

**APPENDIX BYLAW 8**  
**Individual Program Standing and Advancement Criteria**

**PREFACE FOR ALL INDIVIDUAL PROGRAM  
 STANDING & ADVANCEMENT POLICIES**

**General Education**

General Education courses are an integral part of all academic programs at the college. Students who fall off-pattern from the general education course progression as described in their program planner risk serious implications in their academic standing and advancement to graduation. In cases where students may feel they cannot keep up with the course load of a given semester, they are highly encouraged to contact their program coordinator and/or an academic advisor before going making the decision to go off-pattern. Students may also inquire about the possibilities of doing intersession or summer courses to keep up with their general education courses, but need to be aware that courses may not always be available to them at these times.

**Comprehensive Assessment**

As mandated by the ministry, every program in the CEGEP system must include a pass/fail Comprehensive Assessment where students demonstrate the culmination of their learning. In terms of their Academic Standing and Advancement, all students must pass their Comprehensive Assessment in order to graduate and receive their College Diploma. Each program has autonomy in the way they administer the Comprehensive Assessment, thus students should refer to the guidelines set forth by their individual program in order to fully understand what they will be asked to accomplish by the end of their studies.

**INDIVIDUAL PROGRAM  
 STANDING & ADVANCEMENT POLICIES**

**ARTS & SCIENCES**

Students in the Arts & Sciences program are expected to:

- take the program-specific English and Humanities courses because of the special competency 01Y0 in the Arts & Sciences program
- take Physics 203-NYB-05: Electricity and Magnetism in the third semester as one of their 3 science option courses
- take the Integrating Activity (300-ASA-AB / 300-CA5-AB) in their 4th semester, students must have passed: 201-AS3-AB, 203-NYA-05, 202-AS1-AB, 101-NYA-05, 510-AS1-AB and 2 of the following courses: 330-910-AB, 350-ASA-AB, 387-AS1-AB

*Note:* The Comprehensive Assessment for the Arts & Sciences Program is completely contained within the Integrating Activity (300-ASA-AB / 300-CA5-AB) scheduled in the fourth semester.

PLEASE REFER TO THE PROGRAM FRAMEWORK DOCUMENT on the College Portal under PROGRAM DOCUMENTATION.

**ARTS, LITERATURE & COMMUNICATION**

- Students are strongly encouraged to pass at least one of each category of their General Education courses (English, Humanities, French, Phys. Ed and Complementary) before proceeding to their 3rd semester in ALC.

- To be eligible to register for their Integrating Activity (and therefore their Comprehensive Assessment) students must meet all of the following unless they have met with an academic advisor and have permission from the ALC coordinator:
  - a. be in their final semester of study;
  - b. have completed 502-UNA-AB and 502-UNB-AB;
  - c. have passed or attempted to pass 502-UNC-AB (if failed, UNC must be taken in conjunction with the Integrating Activity in their graduating semester);
  - d. have completed at least 9 ALC elective courses;
  - e. ensure they meet the entry criteria (as listed on the Program Planners) of the specific Integrating Activity (Media, Literature, Languages, Theatre) for which they are registering.
- Note: When graduating in the Winter semester, students in the Multidisciplinary Option must take their Integrating Activity in Media, Literature, Languages or Theatre.

PLEASE REFER TO THE PROGRAM FRAMEWORK DOCUMENT on the College Portal under PROGRAM DOCUMENTATION.

#### BIOPHARMACEUTICAL PRODUCTION TECHNOLOGY

- Students registered in the Biopharmaceutical Production program must pass all program-specific Biopharmaceutical course (235) courses in a semester in order to advance to the next. Each Biopharmaceutical course (235) is a pre-requisite for the next course the following semester.
- Students in the Biopharmaceutical Production program are pre-registered into all program-specific courses that they are required to take in a semester. Students are required to maintain this course load. Students must get the permission of the Biopharmaceutical Production program chair if they wish to drop a program-specific course.
- Students must successfully complete all 5th semester program specific courses to be allowed to go on *stage* in the 6th semester.

Students are not permitted to take any general education courses in 6th semester. Students should discuss options for completing their remaining general education courses with the program chair and or Academic Advising.

PLEASE REFER TO THE PROGRAM FRAMEWORK DOCUMENT on the College Portal under PROGRAM DOCUMENTATION.

#### BUSINESS ADMINISTRATION

- Students in the Business Management program are pre-registered into all program-specific courses that they are required to take in a semester. Students are required to maintain this course load. Students must get the permission of the Business Management program chair if they wish to drop a program-specific course.
- Students must have successfully completed all of the program-specific courses from the first 5 semesters of the program in order to be allowed to register for 410-606-AB *Stage* course in their 6th semester.
- Students are not permitted to take any general education courses in 6th semester. Students should discuss options for completing their remaining general education courses with the program chair and/or Academic Advising..

- Professional / Ethical behavior: Students in the Business Management program are expected to follow the IPESA guidelines for Student Responsibilities (IPESA Policy-7, Article-3 Subsection 3.2 “Student Responsibilities”)

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#### COMPUTER SCIENCE

- Students in the Computer Science program are pre-registered into all program-specific courses that they are required to take in a semester. Students are required to maintain this course load. Students must get the permission of the Computer Science program chair and/or Academic Advising if they wish to drop a program-specific course.
- Students are not permitted to take any general education courses in the 6th semester. Students should discuss options for completing their remaining general education courses with the program chair.

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#### DENTAL HYGIENE

- Students in the Dental Hygiene program are pre-registered into all program-specific courses (including Biology, Nutrition, Psychology) that they are required to take in a semester. Students are required to maintain this course load. Students must get the permission of the Dental Hygiene program chair if they wish to drop a program-specific course.
- Students must successfully complete all of the program-specific courses from the previous semester to move on to the next.
- Students who fail a course or step out of the program may be required to audit a course or courses before reintegrating the program.

PLEASE REFER TO THE PROGRAM FRAMEWORK DOCUMENT on the College Portal under PROGRAM DOCUMENTATION.

#### DOUBLE DEC – SCIENCE & SOCIAL SCIENCE

To remain in the program, Double-DEC Science and Social Science students must:

- Be registered in at least one Science course and one Social Science course in each semester until the completion of the required courses in either program.
- Any exceptions to the above rule must be approved by the Program Coordinator.

#### ENGINEERING TECHNOLOGIES

- Students in the Photonics or Energy Management options of the Engineering Technologies program, are pre-registered into all program-specific courses (including Mathematics) that they are required to take in a semester. Students are required to maintain this course load. Students must get the permission of the Engineering Technologies program chair if they wish to drop a program-specific course.

PLEASE REFER TO THE PROGRAM FRAMEWORK DOCUMENT on the College Portal under PROGRAM DOCUMENTATION.

#### GRAPHIC & WEB DESIGN

- Students in the Graphic & Web Design program are pre-registered into all program-specific courses that they are required to take in a semester. Students are required to maintain this course load. Students must get the permission of the Graphic & Web Design program chair if they wish to drop a program-specific course.
- Students should have successfully completed all of the program-specific courses in the 5<sup>th</sup> semester of the program in order to be allowed to register for 412-655-AB Stage and Personal Branding in their 6<sup>th</sup> semester.

Students are not permitted to take any 15-week long general education courses in 6<sup>th</sup> semester. Students should discuss options for completing their remaining general education courses with the program chair and/or Academic Advising.

PLEASE REFER TO THE PROGRAM FRAMEWORK DOCUMENT on the College Portal under PROGRAM DOCUMENTATION.

#### INFORMATION & LIBRARY TECHNOLOGIES

1. Students in the Information and Library Technologies program are pre-registered into the program-specific and general education courses that they are expected to take in each semester. They must receive permission from the program chair of Information and Library Technologies if they wish to drop a course.
2. Students must have successfully completed all program-specific courses in semesters 1-5 (intensive stream: semesters 1-3) to be eligible for stages in the 6<sup>th</sup> (4<sup>th</sup> intensive stream) semester;
3. Students are expected to have completed all general education courses by the end of 5<sup>th</sup> semester. They may not take general education courses in 6<sup>th</sup> semester as they are on stage three days per week for 10 weeks and have classes on the remaining two days the entire semester. Students should discuss options (e.g., intersessions, RACs, summer school, additional semester, etc.) for completing their remaining general education courses with the program chair and/or Academic Advising. If necessary, students may take a 7<sup>th</sup> semester to complete up to five (5) outstanding general education courses.
4. Professional conduct guidelines are listed in the ILT Student Handbook . Individual courses may have additional specific requirements.
5. If asked to leave the program due to College Standing and Advancement requirements, students may appeal to the Information and Library Technologies Program. The ILT Program Appeals Committee consists of all teachers in the program.

PLEASE REFER TO THE PROGRAM FRAMEWORK DOCUMENT on the College Portal under PROGRAM DOCUMENTATION.

#### LIBERAL ARTS

To remain in the program, Liberal Arts students:

- Are expected to maintain an overall average of 75% or more after their first year and in each subsequent semester until they graduate
- Cannot fail more than two program-specific courses while in the program
- Cannot fail any Liberal Arts program-specific course twice

Program-specific courses include Humanities, general education English courses, Classics, History 330-104-AB and 330-252-AB, Philosophy 340-910-AB and 340-912-AB, Religion 370-122-AB, History of Art 520-903-AB,

Principles of Math and Logic 360-124-AB, Science: History and Methodology 360-128-AB , Integrating Activity 360-126-AB

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## NURSING

- Admission to the Nursing program will be deferred by one year for all students that are required to take a Mise a Niveau French and/or English. Students will be permitted to take all program specific courses with the exception of the Biology and Nursing courses.
- Students must have two French courses completed before taking 180-51J-AB.
- Students must have any three English courses completed before taking 180-60N-AB.
- Students must have 9/14 General Education courses completed before taking 180-51J-AB.

PLEASE REFER TO THE PROGRAM FRAMEWORK DOCUMENT on the College Portal under PROGRAM DOCUMENTATION.

To remain in the Nursing program, a student may not:

- Fail two Nursing courses. A second failure in a Nursing course is:
  - One Nursing course failed twice e.g. 180-10D-AB failed two times, or
  - Two Nursing program-specific courses failed during the course of the program e.g. 101-805-AB and 180-30K-AB
  - *Nursing program-specific courses are any: Nursing, Biology, Sociology and Psychology program courses*

Students must complete the Nursing program within a maximum of five academic years (60 months) from the start of the nursing program. Students who have not completed the nursing program within this time limit, will be required to leave the program.

### **COURSE EVALUATION AND ADVANCEMENT REQUIREMENTS**

- It is the responsibility of each student to refer to the IPESA and course outlines for each Nursing course.
- The student must pass both clinical and academic sections of the course to pass the course.
- An academic and clinical pass results in the academic mark being given.
- An academic failure with a clinical pass receives the actual academic mark. A clinical failure results in a final mark of 50% even if the academic mark is higher. If the academic mark achieved is lower than the clinical failure mark (50%), the lower mark is given.
- It is to the student's advantage to complete all academic requirements.
- All components of the evaluation must be indicated in the course outline including the weight given to each component.

If a student is failing in any course or is considering dropping any course, he/she should contact the teacher and/or the chairperson to determine if it will interfere with progress or continuation in the program.

### **SPECIAL REQUIREMENTS FOR ADVANCEMENT**

#### **Pre-requisites**

- Each Nursing course is a pre-requisite for the next Nursing course.

- Each Biology course is a pre-requisite for the next Biology course.
- Nursing 180-10D-AB and Biology 101-805-AB are co-requisites for Nursing 180-20G-AB and Biology 101-806-AB.
- Nursing 180-20G-AB and Biology 101-806-AB are co-requisites for the Nursing 180-30K-AB course.

**Prior to starting their clinical rotation in the first semester, nursing students are required to have completed:**

- A CPR and First Aid certification course for Health Care Providers (HCP). The College (Nursing Department) will provide two opportunities for students to attend this CPR/First Aid course for HCP. This course will be offered prior to the start of the 10D course, and in the early weeks before students begin their clinical rotation. Students who are already certified will need to ensure that their certification covers the entirety of the program otherwise they will be required to re-certify.
- Registration with the provincial licensing organization, the Ordre des Infirmières et Infirmiers du Québec (OIIQ)
- A medical examination including an immunization record

**Dismissal from the Nursing program:**

The registration of any student in the program can be cancelled at any time for unsafe or unprofessional behaviors.

UNSAFE is considered any behavior that could be detrimental to any individual's health or well being. Unsafe behaviors may include, but are not limited to, any of the following:

- Failure to demonstrate professional behaviors.
- Failure to demonstrate ethical behaviors.
- Failure to perform nursing skills at a satisfactory level.
- Failure to carry out medical orders as prescribed.
- Failure to follow orders from the patient's Nursing Care Plan, teacher, or appropriate personnel.
- Failure to report critical changes in the patient's condition to teacher and/or appropriate personnel at the students expected level of competence in the program.
- Initiation of actions which would be considered detrimental to the condition of the patient, according to the standards of nursing practice.
- Students dismissed from the program may appeal to the Program Dean.

**PARAMEDIC CARE**

- Program-specific disciplines include Biology, Psychology, Sociology, certain Physical Education courses and every Paramedic Care course.
- Students in the Paramedic Care program are pre-registered into all program-specific courses that they are required to take in a semester. Students are required to maintain this course load. Students must get the permission of the Paramedic Care program chair if they wish to drop a program-specific course.
- Students admitted to the program in fall 2018 or earlier:
  - Students must have successfully completed all of the program-specific courses from the first year to register in Stage in Hospital Setting in the 3rd semester.
  - Students must have successfully completed Stage in Hospital Setting to register for Stage in Hospital Setting II.
  - Students must have successfully completed Stage in Hospital Setting II to register for Ambulance Stage I.

- o Students will also be required, at the time of the Emergency Vehicle Operations course, to submit to their instructor an official copy of their driving record before being allowed to use the practice vehicles.
- o Students must have completed Ambulance Stage I and be registered in Integrating Seminar to register for Ambulance Stage II.
- o Students must have successfully completed all of the 5th semester program-specific courses of the program in order to be allowed to register for Integrating Seminar in their 6th semester.
- Students admitted to the program in fall 2019 or later:
  - o Students must have successfully completed the following program-specific courses from the first year to register in Hospital Clinical Rotation in the 3rd semester: Emergency Patient Transport, EMS Communication, Emergency Cardiovascular Care, Clinical Evaluation I, Pharmacology I, Ethics in EMS 2, and Communication Skills 2.
  - o Students must have successfully completed Hospital Clinical Rotation and Simulation of Paramedic Practice to register for Paramedic Internship I.
  - o Students must have completed Paramedic Internship I and be registered in Integrating Seminar to register for Paramedic Internship II.
  - o Students must have successfully completed all of the 5th semester program-specific courses of the program in order to be allowed to register for Integrating Seminar in their 6th semester.
  - o Students will also be required, at the time of the Emergency Vehicle Operations course, to submit to their instructor an official copy of their driving record before being allowed to use the practice vehicles.
- Students are not permitted to take any general education courses in 6th semester. Students should discuss options for completing their remaining general education courses with the program chair and/or Academic Advising.
- Considering the changes in technology, standards of care, and other aspects of the paramedic profession, a student who does not or will not complete their course of studies (as shown on their progression chart) within five (5) years from their date of admission will be removed from the program. Where circumstances warrant, exceptions may be made, as decided by the faculty in a department meeting.
- Students in Paramedic Care must abide by the code of conduct and rules outlined in the Paramedic Care Student Handbook.
- Paramedic Care students may not have a criminal record (as per By-law 4: Concerning College Admissions). Students will not be admitted to the program, and will be removed from the program if they are found to have a criminal record. Note: The record check is required for the province of Quebec (for internship in hospitals and on ambulances in Quebec) and for the Provincial Licensing Exam (PNIC) at the time of testing.

#### PROFESSIONAL CONDUCT

- Dismissal from the Paramedic Care Program
- Due to the nature of the Paramedic Care program, students are held to high standards of both ethical and professional actions. For this reason, the registration of any student in the program can be cancelled at any time for unsafe or unprofessional behaviour.

UNSAFE is considered any behaviour that could be detrimental to any individual's health or wellbeing as determined by the Paramedic Care Faculty. Unsafe behaviours may include (but are not limited to) the following:

- Failure to demonstrate professional behaviours, such as acting in an unsafe manner when using materials of the program (ex. oxygen cylinders, needles, syringes, etc.)
- Failure to perform paramedic skills at a satisfactory level

- Failure to carry out medical orders as prescribed, failure to follow orders from a teacher or appropriate personnel (ex. on internship, in hospital, etc.)
- Failure to report critical changes in the patient's condition to a teacher and/or appropriate personnel at the student's expected level of competence in the program
- Initiation of actions which would be considered detrimental to the patient, according to the standards of paramedic practice.

UNPROFESSIONAL is considered any behaviour that could be detrimental to another person, the Paramedic Care Program, or the College, as determined by the Paramedic Care Faculty. Unprofessional behaviours may include (but are not limited to) the following:

- Failure to demonstrate ethical behaviours (ex. taking inappropriate pictures, misuse of social media)
- Failure to maintain patient confidentiality
- Inappropriate behaviour (ex. aggression or violence of any sort, inappropriate touching, bullying, etc.) towards a student or teacher.
- Being accused of, charged with, and found guilty of an offence under the Criminal Code of Canada\*
- Being accused of, charged with, and found guilty of an offence under the Code de sécurité routière du Québec\*

\* Where such offence is in direct relationship with the profession. These will be judged on a case-by-case basis, as not all offences have the same weight towards the profession. See also PNIC.

#### COMPREHENSIVE ASSESSMENT

- Academic and clinical success in the 6th semester courses Integrating Seminar and Ambulance Stage II (for students admitted fall 2018 or earlier) or Integrating seminar and Paramedic Internship II (for students admitted fall 2019 or later) must be completed before the student can complete the Comprehensive Assessment Examination.
- Note that Integrating Seminar and Ambulance Stage II (for students admitted fall 2018 or earlier) or Integrating seminar and Paramedic Internship II (for students admitted fall 2019 or later) are co-requisite courses, and must be completed in the same semester, at the same time. Should a student fail one or the other, they will be required to re-take both at the next opportunity (usually the following year)

PLEASE REFER TO THE PROGRAM FRAMEWORK DOCUMENT on the College Portal under PROGRAM DOCUMENTATION.

#### POLICE TECHNOLOGY

- Students who fail more than one component of the comprehensive assessment must repeat the course and attend all the classes.
- Students who fail one component of the comprehensive assessment are permitted to retake the test one time before the final grade deadline of the semester

PLEASE REFER TO THE PROGRAM FRAMEWORK DOCUMENT on the College Portal under PROGRAM DOCUMENTATION.

- Students must complete the Police Technology program within five years from the start of their first semester in the Police Technology program. Students who have not completed the program within this time limit will be required to leave the program.
- Students must have their driver's license by the first day of the 5th semester in order to take 310-515-AB or 310-575-AB Preventive Driving.



### **Suspension from the program**

- Any Police Technology student officially reported for cheating and/or plagiarism while in Police Technology will be dealt with as per the ACADEMIC PROCEDURE: Academic Integrity – Cheating & Plagiarism which states, 'Upon receipt of a second report of cheating or plagiarism, the Dean of Academic Systems may recommend to the Academic Dean the suspension or expulsion of the student. A suspension from the College could be for a period of up to two years.'

Any student arrested for a criminal offense while registered in the Police Technology program will be temporarily suspended from all 310 courses until a verdict is declared from their trial.

The student must immediately inform the Chair of their arrest. Once a verdict of "NOT GUILTY" has been established, the student may be reintegrated into the 310 courses either immediately or the following semester depending on the timing of the verdict.

### **PROFESSIONAL THEATRE**

1. Students registered in the Professional Theatre program must pass all program-specific courses in order to advance to the next semester. Each course is a pre-requisite for all courses the following semester.
2. Students are pre-registered into all program-specific courses that they are required to take and they must maintain this course-load.
3. Students who fail or withdraw from a theatre course will be required to audition or interview for re-admittance into the program before they can re-take the course the following academic year. They may also be required to audit certain theatre courses to properly integrate into a new cohort.
4. In addition to Professional Theatre courses, students must take General Education courses and show that they are making a strong effort to adhere to the course-load outlined in their progression chart (See General Education Grid). Students wishing to modify or drop one or more of their General Education courses in any semester must do so with a program coordinator. Students may consider using an intersession or summer school course to remain on track and are encouraged to visit Academic Advising. NOTE: Students in three-year career programs only receive high priority for inter-session course registration the semester prior to their anticipated graduation.
5. Students must complete the program-specific courses within a maximum of five years from date of entry to the Professional Theatre program.
6. Students must demonstrate that they are able to adhere to the behavioural guidelines outlined in the program's Code of Professional Conduct.

PLEASE REFER TO THE PROGRAM FRAMEWORK DOCUMENT on the College Portal under PROGRAM DOCUMENTATION.

### **SCIENCE – HONOURS PROFILE**

In order to receive the Honours Science certificate upon graduation, students must fulfill all requirements of their Science DEC by end of their Winter semester of their second academic year in the Science program, unless granted an extension by the Coordinator in consultation with the Dean of Science. In addition, students in the Honours Science program must maintain a minimum set of standards in their academic performance throughout each semester. Specifically:

- a minimum of 70% in all courses (science and non-science) and
- a minimum average of 75% across science courses.

If for a given semester either of these standards is not met, then the student may be transferred from the Honours Science Program into the Science Program.

Additionally, Honours Science students are expected to regularly attend their Common Meeting Time activities, as set out by the Coordinator. In the event that a student fails to attend these activities regularly, the Coordinator may recommend to the Dean of Science that the student be removed from the Honours Science profiles.

PLEASE REFER TO THE Science PROGRAM FRAMEWORK DOCUMENT on the College Portal under PROGRAM DOCUMENTATION.

#### SOCIAL SCIENCE - HONOURS PROFILE

In order to graduate from any of the Honours Social Science profiles, students must:

1. Fulfill all requirements of their Social Science DEC by the end of the Winter semester of their second academic year in the Social Science program, unless an extension is granted by the Coordinator in consultation with the Dean of Social Science;
2. Obtain an overall average grade of at least 80%

Any student who receives a failing grade in any credit course will be immediately removed from the Honours Social Science profiles.

Additionally, Honours Social Science students are expected to regularly attend their Common Meeting Time activities, as set out by the Coordinator. In the event that a student fails to attend these activities regularly, the Coordinator may recommend to the Dean of Social Science that the student be removed from the Honours Social Science profiles.

PLEASE REFER TO THE Social Science PROGRAM FRAMEWORK DOCUMENT on the College Portal under PROGRAM DOCUMENTATION.

#### VISUAL ARTS

- Student registered in the Visual Arts program must pass Fundamentals of Design and Drawing I in order to advance to semester 2 studio courses.
- Students registered in the Visual Arts program must pass all program-specific studio courses in order to advance to the next semester. Each course is a pre-requisite for the next course the following semester.
- Students in the Visual Arts program are pre-registered into all program-specific courses that they are required to take in a semester. Students are required to maintain this course load. Students must get the permission of the Visual Arts program chair if they wish to drop a course.
- To register for Exhibition Project, students must have passed: 510-DR3-AB - Drawing III, 510-PH1-AB - Introduction to Photography, 510-SC3-AB - Sculpture III, 510-PT3-AB - Painting III. Exhibition Project must also be taken concurrently with or upon successful completion of all other 4th semester studio courses.
- Inappropriate behavior or refusal to comply with the Visual Arts Studio Users Safety and Etiquette regulations may result in a permanent dismissal from the program. Inappropriate behavior may include but is not limited to the following:
- Behavior detrimental to the learning or work environment (e.g., rudeness, interference with other students' learning, violent or threatening behaviours, impaired performance, etc.

- Refusal to follow instructions given by faculty or staff regarding the safe use of equipment and facilities
- Unethical practices, unauthorized copying of images for use as reference materials, destruction of other students' work
- Unauthorized or inappropriate use of studio facilities and equipment
- Disregard for public and private property
- Disregard for the right to privacy of individuals

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#### YOUTH & ADULT CORRECTIONAL INTERVENTION

- Students wanting to drop a course must first consult the teacher teaching the course who will go over the impact of dropping the specific course with the student. Students may be refused permission to drop a program course.
- To be registered in Fieldwork III a student must have passed all their program courses from the previous four (4) semesters; to be registered in Fieldwork IV a student must have passed all their program courses from the previous five (5) semesters.
- Certain fieldwork placements will require a student to complete a security check.
- YACI students are held to a high standard of professional conduct as outlined in the Fieldwork III & Fieldwork IV Code of Conduct, Code of Ethic and Fieldwork Guide.
- Any YACI student officially reported twice for cheating and/or plagiarism while in YACI will be dealt with as per the ACADEMIC PROCEDURE: Academic Integrity – Cheating & Plagiarism which states, 'Upon receipt of a second report of cheating or plagiarism, the Dean of Academic Systems may recommend to the Academic Dean the suspension or expulsion of the student. A suspension from the College could be for a period of up to two years.'

#### PROFESSIONAL CONDUCT

- Dismissal from the program
- Due to the nature of the correctional field, students are held to high standards of both ethical and professional actions. For this reason, the registration of any student in the program can be cancelled at any time for unsafe or unprofessional behaviour.

UNSAFE is considered any behaviour that could be detrimental to any individual's health or wellbeing as determined by the YACI Faculty. Unsafe behaviours may include (but are not limited to) the following:

- Failure to demonstrate professional behaviours,
- Failure to carry out orders as prescribed, failure to follow orders from a teacher or appropriate personnel (e.g. fieldwork, etc.)
- Failure to report critical changes in the client's condition/situation to a teacher and/or appropriate personnel at the student's expected level of competence in the program
- Initiation of actions which would be considered detrimental to the patient, according to the standards of correctional intervention practice.

UNPROFESSIONAL is considered any behaviour that could be detrimental to another person, the program, or the College, as determined by the YACI Faculty. Unprofessional behaviours may include (but are not limited to) the following:

- Failure to demonstrate ethical behaviours (ex. taking inappropriate pictures, misuse of social media)
- Failure to maintain client confidentiality
- Inappropriate behaviour (ex. aggression or violence of any sort, inappropriate touching, bullying, etc.) towards a client, student or teacher.

- Being accused of, charged with, and found guilty of an offence under the Criminal Code of Canada\*

\* Where such offence is in direct relationship with the profession. These will be judged on a case-by-case basis, as not all offences have the same weight towards the profession.

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