



**PRAIRIE COLLEGE**

Registrar's Office

# **2023-24 GUIDE TO ACADEMIC POLICIES AND PROCEDURES**

This is the official compilation of academic regulations for the College.  
These regulations are binding upon all students.

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# 1 GENERAL INFORMATION

## 1.1 ACRONYMS

**AARC:** Academic Appeals and Review Committee (section 1.6)

**APPLE:** Assessment Program for Prior Learning Experience (section 5.2)

**OE:** Prairie Online Education

**PCP:** Primary Care Paramedic program

**PMA:** Professional Medical Associates (administers PCP program)

**PN:** Practical Nurse program

**RDP:** Red Deer Polytechnic (administers PN program)

## 1.2 DEFINITIONS

**Full-time Student:** A student taking 12 or more credit hours or its equivalent through Prairie College and/or PMA/RDP in the Fall or Winter Semester.

**Part-time Student:** A student who does not take enough hours to be full-time.

**Undeclared Student (UN):** A student taking courses but not planning to receive a certificate, diploma, or degree.

**Degree Audit:** a computer module showing a program's curricular requirements and how a student's courses fit into them.

**Grade points:** The numerical equivalent of a letter grade. The number of grade points earned in a course equals the course's credit hours multiplied by the point value of the letter grade. For example, a C+ (2.3 point value) in a 3-credit course is worth 3 x 2.3 or 6.9 grade points.

**Grade point average (g.p.a.):** The total grade points earned divided by the total number of credit hours taken. Cumulative g.p.a. is the grade point average for all of a student's academic work.

**Transcript:** An official copy of a student's permanent record, showing all courses taken, grades earned, etc. Note: RDP/PMA courses are recorded on RDP/PMA transcripts/records.

**Directed Study:** Credit for academic work done under direct supervision by a faculty member; additional fee charged. Can be used to solve a scheduling conflict.

**Graduand:** A student who has applied to graduate but has not yet graduated.

## 1.3 DUAL ENROLMENT

PN and PCP students are also enrolled in RDP or PMA. **This Guide governs Prairie College courses and programs; RDP/PMA courses and programs are governed by RDP/PMA policies and procedures.** References to RDP/PMA in this Guide are for information only.

## 1.4 CLASSIFICATION OF STUDENTS

Assigned by the number of credits earned to the beginning of Fall Semester. Credits that don't fit into the student's program aren't counted.

Program	Class			
	FR	SO	JR	SR
4-year	< 30	=> 30	=> 60	=> 90
3-year				
2-year				
1-year	all			

## 1.5 EMAIL ACCOUNTS

Students are responsible for all email sent to their Prairie address.

## 1.6 APPEALS OF ACADEMIC POLICIES

### 1.6.1 APPEAL PROCEDURE

You may appeal any academic decision which concerns you, including the interpretation or application of any policy in this Guide.

Level	Address appeal to	Time limit for making appeal	Time limit for communication of decision to you
1	Person who made decision or interpreted/applied policy	Within 14 days of receiving notice of decision/interpretation/application; appeal may be oral or written	Within 30 days of receiving your appeal; if you receive no response, proceed to level 2
2	AARC c/o the Committee Chair	Within 2 days of receiving response at level 1; in writing	Within 2 days of meeting

Appeals filed after the deadlines may be considered at the discretion of the party appealed to.

### 1.6.2 ACADEMIC APPEALS AND REVIEW COMMITTEE

#### 1.6.2.1 Responsibility

The Committee hears academic appeals and reviews academic infractions (section 6).

### **1.6.2.2 Requirements for appeal**

Appeals submitted to the Committee must be in writing, state what is being appealed, make reference to the policy or decision being appealed, ask for a specific outcome, and set out arguments for granting that outcome.

### **1.6.2.3 Membership and guests**

The Dean is the Chair and can vote only to break a tie.

1. In Academic Suspension appeals, voting members are the Student Success Officer or delegate, the student's Academic Advisor or delegate, and the Student Union's Commissioner of Academics if available. The Director of Student Development and the Registrar are invited for information. The student who is appealing is invited to attend in person or online.
2. In other appeals, voting members are one faculty member chosen by appellant (the student who is appealing), one faculty member chosen by appellee (the person whose decision is being appealed), and the Student Union's Commissioner of Academics if available. The appellant and appellee are invited to attend in person or by phone or other electronic means.
3. In reviews (section 6), voting members are the Registrar and the Student Success Officer. The student and the faculty member who discovered the infraction are invited to attend in person or by phone.
4. The student who is appealing or whose conduct is under review may bring a support person to the meeting as an observer, so long as the Chair is notified at least 24 hours in advance. The observer does not ask or answer questions, take part in discussions, or otherwise participate in the meeting.

### **1.6.2.4 Decisions**

A written copy of each decision shall be sent to interested parties within 48 hours. The Committee informs the President of all decisions. Academic Suspension appeals will be granted only by unanimous vote, and will be denied if the student did not comply with section 3.3.4.

## **1.7 SEMESTER SYSTEM AND CREDIT LOADS**

Fall and Winter Semesters are 15 weeks, including holidays. Terms within the semester are usually 7 weeks. Courses in Spring and Summer Sessions may vary. The maximum semester load is 19.5 credit hours. The maximum Term load, which includes half the credits of semester-long classes, is 9.75 credits. (See the Registrar's Office for overload permission forms.)

## **1.8 WITHDRAWAL AND READMISSION**

Students who plan to withdraw from all courses obtain a withdrawal form from the Director of Student Development. Students who leave during a semester without going through the withdrawal process are charged \$100. There is an additional charge of \$100 for any keys not returned and \$40 for any fobs not returned. Students readmitted after time away fulfill the curricular requirements in effect when they return.

## **1.9 ACCREDITATION STANDARDS CONCERNS**

Submit grievances or formal complaints in reference to issues that relate to accreditation standards to the Dean. Subsequent appeals may be made to the Executive Director, Association of Biblical Higher Education, 5850 T.G. Lee Blvd., Suite 130, Orlando, FL USA 32822.

# **2 GRADUATION POLICY**

## **2.1 STANDARDS**

### **2.1.1 ACADEMIC**

1. Completion of academic requirements on the student's Degree Audit, and cumulative credits equal to or more than the number required on the student's academic program.
2. Minimum cumulative g.p.a. of 2.0 in studies completed through the College.
3. Completion through the College of at least 12 credit hours on one-year programs, 24 on two-year programs, and 30 on three and four-year programs. Credit hours not done under the College's supervision (e.g. APPLE credits) do not apply. Students who graduated from other schools on three or four-year programs must earn at least 24 credit hours through Prairie to graduate on a four-year program. The Registrar may make exceptions on a case-by-case basis for partner programs.

Notes: 1) The Associate of Arts in Missions Aviation (AAMA) requires that all AV courses, except AV 100 Private Pilot Ground School and AV 123 Flight Practicum: PPL I, be taken through Prairie Aviation Training Centre (PATC). A minimum of 6 credit hours of non-aviation courses must be taken at Prairie.

2) See 4.10 and 4.11 for requirements specific to the CIM and DIM programs.

### **2.1.2 SPIRITUAL FORMATION**

A personal testimony of faith in Christ is one of Prairie College's entrance requirements. Spiritual formation in the Christian life is an aspiration of and desired outcome for students during the College's educational process. The student will describe this spiritual growth process in a Spiritual Formation interview as described in section 2.3. The student must also be living out the commitments of the Community Covenant with integrity in order to graduate.

### **2.1.3 OTHER**

Approval of the President and Board of Directors upon recommendation of the Faculty. Students complete the candidacy procedure and pay applicable fees each time they apply to graduate.

### **2.1.4 AUTHORITY AND RESPONSIBILITY**

1. It is the graduand's responsibility to fulfill all graduation requirements.
2. The Registrar determines fulfillment of academic requirements. The Student Development division monitors compliance with the commitments of the Community Covenant. The Program Coordinator assesses fulfillment of program-specific requirements not listed as courses.

## **2.2 APPLICATION**

Apply by submitting the online form. Students apply by November 15 of their graduation year. Students who apply late are charged an additional \$50 (\$75 after the end of February) and may have their graduation deferred.

## **2.3 SPIRITUAL FORMATION INTERVIEW**

### **2.3.1 OVERVIEW**

A Spiritual Formation Committee meets with graduation applicants individually to discuss their spiritual growth at Prairie and encourage them to continue in it.

### **2.3.2 COMPOSITION OF COMMITTEE**

1. The Committee for 3 and 4-year applicants is composed of the applicant's faculty advisor and Director of Student Development or designate (chair). The student may invite other students and staff, to a maximum of four additional members.
2. One and two-year applicants are interviewed by their Impact Leader in conjunction with their Impact Appraisal. Applicants may invite one other student or staff member.

### **2.3.3 INTERVIEW**

The Committee interviews the applicant at a mutually-agreed time and place.

### **2.3.4 NOTIFICATION**

The applicant's Director of Student Development notifies the Registrar's Office that the meeting has taken place.

## **2.4 OTHER PROVISIONS**

### **2.4.1 COSTS; UNPAID ACCOUNTS**

1. The non-refundable graduation fee of \$150 covers the graduation document, regalia rental, and administrative costs. Other costs (e.g. flowers, invitations) are the graduand's responsibility.
2. Graduation documents and transcripts are issued only after accounts are paid and the Registrar's Office receives a final high school transcript.

### **2.4.2 DATES**

Degrees, diplomas, and certificates are conferred on the last day of Fall and Winter Semesters (December and April/May), June 30, and August 31 (see below). The last day of Fall is the Exam date; the last day of Winter is the date of the Graduation Ceremony. Graduates who finish their requirements in Spring Sessions graduate on June 30. AAMA, CIM, and DIM graduands who finish their requirements between June 30 and August 31 graduate on August 31 (and fill in an application for the preceding academic year, e.g. AAMA students graduating on August 31, 2024 use the 2023-24 application).



### **2.4.3 DEADLINES FOR REQUIREMENTS**

To graduate on one of the dates shown in section 2.4.2, students must fulfill all requirements (except OE requirements) by the date grades are due in the specified Semester/Sessions, except for short extensions. OE must receive all coursework (including required rewrites)

- by 5 p.m. on the last day of Final Exams (Fall and Winter graduation)
- by 5 p.m. on June 30, or the preceding Friday if June 30 falls on a weekend (June graduation).

Graduands who do not meet these deadlines are subject to the Deferred Graduation policy.

### **2.4.4 PARTICIPATION IN CEREMONY**

1. Students participate in April/May's graduation ceremony if they are in one of these categories:
  - a. They are completing requirements in the Winter Semester. (They may decline to participate if they notify the Registrar's Office at least one month before the ceremony.)
  - b. They completed requirements in the preceding Fall Semester, and they notify the Registrar's Office at least one month before the ceremony.
  - c. They are enrolled in a minimum of 90% of their program's credits (85% for AAMA students) at least one month before the ceremony; they have completed all other requirements; and they file a completion plan with the Registrar's Office at least one month before the ceremony. The plan must show how they will complete the remaining credits by the end of the next Fall Semester.
2. Participants must make satisfactory arrangements with Student Financial Services at least one week prior to the ceremony. All participants pay the non-refundable \$150 graduation fee.

### **2.4.5 PARTNER PROGRAM GRADUATES**

Students participating in the graduation ceremony solely because they are fulfilling RDP/PMA requirements fill in a Prairie College 'Application to Walk' form and pay a \$50 participation fee (\$100 for students applying after February 1). It is the student's responsibility to fulfill all RDP/PMA requirements for participation.

### **2.4.6 FAILURE TO COMPLETE REQUIREMENTS**

#### **2.4.6.1 Deferred graduation**

Graduands who do not complete requirements by their anticipated date will have their graduation date deferred to the next date in the same academic year; if they do not complete requirements by June 30, they are subject to the Delayed Graduation policy.

#### **2.4.6.2 Delayed graduation**

Graduands who are no more than six credits short of their requirements on their anticipated graduation date can graduate by completing the missing credits within the next five academic years. They must reapply for graduation and meet all other requirements in effect at the time of completion. After five years, graduands must fulfill current academic requirements. Graduands who are more than six credits short may graduate at a future date by fulfilling all requirements current on that date. A delayed graduation fee equivalent to the current graduation fee is charge to students under this provision.

## **2.4.7 SECOND/ADDITIONAL ACADEMIC PROGRAM**

### **2.4.7.1 Concurrent graduation**

Students cannot graduate with a bachelor's degree and a lesser credential simultaneously.

Students who have fulfilled academic requirements for a bachelor's degree cannot graduate with a shorter or lower credential in the same discipline or in the general area of Bible or theology.

### **2.4.7.2 Credential from another institution**

Students who have earned a credential from another recognized institution may graduate with a Prairie credential of shorter length only if the Prairie credential is in a different vocational or ministry area.

### **2.4.7.3 Second Prairie Credential**

To earn a second Bachelor's, Major, or 2 or 3-year credential, students must:

1. Complete all requirements for both credentials.
2. Earn credits in addition to the number required for the program with the higher total: 24 for a Bachelor's, 18 for a Major, 12 for a 2 or 3-year credential.

Restrictions:

- The two programs cannot be in the same subject area.
- The Registrar may deny a request if the course requirements for the two programs are substantially similar.
- Since only one degree is conferred with a double major, the majors will be conferred on the same date.

# 3 GRADES AND PROBATION

## 3.1 GRADING SCALE

Letter Grade	Number Grade	Rating	Point Value
A+	90-100		4.0
A	85-89.99	Excellent	4.0
A-	80-84.99		3.7
B+	77-79.99		3.3
B	73-76.99	Good	3.0
B-	70-72.99		2.7
C+	67-69.99		2.3
C	63-66.99	Satisfactory	2.0
C-	60-62.99		1.7
D+	55-59.99		1.3
D	50-54.99	Poor	1.0
F	0-49.99	Failure	0.0
P	50 or above	Pass	
AU	-----	Audit	
I	-----	Incomplete	
W	-----	Withdrew	

Numerical course grades are not rounded.

## 3.2 I GRADES

I grades are entered for: a) Courses which have requirements due after the final exam; b) Extensions granted under 4.5.

## 3.3 ACADEMIC PROBATION (A.P.)

### 3.3.1 OVERVIEW

Prairie strives to enroll students who have the potential to complete an academic program. Academic Probation identifies students whose most recent semester demonstrates that they are at risk academically, and offers them help toward the resumption of satisfactory academic progress. If satisfactory progress is not made, Academic Suspension follows. Suspension requires students to withdraw from Prairie for a period of time that they can use to reassess their academic goals, plans, and habits.

### 3.3.2 STANDARDS

Students are placed on Academic Probation if they attempt 6 or more credit hours during Fall or Winter Semester, including OE courses taken for full-time status, with a semester g.p.a. of less than 2.0 on any program or Undeclared (UN). They are removed from Academic Probation when

they complete a succeeding Fall or Winter with at least 6 credit hours attempted and a semester g.p.a. at or above the minimum.

### **3.3.3 RESTRICTIONS**

Students on A.P. cannot take more than 13.5 cr. per semester and cannot participate in the following: missions trips (unless required by their academic program), Student Union, Student Applied Leadership Training (SALT), Prairie-sponsored performing groups (outside their academic program), and chapel ministry (e.g. worship teams). They may also forfeit eligibility for grants, loans, and scholarships (see the Director of Student Financial Services).

- Students on A.P. may take Sports Participation for credit one semester only. If they are allowed to return on A.P. for a succeeding semester, they cannot enroll in Sports Participation.
- PCP and PN students who are on A.P. as a consequence of grades in Prairie College courses during their first Fall Semester must limit their load to the courses their vocational program requires, and don't take part in missions trips, Student Union, or chapel ministry.

### **3.3.4 PROCEDURE**

The Registrar notifies students of A.P. status by letter. A.P. students are enrolled in the one-credit course HF 094 Student Success Lab under the supervision of the Student Success Officer (SSO). The SSO may ask the Registrar to modify restrictions and requirements in the student's academic interest. Students follow any procedures set up by the SSO. Explore students and interns follow Explore's procedure, which includes attending HF 094 Student Success Lab when on campus.

### **3.3.5 ACADEMIC SUSPENSION**

Academic Suspension is mandatory withdrawal from the College, usually as a result of unsatisfactory academic progress (two or more consecutive semesters with either a g.p.a. at least .5 below the minimum or no significant improvement in g.p.a.). The Registrar makes the decision to suspend. Prairie doesn't usually impose Academic Suspension between Fall and Winter Semesters.

Students under Suspension for the first time are withdrawn for one academic year. Students under Suspension for the second or a subsequent time are withdrawn for five academic years.

Students under Suspension cannot graduate.

Students apply for readmission if they wish to return to Prairie after a first Suspension period is over. They re-enter on A.P. Readmission after a second or subsequent Suspension requires the Admissions Committee's unanimous approval of a written appeal, completion of the standard readmission process, and a minimum of a 2.0 g.p.a. on a four-point scale (or its equivalent) on at least 12 semester credits of studies through Prairie OE (or another recognized post-secondary institution) during the Suspension period.

### **3.3.6 RDP/PMA SUSPENSION OR DISMISSAL**

Students suspended or dismissed by RDP/PMA for unsatisfactory academic progress may be suspended simultaneously by Prairie College.

### **3.3.7 WITHDRAWAL**

Students are readmitted on A.P. if they withdraw while subject to A.P. For the purposes of 3.3.5, the semester of their withdrawal is considered consecutive with the re-entry semester.

## **3.4 DEAN'S LIST**

The Dean's List recognizes academic achievement. Students qualify each semester they complete at least 12 credit hours of College courses, including OE courses taken for full-time status during the Fall or Winter Semester and including any graduate level courses that are applied to an undergraduate program, all numbered 100 or above, and graded on the A – F scale, with a minimum g.p.a. of 3.75. The List is compiled from the official College records on February 1 for Fall Semester and June 1 for Winter Semester. Students on the List who have Incomplete (I) grades will be removed if the final grades replacing the I's put their g.p.a. below 3.75.

# **4 COURSES**

## **4.1 ADDING AND DROPPING COURSES**

1. For add and drop dates, see the links under 'Timetables' on the [Links](#) tab in Populi.
2. Classes dropped during the initial Add/Drop period do not show on the student's transcript.
3. Withdrawals from a class for medical or psychological reasons after the deadlines receive a W grade and a 50% tuition refund. They require a note from a doctor, a certified psychologist, or Student Development.
4. If a student withdraws from Prairie College after the Add period, the Registrar may elect to give a W grade for courses left incomplete.
5. The Registrar and faculty supervisor may elect to give a W grade for Internships or Practicums (6 credits or more) left incomplete.
6. Students who withdraw from certain year-long courses at the end of one semester receive a W or F grade for that semester.
7. Enrollment in less than 12 credits may affect scholarships, loans, and immigration status.

## **4.2 CLASS ATTENDANCE**

We expect that students attend all classes, since each meeting helps achieve course objectives. Students are responsible for meeting all class requirements whether absent or present.

1. Faculty may set their own class attendance policy. It must be published in the course syllabus and define the following:
  - a. The number and type of absences allowed
  - b. Nature of penalty for absences
  - c. Provisions for unavoidable absences e.g. sickness, death in family, etc. (see 'Emergencies' below)

d. Penalties for tardiness

Absences must be documented by the faculty member to provide a basis for penalty.

2. If no policy is stated in the syllabus, the following applies:

Recognizing that absences are sometimes unavoidable, students are permitted absences equivalent to one week of classes (Term courses) or two weeks of classes (Semester courses) without penalty, and a comparable time (not to exceed 15%) for modular courses. They will be penalized at the rate of a 5% grade reduction per class missed beyond this limit, up to 50% of the course grade.

Whether instructors choose #1 or 2, the following paragraphs apply to all classes.

3. Students who choose to attend all meetings of all classes in a Term or Semester from a distance via Zoom are tagged as 'HyFlex students.' They are marked 'present' only if they a) log in to the live class session with their camera turned on or b) obtain permission from the instructor to watch the recorded session at an alternate time. Permission is limited to such circumstances as significant time differences and conflicting work schedules. If permission is given, they must notify the instructor promptly after watching.
4. All students who are not 'HyFlex' are marked 'present' only if a) they are in one of the class's designated rooms for the whole of the meeting or b) the instructor has given them permission in advance to join via Zoom from another location.
5. Students who are ill do not attend class in person. They are marked 'present' if they notify the instructor before the live class session begins and log in to that session. If they are unable to do so, instructors may, at their discretion, mark this absence 'excused' as in #6 below. Instructors who choose #2 above may reduce the number of permitted absences by one for each class missed because of illness.
6. Emergencies. Students who believe they have an emergency notify the Registrar or their Director of Student Development, explaining the nature of the emergency and estimating the number of class days they will miss. The Registrar and DSD decide whether the absences will be excused and notify the student, instructors, and the Dean. Excused absences are not counted as part of total absences.
7. Extra-curricular and co-curricular events. The Institute sponsors extra-curricular and co-curricular events which cause students to miss classes (e.g. choir tours, sports team travel). Instructors may reduce the number of allowed absences by one for every two caused by such events. If the number of absences calculated by this formula exceeds the number of allowed absences, no penalties are to be assessed for those excessive absences.
8. Habitual tardiness is considered a discipline problem to be dealt with by the instructor.

## 4.3 FINAL EXAMS

1. Final exams (excluding music juries) are to be given during the College Final Exam Days. Take-home exams are to be due after the last class meeting. Modular classes meeting during Fall or Winter Semester hold final exams after the last class meeting and before the end of the next Final Exam days. Modular classes meeting during Spring or Summer Sessions hold final exams within the three weeks following the last class meeting.
2. Students may apply at the Registrar's Office to take exams at a conflict exam time only if they have two exams at the same time or more than two exams on the same day.
3. Students may apply at the Registrar's Office to reschedule other exams only for a medical or psychological emergency; a family member's death, illness, or injury; or an immediate family member's wedding. Exams are not rescheduled for students' travel plans. Permission

is granted at the discretion of the Registrar after consultation with the instructors. A \$100 administrative fee will be charged to the student's account.

4. Instructors may reschedule final exams for 'HyFlex' students in a different time zone who have been granted permission to watch class sessions at a later time. The students must give instructors written assurance that they will neither disclose any details of the exams to others, nor allow others to disclose any details to them. Instructors notify the Registrar's Office.

## 4.4 LATE ASSIGNMENTS

See section 4.5 also.

1. Faculty may set their own late assignment policy. It must be published in the course syllabus and define the following:
  - a. Time on the due date after which assignments are considered late.
  - b. Nature of penalty. (Penalties can be assessed only on the assignment, not against the entire course grade).
  - c. Process for obtaining an extension.
  - d. Definition of what kind of extensions may be granted.
  - e. Means of determining when a late assignment is received by the instructor.
  - f. Latest date on which assignments will be accepted. (This cannot be later than the deadline specified in the 'Extensions' section below.)
2. If the syllabus states no policy, the following applies:
  - a. Assignments are due at the beginning of the class period on the due date.
  - b. Assignments received late will be subject to the following grade deductions:

	Deduct
Up to 2 days late	5 %
Over 2 days late but within 1 <sup>st</sup> calendar week	10 %
2 <sup>nd</sup> through 4 <sup>th</sup> calendar week	25 %
More than 4 <sup>th</sup>	100 %

- c. If the submission date is not noted on the assignment, it will be considered to be the day the instructor finds the assignment.
- d. Extensions may be granted by the instructor.

## 4.5 EXTENSIONS PAST SEMESTER END

Extensions past the date a term's or semester's grades are due require approval by the instructor and the Registrar (who will also consult Student Development). Submit the request form before the last day of final exams. Such extensions are usually limited to cases of hardship, and are shown in the course record by an 'I' grade (see 3.2). Permissions to redo requirements are considered extensions. In Spring and Summer Sessions, the instructor may grant extensions up to a date three weeks after the final meeting of the class.

## 4.6 CLASSROOM CONDUCT

An instructor may require anyone who causes a disturbance or distraction to leave the classroom. Re-admission requires written permission from the Dean. Classes missed are included in total absences.

## **4.7 AUDIT AND VISITING CLASSES**

No academic credit is given for auditing. Attendance and participation are expected. Instructors and enrolled students may invite others to attend a class for a maximum of two 75-minute periods. Students must get the instructor's permission first. Anyone wishing to attend for more than this maximum must enroll in the class for audit or credit.

## **4.8 REPEATING COURSES**

Any course may be retaken, regardless of the grade earned. Although all grades still appear on the transcript, only the higher grade is used in computing the student's cumulative g.p.a. The Dean's Office must grant permission to retake a course after it is failed twice (an equivalent course from another institution may be transferred in). This policy does not apply to performance groups and other specified courses which may be repeated for credit up to the number of times set as a limit by the College. Students are charged applicable tuition and fees each time they repeat a course.

## **4.9 ONLINE EDUCATION (OE) COURSES**

### **4.9.1 ENROLMENT DURING SEMESTER**

1. This section applies between the beginning of Fall Semester and the end of Winter Semester.
2. On-campus and HyFlex students (those taking at least 6 credits on-campus during the semester) request permission from the Registrar's Office to enroll in a specific online (self-paced) course.
3. If the course or an equivalent is offered on-campus during that school year, the student cannot usually enroll in the OE course. Exceptions may be granted by the Registrar's Office and are usually limited to course-scheduling conflicts and other emergencies as specified by the Registrar (e.g. urgent family responsibilities, overloads).
4. If the Registrar's Office plans to approve the request, it will notify the on-campus instructor for the course, the student's program director, and the Director of Online Education.
5. If no objections are received by the Registrar's Office within 48 hours of the notification, it will approve the request. If objections are received, the responsibility for a decision rests with the Registrar's Office.
6. Once the request is approved, the student enrolls at the OE Office and follows all OE policies and procedures.
7. Withdrawals from the on-campus course will be processed in accordance with Section 4.1. Courses that are offered online only are exempt from this policy.

### **4.9.2 ENROLLMENT FOR FULL-TIME STATUS**

1. On-campus students may use one OE course to establish full-time status in a semester if they:
  - a. Follow the procedure in 4.9.1.
  - b. Enroll in the course during the on-campus add period. All other add/drop deadlines apply (see 4.1).
  - c. Declare their intent to use it for full-time status when they enroll.
2. OE courses cannot be used to qualify for student loans or for full-time status for immigration.



3. If a course used for full-time status is not completed by the last day of final exams, the student's status in the course is changed to 'Incomplete.' OE processes Incompletes and Extensions according to its policies (see the Supplement at the end of this [Guide](#)).

## **4.10 CIM COURSES**

1. The CIM is Prairie's unique delivery of an accredited PCP program in a Christian environment with an accredited biblical/theological foundation.
2. Students must successfully complete these courses prior to enrollment in the vocational modules: HF 110 Written Composition or HF 111 Thinking and Writing, NT 112 Reading the Gospels & Acts, OT 112 Reading the Torah, ST 105 The Christian Quest, TH 100 Introduction to Christian Theology.
3. Successful completion is defined as 1) passing all courses with 2) an overall g.p.a. of 2.0 (C).
4. At least two of these courses (6 credits) must be earned through Prairie College.

## **4.11 DIM COURSES**

1. The DIM is Prairie's unique delivery of an accredited PN program in a Christian environment with an accredited biblical/theological foundation.
2. Students take the required Bible, theology, and support courses on campus and in the sequence scheduled for their cohort, if they have not completed them before.
3. Students who do not have a minimum of a 2.0 overall g.p.a. at the end of the first year in as many of these courses as they've taken will be subject to a one-year academic suspension from the DIM and PN programs. They may be admitted to other PC programs for which they meet admission requirements.
4. The support courses (HF 110 Written Composition, and SS 311 Lifespan Development) are transferred by RDP as requirements on its PN program; a minimum of C is required for transfer. They will show on a RDP transcript as 'TC'.
5. At least 6 of the credits specified in # 2 above must be earned through Prairie College, including at least 3 credits in a Bible/theology course.

## **4.12 'HYFLEX' POLICY**

Students taking on-campus classes cannot convert to 'HyFlex' after the add/drop date in the second Term of the semester. Students may apply at the Registrar's Office to grant an exception only for a verified medical or psychological emergency, or for a family member's death, illness, or injury. Permission is granted at the discretion of the Registrar after consultation with the student's instructors and the Director of Student Development.

# **5 TRANSFER, APPLE, EXEMPTION**

## **5.1 TRANSFER OF CREDITS TO PRAIRIE**

1. Courses from other post-secondary institutions can be transferred upon submission of an official transcript if they are comparable to Prairie courses and the grade earned is a C- or better.
2. Courses from other institutions may be transferred for the support courses under 4.11.2 if they have been approved by RDP, were passed with a grade of C or better, and have been taken in the last 10 years.

Notes: 1) We transfer P.E. and performance courses with a P (pass) grade. A performance course is one which focuses on rehearsal and presentation of musical or dramatic works.

2) For transfer of aviation courses, see note 1) under 2.1.1. Prairie Aviation Training Centre may grant exceptions for other courses.

3) See also section 2.1.1.

## **5.2 ASSESSMENT PROGRAM FOR PRIOR LEARNING EXPERIENCE (APPLE)**

We grant credit for learning gained outside the classroom if it matches the content and objectives of a Prairie course. The student prepares a portfolio for evaluation by Prairie faculty and pays an assessment fee of \$250 per course.

Note: the Schedule Changes policy applies to students who submit a portfolio after attending part of the course. The date of submission is considered the date the course is dropped.

## **5.3 EXEMPTION**

Students who have met the objectives of a required course may be exempted by the instructor.

Exemptions do not give academic credit or reduce the number of credits required on a program.

# **6 ACADEMIC OFFENSES**

## **6.1 DEFINITIONS**

Academic offenses include:

1. Plagiarism. Presenting or submitting another person's work as the student's own. This includes plagiarism from other students, professional paper writers or content providers, and artificial intelligence content generators.
  - a. 'Substantial' or 'complete.' 'Substantial plagiarism' is the use of an author's phrases, sentences, thoughts, or arguments without adequate citation or credit. 'Complete plagiarism' is the presentation of work as the student's own when it has been copied entirely, or almost entirely, from other sources.
  - b. 'Inadvertent' or 'intentional.' 'Inadvertent plagiarism' is plagiarism which, to the best of the instructor's belief, results from the student's carelessness or ignorance. 'Intentional plagiarism' is plagiarism which, to the best of the instructor's belief, results from the student's intent. Both inadvertent and intentional plagiarism can be either 'substantial' or 'complete.'

2. Cheating. Using dishonest or prohibited means to gain or retrieve information to fulfill a class requirement.
3. Misrepresentation. Falsifying, fabricating, or otherwise giving an intentionally misleading impression of facts to gain an academic benefit.
4. Duplication. Submitting the same work in more than one course without the approval of all instructors.
5. Complicity. Abetting another student in the commission of an academic offense.
6. Misuse of intellectual property: see note on syllabus.

## **6.2 PENALTIES**

### **6.2.1 INADVERTENT PLAGIARISM**

An instructor who discovers inadvertent plagiarism imposes one of the following penalties:

1. Written warning (first offense and may be considered for any subsequent offenses)
2. Reduction of grade on the assignment or test

### **6.2.2 OTHER OFFENSES**

An instructor who discovers any other academic offense imposes one of the following penalties:

1. F on the assignment or test
2. F in the course (required for complete plagiarism)
3. For duplication: F in one course and reduced grade in the other or others (imposed by instructors of affected courses acting in cooperation)

Offences which cannot be penalized by one of the means above (e.g. certain kinds of complicity) are referred to the AARC, which imposes one of the following penalties:

1. Written warning
2. Request for withdrawal from the College
3. Dismissal for academic misconduct with denial of re-entrance for one or more years

The Registrar's Office enters a permanent record of withdrawal or dismissal on the student's transcript.

### **6.2.3 CONFESSION BEFORE DISCOVERY**

If a student confesses an academic offense before it is discovered, the instructor reduces the mark on the affected work by a minimum of one full grade (e.g. B- to C-). If it is complete plagiarism or duplication, the student must redo the work; the mark assigned will be one full grade below the mark the redone work would have earned on its own merits.

### **6.2.4 REPORTING AND RECORDING**

For each academic offence, the faculty member submits a written report of findings and penalties to the student, Student Development, the Dean, and the Registrar's Office (for the student's file).

### **6.2.5 FURTHER ACTIONS**

Student Development may impose additional sanctions to address the issue of character.

For offences in a course, the Registrar will have the student's other instructors review submissions in their courses to determine whether additional offenses have been committed.

If the offense is multiplied or repeated, or is denied after being discovered, or more than one kind of offence is committed, it is reported to AARC in writing by the Registrar or by the faculty member who discovers it. AARC will review the evidence and may impose one of the following additional penalties:

1. Request for withdrawal from the College
  2. Dismissal for academic misconduct with denial of re-entrance for one or more years
- The Registrar's Office will enter a permanent record of such action on the student's transcript.

### **6.2.6 RDP/PMA ACADEMIC OFFENSES**

Students whose enrollment at RDP/PMA is interrupted by penalties for academic offenses will have the same penalties imposed on their enrollment at Prairie.

# ONLINE EDUCATION (OE) SUPPLEMENT (SECTIONS 4, 7)

Replace section 4 with:

## 4 COURSES

### 4.1 TIME LIMITS, EXTENSIONS

You have four months from your enrollment date to complete an OE course. If extenuating circumstances prevent you from completing a course by the due date, you may apply for **one** two-month extension. An administration fee is charged for these services. Please note that **extensions begin on the original course due date, not on the date you request the extension.** If you have allowed the course to lapse beyond the end of the allowed extension period, you must re-enroll in the course. Call our office (1-800-785-4226) for prices.

### 4.2 SCHOLARSHIPS

1. When you complete any OE course within a three month period, starting from your enrollment date, you will receive a credit toward your next OE course. Only one credit can be applied to a course enrollment. This offer cannot be combined with any other discount.
2. You can do every fourth course for free. You must finish three courses with at least a C grade and without an extension. You must enroll in the fourth course within two months of finishing the third course.
3. For more information, see our [website](#).

### 4.3 COURSE RETURN/WITHDRAWAL

A tuition refund is available for course withdrawals within 30 days of enrollment date. Course withdrawals are subject to a \$50 administrative fee. The following policies will apply:

- Within 10 days from enrollment date, 100% of course tuition will be refunded
- 20 days from enrollment date, 75% of course tuition will be refunded
- 30 days from enrollment date, 50% of course tuition will be refunded
- Any withdrawals occurring after 30 days up to and including the 90th day from enrollment will result in no refund and a W grade. If the withdrawal is the result of medical or psychological reasons, a 50% refund can be given if a note from a medical professional is received; a W grade will still be awarded in these cases.
- A student is unable to withdraw from a course after 90 days from enrollment. If a course is left incomplete after its due date or extended due day, whichever applies, the student will be assigned the letter grade their completed work has earned.

### 4.4 PREREQUISITE WAIVER

Course instructors may waive prerequisites for specific students when they are satisfied that the objectives of the prerequisite have been attained. Prerequisites must be waived before the student can be enrolled. Prerequisite form must be completed.

## 4.5 DIRECTED STUDY

If you wish to enroll in a directed study, you must first decide on a topic and send a brief description of it to Prairie Online Education. OE will attempt to locate a Prairie College faculty member who a) has adequate training and knowledge in the subject area and b) who is willing to act as your primary supervisor. The supervisor will discuss with you the specific requirements for your research or project, including components of the final grade. After receiving initial approval from your primary supervisor (faculty person) by phone or email, you will need to complete the application in the Directed Study course syllabus and send it to Prairie Online Education. Further changes may be made following any necessary further discussion between you and your primary supervisor. The approved application will be filed at the OE office and copies will be sent to you and to your supervisor. Then you may enroll in the course with Prairie Online Education. All Prairie Online Education policies for course enrollment and completion apply to the Directed Study.

## 4.6 AUDITS

If you choose to audit an OE course, you must complete a course order form and pay the current audit rate. You will receive no grading of assignments, no final grade and no college credit. If you then decide to take the course for credit, you must fulfill any prerequisites, re-register for the course, and pay any outstanding price difference.

## 4.7 FAILURES

### 4.7.1 COURSES

Students who fail a required course must repeat it to graduate. Graduates who fail a required course which is not available by OE or in a subsequent semester of the same school year (including Spring Sessions) are not eligible to participate in the graduation exercises.

### 4.7.2 TESTS AND PAPERS

Failed tests and papers may in unusual circumstances, and at the instructor's discretion, be written again to obtain a passing grade.

## 4.8 EXAMINATION PROCEDURES

### 4.8.1 PROCTOR POLICY

In order to maintain the integrity of the course, you are required to write exams in the presence of a proctor or exam supervisor. This person is **nominated by you** and then must be **approved by the Online Education office**. The proctor must be a responsible adult not related to you and a person in authority such as a pastor, chaplain, church leader, administrator, schoolteacher or college professor, **but not another student or your spouse**. Procedures for writing the exam are sent to your proctor.

To request an exam, email or call the OE office with your proctor's name, mailing address, phone number and email address **one week** before you wish to write your exam. Your proctor

will be sent the password for the exam, and you will schedule an appropriate time to write the exam in this person's presence.

## **4.9 REPEATING COURSES**

You may retake any course, regardless of the grade you earned. Only the higher grade is used in computing your grade point average; however, the other grade still appears on your transcript. If you fail a course twice, you may attempt it a third time, and subsequent times, by:

1. Retaking the course after at least one semester has elapsed from the last failure
2. Taking an equivalent course from another institution and transferring the credits into the College (requires approval by the Registrar).

You will be charged applicable tuition and fees each time you repeat a course.

# **7 RESOURCES**

## **7.1 HELP AND INFORMATION**

Online education does not mean you study alone. We are here to serve you, and to help you meet your spiritual, academic and ministry needs.

### **7.1.1 CONTACT THE OE OFFICE**

**TOLL FREE:** 1-800-785-4226

**OFFICE:** 403-443-5511 ext 501

**FAX:** 403-443-3006

**EMAIL:** [online.ed@prairie.edu](mailto:online.ed@prairie.edu)

Call Prairie OE during office hours (Monday to Thursday 8 am – 5 pm MST). If the office is closed, leave a message with your name and phone number and we will return your call. Email us anytime with your questions or comments and we will respond to you the next time we are in the office.

### **7.1.2 CONTACT YOUR INSTRUCTOR**

When you enroll in a course, you will be given contact information for your course instructor. You may communicate with your instructor by email, phone, or fax. If you have any difficulty connecting with your instructor, please contact the OE office.

### **7.1.3 CHECK OUR WEBSITE**

**PRAIRIE WEBSITE:** <https://www.prairie.edu/online-education/>

The Online Education pages on our [prairie.edu](https://www.prairie.edu) website give a brief description of each course and program we offer. You can apply for a program or order a course online.

**BRIGHTSPACE WEBSITE:** <https://brightspace.prairie.edu/> or <https://brightspace.prairie.edu/d2l/local>. When you enroll in an online course as a campus student (coming in person, attending by HyFlex, or enrolled in the MLGCE program), you will log in to Brightspace at <https://brightspace.prairie.edu/> using your Prairie email credentials. If you are an Online Education student, we will send you an email from Brightspace with your username and a

link to set up your own password; you will access your course(s) using the special link <https://brightspace.prairie.edu/d2l/local>.

## 7.2 LIBRARY MATERIALS

We encourage you to borrow books from your local or church library, pastor or friends.

### 7.2.1 ELECTRONIC DATABASES

*T.S. Rendall Library databases can be accessed [online](#) via the prairie.edu website. Contact Bill Nyman ([bill.nyman@prairie.edu](mailto:bill.nyman@prairie.edu)) for the required barcode and PIN number and he will email them to you. Only the last 5 (or in some cases 6) digits of your barcode need to be entered in the barcode field on the [login page](#).*

Prairie subscribes to several database collections: *EBSCO Host*, *Gale Cenagage*, *ProQuest*, and *World Book Encyclopedia - Advanced*. These database collections cover academic subject areas as well as health, news, business, and general interest topics.

Of particular note is *EBSCO Host's ATLA Religion Database with ATLASerials*. ATLA is produced by the American Theological Library Association and covers biblical studies, world religions, church history, and religious perspectives on social issues. With over 1.3 million bibliographic records and coverage dating back as far as 1949, *ATLA* is an essential resource for researchers and students in theology as well as in social sciences, history and humanities.

You will also have access to *Prep Step*. *Prep Step* is a dynamic online learning platform with resources designed to assist students who are in need of extra academic support. Students will need to use the off campus access and look for *Prep Step* in the list of databases. You will be asked to create an account. This will give you access to all centers offered.

If you need help searching our database collections, please contact the Reference Librarian ([bill.nyman@prairie.edu](mailto:bill.nyman@prairie.edu)).

### 7.2.2 BORROWING POLICY

T. S. Rendall Library at Prairie College has special procedures and policies in place to make research as easy as possible for students who are registered as Online Education students.

1. Creating a Borrower Account. Contact the Reference Desk at [bill.nyman@prairie.edu](mailto:bill.nyman@prairie.edu) and we will create an account for you. Please include full name, address and phone number. You also need this account to access any of our online resources (e-books) and databases (see also the Research and Writing Handbook for more details).
2. Finding Books. Our catalogue is on the library page on the Prairie [website](#).
3. Borrowing and Renewing Books. When you have selected the books you would like to borrow, send an email to [bill.nyman@prairie.edu](mailto:bill.nyman@prairie.edu). Please include title, author and call number (Dewey number) as well as your name and full mailing address in the email.
4. Books may be borrowed for an initial four week loan period. The check-out limit is 5 items. One renewal is permitted (renewal is for three weeks). Renewals can be requested by email.
5. Sending and Receiving Books. Library books are sent to you using the postal system in Canada. We may be unable to ship books outside of Canada. American students may contact the library to inquire about this. After you receive the books, you will be responsible for them



until they arrive back at T. S. Rendall Library at Prairie College. A label with the return address will be included with the book. You may use any return shipping method you prefer, but if they are lost in transit you will be responsible for paying Prairie College lost item fees. You will also be responsible for the mailing costs (return only). Books should be returned to:

T. S. Rendall Library  
Prairie College  
PO Box 4000  
Three Hills AB T0M 2N0

6. **Paying Fines.** As a student, you are responsible for any charges incurred for overdue or lost items. Overdue charges are \$0.25/day. When an item gets lost you will be charged the price of the book plus \$20.00 administration fee. Cheques may be mailed to the library. If you wish to pay by credit card, you may contact the library by email [bill.nyman@prairie.edu](mailto:bill.nyman@prairie.edu) or [kristen.williams@prairie.edu](mailto:kristen.williams@prairie.edu) or phone 403-443-5511 ext. 551 or ext. 552 from Monday through Friday between 8:00 am and 5:00 pm.
7. **Reference Assistance.** If you need help finding material for your research feel free to contact the library staff.

## 7.3 OTHER ONLINE BIBLICAL STUDIES RESOURCES

**All-in-One** (Dr. Mark Goodacre, 1999-2003, no longer updated)

Biblical Resources Search: <http://www.markgoodacre.org/multibib/>

Bible Versions and Translations: <http://www.markgoodacre.org/multibib/bible.htm>

Greek New Testament: <http://www.markgoodacre.org/multibib/greek.htm>

Biblical Resources Sites: <http://www.markgoodacre.org/multibib/resource.htm>

Ancient World: <http://www.markgoodacre.org/multibib/ancient.htm>

General Academic and Religion: <http://www.markgoodacre.org/multibib/religion.htm>

**Bible Gateway:** [www.biblegateway.com/](http://www.biblegateway.com/) (The Christianbook Group)

Searchable multilingual online Bible, audio Bibles, commentaries, and other resources

eBibles: <http://www.biblegateway.com/resources/ebooks/>

selected international language Bibles available in PDF format

Additional Resources: <http://www.biblegateway.com/resources/>

**Bible Study Tools** <http://www.biblestudytools.com/>

Includes Greek and Hebrew text and aids.

Scroll down to the very bottom of the page and look for the “Popular Resources” box on the far right.

Library: <http://www.biblestudytools.com/library/>

**Biblos.com:** <http://biblos.com/> (Online Parallel Bible Project)

Original language tools, reference, Bible study resources

Interlinear Bible: <http://interlinearbible.org/>

Bible lexicons: <http://biblelexicon.org/> Hebrew, Greek, Strong's

Bible Concordances: <http://concordances.org/> multi-version

Englishman's Greek Concordance: <http://concordances.org/greek/>

Englishman's Hebrew Concordance: [http://concordances.org/englishmans\\_hebrew.htm](http://concordances.org/englishmans_hebrew.htm)

Strong's Exhaustive Concordance: <http://concordances.org/strongs.htm>

Multilingual Bible: <http://scripturetext.com/> over 40 languages

Online Christian Library: <http://christianbookshelf.org/early.htm>

Early Church Fathers, Nicene and Post Nicene Fathers, Clementine Literature

**Blue Letter Bible** [www.blueletterbible.com](http://www.blueletterbible.com)

Audio/Video Commentaries: [http://www.blueletterbible.org/audio\\_video/](http://www.blueletterbible.org/audio_video/)

Some audio commentaries available in Spanish.

**Crosswalk.com:** <http://www.crosswalk.com/>

Christian living resources and Bible study tools

**iTanak:** <http://itanakh.org/> (Dr. Christopher Heard, Pepperdine University)

Comprehensive annotated directory of scholarly resources relating to the Hebrew Bible

**My Study Bible:** [www.mystudybible.com](http://www.mystudybible.com) (LifeWay Christian Resources)

Features the Holman Christian Standard Bible (HCSB)

**Net Bible:** <http://netbible.org/> (Biblical Studies Press)

NET Bible Online tool featuring the New English Translation

**NT Gateway:** <http://www.ntgateway.com/> (Dr. Mark Goodacre, continually updated!)

“Award winning web directory of internet resources on the New Testament. Browse or search annotated links on everything connected with the academic study of the New Testament and Christian Origins.” **Recommended by our New Testament instructor.**

See also Biblical Resource Index Pages:

<http://www.ntgateway.com/tools-and-resources/general-resources/biblical-resource-index-pages/>

**SBL Greek New Testament Online:** [www.sblgnt.com](http://www.sblgnt.com) (Society of Biblical Literature)

Download all or parts of the electronic edition.

Go to [www.sbl-site.org/educational/BiblicalFonts\\_SBLGreek.aspx](http://www.sbl-site.org/educational/BiblicalFonts_SBLGreek.aspx) to download SBL Greek font.

**Study Light.org:** <http://www.studylight.org/> (Jeff Garrison)

Searchable online Bibles and study resources

See “Study Resources” section of links in the left column.

**The Unbound Bible:** <http://unbound.biola.edu/> (Biola University)

Searchable online Bible translations and study resources; multi-language site

Bible Study Tools:

<http://unbound.biola.edu/index.cfm?method=unbound.showBibleStudyTools>

Greek Lexical Parser:

<http://unbound.biola.edu/index.cfm?method=greekSearch.showSearchForm>

**Wabash Center:** <http://www.wabashcenter.wabash.edu/resources/guide-headings.aspx>

Selective annotated guide to electronic resources for the study and practice of religion:

syllabi, electronic texts, electronic journals, web sites, bibliographies, liturgies, reference resources, and software.

**YouVersion:** <http://www.youversion.com/> (LifeChurch.tv)

Searchable online Bible

Effective date of Supplement: 06/27/19

# ETHICAL GUIDELINES FOR INSTRUCTIONAL RESEARCH

## INTRODUCTION

The following policy recognizes that

1. The breadth of research conducted by students or faculty at Prairie College is largely confined to educational learning coming from classroom assignments, and
2. Stronger provisions would limit the ability and desire for underclass students to pursue basic research.

## ETHICAL POLICY FOR PRAIRIE COLLEGE

### I. Policy Parameters

The following ethical guidelines apply to research performed by faculty or students of Prairie College

1. Where information is not disseminated beyond the classroom and the participants in the study, and
2. Where learning activities involve human participants (student or non-student, internal or external).

Where the results and effects of the research go beyond the parameters of the above criteria, researchers must also seek prior approval through the Dean.

### II. Guiding Ethical Principles

These principles have been widely adopted by diverse research disciplines. As such, they express common standards, values, and aspirations of the research community.

***Respect for Human Dignity:*** This foundational principle aspires to protect the multiple and interdependent interests of the person; from bodily to psychological to cultural integrity.

***Respect for Free and Informed Consent:*** Participant individuals are generally presumed to have the capacity and right to make free and informed decisions.

***Respect for Vulnerable Persons:*** Children, institutionalized persons and others who are vulnerable are entitled, on grounds of human dignity, caring, solidarity, and fairness, to special protection against abuse, exploitation, and discrimination. Special procedures may also be required to protect the interests of these individuals.

***Respect for Privacy and Confidentiality:*** The standards of privacy and confidentiality protect the access, control, and dissemination of personal information. In doing so, such standards help to protect the mental or psychological integrity of individuals.

***Balancing Harms and Benefits:*** Research participants must not be subjected to unnecessary risks of harm, and their participation in research must be essential to achieving scientifically,

societally or educationally important aims that cannot be realized without the participation of human subjects. This may include considerations of psychological or sociological impact, or harm to reputations of organizations or individuals. Researchers have the duty to avoid, prevent, or minimize harms to others.

### **III. Research Practice**

Class Instructors shall:

1. Ensure that all student researchers are informed of the guidelines of research practice including specific applications of practice as required for any one subject area or assignment.
2. Ensure that any research instrument/process (internal or external) has been approved by the instructor.
3. Ensure that the results are reported appropriately according to the Guiding Ethical Principles, whether in presentation or paper.

Researchers shall:

1. Ensure that informed consent will be obtained either orally or in writing from all participant subjects or, when appropriate, from parents or legal guardians.
2. Ensure that when research is conducted within the parameters of a socially recognized institution, organization, or group, they must receive the approval of the appropriate leadership or administration of that body.
3. Ensure that research participants understand that they have the right to withdraw from the research process at any time.
4. Ensure that research participants understand that all information collected will be kept anonymous and confidential and that participants have a right to review material before it is released or presented.
5. Ensure that research methods or instruments used in the process of data accumulation minimize the risk of harm in whatsoever form with special consideration given for those individuals who may be classified as vulnerable.
6. Be accountable to the class instructor for authorizing their research instrument and for appropriate reporting of results.

# DUTY TO ACCOMMODATE STUDENTS WITH DISABILITIES

“Section 4 [of the Alberta Human Rights Act] prohibits discrimination in the provision of goods, services, accommodation or facilities customarily available to the public.” (Alberta Human Rights Commission website). Services include post-secondary education for those with physical and mental disabilities. Accommodation is the process through which persons with disabilities have equal access to education. We must provide accommodation “to the point of undue hardship” to our institution. Accommodation does not lower academic or non-academic standards, and does not relieve the student of the responsibility to develop the essential skills and competencies expected of all students.

“The point of undue hardship” cannot be defined precisely because it can vary from case to case. Factors that may amount to undue hardship include

- financial cost that hurts the viability of the institution
- inability of students to meet the requirements for entering or completing a program
- significant interference with the rights of other students
- health and safety concerns for students being accommodated, other students, or service providers.

There is no duty to provide instant or perfect accommodation. No accommodation will be provided without documentation.

## **College responsibilities:**

We will provide a procedure for students to request accommodation and respond promptly to those requests. We will consider providing a variety of accommodations depending on student needs. The following are examples.

For course work:

- Textbooks and course materials in alternate formats, including large print, audio, electronic text
- Assistive technology (like text to speech software)
- Instructor’s notes on the Internet (Populi or Brightspace)
- Power Point presentations or notes made available in print or on Populi or Brightspace
- Note takers in class
- Flexible attendance policies for students whose disability cause them to be absent more than regular policy allows

For exams:

- Distraction-free test areas
- Extended time
- Exam in alternate formats
- Computers and adaptive software

- Scribes and/or readers (not provided by the College, but allowed)
- Medical accommodations (for example, stretch breaks, food breaks)

Accommodations during testing would cause undue hardship to the institution when the testing no longer reasonably assesses the student's ability to meet essential requirements of the course or program. In cooperation with the student, we will keep written records.

**Student responsibilities:**

- Obtain information from Student Success and initiate request for accommodation.
- Inform your instructor that you are seeking accommodation.
- Provide documentation to support your request for accommodation. This can be IPPs from high school, psychoeducational assessments, letters from therapists or DSDs.
- Develop a set of options for accommodating your specific disability. This may include examples of accommodations that you or others have used in the past.
- Have research and resources available to help put the accommodation in place.
- Keep written records.
- Review and revise accommodation plans as necessary.

Information for this document derived from: Duty to Accommodate Students with Disabilities in Post-Secondary Educational Institutions, Interpretive Bulletin, September 2010.  
[https://www.albertahumanrights.ab.ca/Documents/Bull\\_DutytoAccom\\_web.pdf](https://www.albertahumanrights.ab.ca/Documents/Bull_DutytoAccom_web.pdf)