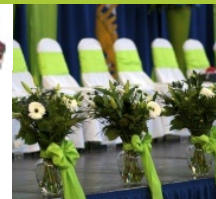




## Education Council

Ensuring that our students are provided with quality educational experiences



# Agenda

Monday, May 12, 2014




4:10 – 6:00 pm – Regular Meeting

CC 321, Interurban

Please bring your own mug or water bottle.

TIME	ITEM	PRESENTER
4:10	Call to order and declaration of quorum (1 min.)	Carly Hall
4:11	<b>Acknowledgement of Coast Salish Territory (1 min.)</b> <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. <a href="http://camosun.ca/aboriginal/territory.html">http://camosun.ca/aboriginal/territory.html</a></i>	Carly Hall
4:12	<b>Round-Table Check-In (3 min.)</b>	Carly Hall
4:15	<b>Acceptance of Agenda (1 min.)</b>	Carly Hall
4:17	<b>Minutes for approval (2 min.)</b>	Carly Hall
4:19	<b>Reports (6 min.)</b>	
	1. <b>Education Council Vice-Chair (2 min.)</b>	Carly Hall
	• Expedited Approval Report	
	2. <b>VP Academic (2 min.)</b>	John Boraas
	3. <b>College Budget Update (nil) – moved to discussion section</b>	John Boraas
	4. <b>Board Member (2 min.)</b>	Ian Cowan
4:25	<b>Committee Reports (10 min.)</b>	
	1. <b>Awards (5 min.) – Lt. Governor Silver Medal Award 2014</b> <i>The Education Council Award Committee is proud to present Jonathan Candel as our nominee for the prestigious Lt. Governor's Silver Medal Award. Request for Motion to Approve.</i>	Joanne Cumberland
	2. <b>Education Council Steering Committee – Education Approvals Review &amp; Renewal (3 min.)</b>	Karin Kaercher
	3. <b>Education Council Policy and Standards Committee (2 min.) – moved to discussion section</b>	Cynthia Wrate



TIME	ITEM	PRESENTER
4:35	<b>Integrated Curriculum Committee Report (20 min.)</b>	
	1. <b>Curriculum Presentation for Information and Acknowledgement (10 min.)</b> Certificate in Heavy Mechanical Trades Foundation (new program)	Ray Fisher and/or Kyle Broad
	 2. <b>Curriculum Recommended for Approval (10 min.)</b>	Karin Kaercher
	<ul style="list-style-type: none"> <li>• Regular Curriculum</li> <li>• IST 120 Intro to Indigenous Peoples short presentation</li> </ul>	Corrine Michel
	3. <b>Issues Arising from Curriculum Review (nil)</b>	Karin Kaercher
4:55	<b>Presentations and/or Discussions (40 min.)</b>	
	 1. <b>Education Council Policy and Standard Committee(5 min.)</b> – <i>Request for Motion to Approve Terms of Reference</i>	Cynthia Wrate
	2. <b>College Budget Update (15 min.)</b>	John Boraas
	 3. <b>Medical/Compassionate Withdrawal &amp; Course Withdrawal (20 min.)</b> – <i>Notice of Motion to Approve for the June 14, 2014 Education Council Meeting</i>	Nicole Greengoe
5:45	<b>Meeting Adjourned (estimated time)</b>	Carly Hall

**Next Meeting:****Regular Meeting**

Monday, Jun 16, 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**

Ray Fisher or Kyle Broad, Trades and Technology

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**For Information:****Education Council Executive:**

**Chair:** Carly Hall, Health and Human Services, Lansdowne, 370-3240, [hall@camosun.bc.ca](mailto:hall@camosun.bc.ca)

**Vice-Chair:** Cynthia Wrate, Business, Interurban, 370-4134, [wratec@camosun.bc.ca](mailto:wratec@camosun.bc.ca)

**ICC Chair:** Nicole Greengoe, Student Services, Interurban, 370-3840, [greengoe@camosun.bc.ca](mailto:greengoe@camosun.bc.ca)

**VP Academic:** John Boraas, Office of VP, Interurban, 370-4543, [boraas@camosun.bc.ca](mailto:boraas@camosun.bc.ca)

**Permanent Secretary:** Shelley Butler, Office of VP Academic, Interurban, 370-4690, [edapprovals@camosun.bc.ca](mailto: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, April 14, 2014

4:00 – 6:00 pm

CC 321, Interurban

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### Present

Andy Chen, Student	Narine Grigoryan, Faculty
Carly Hall, Faculty	Nicole Greengoe, Administration
Corrine Michel, Faculty	Piotr Burek, Student
Craig Derksen, Faculty	Richard Stride, Administration
Cynthia Wrate, Faculty	Shelley Butler, Permanent Secretary
Ian Cowan, Board Representative	Shohreh Hadian, Faculty
Joanne Cumberland, Support Staff	Stephen Bishop, Faculty
John Boraas, Administration	Todd Ormiston, Faculty
Kimberly Eden (Acting Permanent Secretary)	Tony Vernon, Faculty
Leslie Martin, Support Staff	
Mindy Cui Yu Jiang, Student	

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### Regrets/Absent

Dominic Bergeron, Administration	Todd Ormiston, Faculty
Kathryn Laurin, President	Tony Vernon, Faculty
Karin Kaercher, ICC Chair (Special Guest)	
Pamela Webster, Student Shohreh Hadian, Faculty	

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### Guests

Elizabeth West, Access	Tag Kelt, Student Society
Ian Humphries, Access	

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### ITEM

### PRESENTER

#### A. Call to order and declaration of quorum

Carly Hall

The Regular Meeting was called to order at 4:08 by Carly Hall, Education Council Chair.

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#### 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>*

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<b>C. Round-Table Check-In</b>	<b>Carly Hall</b>
Carly welcomed everyone and requested a roundtable check-in.	
<b>D. Acceptance of Agenda</b>	<b>Carly Hall</b>
The April 14, 2014 agenda was accepted via unanimous consent.	
<b>E. Minutes for approval</b>	<b>Carly Hall</b>
The March 17, 2014 minutes were approved via unanimous consent.	
<b>F. Reports</b>	
<b>1. Education Council Chair</b>	<b>Carly Hall</b>
<b>1. New Members Announced</b>	
<i>Carly announced the results of the Education Council election. New members for the 2014-2105 Council will be Lisa Robertson, Hannah Thomson, and Vicky Qu.</i>	
<b>2. Notice of Motion for Education Council Election of Chair and Vice-Chair</b>	
<i>Carly announced that Education Council will be holding elections for the Chair and Vice-Chair at the May 12, 2014 meeting.</i>	
<b>3. Expedited Approvals/Implementation</b>	
<i>Carly advised that the Education Council Executive Committee approved 3 sets of curriculum for expedited approval/implementation this past month via the Expedited Approvals process. The curriculum included the Heavy Mechanical Trades Foundation (seeking approval May 12, effective for Sept 2014), the Early Learning and Care, ELC 241 &amp; 242 curriculum (seeking approval and effective immediately), and WELD 401, 402, 403, 404 (approved immediately, effective Sep 2014).</i>	
<b>2. VP Academic</b>	<b>John Boraas</b>
John advised that he would be reporting later on in the meeting.	
<b>3. Board Member</b>	<b>Ian Cowan</b>
Ian Cowan advised that the Board is still occupied with the budget, and striving for fiscal responsibility and sustainability. The budget approval will take place on May 5, 2014.	
<b>G. Committee Reports</b>	
<b>1. Awards</b>	<b>Joanne Cumberland</b>
Nil	
<b>2. Education Council Steering Committee – Education Approvals Review &amp; Renewal</b>	<b>Karin Kaercher</b>
Nil	
<b>3. Education Council Policy and Standards Committee</b>	<b>Cynthia Wrate</b>
Moved to Discussion section	

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**H. Integrated Curriculum Committee Report**
**1. Curriculum Recommended for Approval**

Nicole Greengoe

Note – IST 120 (ID 62641) has been removed from the motion. There are still outstanding conversations that need to be addressed.

**REGULAR CURRICULUM**
**Motion**

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

- ELD 103 (ID 62524) and ELD 104 (ID62525) – *new courses*
- Nursing Access for Practical Nurses (ID 62642) – *program description, admissions, participation, learning outcomes, content, delivery arrangements, and completion revisions*
- WELD 199P (ID 62643) and WELD 199T (ID 62644) – *course cancellations*

**Motion Carried**

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

Nicole Greengoe

Nicole noted that approval of ELD 103 and 104 serves to create another set of preparatory-level English courses and alternates to our English Roadmap. The complexity of the English Roadmap was raised as an issue last year.

ELD 103 and 104 prepares learners to meet the academic university writing requirements and will serve non-native speakers of English (International and second language students). They will serve as an alternate way by which English 12 can be met. They will also serve as alternates to ELD 092 and 094. They are considered alternates not equivalent to Gr 12 English (whereas ELD 092 and 094 are considered equivalent).

The approval of these courses raises a variety of questions:

- How much course duplication is appropriate and desirable at the college? If course duplication is considered appropriate, under what circumstances? Is course duplication sustainable?
- How do we communicate the vast array of English alternates to our learners and the college community in a way that all can understand? Is this array of alternates sustainable from a systems management/ manpower perspective?
- How do we create a shared understanding of the function of alternates and equivalents?

Discussion followed.

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**I. Presentations and/or Discussions**
**1. Education Council Policy and Standards Committee**

Cynthia Wrate

Cynthia drew attention to the Briefing and the Terms of Reference for the Policy and Standards Committee. The purpose of the committee is to address way in which Education Council is provided with the information, resource supports and priority-decision-making

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tools necessary to fulfill the council's policy and advisory responsibilities under the BC College and Institute Act. She presented the Terms of Reference as a request for motion to approve at the May 12<sup>th</sup> Education Council meeting.

Questions and discussion followed. Feedback, included but was not limited to:

- *Revising the Briefing for more clarity.*

Cynthia requested that if any council members have additional feedback to forward that feedback to herself or Shelley Butler before the next Education Council Meeting.

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## 2. College Budget Update

John Boraas

John gave a brief overview on the budget to date. John noted that the approval of the budget will go forward to the May 5, 2014 Board meeting. The College has received many different suggestions and alternatives to the original proposed reductions. At this point we looking at reductions and not considering any suspensions or cancellations. More information is available on the budget website [http://intranet/budget\\_development/](http://intranet/budget_development/) Questions and discussion followed.

*Questions and discussion included, but were not limited to:*

- *Concern expressed that the reductions will impact student success and retention.*
- *Request for a model that sets out the optional class size vs workload so that we can offer sustainable programming.*
- *The issue of how comprehensive we should be.*
- *Hopeful that the Program Mix Analysis will allow us to have these conversations (i.e. values) outside of the budget cycle.*
- *Welcome a conversation on our values.*
- *Need to get out of "survival mode" re. the budget cuts*

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## 3. Medical/Compassionate Withdrawal & Course Withdrawal Policies

Nicole Greengoe

Nicole gave an update on the status of this policy review. The policies will be taken to ELT and the Student Society for questions and concerns. Revisions will be made based on the feedback. Nicole will bring the policies to the May 12, 2014 Education for further discussion and a notice of motion to approve them at the June 16<sup>th</sup> Education Council Meeting.

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## J. Next Meeting

Carly Hall

### Regular Meeting

Monday, May 12, 2014, 4:10-6:00, CC 321, Interurban

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## K. Adjournment

Carly Hall

The Meeting adjourned at 5:11 pm.

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**Education Council Executive Committee  
Request for Expedited Curriculum Approvals Report  
May 12, 2014**

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**Curriculum:** Heavy Mechanical Trades Foundation

**Approval Date:** TBD (expected May 12, 2014)

**Effective Date:** Sept 2014

**Reason for Expedited Request:** External Agency Requirements by the ITA

**Approved:** Yes

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**Curriculum:** Early Learning and Care, ELC 241, ELC 242

**Approval Date:** ASAP

**Effective Date:** May 5, 2014

**Reason for Expedited Request:** Accreditation, Licensing Changes; Contractual or External Agency Requirements

**Approved:** ???

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**Curriculum:** WELD 401, 402, 403, 404

**Approval Date:** ASAP

**Effective Date:** Sept 2014

**Reason for Expedited Request:** External Agency Requirements by the ITA

**Approved:** Yes





# Integrated Curriculum Committee Report

Ensuring that our students are provided with quality educational experiences

EX-250-003-001-002

**April 28, 2014, 1:00-4:00, Ewing 201, Interurban**

**Present:** Karin Kaercher (Chair), Lynda Warren, Mindy Jiang, Dianne Biin, Elizabeth West, Shelley Butler, Troy Dunning, Connie Klassen, Susan Johnston, Steven Rumpel, Mindy Jiang

**Regrets/Absent:** Nicole Greengoe, Amar Bouallouche, Clarence Bolt

**Guests:** Ray Fisher (T&T), Kyle Broad (T&T), Corinne Michel (AECC), Janice Simcoe (AECC), Tommy Happynook (AECC), Ian Humphries (AECC)

## A. CURRICULUM FOR FULL RECOMMENDATION

### PRESENTATION

**New Program – Heavy Mechanical Trades Foundation, HYV 100 & 101**

#### Motion

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

- Heavy Mechanical Trades Foundation – *new program* (IDS 46)
- HEVY 100 (IDS 47) and HEVY 101 (IDS 52) – *new courses*

### REGULAR CURRICULUM

#### Motion

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

- IST 120 (ID 62641) – *new course*
- Environmental Technology (IDS 41), ENVR 220 (IDS 42)
- GSWS 100 (IDS 6) and GSWS 240 (IDS 7) (**pending changes**)
- Mental Health and Addictions Certificate (IDS 4) and MHA 130 (IDS 5)
- Criminal Justice (IDS 53)

*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:** Cynthia Wrate

**Date:** Revised May 7, 2014

***Topic:***

Terms of Reference, Education Council Policy and Standards Committee

***Background:***

In September 2013, Education Council initiated the formation of a Sub-Committee of Education Council with the purpose of addressing and supporting the ways in which Education Council is provided the information, resource supports, and priority decision-making tools necessary to fulfill Education Council's policy and advisory responsibilities under the BC College and Institute Act.

In addition to facilitating a Governance training workshop for Education Council members in January 2014, committee members have met regularly to recommend the scope of work of the Committee, and to draft a Terms of Reference.

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

Request for Motion of Approval at the May, 2014 Education Council meeting.



<b>Policy:</b>	
<b>Approved By:</b>	Education Council
<b>Approval Date:</b>	
<b>Amendment Date:</b>	
<b>Policy Holder</b>	VP Academic

## EDUCATION COUNCIL POLICY & STANDARDS COMMITTEE

**Draft Terms of Reference (Draft 5, April 9 2014)**

### Purpose

As a Sub-Committee of Education Council, the (Policy and Standards Committee) is responsible for recommendations to Education Council regarding governance and policy issues and coordinates the development of policy briefings and policy drafts for review, discussion and decision of Education Council.

### Responsibilities:

#### **Committee:**

1. Reviews Education Council's governance record, policies and procedures periodically to ensure consistency with the powers and responsibilities identified in the BC College and Institute Act;
2. Initiates revision or creation of policy that falls under the responsibility of Education Council in the College and Institute Act;
3. Identifies and engages college resources, stakeholders, and communication processes to support policy development and review;
4. Participates as needed in policy development initiatives;
5. Reviews submitted drafts of Education Council governance briefings, policies and procedures/processes that fall under the responsibility of Education Council in the College and Institute Act;
6. Liaises with ICC / Education Council to set priorities for issues arising from curriculum review;
7. Presents briefings, policies and procedures to Education Council for decision/approval;

8. Develops new Education Council member orientation and training pertaining to policy and standards.

**Chair:**

(Draft to be consistent with existing EdCo documentation. Usual chair responsibilities, and specifically)

1. To chair meetings as the representative of Education Council.
2. Regularly reports to Education Council on the work of the Committee and any arising issues or concerns.

**Committee Membership:**

Committee members will typically be Education Council members supplemented by members of the college community as deemed appropriate by Education Council.

**Committee Operation**

1. The Committee will normally meet monthly September through June. Additional meetings will be scheduled as required.
2. Briefing documents and draft policy will be presented to Education Council for their discussion and decision.
3. Staff Coordination support will be provided by the Office of the VP Academic and other college departments as required.
4. Quorum is required for all decisions leading to a recommendation to Education Council.



## Education Council Briefing Notes

**Submitted by:** Nicole Greengoe

**Date:** May 8, 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 be provided on a pro-rated basis until the last day to withdrawal without academic penalty.
- Medical or compassionate withdrawals will only be considered between the fee deadline and prior to the last day of instructional activity for the term.
- Appeals to the decision of the Director, Student Services & Registrar will go to the Office of the VP Academic.
- The definition of "attending professional" has been expanded to include:
  - Aboriginal Elder
  - Nurse Practitioner

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

Approval of newly created and revised policies

Proposed New Course Withdrawal Policy (note highlighting).



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

## 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 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
<b>Academic Penalty</b>	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>
<b>Financial Penalty</b>	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





Policy	Medical/Compassionate Withdrawals
Approved By:	EDCO
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, a student's sudden illness or accident, health or mental health issues. This policy provides the option for a student to request a medical/compassionate withdrawal and fee refund 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, need only be submitted after the fee deadline has passed and will normally only be considered prior to the last day of instructional activity of the term, semester, or quarter.
3. The College recognizes that financial hardship can sometimes arise as a result of medical/compassionate circumstances. Therefore, fee refunds for medical/compassionate withdrawals will be considered on a prorated basis.

## 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) Nurse Practitioner
- c) Psychiatrist
- d) Psychologist
- e) Counsellor or Aboriginal Elder

## A. GUIDELINES

### 1. Process

- a) In order to request a medical/compassionate withdrawal and/or refund 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 considered within three weeks of submission.
- b) Refunds will be provided as follows:
  - i. Students withdrawing prior to the fee deadline will be provided a full refund, less the registration or (for international students) tuition deposit.
  - ii. Students withdrawing after the fee deadline and prior to the last day to drop classes without an academic penalty (typically 66% of the course length) will have 75% of their tuition fees refunded less ancillary fees. International students will have 75% of their tuition fees refunded less ancillary fees and the tuition deposit.
  - iii. Refunds will not be provided beyond the last day to withdraw without an academic penalty.
- c)

### 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 (as identified above) who have 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.

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

Course Withdrawals

Student Appeals

Standards of Academic Progress

Medical/Compassionate Withdrawal Form



## Request for Medical or Compassionate Withdrawal

Students who are 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 may request a medical or compassionate withdrawal. Requests for medical or compassionate withdrawals may be submitted, via this completed form, to the Registration Department of Students Services and are approved at the discretion of the Director, Student Services and Registrar. Submission of a request, does not guarantee that the request will be granted. All portions of this form must be fully completed prior to submission or requests will not be considered. Medical or compassionate withdrawals need only be submitted after the fee deadline has passed and will normally only be considered prior to the last day of instructional activity of the term, semester, or quarter.

Refunds as a result of medical/compassionate withdrawals will be provided as follows:

- Students withdrawing prior to the fee deadline will be provided a full refund of tuition, less the non-refundable registration deposit or for international students the tuition deposit.
- Students withdrawing after the fee deadline and prior to the last day to drop classes without an academic penalty (typically 66% of the course length) will have 75% of their tuition fees refunded less ancillary fees. International students will receive a 75% refund less ancillary fees and the tuition deposit.
- Refunds will not be provided beyond the last day to withdraw without an academic penalty.

Decisions regarding medical/compassionate withdrawals will be provided to students within three weeks of the request.

### PART 1 – Student Information

Student Profile		
Legal Last Name	Legal First Name	Student Number <b>C</b>
Address		Phone
Program Title		Term
Student Signature		Date

### Request

*Please identify the courses for which you are requesting a medical/compassionate withdrawal*

Course # _____	Section # _____
Course # _____	Section # _____
Course # _____	Section # _____
Course # _____	Section # _____
Course # _____	Section # _____

Dropping or changing courses may affect completion of programs or transfer to a university. Students may want to consult an **Academic Advisor** before withdrawing. Students receiving financial aid such as student loans or other forms of financial assistance are advised to speak to a **Financial Aid Advisor** before withdrawing from courses.

**Health Care Provider**

*I verify that I am providing or have provided care to the above named student and in my opinion this student has medical and/or compassionate reasons which have, or will severely inhibit his/her ability to successfully complete the course(s) noted above. I recommend the student withdraw from the above noted course(s).*

**Professional Capacity (please state):**

*Some examples of professional capacity held by persons deemed appropriate to sign this form are as follows:  
 Physician, Counselor, Aboriginal Elder, Psychologist, and Psychiatrist.*

Print Name	Phone
Signature	Date

**Please affix company stamp and/or attach business card**



**PART 3 – Late Withdrawal**

**Authorization for a Medical/Compassionate Withdrawal**

<input type="checkbox"/> Late withdrawal <b>granted</b> <input type="checkbox"/> Late withdrawal <b>denied</b>	Comments
Director, Student Services & Registrar	Date