

## **1 CURRICULUM PATTERN**

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Students are responsible for ensuring that all academic requirements of the diploma, certificate, or applied degree program in which they are registered are met.

### **1.1 Prerequisite Courses**

Certain courses are pre-requisites for others and therefore, must be completed in a specific sequence. It is the student's responsibility to ensure that all pre-requisites have been successfully completed in order to progress into the next semester.

Continuing Education students should check with the Program Co-ordinator for policies pertaining to Continuing Education.

### **1.2 Co requisite Courses**

Certain courses or practical experiences must be taken at the same time. If the student fails a co requisite course the student may be required to repeat both courses and/or practical experience.

### **1.3 Fast Track Program**

Students have an opportunity to complete their programs faster when:

- they have been granted Advanced Standing in a program, or
- the program is offered through the summer semester.

### **1.4 Program Cancellation or Changes**

George Brown College regularly surveys employment opportunities and revises and updates its programs accordingly. If at any time it becomes clear to the College that employment prospects for any program are limited, or for any other compelling reason related to a College offering, the College reserves the right to:

- replace, update, defer, limit or cancel such program/course offerings
- revise or replace certain semester courses or sections thereof.

## **2 DIPLOMA, CERTIFICATE, AND DEGREE PROGRAMS**

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A diploma, certificate, or degree program is a prescribed sequence of semester courses that meets the requirements for an Ontario College certificate, diploma, or degree. These programs are developed and offered under the authority of one of the divisions/faculties/ programs of the College.

Under the provisions of this policy, a comprehensive listing of all diplomas, certificates, and degrees issued by George Brown College is maintained. Where diplomas, certificates, and applied degrees can be earned sequentially, such sequences will be identified as part of that listing under the authority of this policy.

George Brown College grants Ontario certificates and diplomas, advanced diplomas and graduate certificates in accordance with the Qualifications Framework developed by the Ontario Government and found at [www.edu.gov.ca/eng/general/postsec/oqf.html](http://www.edu.gov.ca/eng/general/postsec/oqf.html)

### **2.1 Collaborative Programs**

Degree level programs may be collaborative programs with other universities where the degree is granted by the university. Students must meet all the requirements as determined by the degree granting institution. In a collaborative program students may receive diplomas from the college as part of the degree level studies. Students must meet all the requirements for the diploma.

### **2.2 Degree Completion and Articulation**

The College has agreements with other postsecondary institutions in which graduates with an Ontario College credential may get credit towards a degree at their institution. Consult the transfer guide for information.

### **2.3 George Brown College Degrees**

Under the authority of the Post Secondary Education Choice and Excellence Act 2000, the college may also grant a degree. Consent for offering the degree is given by Ministry of Training, Colleges, and Universities upon the recommendation of the Post Secondary Education Quality Assessment Board (PEQAB). All degree programs granted under this act will undergo a recertification process carried out by PEQAB five years from the date of consent.

Current students and graduates may obtain credits in the degree programs. Please refer to the advanced standing policy in the Admissions policy section.

<http://www.georgebrown.ca/policies/index.aspx#maincontent>

## **3 DIPLOMA, CERTIFICATE, AND DEGREE COURSES**

Diploma, certificate, and degree courses are those in which the primary emphasis is on material related directly and practically to the field of work for which the student is preparing. Successful acquisition of appropriate skills and satisfactory performance in field placements are the required ingredients for success in certain courses. For these, a satisfactory level must be achieved in both theory and field placement before a passing grade may be granted.

### **3.1 Duplicate Use of Credit and Course Equivalency**

Where George Brown course credits (whether earned directly, granted as equivalent, or obtained through Advanced Standing) have been used toward the granting of a certificate or diploma, these courses may be used toward the granting of subsequent certificates or diplomas when:

- such a sequence of certificates/diplomas is approved by the College,
- a specific course is common to both certificates or diplomas, or
- a specific course required in the subsequent program is deemed to be the equivalent of a course completed in the first program.

Duplicate use of credits may be denied by the receiving College official(s) where competence in the relevant course(s) cannot be clearly demonstrated or documented.

Applying diploma level courses to a degree program will be determined on a case-by-case basis by the Faculty or the Institution granting the degree.

#### **4 RESIDENCY REQUIREMENTS**

Faculty of George Brown College may recommend a student for a certificate or diploma or degree only after the student has earned a minimum of 25% of the credit for that certificate or diploma, over and above Advanced Standing and Prior Learning Assessment credits (as they are defined in the College grading and promotions policies) and under the authority of the recommending Faculty.

#### **5 COURSE OUTLINES**

Students registered in each course receive a copy of the course outline at the start of the course.

##### **5.1 Annual Review**

Course outlines are approved for one academic year by the relevant program and are reviewed annually.

##### **5.2 Outline Components**

Course outlines contain the following elements:

- Course name and code
- Credit hours
- Pre-requisites and co-requisites
- Effective date
- Prior Learning Assessment and Recognition (PLAR) eligibility
- Equity Statement
- Accessibility Statement
- Outline of student responsibilities
- Course description
- Essential Employability Skills
- Course outcomes
- Delivery methods /learning activities
- List of textbooks and other teaching aids
- Testing policy
- Assignment policy
- Evaluation system
- Grading system in use by George Brown College
- College Policy on Plagiarism and Academic Dishonesty
- Topical outline

Students may also be provided with an approved Section Addendum to the College Course Outline, which details the name of the faculty for the section, his/her office hours for student consultation, test and assignment schedules for the section, standards for projects and assignments, and any variation in the mode of instruction.

Students are expected to be knowledgeable of the contents of the course outline and to discuss with the faculty any areas where clarification is required.

## 6 PROGRAM ELECTIVES

Programs, both full time and part time, allow, as appropriate, the inclusion of course electives.

### 6.1 Program Electives

A course elective is defined as a course that does not form part of the base core academic requirements for a program but is, rather, a course of study selected by the student that:

- is of immediate interest to the student, and/or
- will enhance the student's general body of discipline-specific knowledge but is beyond the base core academic requirements as specified for a program.

The inclusion of course electives allows students the opportunity to "stylize" their college program to more readily meet their immediate, personal needs.

- Students will be advised of the number of program electives they are required to complete and of the choices available to them, space permitting.

### 6.2 Selecting Electives

As part of the registration procedure, the Registrar will ensure that all new students to the College:

- are advised of the procedures with respect to electives selection, and
- are aware of the listing of electives that are available to them.

## 7 GENERAL EDUCATION / LIBERAL STUDIES

The purpose of General Education/Liberal Studies in the Ontario college system is to contribute to the development of citizens who are conscious of the diversity, complexity, and richness of the human experience; who are able to establish meaning through this consciousness; and, who, as a result, are able to contribute thoughtfully, creatively, and positively to the society in which they live and work.

Consistent with the General Education Policy for Colleges of Applied Arts and Technology, graduates are engaged in learning that exposes them to at least one discipline outside their main field of study and increases their awareness of the society and culture in which they live and work. This will typically involve students taking courses designed discretely from vocational learning opportunities. This learning would normally be delivered using a combination of required and elective processes.

- General Education and Liberal Studies courses strengthen students' generic skills, such as critical analysis, problem solving, and communication, in the context of an exploration of topics with broad-based personal and / or societal importance.

These studies form part of the fabric of all curricula offered to students.

The College is responsible for ensuring that, in accordance with prevailing ministerial policies and the needs of society and students, all College academic programming contains general education/liberal studies elements.

### 7.1 General Education Course Requirements

Certificate programs do not necessarily require General Education courses; however those certificate programs that ladder to diploma programs usually require General Education courses, as may other certificate programs. A four-semester diploma program requires four general education courses, two of which may be mandatory (see 8.1), and a six-semester advanced diploma program also requires four general education courses, two of which may be mandatory. Students in four or six semester programs must therefore be able to choose at least 2 elective courses in order to fulfill their General Education requirement.

To meet requirements for graduation, students are required to take at least one general education course from two of the following broad content areas:

- Art and Humanities,
- Social Sciences, and
- Science and Technology

This requirement may be met by general education courses that are elective, mandatory, or a combination.

These three areas are based on the five categories as set out by the Provincial Government:

General Education courses contribute to the development of citizens who are conscious of the diversity, complexity and richness of the human experience and, the society in which they live and work. Specific themes for General Education courses to cover are:

- **Arts in Society** *Courses that fall within this theme will normally be designated with an Arts and Humanities course code GHUM*
- **Civic Life** *Courses that fall within this theme will normally be designated with a Social Science course code GSSC*
- **Social and Cultural Understanding** – *Courses that fall within this theme will normally be designated with an Social Science course code GSSC*
- **Personal Understanding** *Courses that fall within this theme will normally be designated with a Social Science course code GSSC or an Arts and Humanities course code GHUM*
- **Science and Technology** *Courses that fall within this theme will normally be designated with a Science & Technology course code GSCI.*

### 7.2 Liberal Studies

Liberal Studies courses are degree level courses that develop:

- breadth and depth of understanding and knowledge of the social, historical, and cultural context in which students live and will work
- critical thinking ability and analytic skills, as well as writing and oral communication skills.

The standards for Liberal Studies courses for degree programs will be set according to the Minister's consent for each degree. Each degree will meet the requirements for breadth as set out by the Post-Secondary Education Quality Assessment Board.

- i. At least 20 per cent of the program hours in degree-level courses are outside the professional or main field of study, of which some are free electives, to ensure*

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*that students are aware (a) of the distinctive assumptions and modes of analysis of at least one discipline outside their main field of study, and (b) of the society and culture in which they live and work.*

- ii. *At the applicant's option, the breadth component of the program may be subdivided to accommodate complementary degree-level courses, where one-quarter of the breadth program hours may be in complementary degree-level courses that may be linked to the main field of study (e.g., the history/ economics/ ethics of the main field of study). (Post-Secondary Education Quality Assessment Board, Handbook for Ontario Colleges, February, 2006)*

UPPER AND LOWER LEVEL COURSES

Every liberal studies course must be classified as an upper or lower level course:

- Lower level liberal studies courses are broad based or survey courses that introduce students to the discipline.
- Upper level liberal studies courses may be a more specific examination of a subject area and have more advanced requirements of how the students are expected to synthesize and evaluate the content. The level of writing and the amount and type of reading expected is more advanced.

## **8 GENERAL EDUCATION EXEMPTIONS**

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Some students may be eligible for exemption from general education/liberal studies electives and/or courses. These students must apply for an exemption from the General Education/Liberal Studies Co-ordinator. To be eligible for exemption, students must meet the minimum exemption requirements. Only the Chair of Liberal Arts and Sciences, or designate has the authority to grant or deny exemption requests for General Education or Liberal Studies' elective courses.

### **8.1 General Education /Liberal Studies Mandatory Courses**

Some general education/liberal studies courses are program requirements and require specific equivalent courses. Students must consult their department regarding these courses.

### **8.2 General Education/Liberal Studies Elective Exemption**

To be exempted from a general education elective, students must have completed a college or university credit (minimum mark of C-) in a general education course not previously used for exemption.

Students must provide the required documents. An official transcript and supporting course outlines/descriptions and a completed Application for Course Exemption must be submitted to the General Education/Liberal Studies office.

Students with international post-secondary course work will submit documentation of Canadian equivalency. Students who are unable to submit full documentation must consult with the Chair of Liberal Arts and Sciences.

### **8.3 Processing Requirements**

Exemptions will not be processed until the student is registered and all fees are paid or deferred.

### **8.4 Class Attendance**

It is the students' responsibility to attend classes until exemptions are granted.

### **8.5 Course Drop Form**

Students who have completed (passed) equivalent courses in other programs at George Brown College should visit their current department and complete a course drop form. Students must apply for an exemption no later than the end of the second week of classes.

## **9 ACCOMMODATION FOR RELIGIOUS OBSERVANCE**

George Brown College is committed to respecting religious beliefs and practices of all members of our community, and making accommodation for religious observances in each tradition. George Brown offers a reflection room at each campus. Every effort will be made to avoid scheduling in class or formal examinations on days of special religious significance throughout the year.

The schedule of dates for religious holidays will be compiled by the Registrar who will post these with the critical dates calendar. The list of religious holidays will be consistent with those in the Ontario Public Service religious holiday policy. Faculty should inform students of the existence of this policy and protocol in the first two weeks of classes. However, when there is a conflict the student will follow the protocol below for accommodation.

The College Compensation and Appointments Council lists all of the religious holidays on their web site. Please follow the link below for these:

[http://www.thecouncil.on.ca/files/pdfs/ReligiousHolidays\\_E.pdf](http://www.thecouncil.on.ca/files/pdfs/ReligiousHolidays_E.pdf)

### **9.1 Notifying Course Faculty**

Students requiring an accommodation for a religious holiday should notify the course faculty if possible two weeks prior to the required accommodation using the Request for an Academic Accommodation Agreement found in Appendix 7. It is the student's responsibility to contact the faculty to arrange the accommodation for a test, exam, or clinical placement, work placement or any other academic situation that conflicts with a day or time period for religious observances of special significance to them. The faculty will return the form to the student detailing how the student's need for accommodation will be met. The accommodation request will be within reasonable limits.

### **9.2 Notifying Work Placement Supervisor**

In the case of an external work placement, clinical placement or practicum, it is the student's responsibility to inform their supervisor at least two weeks prior to their need for accommodation regarding religious observances. If the student encounters any difficulties they should contact their co-op officer or faculty member.