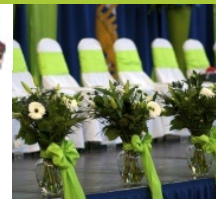




Education Council

Ensuring that our students are provided with quality educational experiences



Agenda


Monday, Mar 17, 2014

4:00 – 7:00 pm – Regular Meeting **(NOTE EXTENDED TIME UNTIL 7:00pm)**

CC 321, Interurban

Please bring your own mug or water bottle.

TIME	ITEM	PRESENTER
4:00	Call to order and declaration of quorum (1 min.)	Cynthia Wrate
4:01	Acknowledgement of Coast Salish Territory (1 min.) <i>We acknowledge that Camosun College serves the communities of southern Vancouver Island and the south Gulf Islands that are located in the traditional territories of the Esquimalt; Lekwungen; Malahat; Pacheedaht; Pauquachin (Saanich); SC'lanew; Tsartlip (Saanich); Tsawout (Saanich); Tseycum (Saanich); and T'Sou ke Nations. Camosun College campuses are located on land that is the traditional territory of the Lekwungen, Esquimalt, and Saanich peoples. http://camosun.ca/aboriginal/territory.html</i>	Cynthia Wrate
4:02	Round-Table Check-In (3 min.)	Cynthia Wrate
4:05	Acceptance of Agenda (1 min.)	Cynthia Wrate
4:07	Minutes for approval (2 min.)	Cynthia Wrate
4:09	Reports (11 min.)	
	1. Education Council Vice-Chair (2 min.)	Cynthia Wrate
	2. VP Academic (2 min.)	John Boraas
	3. College Budget Update (nil) – moved to discussion section	John Boraas
	4. Board Member (2 min.)	Ian Cowan
4:15	Committee Reports (5 min.)	
	1. Awards (nil)	Joanne Cumberland
	2. Education Council Steering Committee – Education Approvals Review & Renewal (2 min.)	Karin Kaercher
	3. Education Council Governance/Accountability – Education Approvals Review & Renewal (3 min)	Cynthia Wrate
4:30	Presentations and/or Discussions Part 1 (15 min.)	Ian Humphries
	 Special Program Approval Renewal – Request for Letter of Support from Education Council.	

TIME	ITEM	PRESENTER
4:45	Integrated Curriculum Committee Report (25 min.)	
	1. Curriculum Presentation for Information and Acknowledgement	Halinka Szwender
	<ul style="list-style-type: none"> Bachelor of Business Administration – Human Resource Management and Leadership Major (10 min.) Post-Degree Diploma in Business Administration, Accounting Option (10 min.) 	Keri Norrie
	 2. Curriculum Recommended for Approval (5 min.)	Nicole Greengoe
	3. Issues Arising from Curriculum Review (nil)	Nicole Greengoe
5:10	Presentations and/or Discussions Part 2(110 min.)	
5:10– 5:30	1. Medical/Compassionate Withdrawal (20 min.) – Request for Motion to Approve	Nicole Greengoe
5:30 – 5:50	2. Course Withdrawal (20 min.) – Request for Motion to Approve	Nicole Greengoe
5:50 – 6:45	3. College Budget Update (55 min.) Moved to 6:05	John Boraas
6:45- 7:00	4. Program Mix (15 min.) Moved to 5:50.	John Boraas
7:00	Meeting Adjourned	

Next Meeting:***Regular Meeting***

Monday, April 14, 2014

4:00-6:00 pm

CC 321, Interurban

Members (*Quorum = 11*)**Voting Council Members**

Andy Chen, Student

Carly Hall, Faculty

Corrine Michel, Faculty

Craig Derksen, Faculty

Cynthia Wrate, Faculty

Dominic Bergeron, Administration

Leslie Martin, Support Staff

Joanne Cumberland, Support Staff

John Boraas, Administration

Mindy Cui Yu Jiang, Student

Nicole Greengoe, Administration

Narine Grigoryan, Faculty

Pamela Webster, Student

Piotr Burek, Student

Richard Stride, Administration

Shohreh Hadian, Faculty

Stephen Bishop, Faculty

Todd Ormiston, Faculty

Tony Vernon, Faculty

Non-Voting Council Members

Kathryn Laurin, President

Ian Cowan, Board of Governors

Shelley Butler Permanent Secretary

Karin Kaercher, ICC Representative (*Regular Guest*)

Guests

Halinka Szwender, Business

Keri Norrie, Business

Ian Humphries, Access

For Information:

Education Council Executive:

Chair: Carly Hall, Health and Human Services, Lansdowne, 370-3240, hall@camosun.bc.ca

Vice-Chair: Cynthia Wrate, Business, Interurban, 370-4134, wratec@camosun.bc.ca

ICC Chair: Nicole Greengoe, Student Services, Interurban, 370-3840, greengoe@camosun.bc.ca

VP Academic: John Boraas, Office of VP, Interurban, 370-4543, boraas@camosun.bc.ca

Permanent Secretary: Shelley Butler, Office of VP Academic, Interurban, 370-4690, edapprovals@camosun.bc.ca

Intranet:

For the most up to date agenda and other resources visit us on our Share Point site. "UserName" is your Camosun number, password is your regular Camosun password. Students use the password that will be provided to you.

<http://sp1/sites/edco/homepage>; or

<http://sp1.camosun.bc.ca/sites/edco/homepage>



Education Council

Ensuring that our students are provided with quality educational experiences



DRAFT Minutes

Monday, Feb 17, 2014

4:00 – 6:00 pm

CC 321, Interurban

Present

Andy Chen, Student	Narine Grigoryan, Faculty
Carly Hall, Faculty	Nicole Greengoe, Administration
Craig Derksen, Faculty	Piotr Burek, Student
Dominic Bergeron, Administration	Richard Stride, Administration
Joanne Cumberland, Support Staff	Shohreh Hadian, Faculty
John Boraas, Administration	Todd Ormiston, Faculty
Kimberly Eden (Acting Permanent Secretary)	Tony Vernon, Faculty
Mindy Cui Yu Jiang, Student	

Regrets/Absent

Corrine Michel, Faculty	Leslie Martin, Support Staff
Cynthia Wrate, Faculty	Pamela Webster, Student
Ian Cowan, Board Representative	Shelley Butler, Permanent Secretary
Karin Kaercher, ICC Chair (Special Guest)	Stephen Bishop, Faculty
Kathryn Laurin, President	

Guests

Andy Bryce, Arts and Science	Lois Fernyhough, Arts and Science
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ITEM

PRESENTER

A. Call to order and declaration of quorum

Carly Hall

The Regular Meeting was called to order at 4:07 by Carly Hall, Education Council Chair.

B. Acknowledgement of Coast Salish Territory

Carly Hall

Carly acknowledge the Coast Salish Territory. Camosun College serves the communities of southern Vancouver Island and the south Gulf Islands that are located in the traditional territories of the Esquimalt; Lekwungen; Malahat; Pacheedaht; Pauquachin (Saanich); SC'lanew; Tsartlip (Saanich); Tsawout (Saanich); Tseycum (Saanich); and T'Sou ke Nations. Camosun College campuses are located on land that is the traditional territory of the Lekwungen, Esquimalt, and Saanich peoples. <http://camosun.ca/aboriginal/territory.html>

C. Round-Table Check-In

Carly Hall

Carly welcomed everyone and requested a roundtable check-in.

D. Acceptance of Agenda

Carly Hall

ITEM	PRESENTER
The Feb 17, 2014 agenda was accepted via unanimous consent.	
E. Minutes for approval The Jan 27, 2014 minutes were approved via unanimous consent, with the correction that Dominic Bergeron was listed as attending this meeting, however he was absent.	Carly Hall
F. Reports	
1. Education Council Chair Carly advised that she would be reporting later on in the meeting.	Carly Hall
2. VP Academic John advised that he would be reporting later on in the meeting.	John Boraas
3. Board Member Ian Cowan was absent but Carly advised that the main item discussed at the January Board meeting was the budget. The details of which are still confidential.	Ian Cowan
G. Committee Reports	
1. Awards Nil	Joanne Cumberland
2. Education Council Steering Committee – Education Approvals Review & Renewal Carly advised this item will be discussed later on in the meeting.	Carly Hall
3. Education Council Governance/Accountability – Education Approvals Review & Renewal Cynthia was absent but sent Carly the following updates: The Governance Committee met on February 11 th . At the meeting, we developed a draft of the component of terms of reference for the committee. This content will comprise a rough draft of the Committee’s Terms of Reference for review by the Committee on march 6 th , and it is hoped that it will come to EDCO on March 17 th . The committee also discussed the importance of clarifying and defining governance terms, such as ‘policies’ vs. ‘standards’. The importance of this step was echoed at a Senior Academic Administrators Forum that Cynthia attended on behalf of EDCO on February 13 th in Vancouver. At the next committee meeting, the agenda will include beginning to lay the groundwork for policy that addresses some of the issues raised through the ICC approvals. A credentializing policy has been identified as a likely priority. Of note to EDCO is the focus of the SAAF Forum last week was on non-degreed credentials. Kwantlen and Langara both presented the principles/frameworks their institutions had prepared to guide the development of non-degreed credentials. The frameworks provided sound models that will prove of benefit to Camosun, and will be	Cynthia Wrate

ITEM	PRESENTER
shared at the next Governance Committee meeting.	

H. Integrated Curriculum Committee Report

1. Curriculum Recommended for Approval

Andy Bryce, Lois Fernyhough, and Nicole Greengoe

Andy Bryce presented the proposed Certificate in Digital Production, Design, and Writing.

Motion

It was moved and seconded by the Integrated Curriculum Committee that Education Council approves changes to:

- **Certificate in Digital Media Production**

New program and courses to take effect September 2014.

- Certificate in Digital Media Production (ID62530)
- Coop Appendix – Digital Media Production (ID62531)
- CMNS 160 (ID 62532), CMNS 165 (ID62533), DIME 116 (ID62534), DIME 125 (ID62535), DIME 126 (ID62536), DIME 145 (ID62537)

Motion Carried

REGULAR CURRICULUM

2. Motion

It was moved and seconded by the Integrated Curriculum Committee that Education Council approves changes to following revised curriculum :

- **E.A.R.T.H. Gardening** (ID 62522) *Change in participation requirements, program content and completion requirements.*
- **Workplace Literacy and Numeracy** (ID 62523) *Change in participation requirements, program content and completion requirements.*
- **ANTH 290** (ID 62526) **and PSC 290** (ID 62527) *New Courses*
- **GBST 200** (ID 62528) *Change in pre-requisite*
- **HIST 115*** (ID 62529) *New Course*

Motion Carried

**Note – there is a typo error in the HIST 115 pre-requisite. The pre-requisite should be English 12 with a C+ or the equivalents and/or alternates.*

2. Governance/Standards Issues Arising from Curriculum Review
Nil.

Nicole Greengoe

I. Presentations and/or Discussions

1. Categories of Change, Expedited Approvals Process, and Ed Approvals Flowchart
(see Briefing and docs included in agenda package)

Carly Hall

The committee discussed the categories of changes and the flowchart. It was noted that under Category 3, bullet four needed to be clearer by reflecting that the level could be reversed.

ITEM	PRESENTER
<p>The committee discussed the Expedited Approvals Process and were assured that this process would be used discretionarily. If Executive approves curriculum or curriculum changes through this process that ICC and EDCO review would happen after-the-fact as needed.</p> <p>This process would most commonly allow a relaxed timeframe as opposed to not going through the regular approval process.</p> <p>Carly also acknowledged all the work Karin Kaercher put into leading the Ed Co Steering Committee and the development of the new Education Approvals process.</p>	
<p>Motion It was moved by Carly Hall and seconded by Richard Stride to approve the Categories of Change and the Expedited Approvals Process.</p> <p style="text-align: right;">Motion Carried.</p>	
<p>2. College Budget Update</p> <p>John reported that unfortunately at this time he doesn't have specifics to share regarding the budget. CET has received submissions from the schools and many ideas from the college community. He indicated that going forward the college's approval process will need to look at financial sustainability as part of the rationale for programs going forward. We will be consulting with EDCO, as legislated, when considering any program reductions.</p> <p>Communications from CET will be coming out shortly and we will be looking for suggestions on how to receive feedback from the college community.</p>	John Boraas
<p>J. Next Meeting</p> <p>Regular Meeting Monday, March 17, 2014, 4:00-6:00, CC 321, Interurban</p>	Carly Hall
<p>K. Adjournment The Meeting adjourned at 5:35 pm.</p>	Carly Hall

Education Council Briefing

Date: March 17, 2014

From: Ian Humphries, Director of Aboriginal Education and Community Connections

To: Education Council

Re: Letter of Support for Special Program Approval Renewal

Background: See attached letter from Bernd Walter.

Decision: Request a motion to endorse and support the Special Program Approval renewal.

Sample Letter of Support Requested

DRAFT LETTER

Mr. Bernd Walter, JD
Chair, British Columbia Human Rights Tribunal
1170-605 Robson Street
Vancouver, B.C V6B 5J3

Thank you for your letter of February 27, 2014 regarding the Education Council endorsement of the Camosun College application for Special Program Approval Renewal. The Special Program allows Camosun to reserve approximately 5% of the seats for qualified applicants of Aboriginal ancestry in the School of Health and Human Services' Nursing, Early Learning and Care, and Practical Nursing programs.

This letter is to confirm formally that the Camosun College Education Council endorses and supports the Special Program Approval renewal.

Please contact me at the numbers provided below if you have any further questions.

Sincerely

Cary Hall, Education Council Chair

February 27, 2014

Cynthia Smith
Dean, School of Health and
Human Services
3100 Foul Bay Road
Victoria, BC V8P 5J2

Ian Humphries
Dean, School of Access and Director
Aboriginal Education & Community
Connections
3100 Foul Bay Road
Victoria, BC V8P 5J2

Dear Sir/Madam:

Re: Special Program Approval

The Tribunal received Camosun College's application for renewal of its Special Program approval on February 25, 2014. The Special Program allows Camosun to reserve approximately 5% of the seats for qualified students of Aboriginal ancestry in the School of Human and Health Services' Nursing, Early Childhood Care and Education (now called Early Learning and Care), and Practical Nursing programs.

The renewal application refers to the Certified Dental Assistant and Dental Hygiene program on page 1, but does not address those programs elsewhere in the application. Therefore, the Tribunal is not considering those programs as part of the renewal application. If Camosun wishes to seek Special Program approval with respect to these two programs, it may amend its current renewal application to address them or apply for their inclusion in the future. Any amendment or future application must address the two programs in detail and in the Tribunal's Special Program Policy, which is available on the Tribunal's website at www.bchrt.bc.ca/policies/info/special_programs_policy.htm.

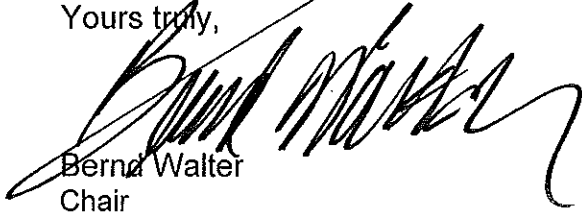
Camosun also seeks advance approval to extend the Special Program to other health programs in the future. I am not prepared to grant this part of the application at this time. If need can be demonstrated, Camosun may apply for inclusion of additional courses in the future. Any application must outline the specific programs for which approval is sought and address the factors in the Tribunal's Special Program Policy.

With respect to the remainder of the Special Program - Nursing, Early Learning and Care, and Practical Nursing - the Tribunal requires further information before it can process the renewal application.

The Tribunal's Special Program Policy requires applicants to consult with interested third parties and advise the Tribunal of those third parties' position with respect to the approval sought: see C. Requirements for Tribunal Approval of a Special Program. As part of the last renewal application, Camosun provided notice to the Aboriginal Advisory Council, the Education Council, the Board of Governors and the Student Society and

invited their views. Please provide a copy of this renewal application to those bodies (and any other interested third parties), ask them to provide you with a letter advising of their position, and provide those letters to the Tribunal. Once the Tribunal is in receipt of these organizations' positions, it will process the renewal application.

Yours truly,

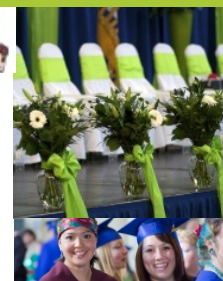
A handwritten signature in black ink, appearing to read "Bernd Walter", written over a diagonal line that extends from the top left towards the center of the page.

Bernd Walter
Chair



Integrated Curriculum Committee Report

Ensuring that our students are provided with quality educational experiences



EX-250-003-001-002

Feb 24, 2014, 1:00-4:00, ID 201C, Lansdowne

Present: Nicole Greengoe (Chair), Catherine Mack, Andy Van Neutegem, Clarence Bolt, Steven Rumpel, Mindy Jiang

Regrets/Absent: Karin Kaercher, Lynda Warren, Amar Bouallouche, Dianne Biin, Elizabeth West, Shelley Butler

Guests: Mary Byrne (Arts and Science), Naji Khodashenas (Arts and Science), Halinka Szwender (Business), Tracey Morris (Business)

Mar 3, 2014 1:00-4:00, CC 315, Interurban

Karin Kaercher (Chair), Nicole Greengoe (Chair), Lynda Warren, Catherine Mack, Andy Van Neutegem, Clarence Bolt, Rachael Grant, Elizabeth West

Regrets/Absent: Dianne Biin, Steven Rumpel, Amar Bouallouche, Mindy Jiang, Shelley Butler

Guests: Mary Byrne (Arts and Science), Naji Khodashenas (Arts and Science)

A. CURRICULUM FOR FULL RECOMMENDATION

PROGRAMS

1. Motion

It was moved and seconded by the Integrated Curriculum Committee that Education Council approves changes to:

Bachelor of Business Administration, Human Resource Management & Leadership Major *Program revisions, course revisions and new courses to take effect September 2014.*

- Bachelor of Business Administration, Human Resource Management & Leadership Major (ID62602)
- BUS 210 (ID62603), BUS 310 (ID62604), BUS 312 (ID 62605), BUS 313 (ID 62606), BUS 318 (ID 62607), BUS 325 (ID 62608), BUS 421 (ID 62609), BUS 440 (ID 62610), BUS 480 (ID62611), BUS 485 (ID62612).

2. Motion

It was moved and seconded by the Integrated Curriculum Committee that Education Council approves changes to:

Post-Degree Diploma in Business Administration, Accounting Option

Program revisions take effect September 2014.

- Post Degree Diploma in Business Administration, Accounting Option (ID 62613)

REGULAR CURRICULUM**2. Motion**

It was moved and seconded by the Integrated Curriculum Committee that Education Council approves changes to following revised curriculum :

Music Curriculum

- Diploma in Jazz Studies – program content (ID 62548)
- Certificate in Music Foundations – program completion requirements (ID62549)
- Diploma in Music – program completion requirements (ID 62550)
- Certificate in Music Technologies – program completion requirements (ID 62551)
- Courses – revisions including relaxing pre-requisites, course description/learning outcomes changes, course hour changes, course cancellations, and new courses.
 - JAZZ 105 (IOD 62568), JAZZ 112 (ID62552), JAZZ 113 (ID 62553), JAZZ 123 (ID 62569), JAZZ 125 (ID 62570), JAZZ 134 (ID 62554), JAZZ 135 (ID 62555), JAZZ 145 (ID 62572), JAZZ 147 (ID 62573), JAZZ 204 (ID 62574), JAZZ 205 (ID 62575), JAZZ 212 (ID 62556), JAZZ 213 (ID 62557), JAZZ 222 (ID 62576), JAZZ 223 (ID 62577), JAZZ 225 (ID 62578), JAZZ 227 (ID 62579), JAZZ 234 (ID 62558), JAZZ 235 (ID 62559), JAZZ 244 (ID 62582), JAZZ 245 (ID 62583), JAZZ 246 (ID 62584), JAZZ 247 (ID 62585)
 - MTEC 100 (ID 62560), MTEC 210 (ID 62592), MTEC 212 (ID 52593), MTEC 214 (ID 62615), MTEC 220 (ID 62594), MTEC 222 (ID 62595), MTEC 290 (ID 62596)
 - MUS 123 (ID 62614), MUS 140 (ID 62586), MUS 142 (ID 62587), MUS 170 (ID 62561), MUS 171 (ID 62562), MUS 212 (ID 62563), MUS 213 (ID 62564), MUS 222 (ID 62588), MUS 223 (ID 62589), MUS 227 (ID 62590), MUS 270 (ID 62565), MUS 271 (ID 62566), MUS 276 (ID62567)
 - MUSF 101 (ID 62597), MUSF 102 (ID 62598), MUSF 103 (ID 62599), MUSF 120 (ID 62600), MUSF 121 (ID 62601)

Curriculum Change Documents are viewable in EdCo meeting agenda folder on the EdCo Sharepoint site

B. Governance and Standards Issues Arising from ICC Review of Curriculum

Nil



Education Council Briefing Notes

Submitted by: Nicole Greengoe

Date: March 12, 2014

Topic: Course Withdrawal Policy & Medical Compassionate Withdrawal Policy

Background:

The Course Withdrawal Policy had not been reviewed or revised for fourteen years. It was identified that, in light of current process, practice and in order to provide clear and consistent information and service to students the policy required renewal. This resulted in the removal of medical and compassionate withdrawal references from the Course Withdrawal Policy, a revision of the Course Withdrawal Policy and the creation of a new, stand alone, Medical/Compassionate Withdrawal Policy.

Revisions to the Course Withdrawal Policy include the following:

- Students are permitted to use Camlink to withdraw from classes until the academic drop deadline.
- References to requiring signatures or approval prior to withdrawal have been removed.
- References to Medical/Compassionate Withdrawals have been removed.

Revisions to the Medical/Compassionate Withdrawal Policy (previously included in the Course Withdrawal Policy) include the following:

- All medical or compassionate withdrawal requests will be submitted to the Director, Student Services & Registrar rather than to School Deans.
- Fee refunds will not normally be provided for medical/compassionate withdrawals.
- Medical or compassionate withdrawals will only be considered if submitted prior to the last day of the term in which the student is enrolled.
- A medical or compassionate withdrawal request need only be submitted when all other deadlines for withdrawal have passed.
- Appeals to the decision of the Director, Student Services & Registrar will go to the Office of the VP Academic.

Decision Being Sought (for information only, for decision, etc.):

Approval of newly created and revised policies



Policy:	E-2.2
Approved By:	Education Council
Approval Date:	September 18, 2000
Amendment Date:	
Policy Holder:	VP Academic

COURSE WITHDRAWALS

Purpose / Rationale

The purpose of this policy is to establish clear, consistent principles and guidelines for the course withdrawal process.

Scope / Limits

1. This policy applies to all students enrolled in College courses.
2. Official withdrawal deadlines do not normally apply to self-paced programs.

Principles

1. Camosun College recognizes that students may need to withdraw from course(s). Financial and/or academic penalties for course withdrawals may be imposed depending on whether students withdraw before or after the *Fee Deadline* or *Course Withdrawal Deadline*. (See Definitions and Table below.)
2. **Withdrawing Before or After the Fee Deadline:**
 - a) **Prior** to the Fee Deadline, students who drop courses will be refunded tuition and ancillary fees, but not the registration deposit.
 - b) **After** the Fee Deadline, fees are nonrefundable.
 If students do not officially withdraw prior to the Fee Deadline, they will be required to pay all outstanding fees, will receive no further service until all fees are paid, and may be assigned an "F" grade.
3. **Withdrawing Before or After the Course Withdrawal Deadline:**
 - a) **Prior** to the Course Withdrawal Deadline (and after the Fee Deadline), students must follow official course withdrawal procedures (see Guidelines). A "W" (withdrawal) status will be entered on the student's record to indicate an official withdrawal has taken place.
 - b) **After** the Course Withdrawal Deadline, students may no longer officially withdraw. Students who fail to successfully complete the course may be assigned an "F" grade.
4. Students experiencing extenuating medical or compassionate circumstances who wish to withdraw after the course withdrawal deadline and/or ask for a refund may apply for special consideration. (See Guidelines, Section C.)

Summary of Academic and Financial Penalties:

	Before Fee Deadline	After Fee Deadline & Before Course Withdrawal Deadline	After Course Withdrawal Deadline
Academic Penalty	No penalty	No penalty	Possible penalty <i>(An "F" grade is placed on the student's record if the student fails to successfully complete the course.)</i>
Financial Penalty	Tuition and ancillary fees are refundable <i>(Registration deposit is nonrefundable)</i>	All fees are nonrefundable	All fees are nonrefundable

A. Definitions

1. Fee Deadline

The Fee Deadline is the date course fees are due and is the last day fees are refundable. This date is usually 14 days after the semester/quarter begins or 7 days after the term begins. Official Fee Deadline dates are published in the Camosun College Calendar. (See link.)

2. Course Withdrawal Deadline

The Course Withdrawal Deadline is the last day students may withdraw from courses to avoid a possible academic penalty. Course Withdrawal Deadlines are set at 66% of course length regardless of the start and end dates (with the exception of self-paced courses—see Limits). Students may obtain official Course Withdrawal Deadline dates from the following sources:

- a) For semester, term, and quarter courses with *regular* start and end dates, students must consult the Camosun College Calendar. (See link.)
- b) For courses with *irregular* start and end dates, students must contact Student Services.
- c) Withdrawal is not permitted for prior learning assessment (PLA) courses of one week's duration or less.
- d) Students enrolled in self-paced programs must consult Student Services for withdrawal deadlines.

B. GUIDELINES FOR WITHDRAWING AFTER THE FEE DEADLINE AND BEFORE THE COURSE WITHDRAWAL DEADLINE

1. Forms

To avoid academic penalty, all students **must** submit a *Registration Change Form* to Student Services. (This form is available at Student Services.)

2. Signatures

In addition to completing the *Registration Change Form*, the following students must obtain signatures of approval by contacting the appropriate office:

a) Students in Career Programs

In order to be fully informed of the implications of withdrawing from a course, students enrolled in career programs are required to obtain the signature of their program chair/leader prior to withdrawal.

b) International Students

International students who wish to withdraw are required to obtain a signature from an International Advisor in the International Education Department.

3. Loans

Students receiving student loans are advised to consult with a Financial Aid Advisor prior to withdrawing. Student loans may be affected by withdrawals when students fail to maintain enrolment in at least 60% of a full course load.

C. REQUESTING A REFUND AND/OR WITHDRAWING FOR MEDICAL OR COMPASSIONATE REASONS AFTER DEADLINES

Students experiencing extenuating medical and/or compassionate circumstances who wish to withdraw from course(s) and/or request a refund after Fee and/or Course Withdrawal Deadlines must proceed as follows:

1. To Request a Refund After the Fee Deadline and Before the Course Withdrawal Deadline:

- a) Obtain a *Withdrawal for Medical/Compassionate Reasons Form* from Student Services;
- b) Obtain appropriate documentation and write a letter of request and explanation to support the request (as explained in the form);
- c) Submit the form and documentation to Student Services for consideration.

2. To Request a Refund and Official Course Withdrawal After the Course Withdrawal Deadline:

- a) Obtain a *Withdrawal for Medical/Compassionate Reasons Form* from Student Services.
- b) Obtain appropriate documentation and write a letter of request and explanation to support the request (as explained in the form).

- c) Submit the completed form and documentation to the Dean's Office—or, in the case of international students, the International Education Department—for approval.
- d) If approval of late course withdrawal is granted, submit the completed form and documentation to Student Services to request a refund.

Note: Late withdrawals and/or refunds will normally only be approved prior to the beginning of the next semester, quarter or term.

D. STUDENT APPEALS

Students who wish to appeal decisions regarding final grades must refer to the *Student Appeal Policy*. (See link.)

E. FORMS

The following forms are available through Student Services:

1. *Registration Change Form*
2. *Registration Change After Fee Deadline Form*
3. *Withdrawal for Medical/Compassionate Reasons Form*

F. LINKS TO RELATED POLICIES AND CALENDAR

[E-1.5 Grading](#)

[E-1.7 International Education](#)

[E-2.4 Student Appeals](#)

[Camosun College Calendar](#)

Proposed New Course Withdrawal Policy (note highlighting).



Policy:	E-2.2
Approved By:	Education Council
Approval Date:	September 18, 2000
Amendment Date:	
Policy Holder:	VP Education

COURSE WITHDRAWALS

Purpose / Rationale

The purpose of this policy is to establish clear, consistent principles and guidelines for the course withdrawal process.

Scope / Limits

1. This policy applies to all students enrolled in College courses.
2. Official withdrawal deadlines do not normally apply to self-paced programs

Principles

1. Camosun College recognizes that students may need to withdraw from course(s). Financial and/or academic penalties for course withdrawals may be imposed depending on whether students withdraw before or after the *Fee Deadline* or *Course Withdrawal Deadline*. (See Definitions and Table below.)
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 - b) **After** the Fee Deadline, fees are nonrefundable.
 If students do not officially withdraw prior to the Fee Deadline, they will be required to pay all outstanding fees, will receive no further service until all fees are paid, and may be assigned an "F" grade.
3. **Withdrawing Before or After the Course Withdrawal Deadline:**
 - a) **Prior** to the Course Withdrawal Deadline (and after the Fee Deadline), students must follow official course withdrawal procedures (see Guidelines). A "W" (withdrawal) status will be entered on the student's record to indicate an official withdrawal has taken place.
 - b) **After** the Course Withdrawal Deadline, students may no longer officially withdraw. Students who fail to successfully complete the course may be assigned an "F" grade.
4. Students experiencing extenuating medical or compassionate circumstances who wish to withdraw after the course withdrawal deadline should refer to the Medical/Compassionate Withdrawal Policy

Summary of Academic and Financial Penalties:

	Before Fee Deadline	After Fee Deadline & Before Course Withdrawal Deadline	After Course Withdrawal Deadline
Academic Penalty	No penalty	No penalty	Possible penalty <i>(An "F" grade is placed on the student's record if the student fails to successfully complete the course.)</i>
Financial Penalty	Tuition and ancillary fees are refundable <i>(Registration deposit is nonrefundable)</i>	All fees are nonrefundable	All fees are nonrefundable

A. Definitions

1. Fee Deadline

The Fee Deadline is the date course fees are due and is the last day fees are refundable. This date is usually 14 days after the semester/quarter begins or 7 days after the term begins. Official Fee Deadline dates are published in the Camosun College Calendar. (See link.)

2. Course Withdrawal Deadline

The Course Withdrawal Deadline is the last day students may withdraw from courses to avoid a possible academic penalty. Course Withdrawal Deadlines are set at 66% of course length regardless of the start and end dates (with the exception of self-paced courses—see Limits). Students may obtain official Course Withdrawal Deadline dates from the following sources:

- a) For semester, term, and quarter courses with *regular* start and end dates, students must consult the Camosun College Calendar. (See link.)
- b) For courses with *irregular* start and end dates, students must contact Student Services.
- c) Withdrawal is not permitted for prior learning assessment (PLA) courses of one week's duration or less.
- d) Students enrolled in self-paced programs must consult Student Services for withdrawal deadlines.

B. GUIDELINES FOR WITHDRAWING AFTER THE FEE DEADLINE AND BEFORE THE COURSE WITHDRAWAL DEADLINE

Students may withdraw prior to the course withdrawal deadline in person by visiting the Registration Department or via Camlink.

D. STUDENT APPEALS

Appeals and exceptions related to this policy can be directed to the Office of the Director, Student Services & Registrar

E. FORMS

The following forms are available through Student Services:

1. *Request for Medical/Compassionate Withdrawal*

F. LINKS TO RELATED POLICIES AND CALENDAR

[E-1.5 Grading](#)

[E-1.7 International Education](#)

[E-2.4 Student Appeals](#)

[Camosun College Calendar](#)

Medical/Compassionate Withdrawal Policy

Proposed new Policy



Policy	Med/Com Withdrawal
Approved By:	Education Council
Approval Date:	
Amendment Date:	
Policy Holder:	VP Academic

MEDICAL/COMPASSIONATE WITHDRAWAL POLICY

Purpose / Rationale

The purpose of this policy is to recognize circumstances under which students are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances - such as death in the immediate family, sudden illness or accident, health or mental health issues. This policy provides the option for a student to request a medical/compassionate withdrawal under exceptional circumstances.

Scope / Limits

This policy applies to all students enrolled in graded courses and programs offered by Camosun College.

Principles

1. The College recognizes that serious medical/compassionate/mental health matters may arise for students that prevent them from successfully continuing their studies.
2. Medical or compassionate withdrawals are approved at the discretion of the Director, Student Services and Registrar and will normally only be considered prior to the last day of the term, semester, or quarter.
3. Fee refunds will not normally be considered as part of a medical/compassionate withdrawal.
4. Requests for medical/compassionate withdrawals need only be submitted when all other withdrawal deadlines have passed.

A. GUIDELINES

1. Process

- a) In order to request a medical/compassionate withdrawal, students must submit a completed medical/compassionate withdrawal form to the office the Director, Student Services and Registrar, prior to the end of the term, semester or quarter in which he/she is enrolled. Requests will be processed within three weeks of submission.

2. Appeals

- a) Students who have been incapacitated to the extent that they could not submit their request for a medical/compassionate withdrawal prior to the last day of the term, semester or quarter, may appeal to Director of Student Services and Registrar for special consideration. Requests for special consideration must be accompanied by evidence from an appropriate health-care provider (physician, psychiatrist, registered psychologist, counsellor/aboriginal elder) who has had an ongoing therapeutic relationship with the student, supports the appeal and can confirm that the student was incapable of taking the necessary steps to submit their request for a medical/compassionate withdrawal prior to the end of the term, semester or quarter. Health care providers will be required to confirm that the student has been under their care and indicate the duration of the condition or illness.

Appeals to the decision of the Director of Student Services & Registrar may be submitted to the Office of the Vice-President, Academic.

B. DEFINITIONS

1. *Health Care Provider*– For the purposes of medical or compassionate withdrawals, health care providers are normally defined as:
 - a) Physician (GP or medical specialist)
 - b) Psychiatrist
 - c) Psychologist
 - d) Counsellor or Aboriginal Elder

C. LEGISLATED REFERENCES

College and Institute Act

E. LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

Course Withdrawals

Student Appeals

Standards of Academic Progress

Medical/Compassionate Withdrawal Form