

**INTERNATIONAL
STUDENT HANDBOOK**

COLLEGE

TABLE OF CONTENTS

PART ONE - WELCOME	3
MESSAGE FROM MANAGEMENT	3
STUDENT STATEMENT OF RIGHTS.....	4
COLLEGE CONTACTS.....	5
COLLEGE HOURS OF OPERATION	5
SCHOOL CLOSURES AND HOLIDAYS	5
SAFETY POLICY.....	6
INCIDENT INVESTIGATION STANDARD OPERATING PROCEDURE (SOP)	8
PART TWO – STUDENT POLICIES	10
ADMISSIONS POLICY.....	10
LEARNING ACCOMMODATION POLICY	15
CREDIT FOR PRIOR LEARNING POLICY	19
ATTENDANCE POLICY	21
ACTIVE PARTICIPATION AND SATISFACTORY ACADEMIC STANDING POLICY	23
ACADEMIC INTEGRITY AND MISCONDUCT POLICY	26
ARTIFICIAL INTELLIGENCE (AI) USE POLICY	29
DISTANCE EDUCATION PARTICIPATION EXPECTATIONS.....	33
STUDENT RESPONSIBILITIES POLICY.....	35
TECHNOLOGY REQUIREMENTS FOR LEARNING POLICY.....	39
PART 3 - STUDENT POLICIES	42
RESPECTFUL AND FAIR TREATMENT POLICY	42
STUDENT CODE OF CONDUCT POLICY	46
REINSTATEMENT POLICY	54
DISMISSAL POLICY	58
DISPUTE RESOLUTION POLICY.....	61
GRADE APPEAL POLICY.....	63
GRADUATION POLICY	66
AUDIO AND VIDEO RECORDING POLICY.....	68
PHOTOGRAPHY AND MEDIA CONSENT POLICY	71
PRIVACY AND STUDENT RECORDS POLICY	73
WITHDRAWAL POLICY.....	75
WORK EXPERIENCE POLICY	78
ADMINISTRATIVE SERVICES AND STUDENT RECORDS REQUEST POLICY.....	82
HUMAN RIGHTS AND HARASSMENT REPORTING AND COMPLAINT POLICY.....	84
SEXUAL MISCONDUCT POLICY.....	90
PART 3 – FINANCIAL	95
TUITION REFUND POLICY	95
STUDENT AID BC FUNDING	98
PART 4 – FORMS & SUPPORT GUIDES.....	101
ACADEMIC PROGRESSION & LEARNING SUPPORTS GUIDE	101
INTERNATIONAL STUDENT WAIVER	103
STUDENT EMERGENCY & MEDICAL INFORMATION.....	104
STUDENT ACKNOWLEDGMENT OF HANDBOOK POLICIES	105

This handbook contains information about Granville College policies and procedures, as well as information about community safety and supports for students. Please take the time to fully read the Handbook. If you have questions, please ask!

PART ONE - WELCOME

MESSAGE FROM MANAGEMENT

Welcome to Granville College. Serving the community since 1982.

Congratulations! We are excited to have you start your education journey with us at Granville College.

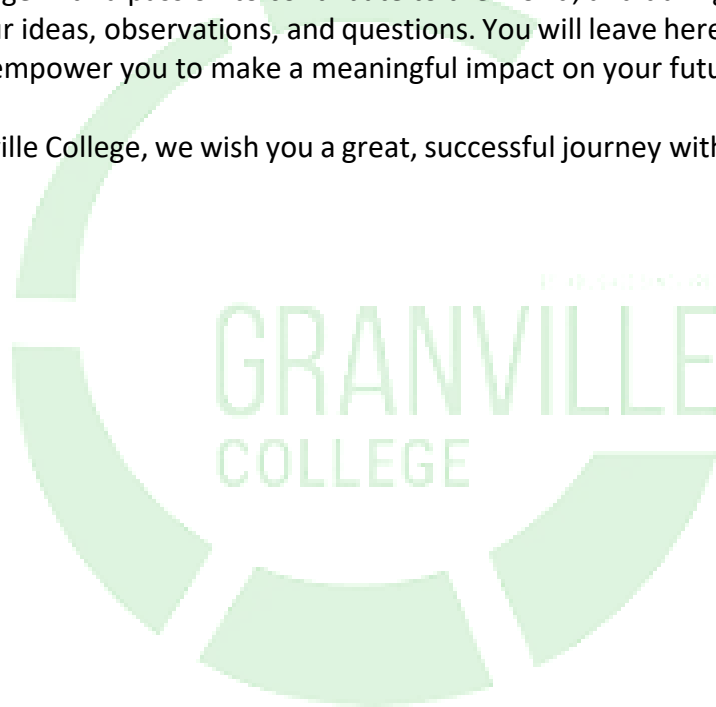
At Granville College, our objective is to provide an exceptional educational experience that will guide you towards your career goals. We believe in our students' abilities and ethics, we are committed to providing our students with all the tools, skills and resources we can offer as a college and that the students need to successfully achieve their education and career goals.

You came to Granville College with a passion to contribute to the world, and during your time here, we encourage you to bring your ideas, observations, and questions. You will leave here with the knowledge, skills, and relationships that will empower you to make a meaningful impact on your future and the community.

From all of us here at Granville College, we wish you a great, successful journey with us.

Sincerely,

Chintan Purohit



STUDENT STATEMENT OF RIGHTS

Granville College is certified by the Private Training Institutions Regulatory Unit (PTIRU) of the British Columbia Ministry of Post-Secondary Education and Future Skills.

Before you enrol at a certified private training institution, you should be aware of your rights and responsibilities.

You have the right to be treated **fairly** and **respectfully** by the institution.

You have the right to a **student enrolment contract** that includes the following information:

- the amount of tuition and any additional fees for your program
- refund policy
- if your program includes a work experience, the requirements to participate in the work experience and the geographic area where it will be provided
- whether the program was approved by PTIRU or does not require approval.

Make sure you read the contract before signing. The institution must provide you with a signed copy.

You have the right to access the institution's **dispute resolution process** and to be **protected against retaliation** for making a complaint.

You have the right to make a **claim** to the PTIRU for a **tuition refund** if:

- your institution ceased to hold a certificate before you completed an approved program
- you were misled about a significant aspect of your approved program.

You must file the claim within **one year** of completing, being dismissed or withdrawing from your program.

For more information about the PTIRU and how to be an informed student, go to:

<http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student>

COLLEGE CONTACTS

Campus Telephone Number
College Email

(604) 683-8850
info@granvillecollege.ca

COLLEGE HOURS OF OPERATION

The Campuses are open as follows:

VANCOUVER

Monday	8:30 AM – 9:00 PM
Tuesday	8:30 AM – 9:00 PM
Wednesday	8:30 AM – 9:00 PM
Thursday	8:30 AM – 9:00 PM
Friday	8:30 AM – 9:00 PM
Saturday	Closed
Sunday	Closed

SURREY

Monday	8:00 AM – 5:30 PM
Tuesday	8:00 AM – 5:30 PM
Wednesday	8:00 AM – 5:30 PM
Thursday	8:00 AM – 5:30 PM
Friday	8:00 AM – 5:30 PM
Saturday	Closed
Sunday	Closed

Students are welcome to remain at the College for extra study and to complete assignments during outside-of-class hours.

SCHOOL CLOSURES AND HOLIDAYS

Granville College is closed for the following Statutory Holidays:

Statutory Holiday	2026	2027
New Year's Day	January 1	January 1
Family Day	February 16	February 15
Good Friday	April 3	March 26
Victoria Day	May 18	May 24
Canada Day	July 1	July 1
BC Day	August 3	August 2
Labour Day	September 7	September 6
National Day for Truth and Reconciliation	September 30	September 30
Thanksgiving Day	October 12	October 11
Remembrance Day	November 11	November 11
Christmas Day	December 25	December 25

Note: Canada Day is usually July 1st. If July 1st falls on a Sunday, Monday, July 2nd replaces July 1st as the statutory holiday.

Note: The dates noted above are Statutory Holidays in British Columbia. The Campus Administrator will post notices of other school closures.

SAFETY POLICY

PURPOSE

The institution is committed to providing and maintaining a safe, healthy, secure, and respectful learning and working environment for students, employees, contractors, volunteers, and visitors. This policy establishes minimum safety standards, emergency preparedness requirements, incident reporting expectations, and emergency response procedures to support regulatory compliance and continuous improvement.

REGULATORY AUTHORITY

This policy is informed by the Private Training Act and Regulation (BC), PTIRU Policy Manual, StudentAid BC Policy Manual, Workers Compensation Act (BC), WorkSafeBC Occupational Health and Safety Regulation, BC Human Rights Code, and the Emergency and Disaster Management Act.

SCOPE

Applies to all campuses, students, employees, instructors, contractors, volunteers, visitors, and approved work experience placements where applicable.

DEFINITIONS

- **Emergency** – Any event that threatens the health, safety, or security of students, employees, or visitors.
- **Hazard** – Any condition, practice, or circumstance with the potential to cause injury, illness, or property damage.
- **Incident** – Any accident, injury, illness, near miss, security concern, or emergency requiring institutional response.

POLICY

The institution will maintain a safe environment through hazard prevention, emergency preparedness, training, incident reporting, and continuous improvement.

The institution will make reasonable efforts to support students, employees, or visitors requiring emergency evacuation assistance and will develop individualized emergency assistance plans where appropriate.

ROLES AND RESPONSIBILITIES

- **Executive Leadership** approves and resources the policy.
- **Campus Directors** ensure emergency plans, inspections, drills, training, and incident investigations. During an emergency, the Campus Director or designate is responsible for communicating instructions to students, employees, emergency responders, and, where appropriate, regulatory authorities.
- **Employees and instructors** follow procedures, report hazards, and assist during emergencies.
- **Students** comply with safety instructions, participate in drills, and promptly report hazards or injuries.

EMERGENCY PREPAREDNESS

Emergency evacuation maps will be posted. New employees and students receive orientation on emergency procedures. Emergency contact information will be maintained.

The Campus Director or designate is responsible for ensuring:

- Regular inspection of emergency equipment.
- Maintenance of first aid supplies.
- Periodic review of emergency contact lists.
- Designation of emergency assembly areas for each campus.

FIRE EMERGENCY PROCEDURES

Call 911, activate alarms where applicable, evacuate immediately, instructors bring attendance records to the assembly area, account for students, no re-entry until authorized by emergency officials.

EARTHQUAKE PROCEDURES

Drop, Cover and Hold On until shaking stops. Evacuate when safe, account for students at the designated assembly area, and await authorization before re-entry.

MEDICAL EMERGENCIES

Provide first aid within training, call 911 where required, notify Campus Director, document the incident, and implement follow-up corrective actions.

VIOLENCE, THREATS AND SECURITY

Immediate threats must be reported to police by calling 911. Campus leadership may implement lockdown or shelter-in-place procedures where appropriate. Behaviour concerns are managed in conjunction with the Respectful and Fair Treatment Policy.

HAZARD AND INCIDENT REPORTING

Unsafe conditions, injuries, near misses, property damage, and safety concerns must be reported immediately. Incidents will be documented, investigated, corrective actions assigned, and records retained.

WORK EXPERIENCE SAFETY

Students participating in practicum or work experience must comply with workplace safety requirements, use required PPE, and report incidents to both the placement site and institution.

PERSONAL AND CYBER SAFETY

Students and employees are encouraged to remain aware of their surroundings, protect personal belongings and information, safeguard passwords, recognize phishing attempts, and report suspicious activity.

TRAINING AND EMERGENCY DRILLS

Emergency procedures will be reviewed during orientation. Fire and other emergency drills will be conducted periodically and documented.

DOCUMENTATION

The institution will maintain records of safety training, emergency drills, inspections, incident reports, investigations, and corrective actions in accordance with applicable record retention requirements.

CONTINUOUS IMPROVEMENT

Emergency procedures will be reviewed annually and following significant incidents to identify opportunities for improvement and maintain regulatory compliance.

RELATED POLICIES

- Respectful and Fair Treatment Policy;
- Code of Conduct;
- Attendance Policy;
- Active Participation and Academic Standing Policy;
- Privacy and Student Records Policy;
- Work Experience Policy;
- Administrative Services and Student Records Request Policy.

INCIDENT INVESTIGATION STANDARD OPERATING PROCEDURE (SOP)

PURPOSE

This SOP establishes a consistent process for reporting, investigating, documenting, and resolving accidents, incidents, injuries, illnesses, near misses, and safety concerns to identify root causes, implement corrective actions, and prevent recurrence.

REGULATORY AUTHORITY

Private Training Act (BC); Private Training Regulation; PTIRU Policy Manual; StudentAid BC Policy Manual; Workers Compensation Act (BC); WorkSafeBC Occupational Health and Safety Regulation; BC Human Rights Code; Emergency and Disaster Management Act.

SCOPE

Applies to all students, employees, instructors, contractors, volunteers, visitors and work experience activities.

DEFINITIONS

- **Accident:** an unplanned event resulting in injury, illness, property damage, or environmental damage.
- **Incident:** any event, including a near miss, that affects or has the potential to affect health, safety, security, property, or operations.
- **Hazard:** condition with potential to cause harm.
- **Lead Investigator:** designated investigator.
- **Corrective Action:** action to prevent recurrence.

ROLES AND RESPONSIBILITIES

- **Executive Leadership** approves resources.
- **Campus Director** oversees reporting and investigations.
- **Lead Investigator** conducts investigations.
- **Joint Health and Safety Committee** reviews findings.
- **Compliance and Regulatory Affairs** monitors trends.
- **Managers** support investigations.
- **Employees and students** report incidents promptly.

PROCEDURE

Initial Response: provide first aid, call emergency services, preserve the scene where safe.

Reporting: complete report within 24 hours where practicable.

Investigation: The Lead Investigator will gather all relevant evidence, including witness statements, photographs, physical evidence, equipment records, maintenance records, training documentation, and any other information necessary to determine the circumstances of the incident.

Root Cause Analysis: Identify immediate, contributing and systemic causes.

Corrective actions shall be assigned according to risk, include a responsible individual, target completion date, verification of completion, and follow-up to confirm effectiveness.

Follow-up: confirm effectiveness.

INVESTIGATION TIMELINES

Activity	Timeline
Initial notification	Immediately
Written report	Within 24 hours
Investigation begins	As soon as practicable
Investigation completed	Within 10 business days
Corrective action assigned	Immediately following investigation
Follow-up review	Based on risk

CONFIDENTIALITY AND RECORD RETENTION

Maintain records securely in accordance with privacy legislation and institutional retention requirements.

TREND ANALYSIS AND CONTINUOUS IMPROVEMENT

Compliance and Regulatory Affairs, in consultation with the Joint Health and Safety Committee, will periodically review investigation trends to identify recurring hazards, evaluate corrective action effectiveness, and recommend preventative measures.

RELATED POLICIES

- Active Participation and Academic Standing Policy
- Safety Policy;
- Privacy and Student Records Policy;
- Code of Conduct;
- Respectful and Fair Treatment Policy;
- Work Experience Policy;
- Emergency Procedures.



PART TWO – STUDENT POLICIES

ADMISSIONS POLICY

PURPOSE

This policy establishes a fair, transparent, consistent and compliant framework for admitting students to approved programs offered by the Institution. It is intended to ensure that applicants are appropriately informed, satisfy all applicable admission requirements, and are enrolled only when the available evidence supports a reasonable expectation that they can participate successfully in the selected program.

This policy supports compliance with the Private Training Act, the Private Training Regulation, requirements and guidance of the Private Training Institutions Regulatory Unit (PTIRU), StudentAid BC requirements where applicable, privacy legislation, human rights obligations, and the Institution's internal quality-assurance framework.

SCOPE

This policy applies to all domestic and international applicants, all approved diploma and certificate programs, all delivery methods, and all employees or authorized representatives involved in recruitment, advising, admissions, document review, enrolment contracting, financial-aid administration, orientation, records management, oversight or compliance.

Program-specific admission requirements may differ. The current requirements for each program are available in the applicable program outline and enrolment materials, on the Institution's website, and in printed form upon request. Published and printed information must be consistent with the program information approved by PTIRU and, where applicable, StudentAid BC.

GUIDING PRINCIPLES

- Admissions decisions will be fair, objective, consistent, transparent and supported by documented evidence.
- Applicants will receive accurate and sufficient information to make an informed enrolment decision.
- No applicant will be admitted unless all applicable admission and English language proficiency requirements are satisfied by the required deadline.
- Admission practices will not involve coercion, pressure, misleading representations, discrimination or guarantees of employment, immigration, funding or other outcomes.
- Personal information will be collected, used, disclosed, stored and retained only as authorized by law and institutional policy.
- Exceptions will not be used to bypass approved program requirements.

PROGRAM INFORMATION AND ADMISSION REQUIREMENTS

Before accepting an applicant, authorized admissions personnel must confirm the admission requirements for the specific program using the current approved program information. These requirements may include, as applicable:

- minimum age or mature-student status;
- secondary or post-secondary education;
- required prerequisite courses, grades, credentials or occupational experience;
- English language proficiency;
- interviews, declarations, assessments or other program-specific screening;
- technology, practicum, work experience, physical, professional or regulatory requirements; and
- any other condition approved for the program.

Admission procedures may support the assessment process but must not replace, lower or contradict approved admission requirements. Where published information conflicts with approved program information, admissions activity must pause until Compliance and Regulatory Affairs confirms the correct requirement and the public information is corrected.

ADMISSIONS PROCESS

Inquiry and Pre-Enrolment Information

Before an applicant signs an enrolment contract, authorized personnel will provide clear and accurate information relevant to the selected program, including:

- program name, content, duration, delivery method and credential;
- approved admission and graduation requirements;
- attendance, academic progress and active-participation expectations;
- practicum or work experience requirements, where applicable;
- technology and identity-verification requirements for online or blended delivery, where applicable;
- tuition, mandatory fees, textbooks, course materials, payment obligations and the tuition refund policy;
- student rights, responsibilities, institutional policies, complaint and dispute-resolution processes;
- available student supports and accessibility processes; and
- the fact that admission, graduation, employment, immigration or government financial assistance is not guaranteed.

Application and Admissions Assessment

The applicant must complete the required application or intake documentation. An admissions interview may be conducted in person or virtually, where required by the approved program or determined appropriate by the Institution. The interview or assessment may consider the applicant's goals, understanding of the program, academic preparedness, language ability, technology readiness, workload expectations, and any relevant practicum or occupational requirements.

The outcome of the admissions assessment, including any follow-up required, must be documented. Interviews and suitability discussions do not authorize the Institution to impose unapproved admission barriers or to admit an applicant who has not met the approved requirements.

Identity Verification

Applicants must provide valid identification acceptable to the Institution. Authorized personnel will verify identity, age where relevant, and consistency between the applicant and the documentation provided. The verification method and result must be recorded without retaining more personal information than is reasonably required.

International applicants must provide documentation required for their intended study in Canada, as applicable. The Institution may verify study authorization, residency-related documentation and insurance information for administrative purposes; however, it does not provide legal or immigration advice and does not guarantee the issuance or continuation of a study permit or other immigration status.

Any identity discrepancy, suspected alteration, inconsistency or inability to authenticate required documentation must be resolved before admission proceeds.

Academic and Credential Verification

Academic records and credentials must be reviewed against the program's approved requirements. The Institution may require original, official, verified electronic, translated, authenticated or independently assessed documentation where authenticity, equivalency, language or content cannot otherwise be reasonably confirmed.

Foreign credentials, transfer credit, recognition of prior learning, advanced standing and internal credit will be assessed under the applicable institutional policy and any regulatory limits. Approval of credit does not remove the requirement to satisfy the program's admission requirements.

English Language Proficiency

English language proficiency requirements apply as stated in the approved program information and must be satisfied through an approved pathway. Test results must meet the required scores and validity period in effect for the program start date. Evidence must be reviewed and retained in the student record.

The Institution will not assume English proficiency based solely on citizenship, residency, conversation during an interview, or an applicant's declaration, where the approved requirements call for documentary evidence.

Accommodations and Equal Access

Applicants may request reasonable accommodation during the admissions process. Requests will be addressed in accordance with applicable human rights and privacy legislation. Accommodation may change how a requirement is assessed, but it will not eliminate an essential, bona fide admission or program requirement.

Admission Decision

An admission decision must be made by an authorized employee or designate and recorded as accepted, conditionally accepted, deferred or denied. Conditional admission may be used only where permitted by the approved program requirements, the outstanding condition is clearly documented, and the condition will be satisfied no later than the deadline established by the Institution and applicable regulatory requirements.

All required admission requirements must be satisfied before the program start date unless a lawful and explicitly approved alternative applies. A student must not attend or participate in the program while required admission evidence remains outstanding.

ENROLMENT CONTRACT AND PAYMENT

The Institution will enter into a written student enrolment contract with each student in accordance with the Private Training Regulation. The contract must be clear, complete and consistent with the approved program information and must contain all prescribed information, including the program details, admission requirements, tuition and mandatory fees, refund provisions, and applicable institutional policies or references.

The student and the Institution must sign the contract as required. A copy of the signed contract will be provided to the student as soon as practicable. Tuition and fees will be accepted only in the manner and at the times permitted under the Private Training Regulation and the signed enrolment contract.

A material change affecting the contract or the student's enrolment must be documented and handled in accordance with regulatory requirements and institutional procedures. Admissions personnel must not use side agreements, verbal promises or unofficial discounts that conflict with the contract or approved institutional terms.

STUDENT AID BC AND OTHER FUNDING

Government financial assistance is separate from institutional admission. Applicants receiving or intending to apply for StudentAid BC or other third-party funding must satisfy the same approved admission requirements as all other applicants.

For StudentAid BC-eligible programs, the Institution will maintain accurate admission and enrolment information sufficient to support program eligibility, confirmation of enrolment and audit requirements. Admissions and financial-aid personnel will coordinate to ensure that program, study-period, course-load and student information submitted to StudentAid BC is accurate and consistent with the enrolment contract and institutional records.

The Institution will not represent that an applicant is guaranteed funding. Changes, cancellations, non-starts, withdrawals or other circumstances affecting financial assistance will be communicated and reported by the responsible institutional official in accordance with applicable requirements.

ADMISSION RESTRICTIONS, MISREPRESENTATION AND FRAUD

The Institution will not:

- enrol an applicant who does not meet the approved admission requirements;
- alter, waive or substitute an approved requirement without proper regulatory authorization;
- misrepresent program approval, credential recognition, transferability, employment outcomes, earnings, licensing, immigration outcomes or funding eligibility;
- use pressure, coercion, harassment, artificial urgency or other unfair recruitment practices;
- enrol an applicant where documented information indicates that essential program requirements cannot reasonably be met, subject to the duty to accommodate; or
- permit an employee or representative to approve their own unsupported exception.

Admission may be denied, deferred, rescinded or cancelled where an applicant submits false, altered, fraudulent or

misleading information; conceals material information relevant to an approved admission requirement; impersonates another person; or fails to provide required verification. The applicant will be informed of the decision and any available review process. Suspected fraud will be documented and escalated in accordance with institutional procedures and legal obligations.

REQUIRED ADMISSIONS RECORDS

The student admissions record must contain complete, legible and auditable evidence, as applicable, including:

- admissions interview or assessment notes;
- identity-verification record;
- academic transcripts, credentials and verification results;
- English language proficiency evidence;
- program-specific declarations, prerequisites or assessments;
- transfer credit or prior-learning decisions;
- accommodation documentation maintained with appropriate confidentiality;
- admission decision and approval;
- signed student enrolment contract and any authorized amendments;
- funding-related documentation required to support institutional responsibilities;
- orientation confirmation, where applicable; and
- correspondence or corrective action relevant to the admission decision.

Records will be retained, secured, archived and made accessible in accordance with the Private Training Regulation, PTIRU requirements, privacy legislation and the Institution's Privacy and Student Records Policy. Access will be limited to authorized personnel with a legitimate operational or legal need.

ORIENTATION AND TRANSITION TO ACTIVE STUDENT STATUS

Accepted students will receive or attend the required orientation before or at the beginning of the program. Orientation will address key academic and operational expectations, including attendance, active participation, technology, identity verification, academic integrity, student support, safety, complaints, funding responsibilities and other matters relevant to the program.

The admissions file must be sufficiently complete before the student is released to attend. Any critical deficiency identified through a new-start or admissions audit must be corrected promptly and, where the deficiency affects legal eligibility to enrol, before attendance continues.

ROLES AND RESPONSIBILITIES

Admissions Advisors and Admissions Officers

- provide accurate pre-enrolment information;
- use current approved program requirements;
- collect, review and document required evidence;
- complete interviews or assessments where applicable;
- escalate discrepancies, exceptions and suspected fraud; and
- ensure records are complete before the student begins the program.

Campus Director or Designate

- oversee consistent implementation of this policy;
- approve decisions only within delegated authority;
- ensure deficiencies and corrective actions are addressed; and
- support training, quality assurance and audit readiness.

Student Financial Assistance or Enrolment Officers

- confirm that institutional records support funding-related submissions;
- maintain accurate StudentAid BC program and study-period information; and
- report changes within required timelines.

Compliance and Regulatory Affairs

- maintain and interpret the master policy framework;
- verify alignment with PTIRU, StudentAid BC and applicable legislation;
- conduct or oversee admissions and new-start audits;
- track findings, corrective actions and trends;
- approve controlled policy updates and ensure superseded information is removed; and
- escalate material or repeated non-compliance to Senior Management.

Senior Management

- approve the policy and material revisions;
- ensure adequate staffing, systems, training and oversight; and
- review significant compliance risks and unresolved corrective actions.

QUALITY ASSURANCE, MONITORING AND CORRECTIVE ACTION

Admissions files may be reviewed through new-start audits, periodic compliance audits, sampling, trend analysis and management review. Monitoring may include verification of:

- approved admission requirements and supporting evidence;
- identity and credential verification;
- English language proficiency documentation;
- accuracy and completeness of enrolment contracts;
- consistency of printed, online and approved program information;
- StudentAid BC-related information, where applicable;
- orientation completion; and
- completion and effectiveness of corrective actions.

Deficiencies will be documented, assigned to an accountable owner, corrected within an appropriate timeframe and verified for closure. Critical findings that affect a student's legal eligibility to enrol, the validity of the enrolment contract, student funding, or regulatory compliance must be escalated immediately. Repeated or systemic findings may result in retraining, process changes, increased monitoring or disciplinary action.

APPLICANT REVIEW OF AN ADMISSION DECISION

An applicant who is denied admission or whose admission is rescinded may request an internal review in writing within ten (10) business days of receiving the decision. The request must identify the basis for review and include any relevant supporting documentation.

A Campus Director, senior designate or other impartial decision-maker who was not the original decision-maker will review the available information and determine whether the decision is upheld, amended or returned for further assessment. The written outcome will be provided to the applicant and retained with the admissions record. This process does not limit any right or remedy available under applicable law or an institutional dispute-resolution policy.

REVIEW AND DOCUMENT CONTROL

This policy will be reviewed at least annually and whenever required because of legislative or regulatory amendments, PTIRU guidance or inspection findings, StudentAid BC changes or audit findings, internal audit trends, program changes, operational risk, or material changes to admissions systems or practices.

This is a controlled master document. Institution-specific branding may be applied to an approved copy, but the substantive requirements must not be altered without authorization from Compliance and Regulatory Affairs and Senior Management. Program-specific admission requirements will be maintained in controlled program materials and made available online and in print. Superseded versions must be removed from use and retained in accordance with document-control procedures.

LEARNING ACCOMMODATION POLICY

PURPOSE

The purpose of this policy is to establish a fair, consistent, confidential, and accessible process for requesting, assessing, implementing, and reviewing reasonable learning accommodations for students with documented disabilities or other protected grounds requiring accommodation.

The Institution is committed to providing an inclusive learning environment that promotes equitable access to educational opportunities while maintaining academic integrity, essential learning outcomes, and applicable professional standards.

This policy supports compliance with applicable legislation and regulatory requirements, including the British Columbia Human Rights Code, the Accessible British Columbia Act, the Personal Information Protection Act (PIPA), PTIRU requirements, and StudentAid BC policies where applicable.

ACCESSIBILITY COMMITMENT

The Institution is committed to fostering an inclusive learning environment in which all students are treated with dignity, respect, and fairness. Students are encouraged to discuss accommodation needs as early as possible so appropriate supports may be explored and implemented in a timely manner.

SCOPE

This policy applies to:

- all applicants requesting accommodation during the admissions process, where applicable;
- all enrolled students;
- all instructional delivery methods, including classroom, online, blended, laboratory, and practicum or work experience placements, where reasonable accommodations can be provided without fundamentally altering essential program requirements.

REGULATORY AUTHORITY AND REFERENCES

This policy has been developed with consideration of applicable legislation and regulatory requirements, including:

- Private Training Act and PTIRU Policy Manual;
- StudentAid BC Policy Manual;
- British Columbia Human Rights Code;
- Accessible British Columbia Act;
- Personal Information Protection Act (PIPA);
- Canadian Human Rights Act, where applicable.

DEFINITIONS

- **Accommodation Plan** means the written document identifying approved accommodations, implementation requirements, responsibilities, and review dates.
- **Disability** means a physical, mental, sensory, cognitive, psychological, neurological, or learning disability protected under applicable human rights legislation.
- **Essential Academic Requirements** are the fundamental learning outcomes, competencies, professional standards, and safety requirements that every student must successfully achieve.
- **Functional Limitations** describe how a disability affects participation in learning activities rather than simply identifying a diagnosis.
- **Reasonable Accommodation** means adjustments that provide equitable access without causing undue hardship or fundamentally altering essential academic requirements.
- **Temporary Disability** means a short-term condition that significantly impacts educational participation.
- **Undue Hardship** means significant difficulty or expense that would fundamentally compromise safety, academic integrity, or essential program requirements.

POLICY STATEMENT

The Institution is committed to providing reasonable learning accommodations that promote equal access to educational programs and services while preserving academic standards and essential learning outcomes.

Accommodation decisions are individualized and based upon documented functional limitations, the student's educational needs, and the essential requirements of the applicable course or program.

Reasonable accommodations will not:

- reduce academic standards;
- waive essential learning outcomes;
- eliminate professional, licensing, safety, or practicum requirements; or
- fundamentally alter the nature of a course or program.

The Institution will make every reasonable effort to provide accommodations that support equitable access to education. Accommodation requests will be assessed individually and, where an accommodation would result in undue hardship, compromise health or safety, or fundamentally alter the essential academic or professional requirements of a course or program, the Institution will work collaboratively with the student to identify alternative reasonable accommodations where possible.

GUIDING PRINCIPLES

Learning accommodations are administered according to the following principles:

- equity and inclusion;
- dignity and respect;
- individualized assessment;
- confidentiality;
- shared responsibility;
- academic integrity;
- compliance with applicable legislation and regulatory requirements.

ROLES AND RESPONSIBILITIES

Student Responsibilities

Students requesting accommodation are responsible for:

- completing the Learning Accommodation Request Form;
- providing current, appropriate supporting documentation from a qualified professional where required;
- participating in discussions regarding accommodation needs;
- communicating changes affecting approved accommodations;
- complying with approved accommodation measures.

Student Services / Designate

Student Services is responsible for:

- receiving accommodation requests;
- reviewing documentation confidentially;
- coordinating meetings with appropriate institutional representatives;
- preparing Accommodation Plans;
- maintaining confidential accommodation records;
- monitoring accommodations and recommending revisions where appropriate.

Director of Academics (or Designate)

The Director of Academics is responsible for:

- reviewing accommodation recommendations;
- determining reasonable accommodations;
- ensuring accommodations maintain essential academic requirements;
- supporting instructors during implementation.

Instructors

Instructors are responsible for:

- implementing approved accommodations in a timely manner;
- maintaining confidentiality;
- consulting Student Services regarding implementation concerns;
- maintaining academic integrity and essential course outcomes.

PROCEDURES

REQUESTING ACCOMMODATION

Students requesting accommodation shall complete the Learning Accommodation Request Form and submit the required supporting documentation to Student Services as early as reasonably possible.

Early requests assist the Institution in implementing accommodations before academic activities begin whenever practicable.

DOCUMENTATION REQUIREMENTS

Supporting documentation should normally include:

- confirmation of the disability or condition, where appropriate;
- description of functional limitations;
- recommended accommodations;
- anticipated duration where applicable.

The Institution may request updated or additional documentation where necessary to assess accommodation needs.

ASSESSMENT

Student Services and/or the Director of Academics will review the request, supporting documentation, and essential academic requirements.

Where appropriate, the student may be invited to participate in an accommodation meeting to discuss available supports.

ACCOMMODATION DECISION

The Institution will normally acknowledge receipt of a completed accommodation request within five (5) business days and will endeavour to communicate a decision within ten (10) business days after receiving all required documentation. More complex requests may require additional time, and students will be advised accordingly. Where accommodations are approved, an Accommodation Plan will be prepared.

ACCOMMODATION PLAN

The Accommodation Plan may identify:

- approved accommodations;
- implementation requirements;
- duration of accommodations;
- review dates;
- responsibilities of the student;
- responsibilities of instructors.

Accommodation information will be shared only with those employees who require the information to implement approved accommodations and only to the extent necessary.

IMPLEMENTATION

Instructors and other designated institutional representatives shall implement approved accommodations in accordance with the approved Accommodation Plan while maintaining essential academic requirements.

MONITORING AND REVIEW

Accommodation Plans may be reviewed:

- periodically;
- when circumstances change;
- when updated documentation is received;
- when program requirements change;
- at the student's request.

Students are encouraged to notify Student Services if approved accommodations are no longer effective or if circumstances change. Accommodation Plans may be amended following consultation with the student and, where appropriate, supporting documentation.

GOOD FAITH PARTICIPATION

The Institution and the student are expected to participate in the accommodation process in good faith by communicating openly, providing relevant information in a timely manner, and working collaboratively to identify reasonable accommodations.

STUDENT AID BC CONSIDERATIONS

Students receiving StudentAid BC funding remain responsible for satisfying applicable attendance, participation, satisfactory academic progress, and other funding requirements unless otherwise permitted by applicable legislation or StudentAid BC policy.

Approved accommodations do not automatically modify funding eligibility requirements or essential program requirements.

Where accommodations may affect a student's course load, attendance, or program progression, the Institution will advise the student to consult StudentAid BC or their funding agency regarding any potential impact on funding eligibility.

CONFIDENTIALITY AND RECORDS MANAGEMENT

Accommodation documentation will be maintained confidentially and managed in accordance with applicable privacy legislation and the Institution's Privacy and Student Records Policy.

Accommodation records will only be disclosed to individuals with a legitimate educational need to know and only to the extent necessary to implement approved accommodations.

Records will be retained in accordance with applicable PTIRU record retention requirements and institutional policy.

APPEALS

Students who disagree with an accommodation decision may request reconsideration by providing additional supporting information or documentation.

Where concerns remain unresolved, students may access the Institution's Dispute Resolution Policy.

RELATED POLICIES

- Admissions Policy
- Privacy and Student Records Policy
- Attendance Policy
- Active Participation and Satisfactory Academic Standing Policy
- Respectful and Fair Treatment / Code of Conduct
- Academic Integrity and Misconduct Policy
- Dispute Resolution Policy
- Work Experience Policy (where applicable)

Associated Forms

- Learning Accommodation Request Form
- Accommodation Plan Template (if maintained separately)
- Medical/Professional Documentation Guidelines (if applicable)

CONTINUOUS IMPROVEMENT

The Institution will periodically review this policy to ensure continued compliance with legislative, regulatory, accessibility, and institutional requirements. Revisions may be implemented to reflect changes in legislation, PTIRU requirements, StudentAid BC policies, accessibility standards, or institutional best practices.

Student Services may periodically review accommodation requests and implementation trends to identify opportunities for continuous improvement, staff training, accessibility enhancements, and policy development.

CREDIT FOR PRIOR LEARNING POLICY

PURPOSE

The Institution recognizes that applicants and students may possess prior formal post-secondary learning that is equivalent to courses or components of an approved program. This policy establishes a fair, transparent, and consistent process for assessing Credit for Prior Learning (CPL) while ensuring compliance with the Private Training Act, PTIRU requirements, StudentAid BC requirements where applicable, and institutional academic standards.

SCOPE

This policy applies to applicants and students requesting recognition of formal, transcript-supported learning completed at recognized post-secondary institutions. Experiential or non-formal learning is not eligible unless specifically authorized by an approved program or applicable regulatory requirements.

DEFINITIONS

- **Credit for Prior Learning (CPL):** recognition of previously completed formal post-secondary coursework.
- **Formal Learning:** Learning completed through a recognized post-secondary institution or other educational provider recognized by the applicable regulatory authority and supported by official academic documentation.
- **Official Transcript:** an official record issued by the awarding institution.
- **Challenge Assessment:** an assessment used, where appropriate, to verify achievement of required learning outcomes.

GUIDING PRINCIPLES

CPL decisions will be fair, academically sound, consistent, transparent, and documented. Decisions will maintain program integrity while supporting student mobility.

Decisions will be based solely on documented academic evidence and not on financial, administrative, or non-academic considerations.

POLICY PROVISIONS

- Applications should be submitted before or at enrolment.
- Official transcripts and course outlines are required.
- Only full course credit may be awarded.
- Practicum, internship, clinical placement, and work experience components are not eligible for transfer credit.
- Courses must demonstrate substantial equivalency in content, learning outcomes, instructional hours, and assessment, with a minimum final grade of 75%.
- The Institution reserves the right to request additional documentation or information where necessary to determine course equivalency or verify the authenticity of submitted academic records.

REGULATORY REQUIREMENTS

Total CPL awarded shall not exceed 50% of the approved program hours unless a higher percentage has been specifically approved by PTIRU or is required by another applicable regulatory authority governing the approved program. Approved credit will be documented on the student's academic record and tuition and program length adjusted where applicable.

STUDENT AID BC

Where a student receives StudentAid BC or other government financial assistance, approved CPL may affect program duration, tuition, study periods, satisfactory academic progress reporting, and funding eligibility. The Institution will report program changes in accordance with StudentAid BC requirements.

ASSESSMENT PROCESS

1. Student submits a CPL application.
2. Supporting documentation is reviewed.
3. Academic equivalency is assessed by the designated academic authority.
4. A written decision is provided.
5. Student records, tuition, and program length are updated where applicable.
6. The student is notified of any impact on graduation requirements, program duration, tuition or government funding eligibility.

EXCEPTIONS AND APPEALS

Where appropriate, a challenge assessment may be required to demonstrate current competency. Students may appeal decisions using the Institution's Dispute Resolution Policy.

RECORDS MANAGEMENT

All CPL applications, supporting documentation, assessment decisions, and approvals will be retained in accordance with the Privacy and Student Records Policy and applicable PTIRU requirements.

RELATED POLICIES

- Privacy and Student Records Policy
- Admissions Policy
- Academic Integrity Policy
- Administrative Services and Student Records Request Policy
- Dispute Resolution Policy
- Code of Conduct Policy
- Active Participation and Satisfactory Academic Standing Policy
- Tuition Refund Policy
- Student Responsibilities Policy



Attendance shall never be determined solely by login activity.

Attendance records form part of the official student record and shall be retained in accordance with applicable legislation and the Privacy and Student Records Policy.

ACTIVE PARTICIPATION

Attendance and active participation are complementary but distinct requirements. Students enrolled in online, blended, or distance education programs must also satisfy the Active Participation and Satisfactory Academic Standing Policy.

EARLY INTERVENTION

Where attendance concerns are identified, reasonable efforts will be made to contact the student and identify barriers. Where appropriate, referrals to academic supports, student services, or other available institutional resources may also be provided. Develop an Attendance Improvement Plan or Academic Action Plan where appropriate, and document all interventions prior to withdrawal whenever reasonably possible.

ATTENDANCE WARNING PROCESS

A progressive process consisting of Early Intervention, Formal Warning, Final Warning, and Withdrawal may be used. Immediate action may occur where required by legislation, safety considerations, or regulatory obligations.

WITHDRAWAL DUE TO ATTENDANCE

Where attendance requirements are not met, withdrawal may occur in accordance with applicable legislation, institutional policy, and regulatory obligations. Funding agencies and regulators will be notified where required.

LAST DATE OF ATTENDANCE

The Last Date of Attendance shall be supported by documented evidence and maintained within the official student record. The LDA may be used for refund calculations, academic records, StudentAid BC reporting, PTIRU compliance, and other regulatory purposes.

WORK EXPERIENCE, PRACTICUM AND CLINICAL ATTENDANCE

Attendance during practicum, clinical placement, co-operative education, or work experience is mandatory where applicable. Students must meet both institutional and placement-site attendance expectations.

STUDENTAID BC REQUIREMENTS

Students receiving StudentAid BC funding must maintain attendance, active participation, course load, and satisfactory scholastic standing. Changes affecting eligibility shall be reported in accordance with StudentAid BC requirements.

COMPLIANCE MONITORING

Attendance records, interventions, and supporting documentation may be reviewed through internal audits, corrective action processes, trend analysis, and continuous improvement activities to verify ongoing compliance with legislative and regulatory requirements. Findings may be used to implement corrective actions, identify trends, improve institutional processes, and support ongoing regulatory compliance.

RELATED POLICIES

- Admissions Policy
- Active Participation & Satisfactory Academic Standing Policy
- Student Responsibilities Policy
- Work Experience Policy
- Privacy & Student Records Policy
- Refund Policy
- Administrative Services & Student Records Requests Policy
- Academic Integrity & Misconduct Policy
- Code of Conduct

Consequences of Non-Compliance

If a student does not meet active participation or satisfactory standing requirements, the College may:

1. Issue a written warning and meet with the student.
2. Place the student on academic probation with a documented academic plan.
3. Dismiss the student from the program, in line with the College's Dismissal Policy, if conditions are not met.
4. Report the student's status to StudentAid BC and PTIRU, as required.

The College will maintain documentation supporting attendance monitoring, academic interventions, Academic Action Plans, probation decisions, withdrawals, dismissals, and StudentAid BC reporting in accordance with the Privacy and Student Records Policy.

Student Responsibilities

- Inform the College in writing of any changes to personal or academic circumstances that may affect participation (e.g., medical leave, withdrawal, or funding changes).
- Notify StudentAid BC promptly of changes in:
 - Marital or family status.
 - Income or employment.
 - Program status (withdrawal, transfer, or reduced course load).
 - Contact information.
- Monitor StudentAid BC communications and respond promptly to instructions.
- Maintain responsibility for repayment of all funding received.
- Students are responsible for complying with all institutional policies referenced in this policy.

Date of Withdrawal (Last Day of Attendance - LDA)

The LDA marks the termination of the agreement between the student and the College and signifies the point at which the individual ceases to be recognized as a student within the institution.

A student is considered withdrawn when:

- They fail to participate for 14 consecutive calendar days (10 study days).
- They fail to meet the active participation or satisfactory academic standing requirements, including maintaining regular attendance where required for StudentAid BC funding.
- They provide written notice of withdrawal.
- They are dismissed by the College for non-compliance.

The Last Day of Attendance (LDA) is the last date on which the student actively participated in scheduled instruction or demonstrated academically meaningful participation in accordance with this policy.

Records maintained under this policy form part of the student's official educational record and will be retained in accordance with the Privacy and Student Records Policy and applicable PTIRU requirements.

ACADEMIC INTEGRITY AND MISCONDUCT POLICY

Commitment to Academic Integrity

Granville College is committed to the highest standards of academic honesty. Students are expected to complete all academic work with integrity, ensuring that assignments, projects, examinations, and other submissions are entirely their own unless collaboration is expressly permitted.

Academic misconduct undermines the learning process and the credibility of our programs. Any student found to have engaged in such misconduct is subject to disciplinary action under the College's Disciplinary Process.

Submission of altered, falsified, purchased, contract-completed, or AI-generated work contrary to course requirements may constitute academic misconduct and may result in disciplinary action up to and including dismissal.

Where the use of artificial intelligence (AI) tools is permitted within a course, students remain responsible for the accuracy, originality, appropriate attribution, and academic integrity of all submitted work.

Roles and Responsibilities

Instructors must inform students of academic integrity expectations on the first day of classes and provide guidance on proper citation, referencing, and use of sources.

Students are responsible for understanding and following academic integrity requirements. If unclear, students must seek clarification from their instructor or Faculty Advisor before submitting work.

Academic Misconduct – Definitions

Cheating

Cheating is any act intended to gain an unfair academic advantage. Examples include, but are not limited to:

- Using unauthorized aids during exams, tests, or projects (e.g., calculators, phones, notes, books, electronic devices, photocopied or AI-generated materials) without explicit permission.
- Copying or attempting to copy from another student's work, or allowing another student to copy from yours.
- Submitting another person's work as your own, or providing your work for someone else to submit as theirs.
- Unauthorized communication with another student during an examination.
- Presenting yourself as another student for a class or examination.
- Submitting the same work, or part of the same work, for credit in more than one course without prior written permission from the instructors involved.
- Gaining, or attempting to gain, unauthorized access to an examination or test.
- Falsifying, altering, or misrepresenting academic records or information on college forms.

Plagiarism

Plagiarism is the act of presenting someone else's work, ideas, or expressions as your own without proper acknowledgment. This includes:

- Copying text, images, data, designs, software, or any other work—published or unpublished—without proper citation.
- Failing to use quotation marks and reference sources for directly quoted material.
- Paraphrasing another's ideas without acknowledging the source.
- Using another person's style, manner of expression, or structure of work without attribution.
- Submitting AI-generated materials without disclosure, where such use has not been expressly permitted.

Plagiarism ranges from copying an entire assignment to using specific passages without acknowledgment.

Other Academic Misconduct

Other examples include, but are not limited to:

- Collaborating on an assignment or project without the instructor's permission.
- Changing or falsifying an examination score or academic record.
- Acting as, or using, an accessory to commit academic dishonesty (e.g., writing an assignment for another student).
- Knowingly assisting another person to commit any act of academic misconduct.

Group Work

When group projects are assigned, all students must participate equally, and contributions should be documented. All group members share responsibility for the integrity of the submitted work.

Reporting and Investigation

Procedural Fairness

Students who are alleged to have committed academic misconduct will be provided with an opportunity to respond to the allegation and present any relevant information before a decision is made. All investigations and decisions will be conducted fairly, impartially, confidentially, and based on the available evidence using the balance of probabilities standard.

Initial Action

If an instructor suspects academic misconduct, including plagiarism:

1. The instructor will take all reasonable steps to prevent academic misconduct in their courses and, if observing suspicious behaviour (e.g., copying, collusion) during an examination, will immediately warn the student(s).
2. The instructor will meet privately with the student to explain the concern and confirm it in writing as soon as reasonably practicable following discovery of the suspected misconduct, maintaining complete confidentiality and ensuring no other students are made aware of the incident.
3. The instructor may temporarily defer grading of the work under review pending completion of the investigation.
4. The instructor will clearly identify in writing which part(s) of the student's work are being reviewed, attaching or referring to relevant materials as evidence.
5. The Director will be notified immediately.

Investigation Outcome

- If the allegation cannot be substantiated:
 - The work will be returned with a Pass or Fail grade as appropriate, and the student may continue in the course.
- If misconduct is confirmed:
 - First offence:
 - The student will be notified in writing, with supporting evidence. The student will have one week to rewrite the assignment independently. At the instructor's discretion, this may be for partial credit, or the student may receive a grade of zero for the original work.
 - Serious first offence or second offence:
 - The student will receive a failing grade for the course and may be dismissed from further study at Granville College, pending a review of the facts.

Sanctions for Academic Misconduct

Depending on severity, one or more of the following may be applied:

- Written warning.
- Grade of zero for the specific work.
- Failing grade for the course.
- Academic probation.
- Suspension.
- Expulsion.

These sanctions are in addition to, and applied in the same manner as, the sanctions outlined in the Student Code of Conduct. All disciplinary actions are documented in the student's confidential file.

Instructor Responsibilities in Misconduct Cases

An instructor who knowingly ignores cheating or plagiarism will be referred to the Director for review and may be subject to disciplinary action.

Appeal of Decisions

Students may appeal findings or sanctions arising from academic misconduct in accordance with the institution's Grade Appeal Policy, Student Complaint and Dispute Resolution Policy, or other applicable institutional appeal procedures.

Related Policies

- Student Code of Conduct
- Artificial Intelligence (AI) Use Policy
- Student Responsibilities Policy
- Academic Progress and Standing Policy
- Grade Appeal Policy
- Student Complaint and Dispute Resolution Policy
- Privacy and Student Records Policy

Findings of academic misconduct may affect a student's academic standing, continued enrolment, eligibility for graduation, and, where applicable, may be reported in accordance with StudentAid BC reporting requirements.

ARTIFICIAL INTELLIGENCE (AI) USE POLICY

PURPOSE

This Policy guides the responsible, ethical, and academically appropriate use of Artificial Intelligence (AI) tools within institutional programs and courses.

This Policy applies to all students and covers the use of AI tools on both personal and institution-owned devices, whether on campus or remotely.

This Policy should be read in conjunction with the applicable Student Handbook, including:

- Academic Integrity and Misconduct policies;
- Code of Conduct and Student Expectations;
- Respectful and Fair Treatment policies;
- Learning Accommodation or Accessibility policies;
- Dispute Resolution policies; and
- All course-specific requirements and instructor expectations.

In the event of any inconsistency, the applicable Student Handbook and institutional policies shall govern.

STANDARDS FOR RESPONSIBLE AI USE

The institution supports the responsible and ethical use of Artificial Intelligence (AI) tools as part of the learning process. Students are expected to use AI in a manner consistent with academic integrity, professionalism, privacy expectations, and the standards outlined in the applicable Student Handbook.

Students using AI tools are responsible for:

- Ensuring submitted work reflects their own understanding and learning;
- Following instructor expectations and assignment requirements;
- Protecting confidential and sensitive information; and
- Critically reviewing and verifying AI-generated content before use.

ACCEPTABLE AND PROHIBITED USE OF AI

AI use may be permitted where authorized by the instructor and may include activities such as:

- Brainstorming ideas;
- Research support;
- Study assistance;
- Grammar or writing support; or
- Other instructor-approved learning activities.

Students must always follow:

- Assignment instructions;
- Course-specific AI expectations; and
- Instructor guidance regarding acceptable AI use.

Where expectations are unclear, students are responsible for seeking clarification before submitting work.

Unless expressly permitted by the instructor, students must not:

- Submit AI-generated work as their own;
- Use AI during prohibited assessments or evaluations;
- Use AI to engage in plagiarism, cheating, impersonation, or academic dishonesty;
- Upload confidential, personal, practicum, workplace, or sensitive information into AI systems; or
- Use AI in ways that violate institutional policies, professional standards, or applicable laws.

Unauthorized or undisclosed use of AI may constitute academic misconduct under the applicable Academic Integrity and Misconduct Policy.

INSTRUCTOR AND COURSE RESPONSIBILITIES

Instructors are responsible for:

- Clearly communicating AI expectations for courses and assignments;
- Indicating whether AI use is permitted, conditionally permitted, or prohibited;
- Guiding appropriate AI use where applicable; and
- Designing assessments that support academic integrity, critical thinking, originality, and student learning.

Course-specific expectations may vary depending on:

- The course;
- Assignment type;
- Learning outcomes; or
- Professional or regulatory requirements.

ACADEMIC INTEGRITY AND AI USE

Improper, unauthorized, or undisclosed use of AI may constitute academic misconduct under the applicable Academic Integrity and Misconduct Policy.

Examples may include:

- Submitting AI-generated work as one's own;
- Failing to disclose AI use where required;
- Using AI where expressly prohibited; or
- Using AI to circumvent learning objectives or assessments.

Concerns related to AI use will be addressed in accordance with the applicable:

- Academic Integrity and Misconduct Policy;
- Code of Conduct;
- Dismissal Policy; and
- Dispute Resolution Policy outlined in the applicable Student Handbook.

Students may be asked to explain how AI was used in completing their work and to demonstrate their understanding of the submitted material.

DISCLAIMER

Students are responsible for ensuring that all submitted work complies with:

- Institutional policies;
- Academic integrity expectations;
- Professional standards; and
- Applicable laws.

Unless expressly provided or required by the institution, external AI platforms operate independently from the institution. Students who choose to use such tools are responsible for reviewing the provider's privacy and data practices before use.

COURSE-SPECIFIC AI USE EXPECTATIONS

Where AI Use Is Permitted

The use of generative Artificial Intelligence (AI) may be permitted or encouraged in certain assignments or activities within a course. Assignment instructions will specify:

- Whether AI use is permitted;
- What type of AI use is acceptable, and
- Any disclosure or citation requirements.

Students remain responsible for:

- Proper citation and disclosure of AI use;
- Ensuring the accuracy and integrity of submitted work; and
- Following all assignment-specific instructions.

If students are uncertain whether the use of AI is permitted, they are responsible for seeking clarification from the instructor before submitting work.

Where AI Use Is Prohibited

All assignments and assessments in a course must be completed solely by the student without the use of generative Artificial Intelligence (AI) tools unless expressly authorized by the instructor.

This includes AI systems that generate:

- Text;
- Images;
- Audio;
- Video;
- Summaries;
- Translations; or
- Conversational responses.

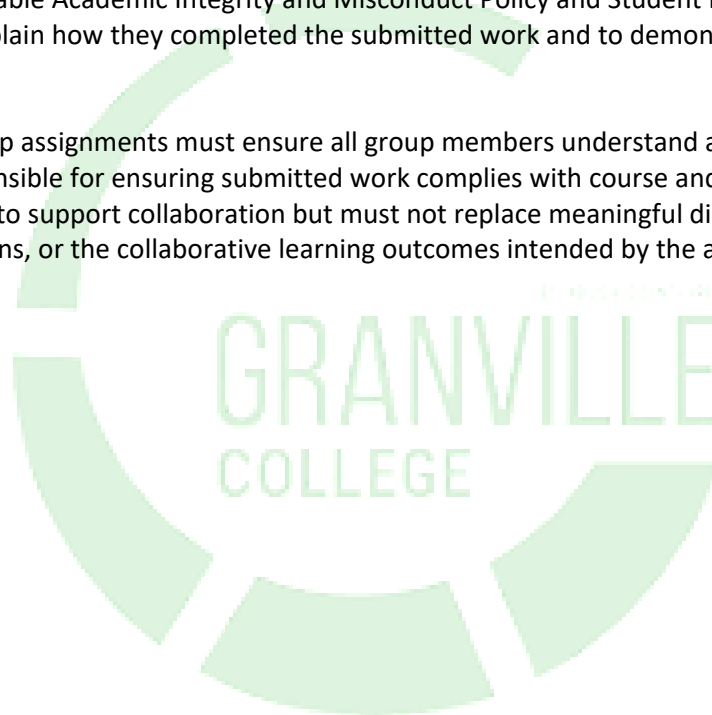
Use of AI in violation of course instructions may constitute academic misconduct. They may result in disciplinary action in accordance with the applicable Academic Integrity and Misconduct Policy and Student Handbook.

Students may be asked to explain how they completed the submitted work and to demonstrate their understanding of the material.

AI and Group Work

Students participating in group assignments must ensure all group members understand and agree on acceptable AI use.

- Groups remain responsible for ensuring submitted work complies with course and institutional AI requirements.
- AI tools may be used to support collaboration but must not replace meaningful discussion, critical thinking, individual contributions, or the collaborative learning outcomes intended by the assignment



PRACTICUM AND WORK EXPERIENCE

Where applicable, students are responsible for:

- meeting attendance requirements;
- complying with placement site policies;
- maintaining professional conduct;
- protecting client confidentiality;
- complying with workplace health and safety requirements;
- maintaining required licences, certifications, immunizations, or other placement requirements;
- completing required documentation accurately;
- immediately reporting workplace incidents, hazards, or injuries to both the placement supervisor and the institution.

COMPLIANCE WITH INSTITUTIONAL POLICIES

Students are responsible for becoming familiar with and complying with all institutional policies, procedures, program requirements, and any revisions issued during their enrolment.

Ignorance of institutional policies does not exempt students from their responsibilities.

FAILURE TO MEET STUDENT RESPONSIBILITIES

Failure to meet the responsibilities outlined in this policy may result in one or more of the following, depending on the nature and severity of the concern:

- academic support or advising;
- Academic Improvement Plan;
- Academic Probation;
- disciplinary action;
- suspension;
- dismissal;
- withdrawal from the program; or
- reporting to StudentAid BC or other regulatory or funding agencies where required.

Students will be afforded procedural fairness in accordance with applicable institutional policies.

RELATED POLICIES

- | | |
|--|--|
| • Academic Integrity and Misconduct Policy | • Attendance Policy |
| • Active Participation and Academic Standing Policy | • Code of Conduct |
| • Administrative Services and Student Records Request Policy | • Privacy and Student Records Policy |
| • Artificial Intelligence (AI) Use Policy | • Respectful and Fair Treatment Policy |
| | • Safety Policy |
| | • Work Experience Policy |

APPEALS

Where a decision made under this policy directly affects a student's academic status or enrolment, the student may access the Institution's Dispute Resolution Policy, where applicable.

RELATED POLICIES

This policy should be read in conjunction with:

- Code of Conduct;
- Student Responsibilities Policy;
- Student Complaint Procedure;
- Academic Integrity and Misconduct Policy;
- Privacy and Student Records Policy;
- Attendance Policy;
- Active Participation and Satisfactory Academic Standing Policy;
- Learning Accommodation Policy;
- Dismissal Policy;
- Work Experience Policy (where applicable).

ASSOCIATED FORMS

- Student Complaint Form
- Incident Report Form (where applicable)
- Witness Statement Form (where applicable)

CONTINUOUS IMPROVEMENT

The Institution will periodically review this policy to ensure continued compliance with legislative, regulatory, and institutional requirements. Revisions may be implemented to reflect changes to PTIRU requirements, StudentAid BC policies, human rights legislation, institutional governance practices, or operational needs.

Institutional leadership may periodically review complaint trends, investigation outcomes, and corrective actions to identify opportunities to strengthen the learning environment, improve institutional practices, support staff development, and promote continuous quality improvement.

DOCUMENTATION AND RECORDS

All investigations, meetings, evidence, correspondence, decisions, and disciplinary actions shall be documented and maintained within the student's official record in accordance with the Privacy and Student Records Policy and applicable record retention requirements.

Documentation shall be retained in accordance with the Institution's Student Records and Privacy Policy and applicable PTIRU record retention requirements.

RELATED POLICIES

- Admissions Policy
- Artificial Intelligence (AI) Use Policy
- Code of Conduct
- Respectful and Fair Treatment Policy
- Attendance Policy
- Active Participation and Academic Standing Policy
- Academic Integrity Policy
- Privacy and Student Records Policy
- Dispute Resolution Policy
- Tuition Refund Policy
- Work Experience Policy
- Student Responsibilities Policy



