

Alexander College



Calendar

2009

Schedule of Important Dates, 2009- 2010	4
Introduction.....	7
Mission Statement.....	7
Message from the President	7
College Board of Governors	8
Academic Programs	9
University Transfer Program	9
Associate of Arts Degree	9
Associate of Arts Degree Requirements	9
Course Transfer.....	10
Admission Policy.....	10
English for Academic Purposes Program (EAP).....	11
Grading System.....	11
Sequence and Sample Program.....	12
University Courses Descriptions.....	12
Articulation Plans.....	16
Admission Procedures	16
Registration Procedures	18
Fees	18
Programs	19
Programs	19
Refund and Registration Policy	19
Medical Insurance.....	21
Academic Policies and Regulations.....	22
Preamble	22
Academic Freedom	22
Academic Performance.....	22
Attendance	23
Transcripts.....	23
Retention of Student Records	23
Dispute Resolution and Appeals.....	23
Final Grade Appeals Procedure	24
Misconduct.....	25
Disciplinary Measures	25
Dismissal Policy and Procedures	26
Student Association	26
Student Responsibility	27
Faculty Responsibility	27
College Service and facilities.....	28
Counseling Service	28
Accommodation.....	28
Airport Pick-up Service	28
Orientation	28
Library.....	28
Computer Center.....	29
Laboratories	29
Bookstore	29
Health and Counseling.....	29

Student Lounges..... 29
Student Service Center..... 29
Faculty, Staff and Administration..... 30
 Administrative..... 30
 Faculty..... 30

Schedule of Important Dates, 2009- 2010

2009 Fall Semester. September - December

- Sep 3** New Student Orientation
- Sep 8** Classes begin
- Sep 11** Last day to apply for a refund for any course withdrawal
- Sep 18** Last day to add a course.
Last day to change a course status from credit to audit.
Last day to drop a course without record (subsequent withdrawals receive a grade of "W").
- Oct 2** Last day to apply for transfer credit to ensure credit has been recorded to meet course pre-requisites for Winter registration.
- Oct 12** Thanksgiving Day, College closed
- Nov 11** Remembrance Day College closed
- Nov 13** Last day to drop a course (subsequent withdrawals receive a grade of 'F').
- Dec 11** Last day of classes for Fall Semester
- Dec 14 - 17** Examination Period
- Dec 18-** Winter Break

2010 Winter Semester. January - April

- Jan 4** Tuition Payment deadline
- Jan 7** New Student Orientation
- Jan 11** Classes begin.
- Jan 15** Last day to apply for a refund for any course withdrawal
- Jan 22** Last day to add a course.
Last day to change a course status from credit to audit.
Last day to drop a course without receiving a "W" on record (subsequent withdrawals receive a grade of "W").
- Feb 15-26** Olympic Break- College Closed
- Mar 12** Last day to drop a course or completely withdraw from the College (Students receive a "W" on permanent record).
- Apr 2** Good Friday. College closed.
- Apr 5** Easter Monday. College closed.
- Apr 16** Last day of classes for Winter Semester
- Apr 19-23** Examination Period

2010 Spring Semester. April- July

April 29 New Student Orientation

May 3 Classes begin.

May 7 Last day to apply for a refund for any course withdrawal

May 14 Last day to add a course.

Last day to change a course status from credit to audit.

Last day to drop a course without receiving a "W" on record (subsequent withdrawals receive a grade of "W").

May 24 Victoria Day- College Closed

June 18 Last day to drop a course or completely withdraw from the College (Students receive a "W" on permanent record).

July 1 Canada Day. College closed.

July 6 Last day of classes

July 7-10 Examination Period for Semester 2.

2010 Summer Semester. July-August

July 12 Classes begin.

July 16 Last day to add a course.

Last day to change a course status from credit to audit.

Last day to drop a course without receiving a "W" on record (subsequent withdrawals receive a grade of "W")

Aug 2 BC Day- College Closed

Aug 13 Last day to drop a course or completely withdraw from the College (Students receive a "W" on permanent record).

Aug 20 Last day of classes

Aug 23-26 Examination Period for Semester 2.

2010 Fall Semester. September-December

Sep 2 New Student Orientation

Sep 7 Classes begin

Sep 10 Last day to apply for a refund for any course withdrawal

Sep 17 Last day to add a course.

Last day to change a course status from credit to audit.

Last day to drop a course without record (subsequent withdrawals receive a grade of "W").

Oct 11 Thanksgiving Day, College closed

- Nov 11** Remembrance Day College closed
- Nov 12** Last day to drop a course (subsequent withdrawals receive a grade of 'F').
- Dec 10** Last day of classes for Fall Semester
- Dec 13 - 17** Examination Period
- Dec 18-** Winter Break

Introduction

Mission Statement

Alexander College helps adults, and especially newcomers, become full participants of Canadian society. We provide opportunities for acquiring knowledge, credentials and marketable skills that lead to commensurate employment, or establish a foundation for higher education.

Goals

- To provide a serious learning environment where students with a variety of cultural backgrounds and language abilities can improve their lives through education.
- To enable students to study English and work on their vocational or academic programs at the same time.
- To provide students with the opportunity to develop high-quality vocational skills that are recognized in the marketplace, and help them find good jobs.
- To provide academic preparation that is recognized by other academic institutions and enable students to successfully graduate to more advanced studies.

The College Board approved this statement of mission and goals on March 16th, 2005.

Message from the President

Dear Students:

College training is a stepping-stone into a career. We strive to ensure that the stepping-stones we provide are solid, sure and headed in the right direction.

Solid. *We provide state of the art equipment and the latest information, delivered by excellent instructors. You will not find a better opportunity to learn what you need to know to get a degree or work at your chosen career in today's marketplace.*

Sure. *We monitor your progress through attendance, observation, and exams. Our classes are small. If you skip class or don't do your homework, we will know and you will be asked to be accountable. We want all of our students to succeed.*

Direction. *We are constantly in touch with employers and other colleges and universities, so that the training we provide is consistent with what is required. We provide information and counselling to help you transfer or present yourself to employers, and we provide job-placement assistance. Our reputation as a college will help you find a job. We will keep track of your career and continue to help, if you need it, long after you have graduated.*

The ability to communicate effectively in English is a requirement for most jobs. We realize how difficult it is to learn a new language and we provide significant and ongoing opportunities for you to practice your skills in reading, writing, listening, and speaking English. Making use of these resources is up to you, but they are as effective as we can make them and are provided free of charge to all of our vocational students.

I hope you are getting the impression that we pay close attention to our students and their needs. This is what we do. We care.

Marv Westrom, Ph.D. (Education)
President, Alexander College

College Board of Governors

The Board of Governors is the chief governing committee of the College. Responsibility for operating the college has been assigned to the Board by the owners of the College.

Membership

The Board of Governors consists of the President and Vice-President of the College, and at least four other individuals chosen for their stature in the education community. The President is secretary to the Board.

- Mackie Chase, BEd, RSA, MEd; Director, Centre for Intercultural Communication, UBC.
- Ron Giammarino, BA (St. Francis Xavier), MA, PhD (Queen's); PHN Professor of Corporate Finance; Director, Phillips, Hager & North Centre for Financial Research; Professor of Finance, Sauder School of Business, UBC.
- Brian Graham, BEd (Secondary), MBA (BC); Former Director of MBA/MSc Program; Lecturer, Operations and Logistics Division, Sauder School of Business, UBC.
- Gordon Farrell, MBA, CMA, FCMA; former Dean of Business Programs and Acting Vice president, BCIT. Currently Director of Business Development, Kwantlen College.
- Barbara Moon, BSc (Hons), PhD (SFU), Professor and Head of the Department of Biology at University College of the Fraser Valley.
- Marv Westrom, BEd, MEd, PhD (Alberta), President, Alexander College and Board chair.
- Patrick Zhao, MSc (China), Vice-President, Administration, Alexander College.
- A student representative

The Board has the following specific responsibilities. They will:

Ensure that periodic reviews and formal assessments of all academic programs are conducted at least every five years.

Receive complaints and/or concerns from students or staff that have not been satisfactorily resolved by the president, and determine a final resolution of these complaints and/or concerns.

Ensure to the best of their ability that the college is in compliance with all legal requirements and exercises the highest moral and ethical standards at all times.

Approve the appointment of all full-time academic staff and instructors.

Academic Programs

Our academic program provides an educational experience that prepares students for work, citizenship and an enriched life as an educated person, and lays a solid foundation for further study.

It provides a broad range of course offerings balanced with in-depth study in specific disciplines. Since many students will continue their studies, the requirements are sufficiently flexible to enable students to plan their educational program carefully and to complete the required prerequisites for upper level course work in their intended major.

- It enables the preparation of students for entry into the labor market by incorporating essential and employability skills in all courses within a relatively short period.
- It provides a means of facilitating the achievement of a degree by students who may move from one campus to another, and sometimes to another university.
- It provides academic excellence through the qualifications of faculty.

Graduates of the Associate of Arts degree will acquire a combination of knowledge, core competencies and transferable skills that will provide them with the benefits typical of a solid foundation for further study in an Arts degree.

The Alexander College Associate of Arts degree requirements are the same as the requirements for all B.C. institutions that offer the Associate of Arts degree. The degree program integrity parallels existing Associate of Arts and Bachelor degree programs in the province.

University Transfer Program

The university transfer program adheres to the standard college/university model where students would take credits over a two-year period in a variety of academic areas.

Working with an advisor, the student creates an individual program of study to meet his or her specific career goals, or simply develop a broad liberal arts education. Such a program of study normally involves a selection of courses from several disciplines that most interest the student and best meet their needs for a coherent program.

Alexander College is continuously negotiating the transfer of credit for its courses at colleges and universities throughout Canada, the United States and elsewhere. However individual course equivalencies are judged on a case-by-case basis. Students can check course equivalencies within B.C. by consulting the BC Transfer Guide. We recommend that students consult with our academic counselors to check transferability of specific courses with their targeted university.

Associate of Arts Degree

The Associate of Arts degree is a two-year degree approved to be offered in BC by the Minister of Advanced Education. It is recognized by many colleges and universities in North America and around the world. Students take 60 credits in a variety of academic areas, usually over a two-year period.

Associate of Arts Degree Requirements

General Requirements

Students must complete 60 term credits of first and second year courses. These must include a minimum of 18 credits in Arts at the second-year level taken in two or more subject areas.

Specific Requirements

1. 6 credits in first-year English; *and*
2. 9 credits in Science which shall include at least:
 1. 3 credits in Mathematics, or Computing Science or Statistics (Statistics courses taught in subject areas such as Business, Commerce, Economics, Psychology, etc. may also be used to meet this requirement);
 2. 3 credits in a laboratory science, *and*
3. 36 credits in Arts which shall include:
 1. 6 credits in the Social Sciences;
 2. 6 credits in Humanities (including the Creative and Performing Arts) other than English;
 3. 24 additional credits in Arts, *and*
4. 9 credits in Arts, Science, or other areas.

The associate degree is designed to provide an educational experience that prepares students for work, citizenship and an enriched life as an educated person, and to lay a solid foundation for further study.

Course Transfer

Individual courses can be transferred among BC Colleges and Universities provided that articulation agreements have been made between the institutions. Alexander College is continuously negotiating transfer agreements with the major universities in BC and with other colleges and universities around the world. Agreements made with BC colleges and universities are recorded in the BC Transfer system and can be viewed on the BCCAT website at: [BC Transfer Guide](#).

If your goal is to take courses with the expectation of transferring credit to another college or university, our academic counselors will be happy to assist you in creating an academic plan that makes the best use of Alexander's transfer agreements.

Admission Policy

Alexander College provides admission to educational programs for as wide a range of students as possible. However, where appropriate, access to programs and courses is restricted to students who satisfy established admission criteria at both general and program-specific levels.

General Admission Requirements

To be admitted to Alexander College, a student must have completed Grade 12 and be proficient at using English.

Grade 12. Students must successfully complete a BC secondary program (Grade 12) or the equivalent, or successfully complete the A.B.E. (Adult Basic Education Program) or G.E.D. (General Educational Development testing program).

English. Students must complete English 12 with a minimum grade of "C".

International Students

Students who have not completed their secondary program in a school in North America are designated as International students. Their admission credentials require special scrutiny. In general, to be admitted, international students must have completed the equivalent of twelve years of schooling, and be proficient in English.

English is the language of instruction and successful study depends heavily upon fluency in the English language. This can be demonstrated by any one of the following tests of English with the stated score.

- TOEFL (paper-based) 560, with essay 4.5.
- TOEFL (computer-based) 220, with essay 4.5.
- IELTS 6.5.
- CAEL 60 overall with essay 60.
- LPI (Language Proficiency Index) Level 4 with essay 26.
- ELA (English Language Assessment) 145.

Where appropriate, students with documented disabilities are permitted to demonstrate language competency in alternative ways.

English for Academic Purposes Program (EAP)

Students who do not meet the English language proficiency requirement for admission to the Associate of Arts program may apply to the Alexander College English for Academic Purposes Program (EAP) program. EAP is a full-time, integrated, intensive English and academic skills program that prepares students for college and university study. This program is also known as the Academic Foundation Program.

Grading System

All courses for this program will utilize a letter grade system. Alexander College has policies and procedures pertaining to evaluation in such courses, which are detailed in *Appendix A: Education Policies - Supervision of Instruction, Mid-Term and Final Examinations, and Grading System*.

Table 2: Grade Equivalences

Grade	GPA	Achievement Level	Description
A+	4.33	90% and above	Outstanding Achievement
A	4.00	85% to 89%	
A-	3.67	80% to 84%	
B+	3.33	76% to 79%	Good Achievement
B	3.00	72% to 75%	
B-	2.67	68% to 71%	
C+	2.33	64% to 67%	Satisfactory Achievement
C	2.00	60% to 63%	
C-	1.67	55% to 59%	
D	1.00	50% to 54%	Marginal Achievement
F	0.00	49% and below	Unsatisfactory Achievement

Students must maintain an average grade of at least C (60%) in each term of study.

Sequence and Sample Program

Program Content

The following is a guideline for course selection for the Associate of Arts Degree, which assumes students will complete their coursework in two terms per year for two years. (Note for information regarding the classification of courses as Social Science, Humanities, Science, Arts, etc., go to Associate of Arts Course Classification):

Term I	Term II	Term III	Term IV
ENGL 100 Social Science elective Humanities elective Science elective Arts elective	Math requirement Social Science elective Humanities elective English elective (1st year) Arts elective	Lab Science elective Second-year Arts elective Second-year Arts elective Second-year Arts elective University Transfer elective	Second-year Arts elective Second-year Arts elective Second-year Arts elective University Transfer elective University Transfer elective

Provisional Plan

Degree Requirements	CR	Number	Course Name
English Requirements	6 Credits		
English	3	ENGL 100	Strategies for University Writing
English	3	ENGL 105	Literature and Culture

100 Level Requirements 18 Credits (no more than 6 credits in one subject area)

Humanities (other than English)	3	PHIL 100	Knowledge and Reality
Humanities (other than English)	3	PHIL 110	Introduction to Moral Philosophy
Arts Elective (other than English)	3	ECON 103	Principles of Microeconomics
Arts Elective (other than English)	3	ECON 105	Principles of Macroeconomics
Social Science Course	3	PSYC 101	Introduction to Biological and Cognitive Psychology
Social Science Course	3	PSYC 102	Intro to Developmental, Social, Personality, and Clinical Psychology

200 Level Requirements 18 Credits (200 level or higher; must be in two or more subject areas)

200 Level Arts	3	ENGL 230	Canadian Literature
200 Level Arts	3	PHIL 210	Natural Deductive Logic
200 Level Arts	3	PSYC 217	Thinking Clearly about Psychology
200 Level Arts	3	PSYC 218	Analysis of Behavioural Data
200 Level Arts	3	ECON 260	Environmental Economics
200 Level Arts	3	ECON 295	Managerial Economics

Science Requirements 9 Credits:

Lab Science	3	BIOL 100	Introduction to Biology
Math, Stats, or Comp Sci	3	MATH 104	Differential Calculus with Applications to Commerce and Social Sciences
Science Elective	3	MATH 105	Integral Calculus with Applications to Commerce and Social Sciences

General Electives 9 Credits (100 level or higher)

Elective	3	COMM 290	Introduction to Quantitative Decision Making
Elective	3	COMM 291	Applications of Statistics in Business
Elective	3	COMM 293	Financial Accounting

University Courses Descriptions

Course number (credits) title. Every course has a course number, which consists of a subject area designation and a number. Acceptable subject area designations are as follows:

ANTH (Anthropology), ARTS (Art), BIOL (Biology), BOTA (Botany), BUSI (Business), CHEM (Chemistry), CHIN (Chinese), COMM (Commerce), COMP (Computer Science), ECON (Economics), ENGL (English), FREN (French), HIST (History), JAPN (Japanese), MATH (Mathematics), PHIL (Philosophy), PHYS (Physics), POLI (Political Science), PSYC (Psychology), and SOCI (Sociology).

Acceptable numbers are three-digit natural numbers beginning with zero, one, or two. Numbers beginning with the digit zero designate courses taken as pre-requisite to academic courses. For example, ENGL 099 is a course that provides high school English, and may be taken as a prerequisite to first-year academic English courses. Numbers beginning with the digit one are first-year courses. They normally are introductory in nature, do not have internal prerequisites, and may be taken by students in either the first or second year of their program. Numbers beginning with the digit two identify second-year courses. They may or may not have an internal prerequisite course. Normally students do not take courses beginning with the digit two until they are in the second year of their program. The subject area designation and the number of every new course must be approved by the registrar. Courses under development may be assigned temporary unspecified numbers, such as MATH 2xx.

Biology

BIOL 100 (4) Introduction to Biology

This survey course is designed for non-science students with an interest in the place of humans in nature. The course deals with evolution, genetics, cellular and molecular perspectives on biology, and examines the place of humans in the biosphere (ecology). The course consists of lectures and integrated laboratory exercises.

Commerce

COMM 290 (3) Introduction to Quantitative Decision Making

Introduction to decision models in business, including basic optimization, linear programming, probability, decision analysis, random variables, simulation, and solving decision problems using spreadsheet tools. *Prerequisite* MATH 100 and MATH 150.

COMM 291 (3) Applications of Statistics in Business

Methods and applications of statistics in business; data analysis, descriptive regression; data generation; sampling distributions; hypothesis testing; confidence intervals; two sample problems; inference in regression. *Prerequisite: COMM 290.*

COMM 292 (3) Management and Organizational Behaviour

Behaviour in organizations as it affects people as individuals, their relationships with others, their performance in groups and their effectiveness at work.

COMM 293 (3) Introduction to Financial Accounting

Introduction to the construction and interpretation of financial reports prepared primarily for external use.

COMM 294 (3) Introduction to Managerial Accounting

Introduction to the development and use of accounting information for management planning and control, and the development of cost information for financial reports. *Prerequisite: COMM 293.*

Computer Science

CPSC 100 (4) Elements of Computer Science

An introduction to elementary concepts in Computer Science. Topics include: history, hardware, software, user applications, networks, and programming.

CPSC 111 (4) Introduction to Computing

Basic programming constructs, data types, classes, interfaces, protocols and the design of programs as interacting software components. *Prerequisite: MATH 12 or equivalent.*

Economics

ECON 103 (3) Principles of Microeconomics

The principal elements of theory concerning utility and value, price and costs, factor analysis, productivity, labor organization, competition and monopoly, and the theory of the firm.

ECON 105 (3) Principles of Macroeconomics

The principal elements of theory concerning money and income, distribution, social accounts, public finance, international trade, comparative systems, and development and growth. *Prerequisite: ECON 103.*

ECON 210 (3) Money and Banking

Banking theory and practice in a Canadian context; the supply theory of money; the demand for money and credit creation; monetary policy in a centralized banking system and in relation to international finance. *Prerequisites: ECON 103 and ECON 105.*

ECON 260 (3) Environmental Economics

An introduction to the relationship between economic activity and the environment; causes, consequences and possible solutions to local and global environmental issues. Economic analysis of environmental problems such as water and air pollution and global climate change. Evaluation of market failures due to externalities and public goods. Market and non-market regulation of environmental problems. *Prerequisite: ECON 103.*

ECON 280 (3) Introduction to Labour Economics

An analysis of the microeconomic and macroeconomic aspects of labour markets and government policy options relating to labour markets. Institutional aspects and recent trends in the Canadian labour market, and labour market models that seek to explain the behaviour of labour market participants are examined. Policy analysis is studied with these models and is an important focus of the course. *Prerequisites: ECON 103 and ECON 105.*

ECON 290 (3) Canadian Microeconomic Policy

Canadian governments regularly implement policies targeted at specific markets and this intervention is justified on the basis that the targeted market would not achieve desired levels of performance on their own. Why do markets fail to automatically achieve efficient outcomes (i.e., what are market failures and why do they occur)? What government policies are used to correct market failure and are they effective? *Prerequisites: ECON 103 and ECON 105.*

ECON 291 (3) Canadian Macroeconomic Policy

A general survey of Canadian macroeconomic policy issues. Topics will include the costs of inflation and unemployment, monetary and fiscal policy, the effects of government debt and exchange rate policy. *Prerequisites: ECON 103 and ECON 105.*

ECON 295 (3) Managerial Economics

Economic foundations of managerial decision-making. Demand theory, cost and production, market structure, competitive strategy, organization of the firm, welfare-economic foundations of business regulation. *Prerequisites: MATH 105, ECON 103 and ECON 105.*

English

ENGL 100 (3) Strategies for University Writing

This course will focus on the study and application of academic discourse. Students will learn to write clearly, using correct grammar and good organization; apply principles of unity, coherence and emphasis in paragraph and essay construction; write unified and economical sentences with effective transition, coordination, and subordination; use different patterns in writing, such as comparison and contrast, description, narration, and process development; plan, analyze, revise, and proofread their own writing; and begin to incorporate readings or other source materials into their writing. The emphasis throughout will be on the rhetorical strategies of academic writing. *Prerequisite: English 12 (or equivalent) with a grade of at least B.*

ENGL 101 (3) Introduction to Fiction

Introduction to fundamental literary principles of fiction, including form, plot, character, narration, and theme. *Prerequisite: English 100.*

ENGL 102 (3) Introduction to Poetry

Introduction to the close reading of poetry, principally from the modern period. Students will study a variety of poets, as well as multiple works of selected poets. *Prerequisite: English 100.*

ENGL 103 (3) Introduction to Drama

Introduction to the principles of drama, both as written text and as theatre. We will emphasize modern Canadian plays and theatrical performance as symbolic action. Some attention will also be given to appropriate techniques for writing English papers. *Prerequisite: English 100.*

ENGL 220 (3) English Literature to the 18th Century

An examination of the work of major English writers of prose, poetry, and drama from the 14th century to the 18th century. *Prerequisite: Six credits of first-year English.*

ENGL 221 (3) English Literature from the 18th Century to the Present

A survey of poetry, drama, fiction and non-fiction prose from the 18th century to the present. *Prerequisite: Six credits of first-year English.*

ENGL 222 (3) Canadian Literature

The study of major genres of Canadian writing: fiction, poetry, non-fictional prose, and drama. *Prerequisite: Six credits of first-year English.*

History

HIST 101 (3) Canada to Confederation

A study of Canadian history from the period of earliest human occupation to Confederation in 1867, this course will examine major themes in Canada's past, including: early First Nations cultures; contact and interaction between aboriginal societies and European cultures; social, economic, and political developments in New France and early British North America; struggles for control over the

North American continent in the eighteenth century; immigration, industrialization, and social and political reform in the nineteenth century; the confederation question; and the emergence of Canada as a separate North American nation-state.

HIST 102 (3) Canada Since Confederation

Was Confederation a noble experiment in nationalism and self-determination? Or was it a cynical tactic by a small group of powerful men? Who benefited? And who paid the price? What have parliamentary democracy and free enterprise meant to regions, natives, women, workers, and elites? Is the history of Canada a story of adventure, patriotism, and pluck, or is it a story of avarice, plunder, and pillage? Is it a history of peaceful conformity or confrontation and rebellion?. This course introduces students to fundamental skills and ideas involved in studying and writing history, including critical thinking, evaluating sources, and writing.

HIST 223 (3) Early Modern Europe, 1500-1789

A survey of early modern European history which examines the wars of religion, the 17th century revolutions, 16th and 17th century economic development, the scientific revolution, the *enlightenment* and the political and social character of the old regime.

Prerequisite: HIST 101 or HIST 102

HIST 224 (3) Europe from the French Revolution to the First World War

A survey of European history emphasizing the French Revolution, and Napoleonic Europe and first Industrial Revolution, liberalism and its opponents, agrarian conservatism, liberalism and conservatism, the Revolutions of 1848, the struggles for political unification, the second Industrial Revolution and the origins of the First World War. *Prerequisite: HIST 101 or HIST 102*

Mathematics

MATH 100 (3) Precalculus

Algebraic, exponential, logarithmic and trigonometric functions and their graphs. Conic sections, applications. *Prerequisite: BC Principles of Mathematics 11 (or equivalent) and permission of the Dean.*

MATH 104 (3) Differential Calculus with Applications to Commerce and Social Sciences

Derivatives and rates of change, exponential and trigonometric functions, Newton's method, Taylor series, maxima and minima, and graphing. *Prerequisite: BC principles of mathematics 12 (or equivalent) with a grade of at least B, or MATH 100 with a grade of at least C.*

MATH 105 (3) Integral Calculus with Applications to Commerce and Social Sciences

The successful student will be competent working with concepts of Antiderivatives, Integration, Multivariable Calculus, Differential Equations, and Probability, and be able to apply this knowledge to problems in economics, commerce and business administration.

Prerequisite: MATH 104.

MATH 151 (3) Calculus I

Functions and graphs, conic sections, limits and continuity, derivatives, techniques and applications of differentiation, trigonometric functions, logarithms and exponentials, extrema, the mean value theorem and polar co-ordinates. *Prerequisite: BC principles of mathematics 12 (or equivalent) with a grade of at least B, or MATH 100 with a grade of at least C.*

MATH 152 (3) Calculus II

Integrals, techniques and applications of integration, approximations, sequences and series, area and arc length in polar co-ordinates. *Prerequisite: MATH 151.*

MATH 232 (3) Elementary Linear Algebra

Matrix arithmetic, linear equations, and determinants. Real vector spaces and linear transformations. Inner products and orthogonality. Eigenvalues and eigenvectors. *Prerequisite: MATH 151.*

Philosophy

PHIL 100 (3) Knowledge and Reality

An introduction to some of the central problems of philosophy. Topics to be discussed include theories of reality; the nature and sources of knowledge, truth, evidence, and reason; the justification of belief and knowledge about the universe. These topics and problems are considered as they arise in the context of issues such as: relativism versus absolutism; the existence of God; personal identity; the nature of the mind and its relation to the body; free will and determinism; the possibility of moral knowledge.

PHIL 110 (3) Introduction to Moral Philosophy

An introduction to the central problems of ethics such as the nature of right and wrong, the objectivity or subjectivity of moral judgments, the relativity or absolutism of values, the nature of human freedom and responsibility. The course will also consider general moral views such as utilitarianism, theories of rights and specific obligations, and the ethics of virtue. These theories will be applied to particular moral problems such as abortion, punishment, distributive justice, freedom of speech, and racial and sexual equality.

PHIL 120 (3) Introduction to Logic and Critical Thinking

An exploration of the tools for dealing with everyday and technical arguments and concepts. Analysis and resolution of confusions, ambiguities, and fallacies.

PHIL 210 (3) Natural Deductive Logic

The course is designed to teach students to generate deductively valid arguments and to detect invalid arguments. Correct inference

rules for sentential arguments and quantificational arguments are identified and treated from a purely syntactical point of view. A rigorous treatment of the semantic theory for sentential logic and quantification logic is also presented.

Psychology

PSYC 101 (3) Introduction to Biological and Cognitive Psychology.

Introduction to Methods and Statistics, Biopsychology, Learning, Perception, Memory, and Cognition.

PSYC 102 (3) Introduction to Developmental, Social, Personality, and Clinical Psychology.

Introduction to Methods and Statistics, Motivation, Assessment, Developmental, Personality, Clinical, and Social Psychology.

Prerequisite: PSYC 101.

PSYC 217 (3) Thinking Clearly about Psychology.

Thinking about psychological science, with an emphasis on common errors of judgment. *Prerequisites: PSYC 101 and PSYC 102.*

PSYC 218 (3) Analysis of Behavioural Data.

Introduces behavioural data analysis; the use of inferential statistics in psychology and conceptual interpretation of data; experimental design (laboratory, field research methods); presentation of data analyses in reports. *Prerequisite: PSYC 217.*

Sociology

SOCI 100 (3) Introduction to Sociology

An introduction to the discipline of sociology, beginning with an overview of sociological theory and methods. The main part of the course focuses on key substantive areas of the discipline, and compares current Canadian sociological data with findings from elsewhere. Students learn to see themselves and the world in which they live through various sociological perspectives.

SOCI 103 (3) Canadian Society

The institutional foundations of contemporary Canadian society, particularly capitalism, the nature and history of social class, and the role of the state. Social inequality in Canadian society as it manifests itself in income, race, ethnicity, and gender. An overview of the current social, economic, and political spheres of Canadian society. *Prerequisite: SOCI 100.*

SOCI 250. (3) Introduction to Sociological Theory

An examination of the themes and topics raised by four of the pre-eminent social theorists of the Nineteenth and early Twentieth Century - Comte, Durkheim, Marx and Weber. *Prerequisite: SOCI 100.*

Articulation Plans

The Alexander College Associate of Arts degree requirements are similar to the major B.C. universities. The degree program integrity, including admission requirements, course selection, course definition and prerequisites, course outlines, exams, and instructional methods, parallel existing Associate of Arts and Bachelor degree programs in the province.

We have transfer for our courses at SFU, UBC, UNBC and UVIC. We are continuously seeking agreements with other colleges and universities in Canada, the US, and elsewhere.

Admission Procedures

Inquiries concerning admission should be made to:

Admissions	Telephone: (604) 430-5608
Alexander College	Fax: (604) 430-5638
#305 - 4538 Kingsway	
Burnaby, B.C. V5H 4T9	

Application can be made in-person or by mail.

Application Deadlines. Please consult the schedule for application deadlines. Applications are not considered complete until all necessary supporting documentation is provided. Applications received after the application deadline will be considered only if there is space available in the requested program. Documents submitted in support of applications become the property of the College and may not be returned to the student. Offers of admission and information concerning registration procedures will be provided to all successful applicants. Students receiving offers of admission to limited enrolment programs will have their offer of admission revoked if they do not

register by the cancellation date given in their letter of acceptance. Offers of admission or re-admission are valid only for the session indicated in the letter of acceptance.

International Student Application Procedure and Check List

1. Submit a completed application, application fee, and documents required for your program as the following:
 - Official Education Transcript with the official or notarized English translation, which shows the results for last three years in high school. If the student is still in Grad 12 while applying, then the transcript for last year may be submitted before registration for classes.
 - High school graduation certificate along with the official or notarized English translation.
 - English test results (TOFEL or IELTS, if applicable). The copy of the test results can be used while submitting the application, but the original copy of the test result has to be sent to the college by the test agency directly before the student registers for the classes.)
 - Application fee of CAN\$150
2. Admission process will be done in 7 working days
3. Pay deposit 10% of tuition, Offer of Admission Letter
4. Apply for your visa and Study Permit
5. Pay the two term tuition fee (required for international student CAN\$10,500-\$1000 prepaid = \$9,500) plus other fees (if applicable) indicated in the application form
6. Departure for Vancouver

Student selection. The College reserves the right to deny admission on the basis of overall academic record and to limit enrolment by selecting those who will be admitted from among qualified applicants.

Applicants must:

Be at least 16 years of age;

Possess Grade 12 level or equivalent;

Possess prerequisite qualifications specific to individual programs;

Have basic medical insurance

Be legally able to study in Canada

Students with disabilities. Academically qualified students who have physical, sensory or specific learning disabilities are encouraged to attend. The College will ensure that applicants are not denied admission as a result of their disability and that, where appropriate, accommodation will be made with respect to admission criteria.

English requirement. English is the language of instruction at Alexander College and all applicants, regardless of country of origin or citizenship status, are required to demonstrate competence in the use of English prior to admission. Competence is expected in listening, reading, speaking, and writing. Students are expected to support the immersion model of learning by using English exclusively while they are on campus.

Prerequisites. All students must present prerequisites appropriate for their intended program of study.

Appeals. Applications are screened carefully. However appeals against admission decisions can be sent in writing to the president of the College who may convene a hearing and reconsider the decision.

Registration Procedures

Registration is the process of formally assigning and recording the enrolment of a student in a course or courses. Registration is available only to those students who have received an offer of admission or readmission, or to students continuing from one term to the next.

All students who are newly admitted must pay a non-refundable deposit to confirm their acceptance of an offer of admission before they can register for the first time. Continuing students are required to pay a non-refundable deposit before they can register for the first time for any session. Students must pay any overdue amount in full before paying their deposit.

Apply through the following steps.

Complete a Alexander College Application Form;

Enclose the application fee \$100 and other necessary fees;

Attach or arrange for the delivery of official transcripts, certificates and diplomas (original or certified copies) indicating the applicant's academic standing and language proficiency. Certified translations should be included where necessary;

Send or take the entire application package with appropriate fees to:

Admissions Office
Alexander College
#305, 4538 Kingsway
Burnaby, BC
Canada V5H 4T9

Fees

Fees include tuition fees, program fees, book fees, and student society fees. The College may change the amount of fees without notice. Students who have not completed their course requirements when a change in fees is made may be required to pay the new fees. Fees listed are in Canadian Dollars.

It is the responsibility of students to make their payments by the due dates. Payments are applied to any outstanding amount before being applied to fees due in the current session.

Financial Hold. A student may be placed on financial hold as result of outstanding indebtedness to the College. When a student has been placed on financial hold, no subsequent registration activity will be allowed and transcripts of academic record or graduation diplomas will not be issued. The financial hold will be removed when the outstanding balance is paid in full. Interest may be charged on outstanding amounts that are past due.

Tax Receipts. The T2202A tax receipt will be provided for all qualified students. This information includes the student's assessed tuition and monthly education credit for the tax year. All fees that qualify for tuition tax credit will be included on the receipt. For more information on income tax, visit the Canada Customs and Revenue Website and search for the "Students and Income Tax" page.

Medical Insurance. Students from outside British Columbia are responsible for ensuring that they have basic medical insurance as a condition of their acceptance to the College.

Other Fees.

- Appeal of grade \$50.00
- Diploma, duplicate or replacement \$10.00
- Official Transcript \$10.00. (Rush - same day service \$25.00)
- Challenge Exams \$50.00
- NSF/returned cheques \$20.00

International Student Program Tuition Fees (Canadian \$)

Programs		Tuition Fees	Program Length
University Transfer Program & Associate Art Degree Program		\$5,850/semester (15 credits) \$390/credit	One semester is 14 weeks
Academic Preparation Program	ENG 096/097 (20hrs/week)	\$4,680/semester \$2,340/half semester	One semester is 14 weeks Half Semester is 7 weeks
	ENG 098 (15hrs/week)	\$3,510/semester \$1,755/half semester	
	ENG 099 (10hrs/week)	\$2,340/semester (no half semester available)	

Domestic Student Program Tuition Fees (Canadian \$)

Programs		Tuition Fees	Program Length
University Transfer Program & Associate Art Degree Program		\$3,825/semester (15 credits) \$255/credit	One semester is 14 weeks
Academic Preparation Program	ENG 096/097 (20hrs/week)	\$3,060/semester \$1,530/half semester	One semester is 14 weeks Half Semester is 7 weeks
	ENG 098 (15hrs/week)	\$2,295/semester \$1,148/half semester	
	ENG 099 (10hrs/week)	\$1,530/semester (no half semester available)	

Refund and Registration Policy

Applicability: Associate of Arts Degree, University Transfer, English Academic Preparation, ESL Program Students

Effective Date: August 20, 2009 (Amendment)

Application Fee

All students must apply and be accepted to the college before being permitted to take courses. A non-refundable application-processing fee of \$150 must be paid before the application is processed.

Tuition Fees

Tuition fees are charged for attendance at courses and must be paid in full before the student is permitted to attend classes.

Waitlists

When there are more students wishing to take a course than the number of seats available in that course, a waitlist is created. By paying the tuition fee, students may have their names placed on the first-in first-out waitlist. In the event that a student is removed from the course list by reason of withdrawal or non-payment of fees, then the top student on the waitlist is moved to the course list.

Last Day for Payment

For every term a *Last Day for Payment* is identified. Students who pay all of their fees on or before this date are guaranteed their places in their courses. Students who do not pay their fees on or before this date are removed from the course list. If there is a waitlist for the course, then students on the waitlist are moved to the course list in the order in which they joined the waitlist.

Late Fees

Students who register for a course after the *Last Day for Payment* must pay all outstanding fees at the time of registration and are assessed an additional 3% Late Fee on their outstanding balance.

Registration changes

Students may add courses to their programs during the first week of classes. All tuition fees must be paid at the time of registration and a late fee is assessed. Students may not register for a new course after the first week of classes.

During the first two weeks of classes, students may switch from one course to another provided that they have attended at least one class of their initial course, and that there is space for them in their new course. There is no charge for changing courses.

Refunds

Students who withdraw from a course on or before the *Last Day for Payment* receive a full refund of the tuition fee for that course. Students who enter a waitlist and are not successful in obtaining a seat in their desired course also receive a full refund of the tuition fee for that course.

International students who obtain a Letter of Acceptance from Alexander College cannot receive a refund unless they are denied Study Permit Authorization by Citizenship and Immigration Canada. Proof of permit denial by CIC is required and in this case they are eligible for a full refund of all fees.

Refunds for students who withdraw from courses after the *Last Day for Payment* are determined as follows:

Fall, Winter and Spring course refunds	
Withdrawal before end of first week of classes	50% refund
Withdrawal before end of second week	30% refund
Withdrawal after the second week	No refund
Summer course refunds	
Withdrawal before start of the second class	50% refund
Withdrawal before end of the first week	30% refund
Withdrawal after the first week	No refund

Students must confirm their intent to withdraw in writing or in person to a responsible staff member. Non-attendance does not constitute notice of withdrawal.

Refunds are sent to the sponsor, agency, or individual who initially paid the fees.

Authorization-Related Withdrawals

1. If an international student is required to withdraw from their program of study because they
 - (a) are denied Study Permit authorization from Citizenship and Immigration Canada, or
 - (b) do not receive authorization prior to the start of the program of study, then Alexander College will retain the lesser of 25% of the total fees due or \$200 provided that:
 - i) the student notifies the College in writing of the circumstances under subsection 12 (a) or (b) on or before the first day of a program of study is scheduled to begin, and
 - ii) the student, within a reasonable time, provides documentation of the authorization circumstances to the College in writing.

Medical Insurance

All students must maintain British Columbia Medical Services Plan (BC MSP) while attending Alexander College. The college is not liable for any medical or dental expenses while students are attending Alexander College. Students from outside British Columbia, particularly International students, must obtain Visitors to Canada medical insurance to provide them with coverage for the first 90 days upon arrival in Canada. This 90 day waiting period is required by the BC government in order to process any application for BC MSP and is governed by the BC MSP Act. The BC MSP card will become effective 90 days after your arrival in BC and the temporary Visitors to Canada medical insurance will expire accordingly. Students from other Canadian provinces must also obtain BC MSP. They should check with their respective provincial medical services plan to verify what coverage would apply until they receive their new BC MSP card.

Academic Policies and Regulations

Preamble

Alexander College is committed to ensuring that all members of the College community - students, faculty, staff, and visitors - are able to study and work in an environment of tolerance and mutual respect that is free from harassment and discrimination.

The College recognizes the importance of high quality teaching for the academic preparation of its students and accordingly requires that instructors be regularly evaluated by procedures that include provision for assessment by students.

The College does not assume responsibilities that naturally rest with adults. It is the policy of the College to rely on the good sense and on the home training of students for the preservation of good moral standards and for appropriate modes of behaviour and dress.

Regular attendance is expected of students in all their classes (including lectures, laboratories, tutorials, and seminars.). Students who neglect their academic work and assignments may be excluded from final examinations. Students who are unavoidably absent because of illness or disability should report to their instructors on return to classes.

The College reserves the right to limit attendance, and to limit the registration in, or to cancel or revise any of the courses listed.

Enrolment is limited in all courses and admission does not guarantee that space will be available in any course or section. However, no student in a graduating year may be excluded from a course necessary to meet degree program requirements because of lack of space (this rule does not apply to elective courses or preferred sections of courses).

The College accepts no responsibility for the cancellation or discontinuance of any class or course of instruction which may be made necessary or desirable as a result of an act of God, fire, riot, lock-out, stoppage of work or slow-down, labour disturbances, lack of funds, the operation of law or other causes of the kind.

Academic Freedom

It is the responsibility of college instructors to learn and continue to learn about their areas of expertise, and to provide their students with high-quality learning opportunities. In this context it is the responsibility of all instructors, administrators, staff, and students to encourage an environment of academic acceptance and trust; where ideas are welcome regardless of any quality of the originator such as race, gender, sexual orientation, disability or age; and where ideas can be expressed and examined without fear of reprisal other than the give and take of honest debate. All participants, but particularly instructors, have a responsibility to avoid such techniques as *ad hominem* comments, an overbearing attitude, denigration and/or ridicule in their discussions. All have a further responsibility to defend the right of others to express their ideas and opinions without physical or moral censure. And all have the responsibility to use accepted ethical standards in the expression of ideas, avoiding proselytizing and propaganda.

Academic Performance

Students are expected to maintain acceptable standards of academic performance, and students whose academic performance is of a superior standing are recognized:

Academic Alert. Students whose term or cumulative GPA falls between 1.99 and 1.71, regardless of the number of credits attempted, are placed on Academic Alert.

Academic Probation. Students whose term or cumulative GPA falls below 1.71, based on nine credits or more attempted, or on nine credits attempted in a single term, are placed on Academic Probation. Failure to maintain this minimum average may result in dismissal from the College.

Honour Roll. Students who complete a minimum of 12 credits in one term and achieve a term GPA of 3.50 to 3.99; or complete a minimum of 12 credits over more than one term and achieve a cumulative GPA and term GPA of 3.50 to 3.99 are placed on the Honour Roll.

Dean's List. Students who complete a minimum of 12 credits in one term and achieve a term GPA of 4.00 or better; or complete a minimum of 12 credits over more than one term and achieve a cumulative GPA and term GPA of 4.00 are placed on the Dean's List.

Attendance

Students are expected to attend classes regularly and at the scheduled times. In order to successfully complete our programs, regular attendance is required. Students must attend all individually scheduled classes unless they have a valid explanation for their absence. Unjustified non-attendance for longer than two consecutive classes may result in dismissal from the course. Students are expected to maintain an attendance rate of at least 80%. The college may require a doctor's note from students who cite illness.

Satisfactory attendance is required and is therefore not counted in calculating the student's final mark for each course.

Transcripts

Official transcripts are confidential and are only released on written request from the student. All transcripts issued to the student are officially sealed in individual envelopes and may be either mailed to the student or picked up. Transcripts issued to an institution, company or agency are mailed directly to their address in confidential envelopes marked "transcript of record". Third-party requests must be accompanied by a signed authorization from the student.

Each transcript includes the student's complete record at the College. The transcript does not include results of courses that have not been completed.

Transcripts are not issued for students who have outstanding fees unless special arrangements are made to meet any outstanding amounts.

Payment must be included with requests for transcripts.

Retention of Student Records

All information appearing on the Transcript of Academic Record are retained indefinitely. Notations of student discipline are retained according to the terms of the penalty imposed. Materials supporting applications for admission, correspondence and transcripts from other institutions and similar material may be destroyed five years after a student's last registration. Other material may be destroyed sooner.

Students who submit irreplaceable material may request the return of that material. Such requests must be submitted with the original material. The office to which the material is submitted will return the material as soon as possible and not later than six months after the student's graduation or last registration.

Dispute Resolution and Appeals

Appeals may involve, but are not limited to a reconsideration of grades, discipline, fees, college policy or practice, or transfer credit. If a disagreement arises between or among college

participants and concerning college business, then all steps should be taken to resolve the issue as close to the source as possible. For example, if the issue is a disagreement between a student and his or her instructor, then these two people should do their best to resolve the issue themselves. If the initial participants cannot reach consensus, then the issue can be escalated to the division coordinator, then to the Coordinators Council, and finally to the President. In all cases, when an issue is escalated, all parties to the disagreement must submit their positions and arguments in writing. The President may decline to hear the appeal in which case the Council decision is final. In matters involving a change of policy, the president may refer the issue to the College Board for final resolution.

When a dispute is brought to a coordinator, the coordinator must normally arrange to complete the adjudication within two weeks. A dispute brought to the Council must be placed on the agenda as expeditiously as possible, and raised at the next subsequent meeting. The Council must normally arrange to complete its adjudication within 12 weeks. A dispute appealed to the president shall normally be decided within two weeks.

Final Grade Appeals Procedure

Students have the right to appeal the final grade assigned for a course or program. The student must verify the grade with the course instructor and the Registrar to ensure that no error has been made. All reasonable steps possible should be taken by the student to resolve a grade dispute with the instructor before pursuing the formal appeal process.

Complaint and Hearing

After attempting to resolve the dispute with the instructor, and within 2 weeks of the date of receiving the Grade Statement, the student wishing to appeal a final grade must contact the appropriate Program Coordinator to discuss the reasons for the appeal and the appeal process. The Program Coordinator will ensure that the reason for the appeal is one of the following:

Failure by the instructor to follow College policy and procedures relating to the assignment of grades.

Failure by the instructor to follow the evaluation profile, grade assignment and operational details as contained in the approved course outline distributed to students. Students must be notified in writing or in any other way demonstrable of notifying all students of any changes of substance and relevance to the course outline.

Failure of the instructor to treat the student with the equity and fairness extended to other students in the class.

The Program Coordinator convenes a meeting with the Coordinator, the instructor and the student. The student and the instructor provide all relevant exams, assignments, and marks at this meeting. The participants examine the materials, review the procedures and attempt to reach a satisfactory conclusion. The coordinator documents the meeting, keeping a copy of all relevant materials and a record of the discussion and decisions reached.

Appeal

If the student is not satisfied with the outcome of the Complaint Hearing, he or she completes a "Final Grade Appeal" form, clearly stating the reason for the appeal. The student submits the Final Grade Appeal form(s), together with a fee of \$50.00 for each grade appealed, to the Accounting Assistant. The Appeal form is forwarded to the Dean.

The Dean obtains the Complaint Hearing documentation and may interview the student. The Appeal is placed on the agenda of the next Education Committee meeting. The Dean may invite the student to attend a portion of the Education Committee meeting. The Education Committee considers the appeal and makes a final decision.

Misconduct

Academic Misconduct. Ignorance of the appropriate standard of academic honesty is not acceptable as a defense to an allegation of Academic Misconduct. Academic Misconduct that is subject to penalty includes, but is not limited to, the following:

1. Plagiarism. Plagiarism occurs where an individual submits or presents the work of another person as his or her own. Scholarship quite properly rests upon examining and referring to the thoughts and writings of others. However, when excerpts are used in paragraphs or essays, the author must be acknowledged in the text, through footnotes, in endnotes, or in other accepted forms of academic citation. Where collaborative work is permitted by the instructor, students must ensure that they comply with the instructor's requirements for such collaboration. Students are responsible for ensuring that any work submitted does not constitute plagiarism. Students who are in any doubt as to what constitutes plagiarism should consult their instructor before handing in any assignments.
2. Cheating. Cheating includes, but is not limited to: falsifying any material subject to academic evaluation; having in an examination any materials other than those permitted by the examiner; and using unauthorized means to complete an examination (e.g. receiving unauthorized assistance from a fellow student).
3. Submitting the same, or substantially the same, essay, presentation, or assignment more than once (whether the earlier submission was at this or another institution), unless prior approval has been obtained from the instructor(s) to whom the assignment is to be submitted.
4. Impersonating a candidate at an examination or other evaluation, or availing oneself of the results of an impersonation.
5. Submitting false records or information, orally or in writing, or failing to provide relevant information when requested.
6. Falsifying or submitting false documents, transcripts or other academic credentials.
7. Attempting to engage in, or assisting others to engage in, or attempt to engage in, Academic Misconduct.

Non-academic Misconduct. Ignorance of the appropriate standard of behaviour is not acceptable as a defense to an allegation of Non-Academic Misconduct. Non-Academic Misconduct that is subject to Disciplinary Measures includes, but is not limited to, the following:

1. Disrupting instructional activities, including making it difficult to proceed with scheduled lectures, seminars, etc., and with examinations and tests.
2. Damaging, removing, or making unauthorized use of college property, or the personal property of faculty, staff, students or others at the College. Without restricting the generality of the meaning of 'property', it includes information, however it be recorded or stored.
3. Injuring or harassing a person or damaging property in any way that demonstrates or results from hate, prejudice or bias against an individual or group based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation or any other similar factor.
4. Assaulting individuals, including conduct which leads to the physical or emotional injury of faculty, staff, students, or others at the College, or which threatens the physical or emotional well-being of faculty, staff, students, or others at the College.

Disciplinary Measures

Disciplinary measures that may be imposed, singly or in combination, for Academic Misconduct or Non-Academic Misconduct include the following:

1. A letter of reprimand.
2. Restitution in the case of damage to, or removal or unauthorized use of, property

3. A notation of discipline on the student's record, which will appear on the student's Transcript.
4. A failing grade or mark of zero in the course in which the Academic Misconduct occurred.
5. Suspension or cancellation of any scholarships, bursaries or prizes.
6. Suspension from the College for a specified or indefinite period of time. Students will not receive credit for courses taken at another institution during a suspension.
7. Revocation of a degree or other academic credentials dishonestly or improperly obtained.
8. Expulsion from the College.

In general, a student who cheats on an assignment or a test will be given a grade of zero for that assignment or test. The instructor may allow the student to make up this work. Students found cheating more than once will normally be asked to withdraw from the college.

All work submitted by students (including essays, examinations, tests, reports, presentations, problem sets, and tutorial assignments) may be reviewed by the College for authenticity and originality. By submitting work, students consent to their work undergoing such review and being retained in a database for comparison with other work submitted by students. The results of such review may be used in any College investigation or disciplinary proceedings.

The laying of criminal charges, or the commencement of civil proceedings, does not preclude the College from commencing disciplinary proceedings or taking Disciplinary Measures against a student who has committed Academic or Non-Academic Misconduct.

Dismissal Policy and Procedures

Dismissal may be a result of, but not limited to, the following:

Absenteeism for longer than two consecutive days without informing the school and providing a doctor's note.

- Cheating or plagiarism.
- Physical abuse of College property.
- Theft or non-accidental damage to College property.
- Behavior displaying insubordination, refusal to cooperate with instructors and schedules.
- The use of alcohol or prohibited nonprescription drugs while in attendance at the institution.
- Flagrant disrespect of College policies and rules of conduct.
- Exercising or promoting hatred in terms of race, sexual orientation, religion, sex, ethnicity etc.

The student will be notified of the suspension by the President in writing, and will be informed of his/her right to appeal the suspension to the College Board. The President will then immediately report any suspensions to the College Board that has the right to dismiss a student upon a written recommendation from the President.

Student Association

Alexander College supports the formation of a Student Association. Possible activities for a student association include:

- Circulation of job search information and trends.
- Create a forum for discussion of career successes and failures, news in business, technology, the economy, politics, and so on.

- Provide mutual support in emergencies.
- Provide liaison with the college and other associations in the community.

Student Responsibility

It is the student's responsibility to be aware of POLICIES, PROCEDURES and DEADLINES which are in effect at Alexander College. This information is printed in this Calendar, in the Registration Guide, and in other publications. Questions regarding these matters may be directed to the Office of the Registrar. For all matters, it is considered sufficient notification by the College to mail information to a student's address as recorded in the Student Information System.

It is also the student's responsibility to attend classes regularly, to keep work up-to-date, and to complete assignments as required. Final grades are based largely on complete assignments, tests and class participation. Students can be asked to leave a course if attendance is not regular.

Students should ensure that they are available during the entire time set aside at the end of the term for formal examinations. (See Dates and Deadlines.) Instructors are not obliged to schedule an alternate examination time to accommodate the student.

Faculty Responsibility

Faculty members are available for consultation during posted office hours or by arrangement. They help in every way possible to make the educational experience a successful one.

College Service and facilities

Counseling Service

Experienced academic counselors assist students with program and course selection and help them develop an educational plan that meets specific individual needs. Counselors also offer various services to maintain the emotional well-being of students. The College assists students in managing their academic and personal issues that could bear crucial impact on their success. Counselors will also provide guidance to students in applying for or renewing their Student Permits (Visa/Authorization). Canada Immigration Student Authorization application and renewal packages will also be available.

Accommodation

The College recognizes its moral and legal duty to provide academic accommodation. The College must remove barriers and provide opportunities to students with a disability, enabling them to access College services, programs, and facilities and to be welcomed as participating members of the College community. The College's goal is to ensure fair and consistent treatment of all students, including students with a disability, in accordance with their distinct needs and in a manner consistent with academic principles.

The College will provide academic accommodation to students with disabilities in accordance with the *Human Rights Code* (BC) and the *Canadian Charter of Rights and Freedoms*. Provision of academic accommodation shall not lower the academic standards of the College. Academic accommodation shall not remove the need for evaluation and the need to meet essential learning outcomes.

Airport Pick-up Service

International Students who choose "airport pick up" services by Alexander College will be picked up at the airport and taken to their home-stay families.

Orientation

Alumni Society The orientation provides student with better understanding of school policy policies, and school operation system.

Due to the continuous expansion of Alexander College, our student and faculty populations have enjoyed a steady growth. Being a group of skilled, educated and quality professionals, students have realized the need to organize themselves to challenge the future.

The purpose of the Alexander College Students Association is to act as a bridge among fellow students, enabling them to share relevant information on a regular basis.

Mission Statement: Care for others, as you would like others to care for you.

Membership: All students, faculty members and management are invited to join.

Library

The Alexander College Library has extensive collections of books, journals and audio-visual material that support the research and information needs of Alexander College students. Students have easy access to all materials. Library services can also be accessed from remote locations through the World Wide Web. The Library's Web page contains links to periodical indexes, full-text journals and a variety of World Wide Web sites.

We provide access to the newest materials for the range of courses being offered as well as planning for new course offerings. We work closely with curriculum experts in the fields of study to ensure we have excellent curriculum specific materials for our students.

Computer Center

All workstations are connected to the student central server via a local network, and have fast access to the internet.

Laboratories

The college has modern Biology Laboratories equipped for experimental work at the university level.

Bookstore

The stores carry required textbooks and other materials for courses offered at their respective campuses as well as a competitively priced selection of crested binders, paper products, computer supplies and accessories, crested backpacks, and school supplies.

Health and Counseling

Health Service

Health Services at Alexander College offers a wide range of health care services for preventive and emergency medical needs. Regular drop-in visits at the Health Center are available to provide treatment for minor ailments, to give health and nutrition advice, and to direct students to further experts and resources in the community.

Counseling & Psychological Services

Counseling & Psychological Services offers confidential individual and group therapy, as well as crisis intervention. As a Alexander College student, you are eligible for up to ten counseling sessions each academic year free of charge. You can also find health and counseling workshops on topics such as stress management, body image, and healthy relationships, or get referrals to off-campus resources for ongoing psychological services.

Student Lounges

There are two student lounges. One is Study Lounge adjacent to the library, and the other is Social Lounge with equipped with microwave ovens, refrigerators, and water machine.

Student Service Center

The student service center provide student with a selections of university and college calendar and information on university transfer and career planning.

Faculty, Staff and Administration

Administrative

The Administrative Section has the following functions: Admissions (*including registrar functions*), Student Services (*including practicum placement and job search*), Marketing, Accounting, and the Information Centre (*including library, computer support and technical services*). Administrative personnel have been selected to meet our standards in maintaining a professional and responsible atmosphere. College staff possesses both training and experience relevant to their duties allowing them to assist the college in delivering quality service to its students and in meeting its objectives.

Faculty

Instructors must have at least a Master's degree or Ph.D. or equivalent in an appropriate discipline. Preference is given to candidates with successful teaching experience in similar credit courses at college or university. Certain courses may have additional instructor requirements.