



FACULTY OF HEALTH SCIENCES

CONTINUING EDUCATION

HANDBOOK:

Policies and Procedures

Revised August 2023



Contents

This Student Handbook contains information about administrative and academic policies and procedures that apply to Continuing Education in Health Sciences courses. The policies and procedures are listed in alphabetical order.

Welcome	4
Getting Started	4
Academic Integrity	6
Admission	8
Assignments	9
For Online Courses	9
For Classroom Courses	10
Attendance at Classroom-based Courses	10
Blackboard	11
Campus Alerts	15
Centre for Educational and Information Technology (CEIT)	16
Completing your Online Course	16
Course Cancellations	17
Course Outline	17
Course Start Date	18
Examinations	18
For Online Courses	18
Extensions	19
Fee Payment	20
Grading System	20
Grade Appeals	23
Graduation	24
Instructor Contact	24
Learning Centre Resources	25
Library Resources	25
Preceptorship	26
Program Progression	26



Welcome to Continuing Education in Health Sciences at Douglas College!

Whether or not this is the





They will also create assignments and examinations that will help assess your mastery of the content, help you with academic challenges that may arise as you proceed with your course and will ultimately assess your final standing in the course. In your online course, please address your questions to them through the email system in your Blackboard course and allow at least two (2) business days for a response. For your classroom-based course, please follow your instructor's guidelines for contact.

The Continuing Education team (Coordinator and Program Assistants) are committed to your success and ensuring that you and your instructor have the structures, resources, and materials needed to support your learning environment.e.





Correctly used, quotations, references to and citations of works and contributions of others, and acknowledgement of collaborators and collaborations strengthen your writing and demonstrate your ability to think critically about your topic. Failure to give appropriate credit to your sources may create a violation of academic integrity.

Please be aware that you are responsible for reading, understanding and adhering to BOTH the Student Conduct Policy and the Academic Integrity Policy in your role as a student at the college:

To view the full Student Conduct Policy, visit the Douglas College website at <https://www.douglascollege.ca/-/media/4310D1BD02AE4A74B9D0832D61FA18A1.ashx>

To view the full Academic Integrity Policy, visit the Douglas College website at <https://www.douglascollege.ca/-/media/27C599ABC76048A0A713648565906273.ashx>

Admission

Formal admission is not required for students interested in taking individual Continuing Education Health Sciences (CEHS) courses for general interest or professional development. 792 reWñBT/F1 12



Certificate programs do require a formal application and admission process; details of required documents and program application forms are linked to the program web page. To ensure sufficient time to process applications, applicants must submit the completed application form and copies of all required documentation no later than one month before they wish to begin their first course. Please ensure that you allow sufficient time between completing a course and registering for a new course. Instructors may take up to 2 weeks to grade assignments and exams before posting and submitting a final mark, as per college policy. Therefore, you will need to take this timing into account in your planning.

Assignments

For Online Courses

To allow students maximum flexibility in managing their study time, we do not provide assignment submission schedules for Continuing Education courses. To support student success, it is strongly recommended that students take some time at the beginning of each course to read the Course Overview and other resources in the Start Here folder of the course site. This will orient you to the course requirements and allow you to customize your study plan and assignment submission schedule to keep you on track. You may want to share your plan with your instructor, so that they are aware of your intentions.

The number and format of assignments are described in the Assignments section of each online course. Assignments must be completed and submitted one at a time to the course instructor for evaluation and feedback prior to writing the final exam. Assignments submitted after the course completion date or final exam will not be graded.

Students may be permitted or asked to revise or rework an assignment. If revision is permitted or requested, the intent is not punitive; the intent is to support success in mastering the course content. Please follow the instructor's guidelines/directions and deadlines and contact them with any questions or concerns you may have.

Do not assume that assignment revisions are permitted in your course. If you want to submit a draft for review and comment by your instructor prior to submitting your assignment for grading, you must contact your instructor to find out what the practice is for the specific course. Your instructor has the right to refuse to review draft assignments.



Assignment submission and contact with the instructor must take place through the course Blackboard site.

For more details about navigating in Blackboard, please refer to the "Blackboard" section below.

[For Classroom Courses](#)

The course instructor will provide details of required assignments during the first class, and will explain the expectations and assignment requirements and due dates. Students are expected



3. A student cannot receive credit for a 30 hour course if they miss 6 or more hours of class time.

In the event that a make-up assignment is made available by the instructor, they will assign a due date what will allow them enough time to assess it and still submit grades within two (2)



To log in to Blackboard, your user name will be your 9-digit student number provided on your registration receipt; the password for your first access will be generated randomly and emailed to you at the email address you provided after you are registered. When you first log in, please change this randomly generated password to a new password that contains at least 15 characters. If you do not receive that email, [please contact the Service Desk](#).

If you have difficulty accessing Blackboard, you may be working on a browser that is not compatible. To check your browser compatibility, and to find other Blackboard-relatET@0.00000912 0 61 g0 G[



Here" section in the left navigation pane to review the course outline and expectations. You can easily navigate through the course content in the " Course Content" link in the left navigation pane.

Here." This will take you to a content page with information about your course.



Contacting your Instructor

Blackboard has excellent help resources and you can find more information on sending and receiving course messages [here](#). Instructors have up to 2 business days to reply.

Submitting Assignments

You can find more information on how to submit assignments [here](#). You should use Microsoft Wordg0 G[()JTJETq0.00000912 0 612 792 reW*ñBT/F1 12 Tf1 0 0493.





Campus closure policy

Douglas College believes its facilities should remain open during normal college hours. However, the College realizes that under severe adverse weather conditions, building emergencies, or for safety reasons, a campus location could be closed. Both alerts and instructions will be posted on the Douglas College main





Grade	Based on achievement of:	Definition
A+	90% and above	Outstanding Achievement
A	85% - 89%	
A-	80% - 84%	
B+	77% - 79%	Good Achievement
B	73% - 76%	
B-	70% - 72%	
C+	65% - 69%	Satisfactory Achievement
C	60% - 64%	Satisfactory Achievement (for some programs, this is the grade required to move to subsequent courses)
C-	55% - 59%	Marginal Achievement
D	50% - 54%	Minimal Achievement
P	Pass	
F	Unsatisfactory Achievement	

UN Did not write final exam or 2 Tf1 0 .984 154.1 80.28 0.47998 4nETlen3(y)74 84.!



MAS	Mastery: Student has met and mastered the goals, criteria or competencies established for this course, practicum or field placement
EXP	Experience: Student has participated in course activities and is progressing but has not mastered the goals, criteria or competencies established for this course, practicum or field placement
NM	Non-Mastery: Student has participated in course activities but has not met the goals, criteria or competencies established for this course, practicum or field placement
UNW	Unofficial Withdrawal: Student completed less than 70% of the total evaluation of the course, or missed more than 30% of the classes where the Instructor's Course Outline specifies that attendance is a course requirement

Non-Graded Mode

NA	Not applicable. This course is not graded
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Other Grades Used

AUD	Audit. Student attended and met requirements as per Audit Contract. The grade has no numerical equivalent and is not included in GPA.
DEF	Deferred. Student is continuing in an on-going program which is not following the semester schedule. Applicable to courses using Normal and Mastery grade modes





system. They are highly qualified experts who are dedicated to ensuring a high quality educational experience for their students.

As course instructors are busy professionals in their own right, please limit contact with them to the Blackboard course email system. Please also bear in mind that your instructor has other professional obligations, so allow them at least 1-2 business days to respond to your questions and up to 2 weeks to mark assignments and exams.

Learning Centre Resources

Douglas College's Learning Centre has a number of good online print and video resources available to you.



Refunds

Students who apply for a withdrawal are eligible for a refund only if their request is received by Continuing Education Registration no later than three



Repeating a Course

In the event that a Continuing Education student is unsuccessful in completing a course and receives either a failing or UN grade, they are eligible to register for the same course a maximum of one additional time. The second registration requires payment of the full tuition fee a second time.

In some courses, students who have failed a course may be required to complete a remedial upgrade course or activity before they will be eligible to re-register.

Textbooks and Course Materials

Students are responsible for purchasing textbooks and course packages in advance of the course start date. Visit the Bookstore website (<https://bookstore.douglascollege.ca>) to place your order.

You may purchase your text(s) in person at the Douglas College Coquitlam campus Bookstore, or online and have them shipped directly to you. If you order online, please allow 1-2 weeks for processing and delivery of your order, so be sure to order early.

Transcript

Students can order their unofficial or official transcript by following the instructions at the weblink below. It is recommended that students check their unofficial transcript to ensure all of their courses are listed and graded before requesting their official transcript.

There is a fee for an official transcript. For complete details on how to request your official transcript, <http://www.douglascollege.ca/student-services/post-douglas/transcripts>.

Updating Personal Information

Students are required to ensure that their current personal contact information (address, email address, telephone number, etc) is provided to CEHS, who will share the information with Continuing Education Registration. Any changes to a student's contact information must be forwarded, in writing to a CE Program Assistant.



Withdrawal

Students may withdraw from a course any time between their registration date and three (3) business days prior to the course start date. The request for withdrawal must be received by Continuing Education Registration by the deadline, and the student will receive a refund of tuition fees paid, less a \$50.00 administrative fee. The request for withdrawal may be submitted to CE Reg by phone at 604-527-5472 or by email at cereg@douglascollege.ca.