The ASC commits its members and student affiliates to comply with these ethical standards. Lack of awareness or misunderstanding of ethical standards is not itself a defence to a charge of unethical conduct.

- **Best Interest:** Tutors will be committed to acting in the best interest of tutees as specified by the employing organization or institute.
- **Responsibility:** Tutors will take responsibility for their own behavior and work to resolve conflicts that may arise between themselves and a client.
- **Integrity:** Tutors will practice and promote accuracy, honesty, and truthfulness.
- **Fairness:** Tutors will exercise reasonable judgment and take precautions to ensure that their potential biases, the boundaries of their competence, and the limitations of their expertise do not lead to or condone unjust practices.
- **Commitment:** Tutors will fulfill commitments made to learners.
- **Respect for Others Rights and Dignity:** Tutors will respect the dignity and worth of all people, and the rights of individuals to privacy, confidentiality and self-determination.
- **Excellence:** Tutors will strive to maintain excellence by continuing to improve their tutoring skills and engage in applicable professional development activities.

- **Respect for Individual Differences:** Tutors will respect cultural, individual, and role differences, including those based on age, sex, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language and socioeconomic status.
- **Professionalism:** Tutors will not engage in inappropriate relations with tutees.
- **Confidentiality:** Tutors will maintain the highest privacy standards in terms of protecting personal information relative to those whom they tutor.

The Library

Located on both campuses, the Library plays a key role in achieving the educational directives of the college by serving as an information centre where students engage in academic, cultural and social activities. The Library is dedicated to providing the highest level of resources (whether traditional or digital) and instructional services so students can perform research, study, and surf the web with confidence. Services are arranged to meet the student's individual needs.

We offer research help through one-on-one appointments as well, and we supplement classroom instruction by offering group research workshops demonstrating how to best use the college's databases and evaluate web resources.

While the librarians are here to assist students with any of their information needs, one of the other key roles of the librarian is to maintain the library's subscription database services and provide access to the millions of articles and eBooks that the library purchases annually – to this end each of our libraries has a number of computer workstations for both research and entertainment. The library also provides students access to printing, scanning, and photocopying.

Alexander College library emphasizes the concept of the learning commons: a shared, lively space for you to engage with people and ideas.

Resources for Research and Study

Alexander College Libraries contain a growing collection of course-related books as well as many fictional or general interest books and magazines. These include encyclopedias, dictionaries and other reference sources; print magazines and newspapers; and texts or recommended readings for specific courses. The Library's online services and electronic resources include many comprehensive and easy-to-use subscription databases; subject guides created by the librarian in accordance with student needs; and participation in AskAway, a live internet reference

service available during the library's regular hours as well as after hours and on the weekend.

Resources for Entertainment

Beyond its curricular resources, the library maintains a large collection of supplementary materials primarily for entertainment including DVDs, Blu-Rays and videogames. Each library has circulating videogame consoles and other AV devices, along with other IT materials such as headphones and cell phone chargers. The library remains open to meeting student needs and is always happy to expand its collections based on regular student input.

Library Loan Maximums	
Non-Fiction (NF)	21 Days
Fiction (F)	21 Days
Current Textbooks/ Course Reserves (TXT)	3 Hours
DVDs / Blu-Rays (AV)	7 Days
All other Audio Visual material (AV) Video Games, Cell phone charges, head phones etc.	3 Hours
Short term (ST)	1 Day
Reference	1 Day

Overdue Items

All materials which are past the return date and which have not been renewed are subject to late fees (fines) which will result in a financial hold. Fines are applied only for days when the library is open.

Late Fees	
Books and Magazines	\$1 per day with a maximum of \$60 per item.*
DVDs, Video Games and all other Audio Visual Material	\$2 per day with a maximum of \$60 per item.*
Textbook Reserves and Reference Material	\$2 per hour with a maximum of \$60 per item.*

*Plus replacement cost.

Lost and Damaged Items

Any item more than three months overdue is considered lost. Replacement costs include the current price of the item, new, (or, if this is not available, a default price).

Lost and Damaged Items

Any item more than three months overdue is considered lost. Replacement costs include the current price of the item, new, (or, if this is not available, a default price).

If library materials have suffered more than normal wear and tear, they must be replaced as if they were lost (e.g. dirty, sticky, marked, water damaged, moldy, torn, chewed or otherwise defaced materials). Library staff members are responsible for using their judgment to decide what can and cannot be loaned again.

Student ID Cards

Alexander College student ID cards are required to access many of our student services, including the Office of the Registrar, Library, and to write exams. To obtain a student ID card, please visit the library at the Burnaby or Vancouver campus. Be sure to bring one piece of official government photo identification - either a passport or a piece of Canadian Government-issued picture ID issued (e.g. driver's license, BC ID card, etc.).

Student Life

Alexander College Student Association (ACSA)

All students of the college are automatically members of the Alexander College Student's Association. This association has its own executive council.

The Alexander College Student Association (ACSA) consists of Alexander College students who are elected each year by the student body. The Association coordinates activities, advocates for students, maintains a budget, and ensures that students have a voice in the operation of the college. ACSA executives also appoint members to various college committees, including the Board of Governors.

Elections and Voting

The executive council are elected at the beginning of each semester by student vote. Candidates organize their speeches to gain the support of fellow students, and the voting stations at each campus open for approximately 3-4 days. Each student of Alexander College is entitled to one ballot, and a student ID card is required at the voting station. Finally, the vote is

closed, the ballots are tallied, and the elected council is announced.

Fees

The ACSA is responsible for ensuring that the current fee of \$20 per student per semester is appropriately budgeted for and wisely spent for the benefit of Alexander College students.

Sports

Students are encouraged to participate in community sports. The College assists in the organization of intramural leagues, arrangements for facilities, and supervision for sports such as skiing and snowboarding, basketball, badminton, soccer, bowling, billiards, and yoga.

Activities & Experiences

Student Activities Coordinators organize events and experiences for groups of students. Some past activities include skiing and snowboarding at Whistler, hiking in the mountains, visiting museums, exploring local restaurants, and participating in sporting events. The College also provides students with opportunities to experience and share in the celebration of cultural events and holidays.

Clubs

Clubs are organized and run by students, with new clubs developing according to student interests. Current clubs include:

- Film and drama
- Explorer's Club
- Conversation Club
- Spanish Club
- Japanese Club
- Korean Club
- Ski and Snowboard Club
- Basketball Club
- Billiards Club

On-Campus Employment Opportunities for Students

Alexander College employs student workers on a temporary contractual basis for basic clerical assistance and other duties, as assigned by the Director. International students may apply to

work on-campus provided they meet the following requirements:

- Hold a valid study permit
- Be enrolled as a full-time student

Opportunities are posted on the College website:
<http://www.alexandercollege.ca/careers/>

Field Trips

Prior to the Field Trip

All field trips organized must not involve any unusual or unnecessary hazards. A Field Trip Permission form is required to be completed by the trip organizer and signed by all participants before the field trip takes place. The details of the proposed field trip, and the completed form with all participant information and signatures, must be approved by the Dean of Arts and Sciences or Department Head prior to making any arrangements.

There must be at least one staff or faculty leader for every 12 students in attendance. Every leader must carry a mobile phone and completed copy of the Field Trip Permission form for each student.

If any incident involving accident or injury should occur during the trip, the leaders must notify the College immediately after the event (i.e. same day), and make a full written report to the College as soon as possible thereafter. The College is not liable for any accident or injury that may occur during a field trip.

Graduation

Graduation Requirements

To be eligible for graduation in an Associate Degree program, students must complete all program requirements with a minimum cumulative grade point average of 2.0 (equivalent to a 'C' average), calculated on all courses counting toward the degree requirements. The student must not be under suspension or have any unresolved holds at the time of degree conferral.

Students in the Associate of Arts or Science programs are encouraged to seek Academic Advising at regular intervals during their studies to ensure that they remain on track with degree program requirements.

Students may apply for graduation after the first day of class in their final (expected) term. Early applications for graduation will be held pending release of final grades at the end of term.

Application for Graduation

To submit an Application for Graduation, students are required to meet with an Academic Advisor to review program requirements, calculate GPA, and to complete an Application for Graduation form.

- When all final grades for the final term are available, the Academic Advisor delivers the Application for Graduation form, together with any other relevant documentation (e.g. letters of transfer credit), to the Registrar.
- The Registrar evaluates the application, and confers a credential if eligible. The documentation is delivered from the Registrar to the Coordinator, Office of the Registrar.
- The Coordinator, Office of the Registrar completes a final student record check, and notifies the student of any holds or additional information required. Graduation documents are not issued to students under unresolved Registrar or Financial holds. If there are no holds on the student account, the Registrar officially records the graduation, and issues graduation documents.
- The degree parchment is submitted to the President and Vice President, Academic for signing.
- Students are officially notified of the outcome of their request to graduate by the Coordinator, Office of the Registrar within 6 weeks of eligibility. The notification will include instructions for pickup of graduation documentation and provide students with the option to have the documents mailed free of charge. The official graduation notification will also include information about convocation and alumni services.

Convocation

All students who successfully complete a degree program at Alexander College are eligible to participate in the Convocation Ceremony. Typically held twice per academic year in June and October, the Convocation Ceremony is an opportunity for

graduates to share the celebration of their accomplishment with peers, family, and friends.

Invitations to the Convocation Ceremony are sent to all graduates of the preceding academic year, and an RSVP is required. Each graduate is welcomed to invite up to 2 guests, and may request permission to invite greater than two guests, space permitting.

Each graduate will be dressed with the traditional cap and gown wardrobe prior to the ceremony, and later presented with their degree parchment in a hardcover folder. A catered luncheon is provided for graduates, family, and friends following the event.

Program Review

As part of its commitment to provide an effective educational program, the College fosters an environment that supports constructive evaluation and continuous improvement. The Associate degree programs and all courses are systematically documented and reviewed by the Dean of Arts and Sciences. Courses are reviewed at the end of every term and a course and program review is done annually. An in-depth full program review is done at least once every five years.

The main purpose of program review is to verify the appropriateness and effectiveness of Alexander College programs, including curriculum, policies and procedures. Review reports may make recommendations towards improving any aspects of the program and the evaluation process if necessary. This process assists the College with educational planning and provides an opportunity to link professional development to the needs of programs.

End-of-term Review

The Dean of Arts and Sciences maintains a file for every course taught by the College, and these files are updated at the end of every term that the course is taught, with the following information:

- The dates, times, and room number of the section offered
- The name of the instructor
- The Course Outline
- All available Lesson Plans
- All Course Exams with keys
- A summary of student survey results
- A list of students with final grades, number, mean and standard deviation.

- All matters relating to articulation
- Any other information or reports that may be relevant to this instance of the course

The Dean of Arts and Sciences reviews this information with the Education Committee. Any comments or recommendations as a result of this review are entered into a report in the course file and forwarded to SASC.

Annual Course and Program Review

In August of every year, the Dean of Arts and Sciences conducts an annual program review. This review is based on the collected Term Reviews and additional information as follows:

Every course, whether taught during the previous year or not, is examined to ensure that its content is current. Courses that have not been taught are considered for possible deletion from the program.

The course packages are reviewed by the appropriate SASC member. Each prepares a report on their subject area with comments on curriculum and/or instruction improvements needed and whether the list of courses is necessary and sufficient.

The Registrar provides a report on admissions information which includes:

- A history of enrollment (applications, acceptances, withdrawals, graduates).
- A summary of enrollment, by course, for the previous year.
- A projection of enrollment, by course, for the next year and the next five years.
- Comments on assumptions underlying enrollment projections.
- Information on the success of our graduates at receiving colleges or universities.
- Other information on enrollment and admissions deemed useful.

The Vice-president Operations reports on:

- Physical space, including offices, classrooms, student areas, and facilities.
- Instructional equipment including AV equipment, computers, software, and lab equipment.
- Administrative equipment.
- The library.
- Other information on operations deemed useful.

Each of the Operations reports includes a summary of the current holdings, a projection of requirements for the next year and the next five years, and a rationale for projected requirements.

The summary and recommendations of these course and program reviews form an important part of the college annual internal review, which is used in the preparation of the annual business plan for the College.

In-depth Program Evaluation

In-depth program evaluations may be conducted at any time by SASC. However, at least once every five years, SASC undertakes a systematic and thorough review of the entire academic program at Alexander College. In some cases, these reviews are arranged to correspond with requirements for reporting to the Ministry of Advanced Education.

In each case, a special Program Review Committee (PRC) is struck to undertake the In-depth Review. This committee consists of three members: the President (or a delegate) and two external Reviewers determined by SASC.

The Program Review Committee has access to all personnel, documents and records of the College, but will use the Annual Review documents of the last few years as a primary source of self-study information. The Program Review Committee will make a site visit at the College of not more than two days.

Self-study

In addition to the Annual Review documents, the following information is collected for the in-depth review:

Admission requirements. An explanation and rationale for the requirements for admission to the program.

Course requirements. An explanation and rationale for the requirements for each course, highlighting any special requirements.

Transferability. An annotated list of articulation agreements.

Typical Programs. Samples of student programs illustrating the most commonly chosen programs and the range of choices available to students.

Instructors. A list of instructors hired in the last five years indicating their qualifications, the courses taught, and all assessment information available. Also included are comments on the success and availability of instructors in each subject area, differential salaries, mobility, staffing projections, and any other relevant information. Any instructor effect on the quality of courses is explained with suggestions for improvement.

Administrative Staff. A list of administrative staff members with their positions, qualifications, and effectiveness.

Space. A diagram and list of classrooms, laboratories, student study and meeting areas, with surface area and comments concerning the amount of use each location receives. Comments and recommendations for improvements to the use of space are included.

Equipment. A list of all instructional and non-instructional A/V, computer, and laboratory equipment available in the college.

Library. A full description of the library mission, holdings by subject area, space, staff, facilities, and equipment. Comments and recommendations for improvements to the library are included.

Curriculum Development and Approval

This policy concerning curriculum development and approval provides a rationale and framework for the creation, deletion and revision of the curricular and pedagogical substance of courses. It outlines the procedure for creation and approval of Curriculum Guides and the application of these guides to form Course Outlines. Curriculum Guides provide a summary of the curriculum for any course offered by the College. Course Outlines are prepared by instructors to describe the instructor's plans for that particular course.

Authority for Curriculum Development

Curriculum development and review is the responsibility of the Standing Academic Standards Committee (SASC). Courses are developed by faculty or, where external expertise is required, by non-faculty practitioners or academic specialists working under the direction of faculty. Curriculum Guides are completed for every credit course offered by the College. All Curriculum Guides are reviewed annually by SASC to ensure that they are educationally current. This review is indicated by a change to the date on the Curriculum Guides document.

Instructors are required to prepare a Course Outline based on the Curriculum Guide and give a copy of their outline to students on the first day of classes.

Curriculum Development, Changes, and Approval Process

Curriculum changes may be initiated by any administrator or member of faculty of the College, by the Education Committee, by the Standing Academic Standards Committee, or by the Board. Two types of curriculum change are identified: Major changes and Minor changes. Major changes include changes to programs, admission or graduation requirements; creation of new courses; deletion of old courses; or significant change to the substance of an existing course. Minor changes include a change of recommended textbooks or materials, or minor updates to course content.

All changes are reviewed by the Education Committee, forwarded by the Vice-president Academic and

approved by the Standing Academic Standards Committee.

Major Changes

A proposal for major curriculum changes includes a rationale, a consultation report, and curriculum guide. The rationale details the reasons for the recommended change(s) and the consultation report lists the stakeholders who have been consulted regarding the proposed change, along with their recommendations. Curriculum Guides become the new course descriptions if the change is approved.

The **rationale** provides adequate reasons for the requested change. It may include an explanation of how the change is consistent with the College's mission and strategic direction, the place and priority of the change to existing College programs, projections of the frequency of its being offered, comments on staffing, comparison with offerings at other Colleges, and anticipated interest.

The consultation report lists all stakeholders who have been consulted on the proposed curriculum change, along with a summary of their recommendations (positive or negative). Consultation must include:

- Dean of Arts and Sciences, regarding pedagogy, transfer and degree requirements
- Registrar, regarding course sequencing, numbering, prerequisites, systems, transferability
- Facilities, regarding space and equipment requirements
- A Librarian, regarding services, facilities, and load.

Minor Changes

A minor revision includes the following:

- Change in course name or number
- Change in textbook or materials

- Addition or revision to course content that does not affect course objectives or learning outcomes

In the case of a minor change, the revised (and complete) curriculum guide incorporating the proposed changes is forwarded, along with the current curriculum guide and appropriate documentation, to the Dean of Arts and Sciences for review. The change is forwarded to SASC for further review and comments, if any, and finally to the Registrar if the change impacts systems, records, or publications.

Curriculum Guides

Curriculum guides are documents prepared and approved by SASC. They are the College's definition of each academic course. Curriculum guides are given to instructors of each course and are to be used as guides in creating their instructional materials and conducting the course. Deviations from the approved curriculum guide (such as textbook selection) must be approved by the appropriate member of SASC through the appropriate Department Head.

This section provides complete instructions for completion of a *Alexander College Curriculum Guide*.

- Course Number

Every course must have an alphanumeric course code which consists of a subject area designation and three-digit number. The subject area designation and the number of every new course must be approved by the Registrar.

Acceptable numbers are three-digit natural number beginning with zero, one, or two.

- Course numbers beginning with zero indicate courses at the preparatory level. For example, a course numbered MATH 099 is a pre-College level preparatory course that may serve as a prerequisite for entry to College-level coursework.
- Course numbers beginning with one are first-year courses. They are normally introductory in nature and do not always have internal prerequisites.

- Course numbers beginning with two identify second-year courses. They may or may not have internal course prerequisites, however students do not normally attempt year two courses until the second year of study.
- Course Title
Every course must have a descriptive title. The title must be as descriptive as necessary to convey the intended content of the course, but every effort should be made to make the title as concise as possible.
- Number of Credits
Students completing an Associate of Arts degree at Alexander College must complete a minimum of 60 credits of courses work. The credit value assigned to each course indicates the contribution that the course will make toward that goal. Most courses will have a weight of three credits. This normally indicates that the student will attend three hours of instruction per week for one term, approximately 42 hours in total. Some courses will have a lecture component (three hours per week) and a laboratory component (an additional three hours per week). These courses may be given a weight of 4 credits. The number of credits for a particular course is determined by SASC.
- Catalog Description
This is the description of the course that will appear in the College's Course Catalog. As with the course title, it should fully describe the course, but effort should be made to keep it as concise as possible.
- Prerequisites, Co-requisites, Preclusions
List the entry requirements and/or the course number of any course(s) that must be taken before taking this course (i.e. a prerequisite), or which must taken jointly (i.e. a corequisite), or which are substantially similar in content and therefore preclude additional credit (i.e. apreclusion)
- Hours per Week
Most courses consist of 3 hours of lecture per week. However, some courses have either seminar or lab components, or both. Indicate the number of hours per week in the appropriate boxes and the total number of hours per week in the *Total* box.
- Duration
- Articulation Targets
Currently, all courses at Alexander College are offered within a single term. Fall and Winter term are 14 weeks, Spring term is 10 weeks, and Summer Intensive term is 7 weeks in duration.
- Articulation Targets
Students taking courses at Alexander College should be able to receive transfer credit for each course at UBC, SFU, UVic, and/or UNBC. Use the BC Transfer Guide and/or consultation with relevant departments at these universities to recommend the course numbers for appropriate transfer credit.
- Course Objectives / Learning Outcomes.
At the end of this course, students will be able to Every course should have some *benefit* to the student. As a result of taking this course, students should expand their capabilities. Describe here the knowledge, skills, and capabilities that one would expect to find in students who have successfully completed this course.
- Course Content (topics of instruction)
Lists the topics to be covered in the course. This list may also define the sequence in which the topics are to be covered.
- Methods of Instruction
The methods of instruction of most courses will consist principally of lectures, discussions, assigned readings, and quizzes. Also describe required additional instructional techniques, such as cooperative learning, project-based learning, independent research, online activities, and/or laboratory work.
- Instructional Materials
List required or suggested textbooks, workbooks, A/V materials, or any other supporting materials that are required for this course. However, where possible, leave an opportunity for the instructor to exercise his or her special knowledge in preparing and teaching the course.
- Assessment
Identify general assessment requirements. For example, it might be specified that the final exam must have a weight of not less than 40%, or that there must be a major project with a weight of at least 30%.
- Articulation Targets

Students taking courses at Alexander College should be able to receive transfer credit for each course at UBC, SFU, UVic, and/or UNBC. Use the BC Transfer Guide and/or consultation with relevant departments at these universities to recommend the course numbers for appropriate transfer credit.

- Consultations (Name and affiliation)

In the process of approving this Curriculum Guide, a number of people must be consulted. This will likely include the Dean of Arts and Sciences, the Registrar, the Vice-president Academic, the Registrar, and the Department Head. Consultations with experts at public institutions may be necessary. This list does not include the subject matter expert who is asked to provide the expert approval (see below).

- Course Designer and Contact Information

Provide here the name of the course designer. This is usually the person who initially completes the Curriculum Guide form. Contact information (e-mail address and/or telephone number) is required so that those involved in the approval process can obtain background information as necessary by contacting the designer.

- Expert Approval, Affiliation

Every course should be approved by an external subject-matter expert. This expert will be identified and contracted by the SASC.

- College Approval Signature

The Vice-president Academic or Dean of Arts and Sciences signs here to indicate that the Curriculum Guide is ready to be forwarded to the SASC.

- SASC Approval Signature

As Chair of SASC, the Dean of Arts and Sciences signs to indicate that the curriculum guide has been approved to be offered by SASC. The date of the SASC meeting when the curriculum guide was approved is entered on the form, and the completed form is sent to the Registrar for safekeeping and entry of the course into the catalog and systems.

- Effective Date

The course effectively becomes available to be offered by the College on this date. It is determined by SASC in consultation with the Registrar. This field is left

intentionally blank until the course creation or revision is approved by SASC. In particular, the curriculum guide created for the purpose of revising an existing course must have this field blank to indicate that the revision has not yet been approved for implementation.

Instructor Course Outline/Syllabus

Instructors are required to prepare a course outline (also called a syllabus) for each course they teach, and should contact their Department Head for an appropriate model for their course.

Course outline/syllabus will normally contain at least the following information:

- Contact information (an email address for students to use) for the instructor and Laboratory Assistant. Phone contact information is optional. Please note: use only Alexander College official email address.
- Classroom location and time, instructor office hours and location, Laboratory Assistant office hours (if applicable).
- Course objectives or learning outcomes of the course.
- List of materials required and/or recommended, including textbooks, assigned reading books, calculators, or other equipment.
- Outside resources for subject material assistance, such as extra-curricular books, tutoring locations (Writing and Learning Centre), or Library.
- Safety rules and class contact, if appropriate.
- Milestones such as exams and papers, with weights and due dates.
- List of each date that the class meets with a description of the topics and activities of that meeting.
- Relevant College policies concerning grading, academic integrity/plagiarism, exam procedures, honor code policy, concessions for students with disabilities, and attendance requirements, if applicable (see Department Head for department guidelines). Instructors are welcome to include additional (and appropriate) policies, including guidelines for lateness,

late submission of assignments, etc. If the course or department has specific assessment or grade distribution guidelines, be sure to use the correct version.

Each course outline/syllabus must be submitted to the appropriate SASC member for approval at least two weeks in advance of the start of term. Once approved, the course outline/syllabus is to be forwarded to the relevant Department Head and submitted to the College via upload to the Canvas course page.

Instructors are requested to use the basic course outline/syllabus template supplied in the Faculty Handbook. This template includes the AC Honor Code (attendance policy for Commerce and EAP) that all students are required to sign at the outset of classes. Instructors should collect the students' signatures after having covered the content of the course syllabus in class.

Course Management

Before the first week of a course, Instructors should become familiar with the Canvas system for uploading files, grading, interim/midterm reporting, etc. Instructors must also post their contact information and the course outline online.

During the course, they should continue to use this system, posting assignments, due dates, reminders, useful information and tips and pointers. Participation in online discussions regarding course topics is also recommended.

Instructors are required to take attendance daily via *MyAC*. Attendance is calculated from the **first day the course begins**. Students have access to their attendance percentage from their *MyAC* account. It is recommended that students routinely track their own attendance through *MyAC* and immediately clarify any questions with the instructor.

Instructors are reminded that any misconduct is observed during class, such as cheating or plagiarism, an Academic Alert form is to be filled out (template can be found in the Faculty Handbook).

If a student is being disruptive in class, the Instructor can dismiss the student from the classroom. Non-academic misconduct forms are available within the classroom and from the Reception desk in the event that the instructor wishes to file a report about the behaviour. If a student is persistently disruptive, the instructor should file a non-academic misconduct form and/or alert the Director of Student Affairs.

After the midterm exams are marked, the Midterm Grade Summary, containing a cumulative mark for each student, must be submitted by each instructor for each course section to the relevant Department Head. The Midterm Grade Summary provides the Department Head with the frequency of percentages awarded on the midterm exams. This report is used to identify and begin a discussion around unusual grading trends within a department. The Department Head will provide the instructor with a template for submission of the report. Instructors are advised to carefully consider the timing of their assessments to meet these deadlines.

A student course evaluation will be administered electronically during the last weeks of class. The purpose of this questionnaire is to monitor student satisfaction.

Teaching evaluation

On or near the last class of every course students are provided with an opportunity to share their opinions about the quality of instruction, curriculum, college facilities, and their learning experience in general through an anonymous online course evaluation form. The forms are collected and summarized in the central office, and a summary of the results pertaining to teaching is returned to the instructor after marks have been submitted.

Programs

Our academic programs provide an educational experience that prepares students for work, citizenship, and an enriched life as an educated individual. For students who wish to continue on the path to university, our programs provide a solid foundation for further study.

Alexander College programs provide a broad range of course offerings balanced by in-depth study in specific disciplines. Since many students will continue their post-secondary studies, the requirements are flexible enough to enable students to plan their educational program carefully and to complete the required prerequisites for upper level course work in their intended major.

- English for Academic Purposes
- University Transfer
- Associate Degree
 - Associate of Arts degree

- Associate of Arts (Business) degree
- Associate of Arts (Economics) degree
- Associate of Arts (Psychology) degree
- Associate of Science degree

English for Academic Purposes Program

The English for Academic Purposes Program is a preparatory program designed to develop core English Language skills within a post-secondary context, enabling students to approach College/University studies with the required foundational English language competencies.

The English for Academic Purposes Program (EAP) consists of 5 levels, each of which focuses on language learning in the context of academic subjects such as science, economics, psychology, sociology, literature, and philosophy. They are specifically designed to develop our students' academic study and participation skills, while improving their English to a level that will ensure their success in further university work. The 5 courses are divided into 3 categories: Foundations, Intermediate Academic Preparation, and Advanced Academic Preparation.

Foundations

095 is designed for students who are in need of building the foundations of the English language before moving on to academic-related skills requiring more clarity and fluency in English. The emphasis in these courses is on improving language skills with a strong focus on grammar and vocabulary building to improve reading, writing, listening, and speaking skills.

Intermediate Academic Preparation

The objective in ENGL 096 and 097 is to help prepare EAL students for success in a North American post-secondary setting by improving skills in six key areas: reading, writing, listening, speaking, critical thinking, and research. Emphasis is placed on learning specific academic skills, including note-taking, citing sources, structuring writing formally, and researching.

Advanced Academic Preparation

The Advanced EAP courses focus on writing, reading, listening, and speaking, and provide ample opportunity to develop these skills through direct and interactive practice. Students will also develop research and essay writing skills to enhance their core competencies and

prepare them for College/University study. Students will be trained to recognize different genres of writing, their strategies, and purpose. Assignments will require students to discuss and compose literary analyses, reviews, critiques, argumentative essays, research papers, and business reports.

University Transfer Program

British Columbia Council on Admissions and Transfer (BCCAT)

Alexander College is a member of the British Columbia Council on Admissions and Transfer (BCCAT) system and has established transfer agreements with college and universities across British Columbia, including the most prestigious universities in the province. Alexander College is continuously negotiating new transfer agreements with the major universities in BC and the rest of Canada, as well as with other colleges and universities around the world.

The BCCAT transfer system's online transfer guide enables students to check the transferability of the courses they wish to take, as well as develop a study plan allowing seamless transfer between Alexander College and the specific program they wish to complete.

www.bctransferguide.ca

In the University Transfer Program, students are able to explore their interests through first and second-year university courses that may be transferred to a college or university in the second or third program year. A Bachelor's degree is typically four years in duration, and offered by all major public and private universities in Canada. These universities use a credit-based system, with majors (specializations) and degree programs requiring completion of a set number of course credits. A standard Bachelor's degree program requires completion of 120 credits.

Arts

The academic offerings in Arts span the humanities, social sciences, and creative and performing arts. Some examples in the field of Arts education are:

Anthropology	English	Philosophy
Art History	Geography	Political Science
Asian Studies	History	Psychology
Classical Studies	Linguistics	Religious Studies
Economics	Literature	Sociology

Business

Programs in business allow students to develop the comprehensive skills and confidence necessary to become successful leaders in the business world. Specializations within the field of business include:

Accounting	Human Resource Management
Economics	Marketing
Finance	Operations Management

Science

The academic offerings in Arts span the humanities, social sciences, and creative and performing arts. Some examples in the field of Arts education are:

Biological Sciences	Physical Sciences
Computer Sciences	Pre-Engineering
Mathematics	

Once a student has chosen their field of study, our Academic Advisors will assist them to create a study plan that allows students to focus on their areas of interest and to satisfy the degree program requirements that may be transferred to the college or university they have chosen.

Associate of Arts Degree Program

The Associate of Arts Degree program is a foundational degree consisting of 60 credits, typically completed over a 2-year period. The program provides a comprehensive learning experience that also allows students to customize and focus their coursework in an area of interest. On completion of the Associate of Arts Degree program, students may choose to either enter the work force or continue their studies in pursuit of a bachelor degree. International students completing the Associate of Arts Degree program are eligible to apply for a Post-Graduation Work Permit.

Associate of Arts degree program offerings span the humanities, social sciences, and creative and performing arts. Some concentration areas within the Associate of Arts degree program are:

Asian Studies	English	Psychology
Commerce	History	Sociology
Economics	Philosophy	

Graduates of the Associate of Arts degree program may choose to transfer to a university to complete a Bachelor's degree. With appropriate course planning, the Associate of Arts degree will allow students to enter directly to 3rd year Faculty of Arts at the university of their choice in BC or elsewhere. It is the responsibility of the student to ensure that all prerequisites for upper level courses at the receiving institution have been met, and to note that the credit value for some courses may vary between institutions. Students who are planning to transfer credits to another college or university are responsible to find out how their credits will transfer to the receiving institution. Please consult the BC Transfer Guide or see Academic Advising.

International students who wish to remain in Canada after completion of the Associate of Arts degree are also eligible to apply for a Post Graduate Work Permit. A Post Graduate Work Permit will allow the graduated student to live and work in Canada for a period of up to 3 years. Those who are interested in staying in Canada for a longer period of time will be eligible to apply for permanent residency in Canada after completion of their first year of eligible full-time employment.

Program Requirements

- 6 credits in first-year English
- 9 credits in Science, including
 - At least 4 credits in a laboratory science
 - At least 3 credits in mathematics, computer science, or statistics (statistics courses taught in subject areas such as business, commerce, economics, psychology, etc. may also be used to meet this requirement)
- 36 credits in Arts, including at least 18 credits in 2nd year arts, taken in two or more subject areas.
 - At least 6 credits in humanities
 - At least 6 credits in Social Science
- 9 credits in Arts, Science, or other areas

Graduation Requirements

Students must complete a total of 60 credits of first and second year courses. These must include a minimum of 18 credits in Arts at the second-year level taken in two or more subject areas. Graduation requires a minimum cumulative GPA of 2.0.

A note regarding transfer credit: The number of credits awarded for any particular course will be determined by the institution

granting the Associate degree. Although the number of credits awarded for any particular course may vary from institution to institution, it is expected that a student will have completed the equivalent of approximately 20 three-credit courses to fulfill the Associate of Arts Degree requirements at Alexander College.

Associate of Arts (Business) Degree Program

The Associate of Arts (Business) Degree program consists of 64 credits and is typically completed over a 2-year period. The Associate of Arts (Business) degree is a specialized program focusing on the use of analytical, qualitative, quantitative, and conceptual techniques in business and economics to enable graduates to function effectively in problem solving and critical thinking. They will learn to work independently and cooperatively, to accept and respond positively to feedback, and become familiar with contemporary business issues. Graduates will be well-prepared to enter the world of business directly, and meet an increased demand from employers for entry-level business and marketing positions, both in Canada and abroad. While there is a clear focus on business studies, the program also allows students to explore other interests by incorporating electives, arts, and science breadth requirements.

On completion of the Associate of Arts (Business) Degree program, students may choose to either begin their career or to continue their studies in pursuit of a bachelor's degree. Graduates may choose to transfer to a university to complete a bachelor's degree.

With appropriate course planning, the Associate of Arts degree will allow the students to enter directly to 3rd year at the university of their choice in BC or elsewhere. It is the responsibility of the student to ensure that all prerequisites for upper level courses at the receiving institution have been met, and to note that the credit value for some courses may vary between institutions. Please consult the BC Transfer Guide or see Academic Advising.

International students who wish to remain in Canada after completion of the Associate of Arts (Business) degree are also eligible to apply for a Post Graduate Work Permit. A Post Graduate Work Permit will allow the graduated student to live and work in Canada for a period of up to 3 years. Those who are interested in staying in Canada for a longer period of time will be eligible to apply for permanent residency in Canada after completion of their first year of eligible full-time employment.

Program Requirements

- 6 credits in first-year English
- 10 credits in Science, including
 - At least 4 credits in a laboratory science
 - At least 6 credits in mathematics and business statistics
- 24 credits in Economics, including at least 18 credits in 2nd year Economics
- 12 credits in Arts
- 12 credits in Commerce

Graduation Requirements

Students must complete a total of 64 credits of first and second year courses. These must include a minimum of 18 credits in Arts at the second-year level taken in two or more subject areas. Graduation requires a minimum cumulative GPA of 2.0.

A note regarding transfer credit: The number of credits awarded for any particular course will be determined by the institution granting the Associate degree. Although the number of credits awarded for any particular course may vary from institution to institution, it is expected that a student will have completed the equivalent of approximately 21 three-credit courses and 1 four-credit course to fulfill the Associate of Arts (Business) requirements at Alexander College.

Associate of Arts (Economics) Degree Program

The Associate of Arts (Economics) Degree is a two-year credential offered by many institutions in the province of British Columbia and beyond. The Associate Degree program is designed to provide broad-based knowledge and experiences in preparation for entering the workforce, or as a foundation for further undergraduate study.

Students within the Associate of Arts (Economics) Degree program will gain multi-disciplinary knowledge in the areas of theoretical and applied economics, as well as competitive behavior, economic policy, and the global economy. Students will acquire the tools to be able to analyze the production, distribution, and consumption of goods and services.

The Associate of Arts (Economics) Degree is a foundational degree consisting of 60 credits in total, typically completed over

a two-year period. The credits must include a minimum of 36 credits in arts, including at least 18 credits in first- and second-year economics.

Upon completion of the Associate of Arts (Economics) Degree program, students may choose to enter the workforce or continue their undergraduate studies. An Associate of Arts (Economics) Degree may be transferrable to the third year of a four-year bachelor's degree program at a university. Some BC universities accept Associate Degree graduates at a reduced GPA requirement.

For more information on the option of transferring to a university upon completion of an Associate of Arts (Economics) Degree, please consult the BC Transfer Guide or see an Academic Advisor. International students completing the Associate of Arts (Economics) Degree program at Alexander College are eligible to apply for a Post-Graduation Work Permit.

The Associate of Arts (Economics) degree program develops broad-based academic skills in the following areas:

- Reading comprehension
- Written and oral communication
- Mathematical and scientific reasoning
- Computer and technological literacy
- Research and evaluative skills
- Analysis, synthesis, and integration of knowledge
- Critical thinking and problem solving
- Application of theoretical understanding to practice
- Collaborative and team-based experience

Specifically, the Associate of Arts (Economics) degree program provides experience and aptitudes in the following areas:

- Ability to use analytical tools to interpret business data
- Knowledge of economic theory and its applications
- Knowledge of micro and macroeconomic policy issues
- Understanding of government policy pertaining to markets
- Familiarity with managerial decision making strategies

Program Requirements:

- 6 credits in first-year English
- 9 credits in Science, including
 - 4 credits in a laboratory science
 - 3 credits in calculus (MATH 100 or Pre-calculus cannot be used to meet this requirement.)

- 3 credits in statistics (statistics courses taught in subject areas such as business, commerce, economics, psychology, etc. may also be used to meet this requirement)

- 36 credits in Arts, including
 - ECON 103
 - ECON 105
 - At least 18 credits in 2nd-year arts, including:
 - ECON 295
 - At least 9 credits in 2nd-year economics
 - At least 3 credits in non-economics 2nd-year courses
 - At least 6 credits in humanities
- 9 credits in Arts, Science, or other areas

Graduation Requirements

Students must complete a total of 60 credits of first and second year courses. These must include a minimum of 18 credits in Arts at the second-year level taken in two or more subject areas. Graduation requires a minimum cumulative GPA of 2.0.

A note regarding transfer credit: The number of credits awarded for any particular course will be determined by the institution granting the Associate degree. Although the number of credits awarded for any particular course may vary from institution to institution, it is expected that a student will have completed the equivalent of approximately 19 three-credit courses and 1 four-credit course to fulfill the Associate of Arts (Economics) requirements at Alexander College.

Associate of Arts (Psychology) Degree Program

The Associate of Arts (Psychology) Degree is a two-year undergraduate degree offered by many institutions in the province of British Columbia and beyond. The Associate Degree program is designed to provide broad-based knowledge and experiences in preparation for entering the workforce, or as a foundation for further undergraduate study.

Students of the Associate of Arts (Psychology) degree program will gain multi-disciplinary knowledge in the faculties of arts, humanities, and social science, and develop their critical thinking and research skills. The program also includes a customizable concentration in psychology, which allows students to explore different areas in psychology, including cognitive and abnormal

psychology, data analysis, research methodology, and the scientific basis of human behaviour.

The Associate of Arts (Psychology) Degree is a foundational degree consisting of 60 credits in total, typically completed over a two-year period. Program requirements include a minimum of 36 credits in arts, including 18 credits in first- and second-year psychology.

Upon completion of the Associate of Arts (Psychology) Degree program, students may choose to enter the workforce or continue their undergraduate studies. An Associate of Arts (Psychology) Degree may be transferrable to the third year of a four-year bachelor's degree program at a university. Some BC universities also admit Associate Degree graduates at a reduced GPA requirement.

For more information on the option of transferring to a university upon completion of an Associate of Arts Degree, please consult the BC Transfer Guide or see an Academic Advisor. International students completing the Associate of Arts (Psychology) Degree program at Alexander College are also eligible to apply for a Post-Graduation Work Permit.

The Associate of Arts (Psychology) degree program develops broad-based academic skills in the following areas:

- Reading comprehension
- Written and oral communication
- Mathematical and scientific reasoning
- Computer and technological literacy
- Research and evaluative skills
- Analysis, synthesis, and integration of knowledge
- Critical thinking and problem solving
- Application of theoretical understanding to practice
- Collaborative and team-based experience

Specifically, the Associate of Arts (Psychology) degree program provides experience and aptitudes in the following areas:

- Understanding of cognitive development
- Familiarity with human behaviour, including abnormal behaviours and mental illness
- Knowledge of psychological testing and data analysis
- Familiarity with current treatment practices for mental illness

Program Requirements:

- 6 credits in first-year English
- 9 credits in Science, including

- At least 4 credits in a laboratory science
- At least 3 credits in mathematics, computer science, or statistics (statistics courses taught in subject areas such as business, commerce, economics, psychology, etc. may also be used to meet this requirement)

- 36 credits in Arts, including
 - PSYC 101
 - PSYC 102
 - At least 18 credits in 2nd-year arts, including
 - PSYC 217
 - PSYC 218
 - At least 6 credits in 2nd-year psychology
 - At least 3 credits in non-psychology 2nd-year courses
 - At least 6 credits in humanities
- 9 credits in Arts, Science, or other areas

Graduation Requirements

Students must complete a total of 60 credits of first and second year courses. These must include a minimum of 18 credits in Arts at the second-year level taken in two or more subject areas. Graduation requires a minimum cumulative GPA of 2.0.

A note regarding transfer credit: The number of credits awarded for any particular course will be determined by the institution granting the Associate degree. Although the number of credits awarded for any particular course may vary from institution to institution, it is expected that a student will have completed the equivalent of approximately 19 three-credit courses and 1 four-credit course to fulfill the Associate of Arts (Economics) requirements at Alexander College.

Associate of Science Degree Program

The Associate of Science Degree program consists of 60 credits and is typically completed over a 2-year period. The Associate of Science degree is a program for students who wish to establish a scientific background for academic or professional opportunity.

The program is flexible enough that students may choose to focus on a particular area of interest or explore several different subjects within the areas of Physical, Biological, or Engineering Sciences. In addition to the required science coursework, students will complete a number of elective courses in subjects

such as mathematics, humanities, or social sciences. Students gain a well-rounded understanding of the essential concepts as well as engagement and insight into contemporary scientific issues, applications, and development. On completion of the Associate of Science Degree program, students may choose to either begin their career or to continue their studies in pursuit of a bachelor degree.

Graduates of the Associate of Science degree program may choose to transfer to a university to complete a Bachelor's degree. With appropriate course planning, the Associate of Science degree will allow the students to enter directly to 3rd year at the university of their choice in BC or elsewhere. It is the responsibility of the student to ensure that all prerequisites for upper level courses at the receiving institution have been met, and to note that the credit value for some courses may vary between institutions. Students who are planning to transfer credits to another college or university are responsible to find out how their credits will transfer to the receiving institution. Please consult the BC Transfer Guide or see Academic Advising.

International students who wish to remain in Canada after completion of the Associate of Science degree are also eligible to apply for a Post Graduate Work Permit. A Post Graduate Work Permit will allow the graduated student to live and work in Canada for a period of up to 3 years. Those who are interested in staying in Canada for a longer period of time will be eligible to apply for permanent residency in Canada after completion of their first year of eligible full-time employment.

Program Requirements

- 6 credits in first-year English
- 6 credits in Mathematics, including
 - 3 credits in Calculus
- 36 credits in Science, including
 - 4 credits in a laboratory science
 - 18 credits must be 2nd year Science, taken in two or more subject areas
- 6 credits in Arts (*excluding English, mathematics, and a laboratory-based science course*)
- 6 credits in Arts, Science, or other areas

Completion Requirements - Associate of Science Degree

Students must complete a total of 60 credits of first and second year courses. These must include a minimum of 18 credits in

science at the second-year level taken in two or more subject areas. Graduation requires a minimum cumulative GPA of 2.0.

A note regarding transfer credit: *The number of credits awarded for any particular course will be determined by the institution granting the Associate degree. Although the number of credits awarded for any particular course may vary from institution to institution, it is expected that a student will have completed the equivalent of approximately 20 three-credit courses and 1 four-credit course to fulfill the Associate of Science requirements at Alexander College.*

Pathway Programs

Concurrent Studies (Alexander Academy)

BC secondary school students demonstrating outstanding academic and non-academic performance may apply to participate in the Concurrent Studies Program (CSP) through our sister school, Alexander Academy.

The program provides an opportunity for selected students to earn post-secondary credit while in their senior year (grade 12) of secondary school.

Program Overview

Course selection at Alexander College is subject to approval of the Dean, and limited to a maximum of 4 credit hours per term and no more than 3 post-secondary courses per academic year. Course availability and prerequisites apply.

Enrolment is determined by term, based upon performance and the continued support of the principal or administrator, and approval of the Dean.

Eligibility Requirements

- Full-time BC grade 12 student, normally having completed at least one semester at Alexander Academy
- In good academic standing, with an average of 80% or higher in the previous school year, with no grades below 73% (B) within the same period
- Demonstrated proficiency in English
- Consent of parent(s) or guardian(s)
- Written recommendation of secondary school principal or administrator

- Approval of the Dean

Adult High School Graduation Program (Alexander Academy)

The **Dual Credit Adult High School Program** pathway is designed for students who 'age out' at 19 years of age from the BC high school system, but who have not completed all of the requirements to graduate before that time. International students who plan to graduate from high school in BC are often placed one or more grades lower in English compared to their over grade level based on their age (for example, a grade 12 student is often placed in English 10 or 11, sometimes even lower). As a result, many international students struggle to catch up and complete their English/Communications 12 requirement before they turn 19 and have to leave the high school system without graduating. Our program is the perfect solution for students in this situation, and allows them to complete outstanding high school course requirements to earn their Adult Dogwood Diploma while also earning some post-secondary level credit at the same time.

The program has two options:

Option 1: BC Dogwood Diploma Program (Regular 'Dogwood' Diploma)

Adult students can complete their regular BC Dogwood Diploma while earning university transfer credit. To graduate from the program, students are required to complete a total of at least 80 credits, which must include 48 credits of required coursework, 28 credits of electives, and 3 credits of Graduation Transitions.

Program requirements can be viewed at www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/public-schools/graduation-requirements

Credits must include:

Language Arts 10 (4 credits)	Social Studies 10 (4 credits)	Science 10 (4 credits)
Language Arts 11 (4 credits)	Social Studies 11 or 12 (4 credits)	Science 11 or 12 (4 credits)
Language Arts 12 (4 credits)	Mathematics 10 (4 credits)	Physical Education 10 (4 credits)

Planning 10 (4 credits)	Mathematics 11 or 12 (4 credits)	Fine Arts and/or Applied Skills 10, 11, or 12 (4 credits)
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Alexander Academy offers the following courses:

Communications 11	English 11	Math 11
Communications 12*	English 12**	Math 12

* Students who have already completed Social Studies 11 (4 credits) will need to complete two additional grade 12 Ministry authorized courses instead of three.

** Students will complete these courses at Alexander College

Alexander College offers the following courses for dual credit:

ASIA 100	COMM 100	ECON 105	MATH 104	PHIL 120
ASIA 101	CPSC 100	FILM 101	MATH 105	PHYS 100
BIOL 100	CPSC 111	FREN 100	MATH 151	PSYC 101
BIOL 110	CPSC 112	HIST 101	MATH 152	PSYC 102
CHEM 100	CPSC 115	HIST 102	PHIL 100	SOCI 100
CHEM 101	ECON 103	MATH 100	PHIL 110	SOCI 103

Option 2: BC Adult High School Graduation Program (Adult 'Dogwood' Diploma)

Adult students (at least 19 years of age) can complete their Adult Dogwood Diploma through a combination of high school and university transfer coursework. To graduate from the program, students must complete a minimum of 20 credits.

Program requirements can be viewed at www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/public-schools/adult-graduation-program

Credits must include:

Language Arts 12 (4 credits)	Three* additional grade 12 Ministry authorized courses (4 credits each)**
Mathematics 11 or 12 (4 credits), or Accounting 11	

* *Students who have already completed Social Studies 11 (4 credits) will need to complete two additional grade 12 Ministry authorized courses instead of three.*

** *Students will complete these courses at Alexander College*

Alexander Academy offers the following courses:

Communications 11	English 11	Math 11
Communications 12*	English 12**	Math 12

* *Students who have already completed Social Studies 11 (4 credits) will need to complete two additional grade 12 Ministry authorized courses instead of three.*

** *Students will complete these courses at Alexander College*

Alexander College offers the following courses for dual credit:

ASIA 100	COMM 100	ECON 105	MATH 104	PHIL 120
ASIA 101	CPSC 100	FILM 101	MATH 105	PHYS 100
BIOL 100	CPSC 111	FREN 100	MATH 151	PSYC 101
BIOL 110	CPSC 112	HIST 101	MATH 152	PSYC 102
CHEM 100	CPSC 115	HIST 102	PHIL 100	SOCI 100
CHEM 101	ECON 103	MATH 100	PHIL 110	SOCI 103

Program Review

As part of its commitment to provide an effective educational program, the College fosters an environment that supports constructive evaluation and continuous improvement. The Associate degree programs and all courses are systematically documented and reviewed by the Dean of Arts and Sciences. Courses are reviewed at the end of every term and a course and program review is done annually. An in-depth full program review is done at least once every five years.

The main purpose of program review is to verify the appropriateness and effectiveness of Alexander College

programs, including curriculum, policies and procedures. Review reports may make recommendations towards improving any aspects of the program and the evaluation process if necessary. This process assists the College with educational planning and provides an opportunity to link professional development to the needs of programs.

Curriculum Development and Approval

This policy concerning curriculum development and approval provides a rationale and framework for the creation, deletion and revision of the curricular and pedagogical substance of courses. It outlines the procedure for creation and approval of Curriculum Guides and the application of these guides to form Course Outlines. Curriculum Guides provide a summary of the curriculum for any course offered by the College. Course Outlines are prepared by instructors to describe the instructor's plans for that particular course.

Authority for Curriculum Development

Curriculum development and review is the responsibility of the Standing Academic Standards Committee (SASC). Courses are developed by faculty or, where external expertise is required, by non-faculty practitioners or academic specialists working under the direction of faculty. Curriculum Guides are completed for every credit course offered by the College. All Curriculum Guides are reviewed annually by SASC to ensure that they are educationally current. This review is indicated by a change to the date on the Curriculum Guides document.

Instructors are required to prepare a Course Outline based on the Curriculum Guide and give a copy of their outline to students on the first day of classes.

Curriculum Development and Approval Process

Curriculum changes may be initiated by any administrator or member of faculty of the College, by the Education Committee, by the Standing Academic Standards Committee, or by the Board. Two types of curriculum change are identified: Major changes and Minor changes. Major changes include changes to programs, admission or graduation requirements; creation of new courses; deletion of old courses; or significant change to the substance of an existing

course. Minor changes include a change of recommended textbooks or materials, or minor updates to course content.

All changes are reviewed by the Education Committee, forwarded by the Vice-president Academic and approved by the Standing Academic Standards Committee.

Curriculum Guides

This section provides complete instructions for completion of a Alexander College *Curriculum Guide*.

All approved courses at Alexander College must be accepted by the Standing Academic Standards Committee. Approval of a course involves the creation or modification of the *Curriculum Guide* for that course. The *Curriculum Guide* is our definition of the course at this college.

Instructors use the *Curriculum Guide* as a guide when creating their *Course Outline*. The Course Outline is the description of the course that instructors give to students. Course Outlines may vary with instructors or vary from term to term with the same instructor, but all must comply with the official Curriculum Guide.

Course Catalog

Each course has a course code, which consists of a subject area designation and a number, following the format of: Course number (number of credits) Course title

Subject Area Designations	
ASIA	Asian Studies
BIOL	Biology
BUEC	Business Administration and Economics
CHEM	Chemistry
COMM	Commerce
CPSC	Computer Science
ECON	Economics
ENGL	English
FILM	Film Studies

FREN	French
HIST	History
MATH	Mathematics
PHIL	Philosophy
PHYS	Physics
PSYC	Psychology
SOCI	Sociology
STAT	Statistics

Numbers beginning with the digit zero designate courses taken as prerequisites to academic courses. For example, ENGL 099 is a course that provides high school level English, and may be taken as a prerequisite to first-year academic English courses. Numbers beginning with the digit one are first-year courses. These are normally introductory in nature and may be taken by students in either the first or second year of their program. Numbers beginning with the digit two identify second-year courses. They may or may not have an internal prerequisite course(s). Students do not normally take courses beginning with the digit two until they are in the second year of their program.

Course Numbering	
094 – 099	College preparatory courses
100 – 199	First year undergraduate courses
200 – 299	Second year undergraduate courses

In some cases, different courses cover substantially the same material but are targeted to different audiences. Credit cannot be given for more than one such course. In particular, College credit will be given for only one of each of the following sets of courses:

MATH 104 or MATH 151
 MATH 105 or MATH 152
 PHYS 101 or PHYS 141
 PHYS 102 or PHYS 142

Course Descriptions

ASIA | Asian Studies

ASIA 100 | Contemporary China

China's drive for modernization is explored with reference to the role of the Communist Party, the government, and the individual. A survey of domestic policy and international relations. Students will draw upon a variety of sources: text readings, scholarly journals, popular literature, film/video assignments, and internet (www) sources in this interdisciplinary study of Chinese society.

Prerequisite(s): ENGL 098

Credits: 3

ASIA 101 | Contemporary Japan

Japan's place in the world is explored with reference to the government, the Imperial family, society and the individual. A survey of domestic policy and international relations. Students will draw upon a variety of sources: text readings, scholarly journals, popular literature, film/video assignments, and internet (www) sources in this interdisciplinary study of Japanese society.

Prerequisite(s): ENGL 098

Credits: 3

ASIA 200 | Chinese Civilization & Society

This course covers selected aspects of Chinese history with an emphasis on cultural factors which have shaped Chinese viewpoints and perspectives. Modern themes will be placed in geographical and historical context. Students will draw upon a variety of sources: text readings, traditional art and literature, film/video assignments, and internet (www) sources in this interdisciplinary study of Chinese society.

Prerequisite(s): ENGL 098

Credits: 3

ASIA 201 | Japanese Civilization & Society

This course covers selected aspects of Japanese history with an emphasis on cultural factors which have shaped Japanese viewpoints and perspectives. Modern themes will be placed in geographical and historical context. Students will draw upon a variety of sources: text readings, traditional art and literature, film/video assignments, and internet (www) sources in this interdisciplinary study of Japanese society.

Prerequisite(s): ENGL 098

Credits: 3

ASIA 202 | Japanese Popular Culture

This course introduces Japanese popular culture as seen in manga, anime, TV dramas, cinema, advertising, literature, music, food and fashion. The themes focus on the representation of gender and sexuality, cultural/national identity and ethnicity, and the impact of globalization.

Prerequisite(s): ENGL 098

Credits: 3

BIOL | Biology

BIOL 100 | Introductory Biology

This survey course is designed for non-science students with an interest in the place of humans in nature. The course deals with evolution, genetics, cellular and molecular perspectives on biology, and examines the place of humans in the biosphere (ecology). The course consists of lectures and integrated laboratory exercises.

Prerequisite(s): ENGL 099

Credits: 4

BIOL 101 | Introduction to Biology I

This course is designed as an introduction to the cellular and molecular basis of life. It deals with cell biology, energetic and genetics. The course consists of lectures and integrated laboratory exercises.

Prerequisite(s): ENGL 099, BIOL 11 or 12 and CHEM 11 or 12; or BIOL 100 (B)

Credits: 4

BIOL 102 | Introduction to Biology II

This course is designed as the second of a pair of introductory courses in biology. It includes evolution and the diversity of life on the planet, anatomy and physiology of plant and animal systems, and a study of the interaction of organisms with one another and their physical environment. The course consists of lectures and integrated laboratory exercises.

Prerequisite(s): ENGL 099, BIOL 11 or 12 and CHEM 11 or 12; or BIOL 100 (B)

Credits: 4

BIOL 105 | Biological Concepts in Sustainability

This course uses a biological perspective to analyze environmental problems and uses the framework of sustainability to address possible remedies and solutions for environmental issues. Students will analyse the dimensions and ramifications of sustainable strategies to overcome current

global issues through the study of relevant biological science topics. This course provides students with a foundation for future study by exploring both quantitative and qualitative methods used to investigate biological sustainability as well as theoretical perspectives. By focusing on current issues and case studies from around the world this course will help prepare global citizens to engage in policy debates on environmental issues.

Prerequisite(s): ENGL 098

Credits: 4

BIOL 110 | Anatomy and Physiology I

Human anatomy is the science of the structure of the human body and its parts; human physiology the science of the functions of the living human body. This course concentrates on the structure and function of the muscular, skeletal, and neural systems of the human body.

Prerequisite(s): ENGL 098

Credits: 4

BIOL 120 | Anatomy and Physiology II

Gross human anatomy is the science of the structure of the human body and its parts that can be observed with the unaided eye. Human physiology is the science of the functions of the living human body. This course, which is the second half of a comprehensive study of human anatomy and physiology, will concentrate on the structure and function of the endocrine, digestive, urinary, integumentary, reproductive, and developmental systems of the body.

Prerequisite(s): ENGL 098

Credits: 4

BIOL 201 | Cell Biology

This course investigates the structure and function of plant and animal cells; membrane models, cytoplasmic organelles, biological information from gene to protein, the endomembrane system, secretion, intracellular digestion, endocytosis, transport processes, cytoskeleton and cell motility. Modern techniques used in the analysis of organelle and cell function are integral parts of the course.

Prerequisite(s): ENGL 099, BIOL 101 & BIOL 102 or BIOL 101 (B or higher), CHEM 102

Credits: 4

BIOL 203 | Genetics

This course is an introduction to genetics as it is practiced in today's research labs. Emphasis will be on how discoveries are made in genetics, generally through the use of mutational analysis to dissect biological functions. Hence there is an emphasis on experimental approaches involving the analysis of crosses, and manipulating DNA, RNA and protein at the single gene and genomic levels. Principles applying to single genes will be extended to multiple gene systems and to populations. Applications of genetics to human society will be an additional focus, as well as the ethical issues arising.

Prerequisite(s): ENGL 098, BIOL 102

Credits: 3

BIOL 204 | Introductory Ecology

This course introduces the basic principles of ecological theory relating to the structure and function of ecosystems. An overnight field trip is a required component of this course.

Prerequisite(s): ENGL 099, BIOL 102

Credits: 4

BIOL 205 | Human Physiology

This course provides a foundation for understanding human physiology focusing on the main systems of the body including the nervous, endocrine, respiratory, excretory, and digestive systems. Emphasis is placed on the roles of the major cells and tissues in the physiology of each organ system. A key goal of this course is to foster an understanding of the integrative nature of these organ systems. The role of the organ systems in normal physiology and in disease will be explored as well as the role of medicine to treat abnormal physiological states.

Prerequisite(s): ENGL 099, BIOL 101, BIOL 102

Credits: 3

BUEC | Business Economics

BUEC 233 | Economics and Business Statistics II

An introduction to more advanced statistical techniques including econometrics and operations research. Students will be required to apply the statistical techniques covered in the course to data they collect in analyzing problems of individual interest.

Prerequisite(s): ENGL 098, COMM 291

Credits: 3

CHEM | Chemistry

CHEM 100 | Introductory Chemistry

The course begins with a review of core concepts, then covers gases, thermochemistry, chemical equilibria, acids and bases, properties of solutions including freezing point depression and boiling point elevation, and oxidation and reduction. The course consists of lectures, tutorials, and integrated laboratory experiments. It can be used as a prerequisite for CHEM 101 by students without Chemistry 12.

Prerequisite(s): ENGL 098, (*MATH 100 is strongly recommended*)

Credits: 4

CHEM 101 | Principles of Chemistry I

This laboratory-lecture course is designed for students who want to pursue a major or minor degree program in science. The course provides an introduction to the principles of chemistry with emphasis on the theory of atomic and molecular structure and bonding. The course consists of lectures, tutorials, and integrated laboratory experiments.

Prerequisite(s): ENGL 098, MATH 12, CHEM 12 or CHEM 100

Credits: 4

CHEM 102 | Principles of Chemistry II

This laboratory-lecture course is designed for students who want to pursue a major or minor degree program in science. The course provides an introduction to the principles of chemistry with emphasis on chemical kinetics, equilibrium, acids and bases, thermodynamics, and organic chemistry. The course consists of lectures, tutorials, and integrated laboratory experiments.

Prerequisite(s): ENGL 098, CHEM 101

Credits: 4

CHEM 201 | Organic Chemistry I

Students will study the fundamental aspects of modern organic chemistry as illustrated by the structure, physical and spectroscopic properties and reactions of alkanes, cycloalkanes, alkenes, dienes, alkynes, halogen compounds, alcohols, ethers, aldehydes and ketones. The laboratory component is designed to complement the lecture material and give students experience with basic analytical techniques.

Prerequisite(s): ENGL 099, CHEM 102

Credits: 4

CHEM 202 | Organic Chemistry II

Students will study the structure and reactions of aromatics, polycyclic aromatic and heteroaromatic compounds, and their enolates, and an introduction to the chemistry of fats, carbohydrates and proteins. The laboratory component is designed to complement the lecture material and give students experience with basic analytical techniques.

Note: this course is a continuation of CHEM 201.

Prerequisite(s): ENGL 099, CHEM 201

Credits: 4

COMM | Commerce

COMM 100 | Introduction to Business

This course provides an understanding of different business types, structures, functions and activities within the Canadian context, and an understanding of the forces (both internal and external to a company) that impact businesses and their performance. The course material will be applicable to all the main types of business ownership, i.e. sole proprietorships, partnerships and corporations.

Prerequisite(s): ENGL 098

Credits: 3

COMM 237 | Information Systems in Business

Introduction and application of computer based technology for the business student. Particular focus on understanding the role of MIS and development of technology skills relevant to the workforce.

Prerequisite(s): ENGL 099, MATH 12 (C) or MATH 100

Credits: 4

COMM 280 | Small Business and Entrepreneurship

This course provides an introduction to the mechanics and choices associated with establishing and running a small business. It focuses particularly on an examination of the implications of growing the business, both for the enterprise itself and for the entrepreneur.

Prerequisite(s): ENGL 099, (*COMM 100 recommended for students with no previous work experience*)

Credits: 3

COMM 281 | Human Resources Management

An introduction to the field of human resources management and its contribution to the effectiveness of organizations and their employees.

Prerequisite(s): ENGL 098

Credits: 3

COMM 290 | Introduction to Quantitative Decision Making

This course introduces the student to the tools and value of using spreadsheet models in the solution of business problems. Students will learn to formulate, revise and solve models, as well as interpret computer output for communicating useful information to management. Likewise, students will be introduced to the quantitative methods of business using statistics, particularly probability and probability distributions.

Prerequisite(s): ENGL 098, MATH 104

Credits: 3

COMM 291 | Applications of Statistics in Business

Methods and applications of statistics in business; data analysis, descriptive regression; data generation; sampling distributions; hypothesis testing; confidence intervals; two sample problems; inference in regression.

Prerequisite(s): ENGL 097

Credits: 3

COMM 292 | Management and Organizational Behaviour

Behaviour in organizations as it affects people as individuals, their relationships with others, their performance in groups and their effectiveness at work.

Prerequisite(s): ENGL 098

Credits: 3

COMM 293 | Introduction to Financial Accounting

Introduction to the construction and interpretation of financial reports prepared primarily for external use.

Prerequisite(s): ENGL 098

Credits: 3

COMM 294 | Introduction to Managerial Accounting

Introduction to the development and use of accounting information for management planning and control, and the development of cost information for financial reports.

Prerequisite(s): ENGL 099, COMM 293

Credits: 3

COMM 296 | Introduction to Marketing

Basic considerations affecting the domestic and international marketing of goods and services.

Prerequisite(s): ENGL 099, ECON 103

Credits: 3

COMM 298 | Introduction to Financial Management

Introduces the basic principles of financial valuation, including the time-value of money and the risk/return trade-off. Develops tools for the quantitative analysis of corporate and/or individual financing and saving decisions, and of capital budgeting decisions.

Prerequisite(s): ENGL 099, MATH 104, COMM 293, (*COMM 290 and ECON 295 are strongly recommended*)

Credits: 3

CPSC | Computer Science

CPSC 100 | Elements of Computer Science

An introduction to elementary concepts in Computer Science. Topics include: history, hardware, software, user applications, networks, and programming.

Prerequisite(s): ENGL 097

Credits: 4

CPSC 111 | Introduction to Computing

Basic programming constructs, data types, classes, interfaces, protocols and the design of programs as interacting software components.

Prerequisite(s): ENGL 097, MATH 12 (C) or MATH 100

Credits: 4

CPSC 112 | Introduction to Programming

Continues the introduction of programming begun in CPSC 111, with a particular focus on the ideas of data abstraction and object-oriented programming. Topics include object-oriented programming, fundamental data structures, recursion, programming paradigms, and principles of language design, virtual machines, and an introduction to language translation.

Prerequisite(s): ENGL 098, CPSC 111

Credits: 4

CPSC 115 | Discrete Structures

Offers an intensive introduction to discrete mathematics as it is used in computer science. Topics include functions, relations, sets, propositional and predicate logic, simple circuit logic, proof techniques, elementary combinatorics, and discrete probability. Students with credit for MATH 115 may not take CPSC 115 for further credit.

Prerequisite(s): ENGL 097, MATH 12 (C) or MATH 100 (C)

Credits: 3

CPSC 165 | Introduction to Internet Concepts and Web Design Principles

This course introduces students to basic planning and designing of effective web pages; implementing web pages using HTML (Hypertext Markup Language) and CSS (Cascading Style Sheets); enhancing web pages with the use of page layout techniques, text formatting, graphics, images, and multimedia; and producing a functional, multi-page website. It does not require nor expect any prior knowledge of HTML or Web design.

Prerequisite(s): ENGL 097, 3-credits of first year CPSC

Credits: 4

CPSC 225 | Data Structures and Object-Oriented Programming

This course is intended for students who plan to major in Computer Science, Computer Information Systems, Engineering, or any Management and Systems Science (MSSC) majors. It introduces computer program design and development with a primary focus on analysis and design of a variety of fundamental data structures and abstraction using a popular object oriented programming language. Particular emphasis is given to fundamental computing algorithms for searching, sorting, hashing, and string processing; elementary abstract data types including lists, stacks, queues, heaps, sets, and trees; and time and space efficiency analysis.

Prerequisite(s): ENGL 098, CPSC 112, CPSC 115

Credits: 4

ECON | Economics

ECON 100 | Introduction to Economics

This introductory course examines a subset of economics ideas to broadly understand individual behaviours, market outcomes, and aggregate performance of the economy in a non-technical manner.

This course is strongly recommended to be taken prior to ECON 103 and ECON 105.

Prerequisite(s): ENGL 098

Credits: 3

ECON 103 | Principles of Microeconomics

The principal elements of theory concerning utility and value, price and costs, factor analysis, productivity, labour organization, competition and monopoly, and the theory of the firm.

Prerequisite(s): ENGL 098

Credits: 3

ECON 105 | Principles of Macroeconomics

The principal elements of theory concerning money and income, distribution, social accounts, public finance, international trade, comparative systems, and development and growth.

Prerequisite(s): ENGL 098

Credits: 3

ECON 201 | Microeconomics Theory I: Competitive Behaviour

The course develops the neoclassical model of household and firm behaviour at an intermediate level. This includes the derivation of demand for goods and services from utility-maximizing firms. Both partial and general equilibrium competitive models are considered, along with applications of the models. The aim is to equip students with the basic terminology, analytical tools, and intuition to discuss and address economic issues. This course does not cover topics related to imperfect competition, strategic behaviour, or behaviour under uncertainty.

Prerequisite(s): ENGL 099, ECON 103, ECON 105, MATH 104

Credits: 4

ECON 210 | Money and Banking

Banking theory and practice in a Canadian context; the supply theory of money; the demand for money and credit creation; monetary policy in a centralized banking system and in relation to international finance.

Prerequisite(s): ENGL 098, ECON 103, ECON 105

Credits: 3

ECON 260 | Environmental Economics

An introduction to the relationship between economic activity and the environment; causes, consequences and possible solutions to local and global environmental issues. Economic analysis of environmental problems such as water and air pollution and global climate change. Evaluation of market failures due to externalities and public goods. Market and non-market regulation of environmental problems.

Prerequisite(s): ENGL 098, ECON 103

Credits: 3

ECON 280 | Introduction to Labour Economics

An analysis of the microeconomic and macroeconomic aspects of labour markets and government policy options relating to labour markets. Institutional aspects and recent trends in the Canadian labour market, and labour market models that seek to explain the behaviour of labour market participants are examined. Policy analysis is studied with these models and is an important focus of the course.

Prerequisite(s): ENGL 098, ECON 103, ECON 105

Credits: 3

ECON 290 | Canadian Microeconomic Policy

Canadian governments regularly implement policies targeted at specific markets and this intervention is justified on the basis that the targeted market would not achieve desired levels of performance on their own. Why do markets fail to automatically achieve efficient outcomes (i.e., what are market failures and why do they occur)? What government policies are used to correct market failure and are they effective?

Prerequisite(s): ENGL 098, ECON 103, ECON 105

Credits: 3

ECON 291 | Canadian Macroeconomic Policy

A general survey of Canadian macroeconomic policy issues. Topics will include the costs of inflation and unemployment, monetary and fiscal policy, the effects of government debt and exchange rate policy.

Prerequisite(s): ENGL 098, ECON 103, ECON 105

Credits: 3

ECON 295 | Managerial Economics

Economic foundations of managerial decision-making. Demand theory, cost and production, market structure, competitive strategy, organization of the firm, welfare-economic foundations of business regulation.

Prerequisite(s): ENGL 098, ECON 103, ECON 105, MATH 104

Credits: 3

EAP | English for Academic Purposes

ENGL 095 | English Foundations: Lower-Intermediate

ENGL 095 is designed for students who need building the foundations of the English language before moving on to academic-related skills requiring more clarity and fluency in

English. The emphasis in this course is on improving language skills with a strong focus on grammar and vocabulary building to improve reading, writing, listening, and speaking skills.

The goal of ENGL 095 is to build on upper- beginner EAL learners' foundational English skills (reading, writing, listening, speaking) using an integrated approach by exploring common topics. Students will find and explain the key words, details and main idea of short, modified passages in reading and listening. Students will recognize and use simple and compound sentences, and write short, descriptive or narrative paragraphs. Students will be introduced to writing structure using topic sentences, supporting details and conclusion sentences on a familiar, relevant, or personal topic. Students work directly on skills, including pronunciation, vocabulary use, and grammar, by participating in class discussions, offering presentations, and writing. Study skills will also be addressed in the course focusing on what it means to be a successful student in post-secondary education.

Prerequisite(s): Placement via internal English Placement Test

Credits: 0

ENGL 096 | Academic Preparation: Intermediate

ENGL 096 uses an integrated, active approach to improving skills in reading, writing, listening, and speaking, with an emphasis on academic skills. Students will learn to take notes on main ideas and basic supporting details from listening and reading excerpts; outline, draft, revise and edit a variety of paragraphs; integrate direct quotes and use reliable sources. Through a focus on vocabulary and grammar, students will develop their writing and speaking skills. The writing skills focus on opinion and contrast paragraphs, and integrating adequate support and appropriate organization with transitions. Furthermore, students develop presentations skills through preparing academic speeches; as well as answer a variety of questions in response to level appropriate media. This course requires more attention to academics with continued emphasis on English skills through brainstorming, outlining, preparing rough drafts, and editing and revising.

Prerequisite(s): ENGL 095 (C) or Placement via internal English Placement Test

Credits: 0

ENGL 097 | Academic Preparation: Upper-Intermediate

ENGL 097 is designed for upper-intermediate EAL students who want to succeed in a post-secondary setting. This course uses an integrated, active approach to improving skills in reading, writing, listening and speaking, with a stronger

emphasis on academic skills, such as identifying main ideas in a variety of media and articles, active listening and note-taking, organizing ideas and incorporating direct quotations into academic structured writing. Students will become more aware of avoiding plagiarism by citing sources as they write and present. Essays and presentations will require use of academic structure, critical thinking, topic-related vocabulary, complex grammar, transitions and direct quotations. The Advanced EAP courses focus on writing, reading, listening, and speaking, and provide ample opportunity to develop these skills through direct and interactive practice. Students will also develop research and essay writing skills to enhance their core competencies and prepare them for College/University study. Students will be trained to recognize different genres of writing, their strategies, and purpose. Assignments will require students to discuss and present on and compose literary analyses, reviews, critiques, argumentative essays, research papers, and science reports.

Prerequisite(s): ENGL 096 (C) or Placement via internal English Placement Test

Credits: 0

ENGL 098 | Academic Preparation: Lower-Advanced

ENGL 098 is designed for lower-advanced EAL students who want to be successful in a post-secondary setting. This course uses an integrated, active approach to improving skills in reading, writing, listening, speaking, critical thinking, and research. Advanced academic and language skills will be required for this course. The media and materials used in this course are in line with North American high school level readings and listening excerpts based on science and technology, literature, business and Canadian history. The focus in this course is on mastering the academic skills required in a Canadian College or University. This includes writing research-based essays as well as formal academic presentations, with the research coming from reliable print sources and online databases. Students will be required to avoid plagiarism by citing sources accurately in MLA format in the work they write and present on. Skills such as summarizing and paraphrasing will be required as a standard when using research in assignments. More individual critical thinking is required of students in this course than at previous levels. Students will continue to build on their English skills by learning complex grammar structures and academic vocabulary.

Prerequisite(s): ENGL 097 (C) or Placement via internal English Placement Test

Credits: 0

ENGL 099 | Academic Preparation: Advanced

EAP 099 is a multidisciplinary course designed to prepare students for post-secondary course materials. The content of the course includes readings in philosophy, literature, film studies, and controversial issues. Students are taught to apply their language skills to the course content; and are expected to convey their understandings of this material through composing oral presentations, literary critiques, argumentative essays, and research papers. Moreover, students will refine their critical thinking skills in their comprehension and analysis of university-level discourse. They will be able to effectively integrate quotes and paraphrases in their writing, learn how to effectively avoid plagiarism, and to use effective online search strategies to obtain relevant and current information on a given topic. By the end of the course, students will have the necessary skills and knowledge to succeed in ENGL 100 as well as other College/University level courses.

Prerequisite(s): ENGL 098 (C) or Placement via internal English Placement Test

Credits: 0

ENGL | English

ENGL 100 | Strategies for University Writing

This course focuses on the study and application of academic discourse. Students will learn how to generate ideas, research a topic, compose a thesis, plan, draft, revise, and edit various genres of academic discourse, including the expository and persuasive essay, rhetorical analysis, literary analysis, scholarly research essay, review of previous research, and examination/in-class essay. The course also helps students improve the speaking, active reading, and critical thinking skills and abilities, necessary for success in college and university courses.

Note: All course seats are reserved for full-time students of Alexander College, on a first come-first served basis.

Prerequisite(s): ENGL 099 (C) or Placement via internal English Placement Test

Credits: 3

ENGL 101 | Introduction to Fiction

Introduction to fundamental literary principles of fiction, including form, plot, character, narration, and theme.

Prerequisite(s): ENGL 100

Credits: 3

ENGL 102 | Introduction to Poetry

Introduction to the close reading of poetry, principally from the modern period. Students will study a variety of poets, as well as multiple works of selected poets.

Prerequisite(s): ENGL 100

Credits: 3

ENGL 103 | Introduction to Drama

Introduction to the principles of drama, both as written text and as theatre. We will emphasize modern Canadian plays and theatrical performance as symbolic action. Some attention will also be given to appropriate techniques for writing English papers.

Prerequisite(s): ENGL 100

Credits: 3

ENGL 220 | English Literature to the 18th Century

An examination of the work of major English writers of prose, poetry, and drama from the 14th century to the 18th century.

Prerequisite(s): 6 credits of first-year English

Credits: 3

ENGL 221 | English Literature from the 18th Century

A survey of poetry, drama, fiction, and non-fiction prose from the 18th century to the present.

Prerequisite(s): 6 credits of first-year English

Credits: 3

ENGL 222 | Canadian Literature

A study of major genres of Canadian writing: fiction, poetry, non-fictional prose, and drama.

Prerequisite(s): 6 credits of first-year English

Credits: 3

FILM | Film Studies

FILM 101 | Appreciation: World Cinema

This course examines selected historical and aesthetic developments in world cinema, with an emphasis placed on learning how to appreciate the medium of film. Students will become familiar with and learn to critique various directorial styles and film genres. The cultural, artistic and political contexts of national cinematic movements will also be examined. A series of foreign and North American feature and documentary films and clips will be screened during class.

Prerequisite(s): ENGL 098

Credits: 3

FREN | French

FREN 100 | French for Beginners I

In this introductory course, students with little (less than Grade 11) or no previous French instruction will be introduced to beginner's French grammar and language skills, such as basic speaking, listening, reading, and writing skills. Students will also be exposed to French and Francophone cultures.

Prerequisite(s): ENGL 097

Credits: 3

FREN 101 | French for Beginners II

This introductory course builds on basic French language skills equivalent to grade 11. Students will be introduced to additional beginner's French grammar and various language skills, such as basic oral, listening, reading, and writing skills. Students will also be exposed to French and Francophone cultures.

Prerequisite(s): ENGL 097, FREN 11 (or equivalent) or FREN 100

Credits: 3

HIST | History

HIST 101 | Canada to Confederation

A study of Canadian history from the period of earliest human occupation to Confederation in 1867, this course will examine major themes in Canada's past, including: early First Nations cultures; contact and interaction between aboriginal societies and European cultures; social, economic, and political developments in New France and early British North America; struggles for control over the North American continent in the eighteenth century; immigration, industrialization, and social and political reform in the nineteenth century; the confederation question; and the emergence of Canada as a separate North American nation-state.

Prerequisite(s): ENGL 098

Credits: 3

HIST 102 | Canada Since Confederation

Was Confederation a noble experiment in nationalism and self-determination? Or was it a cynical tactic by a small group of powerful men? Who benefited? And who paid the price? What have parliamentary democracy and free enterprise meant to regions, natives, women, workers, and elites? Is the history of

Canada a story of adventure, patriotism, and pluck, or is it a story of avarice, plunder, and pillage? Is it a history of peaceful conformity or confrontation and rebellion?. This course introduces students to fundamental skills and ideas involved in studying and writing history, including critical thinking, evaluating sources, and writing.

Prerequisite(s): ENGL 098

Credits: 3

HIST 201 | India Under British Rule

The history of India from the late Mughal period and the arrival of the British to the Freedom Movement and the emergence in 1947 of the independent states of India and Pakistan.

Prerequisite(s): ENGL 099, HIST 101 or HIST 102

Credits: 3

HIST 223 | Early Modern Europe, 1500 – 1789

A survey of early modern European history which examines the wars of religion, the 17th century revolutions, 16th and 17th century economic development, the scientific revolution, the enlightenment and the political and social character of the old regime.

Prerequisite(s): ENGL 099, HIST 101 or HIST 102

Credits: 3

HIST 224 | Europe from the French Revolution to the First World War

A survey of European history emphasizing the French Revolution, and Napoleonic Europe and first Industrial Revolution, liberalism and its opponents, agrarian conservatism, liberalism and conservatism, the Revolutions of 1848, the struggles for political unification, the second Industrial Revolution and the origins of the First World War

Prerequisite(s): ENGL 099, HIST 101 or HIST 102

Credits: 3

MATH | Mathematics

MATH 099 | Introductory Algebra

This course is a bridging course to provide students with a weak background in high school mathematics an understanding of the concepts and skills necessary to proceed to MATH 100 (PreCalculus) at Alexander College.

Prerequisite(s): ENGL 097

Credits: 0

MATH 100 | Precalculus

Algebraic, exponential, logarithmic and trigonometric functions and their graphs. Conic sections, applications.

Prerequisite(s): ENGL 097, MATH 12 (C-)

Credits: 3

MATH 104 | Differential Calculus with Applications to Commerce and Social Sciences

Derivatives and rates of change, exponential and trigonometric functions, Newton's method, Taylor series, maxima and minima, and graphing.

Students with credit for MATH 151 may not take MATH 104 for further credit.

Prerequisite(s): ENGL 097, MATH 12 (C+) or MATH 100 (C)

Credits: 3

MATH 105 | Integral Calculus with Applications to Commerce and Social Sciences

The successful student will be competent working with concepts of antiderivatives, integration, multivariable calculus, differential equations, and probability, and be able to apply this knowledge to problems in economics, commerce, and business administration.

Students with credit for MATH 152 may not take MATH 105 for further credit.

Prerequisite(s): ENGL 097, MATH 104

Credits: 3

MATH 115 | Discrete Mathematics

Offers an intensive introduction to discrete mathematics. Topics include: functions, relations, sets, cardinality, propositional and predicate logic, proof techniques, combinatorics, discrete probability, asymptotic notation, and an introduction to elementary number theory and abstract algebra. The course will provide a basis to study higher level mathematics.

Students with credit for CPSC 115 may not take MATH 115 for further credit.

Prerequisite(s): ENGL 07, MATH 12 (C) or MATH 100 (C)

Credits: 3

MATH 151 | Calculus I

Functions and graphs, conic sections, limits and continuity, derivatives, techniques and applications of differentiation, trigonometric functions, logarithms and exponentials, extrema, the mean value theorem and polar co-ordinates.

Students with credit for MATH 104 may not take MATH 151 for further credit.

Prerequisite(s): ENGL 07, MATH 12 (B) or MATH 100 (C)

Credits: 3

MATH 152 | Calculus II

Integrals, techniques and applications of integration, approximations, sequences and series, area and arc length in polar co-ordinates.

Students with credit for MATH 105 may not take MATH 152 for further credit.

Prerequisite(s): ENGL 097, MATH 151

Credits: 3

MATH 232 | Elementary Linear Algebra

Matrix arithmetic, linear equations, and determinants. Real vector spaces and linear transformations. Inner products and orthogonality. Eigen values and eigenvectors.

Prerequisite(s): ENGL 098, MATH 104 (B) or MATH 105, or MATH 151

Credits: 3

MATH 251 | Multivariable Calculus

Rectangular, cylindrical and spherical coordinates. Vectors, lines, planes, cylinders, quadric surfaces. Vector functions, curves, motion in space. Differential and integral calculus of several variables. Vector fields, line integrals, fundamental theorem for line integrals, Green's theorem.

Prerequisite(s): ENGL 098, MATH 105 (B) or MATH 152

Credits: 3

MATH 255 | Ordinary Differential Equations

This is a first course in the theory of ordinary differential equations. Topics include the solution of first- and higher order differential equations (ODEs), power series solutions, Laplace transforms, linear and non-linear systems, stability, Euler methods and applications. Analytic and quantitative methods will be used to investigate the solutions to ODEs and discuss their behavior.

Prerequisite(s): ENGL 098, MATH 105 (B) or MATH 152

Credits: 3

PHIL | Philosophy

PHIL 100 | Knowledge and Reality

An introduction to some of the central problems of philosophy. Topics to be discussed include theories of reality; the nature and sources of knowledge, truth, evidence, and reason; the justification of belief and knowledge about the universe. These topics and problems are considered as they arise in the context of issues such as: relativism versus absolutism; the existence of God; personal identity; the nature of the mind and its relation to the body; free will and determinism; the possibility of moral knowledge.

Prerequisite(s): ENGL 099

Credits: 3

PHIL 110 | Introduction to Moral Philosophy

An introduction to the central problems of ethics such as the nature of right and wrong, the objectivity or subjectivity of moral judgments, the relativity or absolutism of values, the nature of human freedom and responsibility. The course will also consider general moral views such as utilitarianism, theories of rights and specific obligations, and the ethics of virtue. These theories will be applied to particular moral problems such as abortion, punishment, distributive justice, freedom of speech, and racial and sexual equality.

Prerequisite(s): ENGL 099

Credits: 3

PHIL 120 | Introduction to Logic and Critical Thinking

An exploration of the tools for dealing with every day and technical arguments and concepts. Analysis and resolution of confusions, ambiguities, and fallacies.

Prerequisite(s): ENGL 098

Credits: 3

PHIL 203 | Metaphysics

An introduction to some important and representative topics in metaphysics. Metaphysics investigates the fundamental nature of reality; it is the main activity of academic philosophical inquiry that is not ethics, epistemology (theory of knowledge), or logic. It aims to give an account of the most basic categories of existing things, and to understand their nature and the relations that hold among them, for example casual relations, composition, and identity across time. The primary methodology of metaphysics is systematic thought.

Prerequisite(s): ENGL 099, One of: PHIL 100, PHIL 110, or PHIL 120 (B-)

Credits: 3

PHIL 210 | Natural Deductive Logic

The course is designed to teach students to generate deductively valid arguments and to detect invalid arguments. Correct inference rules for sentential arguments and quantificational arguments are identified and treated from a purely syntactical point of view. A rigorous treatment of the semantic theory for sentential logic and quantification logic is also presented.

Prerequisite(s): ENGL 099

Credits: 3

PHYS | Physics

PHYS 100 | Introduction to Physics

Introductory physics, including Newtonian mechanics, gravitation, electricity, and optics. This course is designed for non-science students. (Not open to students with credit for Physics 12 or equivalent).

Prerequisite(s): ENGL 099, MATH 12 (B) or MATH 100 (C)

(MATH 100 may be taken concurrently)

Credits: 4

PHYS 101 | Physics for the Life Sciences I

First part of a two-semester general-physics algebra-based survey course intended principally for life-science majors and taught in an integrated lecture-laboratory environment. Topics covered include Newtonian mechanics, physics of fluids, material properties, heat and thermodynamics.

Students with credit for PHYS 141 or 151 may not take PHYS 101 for further credit.

Prerequisite(s): ENGL 099, PHYS 12 or PHYS 100 (B), MATH 104 or MATH 151 *(MATH may be taken concurrently)*

Credits: 4

PHYS 102 | Physics for the Life Sciences II

Second part of a two-semester general-physics algebra-based survey course intended principally for life-science majors and taught in an integrated lecture-laboratory environment. Topics covered include electromagnetism, including DC and AC circuits, light, including geometrical and physical optics, and introduction to atomic and nuclear physics, including radioactivity.

Students with credit for PHYS 142 or 153 may not take PHYS 102 for further credit.

Prerequisite(s): ENGL 099, PHYS 101, MATH 105 or MATH 152 *(MATH may be taken concurrently)*

Credits: 4

PHYS 141 | Engineering Physics I: Mechanics and Modern Physics

Part I of a two-semester calculus-based general physics course designed for physical science and engineering students and taught in the studio-physics format, including formal laboratory exercises. Topics include translational and rotational motion, energy and momentum, simple harmonic motion, gravitation, and introduction to fluids and/or special relativity, as time permits.

Students with credit for PHYS 101, 151, or 152 may not take PHYS 141 for further credit.

Prerequisite(s): ENGL 099, PHYS 12 or PHYS 100 (B), MATH 104 or MATH 151 *(MATH may be taken concurrently)*

Credits: 4

PHYS 142 | Engineering Physics II: Electricity and Magnetism, Optics

Part II of a two-semester calculus-based general physics course designed for physical science and engineering students and taught in the studio-physics format, including laboratory exercises. Topics include electricity and magnetism, simple DC and AC circuits, electromagnetic waves, and optics.

Students with credit for PHYS 102 or 153 may not take PHYS 142 for further credit.

Prerequisite(s): ENGL 099, PHYS 141, MATH 152 *(MATH may be taken concurrently)*

Credits: 4

PHYS 151 | Mechanics for Engineers

Statics of particles, equilibrium of rigid bodies, internal forces, trusses; kinematics: rectilinear motion, curvilinear motion; dynamics of particles and rigid bodies, including Newton's second law, friction, impulse, linear momentum, angular momentum, work and energy.

This course is calculus-based and intended for students of science and engineering.

Students with credit for PHYS 101 or 141 may not take PHYS 151 for further credit.

Prerequisite(s): ENGL 099, PHYS 12 or PHYS 100 (P), MATH 151 *(MATH may be taken concurrently)*

Credits: 3

PHYS 152 | Oscillations and Waves, Fluids, Heat, and Thermodynamics

Oscillations, simple harmonic motion, traveling waves and standing waves, including sound and light; interference of waves, including interference and diffraction, statics and dynamics of fluids, heat, temperature, and calorimetry.

This course is calculus-based and intended for students of science and engineering.

Prerequisite(s): ENGL 099, PHYS 12 or PHYS 100 (P), MATH 151 (*MATH may be taken concurrently*)

Credits: 4

PHYS 153 | Electricity and Magnetism, Circuits, Radiation

Introduction to electricity and magnetism, electric circuits, electromagnetic waves, and radioactivity, including applications. This course is calculus-based and intended for students of science and engineering.

Students with credit for PHYS 102 or 142 may not take PHYS 153 for further credit.

Prerequisite(s): ENGL 099, PHYS 152, MATH 152 (*MATH may be taken concurrently*)

Credits: 4

PHYS 191| Introduction to Astronomy

This is a general astronomy course designed to acquaint the student with the heavenly bodies and their seasonal migration throughout the sky. Emphasis will be placed on the methods and tools used in exploring the solar system and the local galaxy. Theories about the rest of the universe will be included. Students will spend time observing the night sky and using computer simulations as an important part of the course. (Not for credit for Associate of Science degree)

Prerequisite(s): ENGL 099, MATH 12 (C) or MATH 100

Credits: 3

PSYC | Psychology

PSYC 101 | Introduction to Biological and Cognitive Psychology

Introduction to Methods and Statistics, Biopsychology, Learning, Perception, Memory, and Cognition.

Prerequisite(s): ENGL 098

Credits: 3

PSYC 102 | Introduction to Developmental, Social, Personality, and Clinical Psychology

Introduction to Methods and Statistics, Motivation, Assessment, Developmental, Personality, Clinical, and Social Psychology.

Prerequisite(s): ENGL 097

Credits: 3

PSYC 217 | Thinking Clearly about Psychology

Thinking about psychological science, with an emphasis on common errors of judgment.

Prerequisite(s): ENGL 098, PSYC 101

Credits: 3

PSYC 218 | Analysis of Behavioral Data

Introduces behavioural data analysis; the use of inferential statistics in psychology and conceptual interpretation of data; experimental design (laboratory, field research methods); presentation of data analyses in reports.

Prerequisite(s): ENGL 098, PSYC 101

Credits: 3

PSYC 223 | Psychological Tests and Measurement

Introduction to the theory and practice of psychological measurement including: test administration, scoring, interpretation, reliability and validity, and application of tests of intelligence, abilities, personality, and interests in health, educational, clinical, and industrial/organizational psychology.

Prerequisite(s): ENGL 098, PSYC 101 or PSYC 102

Credits: 3

PSYC 241 | Abnormal Psychology

This course covers historical and contemporary models and epidemiology of deviant behaviour with emphasis on the psychological factors that contribute to its etiology and treatment. This course introduces an overview of the biological, psychoanalytic, cognitive, behavioural and psycho-social paradigms of maladaptive behaviour in children and adult.

Prerequisite(s): ENGL 099, PSYC 102

Credits: 3

PSYC 260 | Social Psychology

This course introduces theories, research findings, and research methods as well as issues and problems encountered in the study of people as social beings. It addresses the scientific investigation of human cognition and behaviour in social contexts by examining topics such as self-concept, social influence processes (e.g., conformity, compliance, and obedience), altruism, interpersonal attraction, aggression, attribution theories, attitude formation and attitude change, and leadership.

Prerequisite(s): ENGL 099, PSYC 102

Credits: 3

PSYC 280 | The Brain and Behaviour

This course will focus on understanding the brain and its underlying structure to explain behaviour in humans and animals. Students will examine the neural basis of sensation, perception, learning, memory, as well as behavioural, neurological, and neurodegenerative disorders that arise from nervous system dysfunction. Students will learn to identify and describe parts of the nervous system, the neural basis of behaviour, and to evaluate and give examples on how malfunctioning of the nervous system affects behaviour.

Prerequisite(s): ENGL 099, PSYC 101

Credits: 3

SOCI | Sociology

SOCI 100 | Introduction to Sociology

An introduction to the discipline of sociology, beginning with an overview of sociological theory and methods. The main part of the course focuses on key substantive areas of the discipline, and compares current Canadian sociological data with findings from elsewhere. Students learn to see themselves and the world in which they live through various sociological perspectives.

Prerequisite(s): ENGL 098

Credits: 3

SOCI 103 | Canadian Society

The study of Canada as a developed, ethnically diverse, and multicultural society, with special attention to the adaptation experiences of its Asian immigrant groups and their descendants: Chinese, Korean, Japanese, Vietnamese, and South Asian.

Prerequisite(s): ENGL 098, (*SOCI 100 is recommended*)

Credits: 3

SOCI 200 | Research Methods in the Social Sciences

An introduction to the design and practice of social research that provides the skills to ask and answer questions about the everyday and changing social world. The course surveys various concepts, research strategies and techniques that enable exploration of the pressing issues of social life.

Prerequisite(s): ENGL 098, SOCI 100 or SOCI 103

Credits: 3

SOCI 210 | Crime and Society

An introduction to the study of crime, criminality and corrections in the context of contemporary Canadian society. The aim of the course is to promote critical thinking about official responses to crime.

Prerequisite(s): ENGL 098, SOCI 100 or SOCI 103

Credits: 3

SOCI 220 | Social Movements and Social Change

Social movements are an important means by which ordinary people in civil society organize to shape public policy and bring about social change. They typically represent attempts by the normal powerless to challenge entrenched institutions and dominant members of society. This course will examine some current and historical social movements – reformist, redemptive, and revolutionary – in which people have joined together to struggle for or against social change. Examples of activist collective behaviour will be drawn from many places and times but course materials will focus on contemporary movements in North America and abroad.

Prerequisite(s): ENGL 098, SOCI 100 or SOCI 103

Credits: 3

SOCI 230 | Sociology of Popular Culture

What are the patterns, meanings, and rituals in popular culture that shape our lives and serve as a mirror of society? This course will show how the study of popular culture is a window into sociological thinking and an ideal topic for sociological analysis. Through the medium of popular culture (art, music, film, fiction, fashion, television, and the mass media) societal actors both reproduce and resist dominant values propagated by the culture industries in society. By thinking deeply about the ostensibly trivial, and by taking our popular pleasures seriously, the sociological imagination can unveil how we routinely maintain and sometimes challenge powerful social forces such as social inequality. In essence, the course will explore the domain of the popular in order to highlight the political and social debates it mobilizes.

Prerequisite(s): ENGL 098, SOCI 100 or SOCI 103

Credits: 3

SOCI 250 | Introduction to Sociological Theory

An examination of the themes and topics rose by four of the pre-eminent social theorists of the Nineteenth and early Twentieth Century – Comte, Durkheim, Marx and Weber.

Prerequisite(s): ENGL 099, SOCI 100 or SOCI 103

Credits: 3

STAT | Statistics

STAT 200 | Introduction to Statistics

Statistical research methodology and associated analysis techniques aimed at a non-mathematical audience (non-calculus based). This course introduces procedures that are most commonly used in the investigation of survey and experimental data.

UPRE | University Preparation

This full-time course (16 hours per week) teaches the tolls students need to be successful in post-secondary education. Topics include: goal setting, time management, studying, note-taking, reading, writing, and oral communication. Students who are suspended from the College due to academic performance (low GPA) may be reinstated on successful completion of UPRE 099 with a final grade of 60% (C) or higher.

To be eligible to enroll in UPRE 099, a student must be on academic suspension from Alexander College due to low GPA (i.e. students who are not on academic suspension, or who are suspended for misconduct, are not eligible to enroll in UPRE 099).

This course can be attempted only once. Under extenuating circumstances, students who wish to take UPRE for a second or subsequent time may submit an Admissions and Registration Appeal.

Prerequisite(s): ENGL 097
Credits: 0

Scheduling and Important Dates

Scheduling

The Registrar annually establishes and publishes key dates for the instructional year. The College instructional year begins on the first day of September. This date is the effective start date of the College’s academic year and any student services or student instructional related policy and procedure implementation.

The instructional year is divided into three regular and one intensive terms:

Term	Duration	Weeks of Instruction	Days of Events	Scheduled Break(s)
Fall Term	Sep – Dec	14	7	Christmas Break (3 weeks)
Winter Term	Jan – Apr	14	7	Winter Break (2 weeks)
Spring Term	May – Jul	9.5	6	
Summer Intensive	Jul – Aug	6.5	5	

The start and end dates for courses and programs within the instructional year are determined by the number of hours or weeks required to complete the course or program with due consideration to maintaining transfer and accreditation status with appropriate external educational institutions and approving bodies. In addition, dates are chosen in consideration of the appropriate completion dates needed to permit transfer to and from other institutions.

College instructional dates are published in one or more of the following: the Academic Calendar, the website.

- The Registrar ensures that the published dates within the instructional year include:
- The start and end dates of each term of study.
 - The last date to add, drop or change status of courses and programs.
 - The last date to withdraw from a course or program without academic penalty.
 - The last date to receive a refund.
 - The start and end dates for the formal exam period for courses or programs that use a formal exam.
 - Statutory and institutional holidays.

In preparing the instructional year calendar, the Registrar and President consider:

- The need for students to have appropriate reading breaks.
- The need for faculty to have adequate time to submit grades at the completion of a term of study before the next term of study begins.
- The length of time to add, drop or change courses or programs is about 10% of the term of study.
- The length of time to drop a course or program and receive a refund matches the period to add, drop or change courses.
- The length of time to withdraw from courses or programs without academic penalty is approximately 60% of the term of study.

Important Dates

WINTER 2019	
December 3 – December 21, 2019	Regular Registration Period
December 22 – January 11, 2019	Late Registration Period
January 1, 2019	New Years Day – College Closed
January 4, 2019	New Student Orientation
January 7, 2019	First Day of Classes
January 11, 2019	Last day to Register
	Last day to add/drop a course without a 'W'
February 15, 2019	Reading Break – no Classes
February 18, 2019	Family Day – College Closed
March 8, 2019	Last day to Withdraw from a Course with a "W"
April 10, 2019	Last Day of Classes
April 11 – 18, 2019	Final Examination Period
April 19, 2019	Good Friday – College Closed

April 22, 2019	Easter Monday – College Closed
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SPRING 2019	
March 18 – April 12, 2019	Regular Registration Period
April 13 – May 3, 2019	Late Registration Period
April 26, 2019	New Student Orientation
April 29, 2019	First Day of Classes
May 3, 2019	Last day to Register
	Last day to add/drop a course without a 'W'
May 20, 2019	Victoria Day – no Classes
June 7, 2019	Last day to Withdraw from a Course with a "W"
June 28, 2019	Last Day of Classes
July 1, 2019	Canada Day – College Closed
June 29 – July 5, 2019	Final Examination Period

SUMMER INTENSIVE 2019	
TBA – June 21, 2019	Regular Registration Period
June 22 – July 12, 2019	Late Registration Period
July 8, 2019	First Day of Classes
July 12, 2019	Last day to Register
	Last day to add/drop a course without a 'W'
August 5, 2019	British Columbia Day – no Classes
August 9, 2019	Last day to Withdraw from a Course with a "W"
August 21, 2019	Last Day of Classes

August 22-24, 2019	Final Examination Period
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FALL 2019	
TBA – August 16, 2019	Regular Registration Period
August 17 – September 6, 2019	Late Registration Period
August 30, 2019	New Student Orientation
September 2, 2019	Labour Day – College Closed
September 3, 2019	First Day of Classes
September 06, 2019	Last day to Register
	Last day to add/drop a course without a 'W'
October 14, 2019	Thanksgiving – College closed
November 1, 2019	Last day to withdraw from a course with a "W"
November 11, 2019	Remembrance Day, Stat. in lieu of – College Closed
December 9, 2019	Last Day of Classes
December 10 - 17, 2019	Final Examination Period
December 24-26, 2019	Christmas Break – College Closed