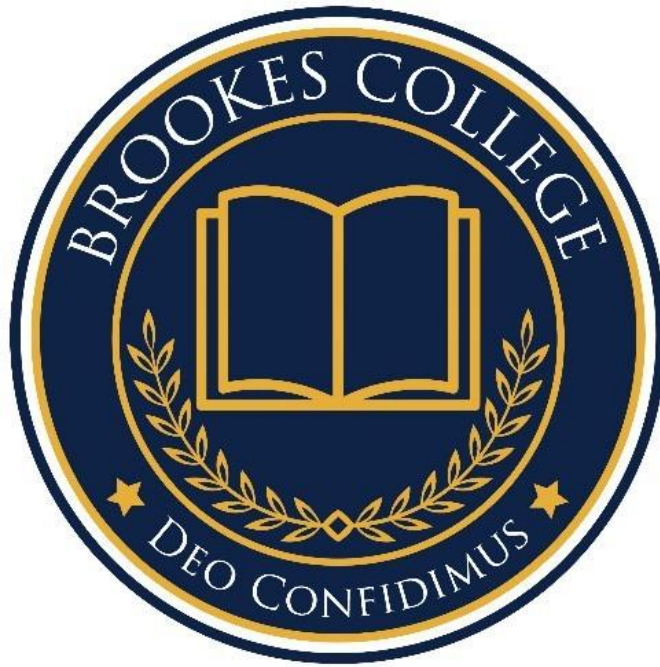


Student Handbook



2020-2021

(Updated on 20th October 2020)

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Value Proposition

At Brookes College, we help busy professionals who want to be more successful in their careers get the qualification they need to move up the career ladder, switch careers, or find a job in an in-demand professional field. We do this by offering accelerated, practical and flexible programs in professional areas with high growth and high employee demand.

Diversity Statement

Brookes College welcomes, treats, values and ensures participation of individuals from all races, ethnicity, gender, age, disability, sexual orientation and religion. The college belongs a congenial atmosphere to provide highest standard of civility and decency towards all and promotes to support a learning community for all. Each individual is affirmed to their rights and freedom of thoughts and expressions of opinion within the bounds of courtesy, sensitivity, responsibility, and law of the states/country, code of conducts and service rule of this college with a commitment to the laws of the country.

Program Information

Sl. No.	Programs	Duration	Nature
1	Business Administration Diploma – Retail Management Specialization	2 Years (54 Weeks Accelerated Delivery)	<ul style="list-style-type: none">• 21 courses (Including monthly seminars) and a capstone project• 200 hours practicum experience (including seminars)
2	Human Services Diploma	2 Years (53 Weeks)	<ul style="list-style-type: none">• 20 courses

Sl. No.	Programs	Duration	Nature
		Accelerated Delivery)	<ul style="list-style-type: none"> • 200 hours of practicum experience and an additional 28 hours of in-class practicum workshops
3	Business Administration Diploma – Accounting Specialization	2 Years (58 Weeks Accelerated Delivery)	<ul style="list-style-type: none"> • 23 courses (Including monthly seminars) and a capstone project • 200 hours of practicum experience (including seminars)

Business Administration Diploma – Retail Management Specialization

This program focuses on the career knowledge and skills that students will need to navigate today’s ever-evolving business world. Courses include Retail Sales Management, Social Media Marketing, Logistics Management, Management Accounting, Consumer Behavior, Economics, Security and Loss Prevention, Business Communications, Payroll Compliance Legislation and much more. We also emphasize workplace skills, teamwork and other professional skills.

Human Services Diploma

This program offers the skills and knowledge needed in helping people. Throughout the program, students will gain the necessary skills, professionalism, conduct required to be a competent human service worker. The program gives hands-on experiences of a human service worker through classroom and co-curricular activities such as practicum and field experiences.

Human services students will be trained to help and support vulnerable populations and at-risk groups in achieving an optimum quality of life. Students will also gain valuable research skills, ethics, group work, interviewing, case management as well as community development skills.

Business Administration Diploma – Accounting Specialization

This program focuses on the career knowledge and skills that students will need to navigate today's ever-evolving business world. Courses are divided into Core, Technical and Applied knowledge areas.

The college also emphasizes the business application of knowledge gained – workplace skills, teamwork and other professional skills. The Accounting Diploma program provides applied accounting and finance skills necessary to enhance career prospects in accounting and finance.

Students will participate in a field-related 200-hour practicum where they can put their training into practice and graduate with experience, skills, and confidence.

Program Courses

Business Administration – Accounting Courses

S/N	Course Code	Title	Credit
Core Courses			
1	BCM101	Business Communication	3.0
2	BUS110	Introduction to Business Administration	3.0
3	ACC101	Introductory Financial Accounting	3.0
4	LAW110	Business Law	3.0
5	ACC115	Introductory Management Accounting	3.0
6	ACC151	Intermediate Financial Reporting I (Prerequisites Introductory Financial Accounting & Introductory Management Accounting)	3.0
7	ACC152	Intermediate Financial Reporting II (Prerequisite Intermediate Financial Reporting I)	3.0
8	MAT101	Introduction to Data Analysis	3.0
9	MIS121	Management Information Analytics	3.0
Technical Courses			
10	FNC207	Corporate Finance (Pre-requisite – Introductory Financial Accounting and Introductory Management Accounting)	3.0
11	TAX201	Taxation (Pre-requisite – Introductory Management Accounting)	3.0

12	ACC251	Advanced Financial Reporting (Prerequisite Intermediate Financial Reporting II)	3.0
13	ACC255	Audit & Assurance	3.0
14	ACC215	Intermediate Management Accounting	3.0
Workplace Applied Courses			
15	MIS315	Accounting Software Application – Sage 50	3.0
16	BUS312	Ethics and Workplace Skills	3.0
17	BUS301	Business Applications	3.0
18	FNC307	Applied Corporate Finance	3.0
19	TAX311	Applied Corporate and Personal Taxation	3.0
20	PCP101	Payroll Compliance Legislation	3.0
21	PCP211	Payroll Fundamentals I	3.0
22	PCP212	Payroll Fundamentals II	3.0
23	ACC501	Advanced Accounting and Finance Practicum I	6.0
23	ACC511	Advanced Accounting and Finance Practicum II	6.0

Business Administration – Retail Management Courses

S/N	Course Code	Title	Credit
Core Courses			
1	BCM101	Business Communication	3.0
2	BUS110	Introduction to Business Administration	3.0
3	ACC101	Introductory Financial Accounting	3.0
4	LAW110	Business Law	3.0
5	ACC115	Introductory Management Accounting	3.0
6	MAT101	Introduction to Marketing Data Analysis	3.0
7	PCP101	Payroll Compliance Legislation	3.0
8	MIS121	Management Information Analytics	3.0
9	BUS111	Business Management and Organisational Behaviour	3.0
10	ECO101	Introduction to Micro-economics	3.0
11	MKT201	Introduction to Marketing	3.0
12	MKT212	Retail Business Ethics	3.0
13	BUS 201	Consumer Behaviour and Customer Service	3.0
14	MKT215	Retail Sales Management	3.0
15	MKT230	Marketing Communications	3.0
16	LOS216	Security and Loss Prevention Management	3.0
17	BUS222	Business Logistics Management	3.0
Workplace Applied Courses			

18	BUS301	Managing Diversity in the Workplace	3.0
19	HSP301	Health and Safety in the Workplace	3.0
20	BUS305	Problem Solving and Decision Making	3.0
21	RMP511	Retail Management Practicum I	6.0
22	RMP522	Retail Management Practicum II	6.0

Human Services Courses

S/N	Course Code	Title	Credit
1	HSP101	Introduction to Human Services	3.0
2	ENG101	Introduction to English Comprehension	3.0
3	HSP110	Interpersonal Communication	3.0
4	HSP200	Understanding Diversity and Inclusion	3.0
5	HSP102	Social Welfare and Services in Canada	3.0
6	PSY115	Psychology of Human Development	3.0
7	HSP205	Interviews and Counselling Skills	3.0
8	HSP204	Crisis Intervention & Management	3.0
9	HSP230	Family-Systems and Support	3.0
10	PSY101	Introduction to Psychology	3.0
11	HSP236	Introduction Disability and Behaviour Management	3.0
12	HSP220	Working with Vulnerable Populations	3.0
13	HSP290	Case Management Skills	3.0
14	HSP300	Indigenous People and Culture	3.0
15	PSY400	Addiction, Mental Health, and Treatment	3.0
16	HSP345	Working with Newcomers and Immigrants	3.0
17	PHL352	Professionalism and Ethics in Human Services	3.0
18	SOC101	Introduction to Sociology	3.0
19	HSP 210	Community Development and Engagement	3.0
20	HSP111	Human Services I Practicum	6.0
21	HSP112	Human Services II Practicum	6.0

Admissions

Steps in Admission Process

1. Initiate Admission Enquiry:

Student may inquire about admission by:

- a. visiting our website at <https://brookescollege.ca/admissions/>
- b. visiting campus personally at 250 6424 36 Street NE, Calgary AB T3J 4C8, Canada
- c. Calling us on +1 403-800-6613
- d. Emailing us at hello@brookescollege.ca

2. Admission Counselling:

Student may set an appointment with counsellor to know more details about the program and resolved their queries about admissions and career prospects.

3. Submit online Application:

Student can submit application form along with self-attested required documents and pay application fees. It should be noted that there are separate forms and application fees for domestic and international students.

4. Admission Offer:

After due scrutiny of the application, selected students for the program will get Admission Offer Letter / Letter of Acceptance from College. The offer letter indicates the start of the candidacy of the student with conditions if there are any. This Letter can be used for the purpose of obtaining any financial aid / study permit / visa / other travelling documents. Student must pay applicable registration fees / Tuition Fees at this stage as per fees and refund policy of the college. (See Page 10)

5. Apply for Study Permit (In case of International Students only):

Student can apply for the Study permit as per guidelines suggested by Immigration, Refugee and Citizenship Canada. For detail refer www.cic.gc.ca. Student are expected to plan their travel and share details of their arrival to college.

6. Join the college:

Join college orientation program as per schedule communicated and start your new career journey.

Admission Requirements

High School Graduates:

- High School Diploma – Minimum of 18 years old with an Albertan Grade 12 High School Diploma or Non-Alberta Equivalent level
- Completed an Alberta Education English Language Arts course with a final mark of 60%, or non-Alberta equivalent
- An interview with an admission advisor to determine suitability or fitness for program.

Mature Students

- 25 years of age or older
- An interview with an admission advisor to determine suitability or fitness for program.
- Successfully completes Wonderlic Basic Skills Test (WBST) **with a final mark of 65%**

*Where the applicants' first language is **NOT English**, Prospective students must have achieved acceptable*

- Canadian Language Benchmark of least level 8 in Writing; level 7 in Speaking and level 7 in Listening OR
- IELTS Band 6.5 in Writing, 6 in Speaking and 6 in Listening OR
- Wonderlic Basic Skills Test (WBST) with 65% OR

International Students Admission

International students must meet the admission requirements for the program to which they are applying before admission is granted.

1. At least a High School Graduate equivalent to Grade 12 level of education.
2. Must be at least 18 years old.
3. English Language Proficiency
 - Canadian Language Benchmark of least level 8 in Writing; level 7 in Speaking and level 7 in Listening OR
 - IELTS overall Band score 6
 - Wonderlic Basic Skills Test (WBST) with 65% OR

Transcript and educational credential equivalencies may be required to undergo assessment through International Qualifications Assessment Service (IQAS) or World Education Services (WES).

Students with Disabilities

If a student is disabled, it should be marked in the application form. A disability service advisor or professional will contact the applicant for identification. An appointment form should be filled at the administrative office of the college.

Prior Learning Assessment (PLAR)

Students who have acquired skills or knowledge through experience and/or by pursuing related courses/program may be granted credit for certain courses by requesting and passing a challenge examination with an application to the Office of the Registrar by the student. The approval for challenge examination will be assessed and decided by the Academic committee along with the course instructor. The associated fee is 50% of tuition for each course assessed. Student must submit application form for admission before applying for PLAR. They cannot challenge more than 50% of the total course of the program they applied for PLAR assessment.

Process of applying for PLAR

1. Apply for PLAR assessment by submitting PLAR assessment form and Fees with your transcript (and Canadian Equivalence Certificate by WES or IQAS, in case of International Educated Professionals).
2. Brookes College review the PLAR application and inform students about their PLAR assessment result stating for which course credit is granted with its assessment grade as per Brookes college assessment policy and the adjusted program fees and duration.
3. Student need to register for the remaining course on the program.

Students shall be eligible for *transfer of Credits* to Brookes College under PLAR for credits earned with a minimum standard from elsewhere and only after the verification-equalization by the PLAR committee of the college.

Program Fees & Refund Policy

Financial structure of all programs in Brookes College is competitive and is subject to change as per decision of the Academic Committee of the College.

Human Services Fees

	<u>Domestic Students</u>	<u>International Students</u>
Tuition	\$13,380.00	\$19,380.00
Textbook	\$200.00	\$200.00
Other Costs (CPI & CPR)	\$300.00	\$300.00
Total	\$13,880.00	\$19,880.00

Business Administration - Accounting Fees

	<u>Domestic Students</u>	<u>International Students</u>
Tuition	\$15,660.00	\$21,660.00
Textbook	\$300.00	\$300.00
Other Costs (CPI & CPR)	\$400.00	\$400.00
Total	\$16,360.00	\$22,360.00

Business Administration – Retail Management Fees

	<u>Domestic Students</u>	<u>International Students</u>
Tuition	\$14,350.00	\$20,350.00
Textbook	\$300.00	\$300.00
Other Costs (CPI & CPR)	\$400.00	\$400.00
Total	\$15,050.00	\$21,050.00

Application Fee (Non-Refundable) *

For Domestic Students: \$ 50

|| For International Students: \$ 650

Registration Fee*

For Domestic Students: \$450

** Registration Fee shall be paid upon signing student enrolment contract and is adjusted against tuition fees. Thus, Applicant get credit of \$ 450 in the tuition fees of the program they have applied for.*

Wonderlik Basic Skill Test (WBST) Fee (As Required)

WBST Fees: \$ 60 (As Required)

Transfer Credit Fees

Students can transfer courses achieved from other institutions at Brookes College. The fee is \$25

CAD per course.

Caution Deposit

Each student will have deposit an amount of \$400 CAD. If a student is found to be indebted due to delinquency/non-payment of any fees, any form of materials or services or non-return of any books/equipment.

Methods of Payment

Students may pay their course registration fees in Canadian dollars by:

- Cash
- Money order
- Debit/Credit Cards (Visa® or MasterCard®)
- Cheque

Please note followings while you are doing the payment:

- Bank Cheques or money orders for payments should be payable to **Brookes College**. Bank Cheques may require up to two weeks to clear the bank account of the payee.
- Current students while paying by Bank cheque should clearly mention their student ID number on the cheque.
- Direct Cash are allowed in person; but, through email or any other means are not allowed.
- When submitting fees by Debit/Credit Cards (Visa® or MasterCard®) the specific fee should be indicated (e.g. registration fee, evaluation fee, etc.). Applicant must pay additional transaction charges while paying through Credit Card.
- If any error occurs determining and paying the fee amount, the College will automatically charge/adjust the correct fee to/from the Debit/credit card associated with the account of

the student so that the process avoids any subsequent communication delay and reduces the associated transaction fees of the payment.

Receipts – T2202A for Tax Credit

For official tax purposes, the Official receipts (T2202A) will be generated before February of each year for registered students only. The T2202A Tax credit will be received by the original payee only.

Refund Policy

In case of termination of student enrolment contract student is entitled to get refund as per Section 17 of Private Vocation Training Regulation of Govt. of Alberta. The student enrolment contract can be terminated in case if:

- Student decided to withdraw from the program OR
- Brookes College decided to terminate the student from the program on disciplinary ground

In case of student decided to withdraw from the program, he/she must give withdrawal notice by submitting withdrawal form available at administrative office. The form receipt date is considered as date of withdrawal for the purpose of calculating refund. In case of withdrawal of International Students on Study Visa, Brookes College will report the withdrawal to Immigration, Refugee and Citizenship of Canada about such withdrawal.

The following table explain the refund policy of various circumstances.

Circumstances	Refundable Amount	Non-Refundable Amount
Student submit the application form (before signing the Student Enrollment Contract)	Nil	Application Fee
Student Applied for PLAR (before signing the Student Enrollment Contract)	Nil	Application Fee + Credit Transfer fees per course
Student Enrollment Contract is terminated within 4 business days of signing.	Tuition Fees Paid (including Registration Fees)	Application Fee + Credit Transfer fees per course (As applicable) + Fees towards books and other charges
Student Enrollment Contract is terminated after 4 th Business day but before commencement of program.	75% of Tuition Fees Paid (after deducting Registration Fees)	Application Fee + Registration Fees + Credit Transfer fees per course (As applicable) + Fees towards books and other charges
Student Enrollment Contract is terminated after commencement of program but before completion of 10% of program.	75% of Tuition Fees (including Registration Fees)	Application Fee + Credit Transfer fees per course (As applicable) + Fees towards books and other charges
Student Enrollment Contract is terminated between 10% and 50% of completion of program	40% of Tuition Fees (including Registration Fees)	Application Fee + Credit Transfer fees per course (As applicable) + Fees towards books and other charges + 60% of tuition fees including registration fees
Student Enrollment Contract is terminated after 50% of completion of program	Nil	Application Fee + Credit Transfer fees per course (As applicable) + Fees towards books and other charges + Full tuition fees including registration fees

A student who wish to get transfer to another program has to commit his refundable portion (as applicable) towards another program and has to pay registration fees, credit transfer fees and difference in tuition fees, as applicable.

The refund amount will be credited to origin source (student / individual / institution) within 30 business days on receipt of withdrawal application form.

Financial Aid

The financial aid to support your study is available to all the eligible students enrolled at Brookes College. The financial aid is available in form of Government Education Loan, Students Line of Credit and Institutional Scholarship.

Government Education Loan

The provincial education loan is available for all the eligible students. For more detail about student aid visit <https://studentaid.alberta.ca/>. At Brookes College, we help our students to avail Government Load by guiding them in applying for Alberta Student Aid.

Student Line of Credit

All the major banks in Canada provide Student Line of Credit for full time and part time study. You may contact your bank or credit union for more details.

Brookes College Scholarship Awards

Brookes College has provision to provide scholarship to deserving students to support their study at Brookes College. You may contact administrative office for more detail about Brookes College Scholarship Program.

Medium of Instruction and Assessment

The medium of instruction and answer in the examination scripts shall be in English.

Duration of Semester

Assessments and grading will be held on academic semester basis. The duration of one semester is 3 months.

Student Services

Brookes college is committed to provide support to all the student for facilitating their study and career for success. All students of Brookes College shall benefit from the following supporting services for success.

Academic Counselling

Personal academic counselling by faculty members for improving academic performance and gain advance course specific knowledge beyond the curriculum.

Career Counselling

Professional career counselling to all the students and alumni to choose career path as per qualification, personal skills, and interest. The team of career development specialist supports students for arranging relevant industry specific practicum during the course to become industry ready graduate. There is also personal assistance to the students to facilitate in job search, resume preparation and winning job interview.

Financial Aid Services

Brookes college supports all the students for applying to different financial aid to support their education.

International Student Facilitation

Brookes college supports all the international students by facilitating their reception on their arrival, helping them to find out suitable accommodation, orient them with community and city and providing settlement advices.

Attendance

Attendance of minimum 80% is mandatory for all classes, tutorials (and labs) for which students are registered. Absences without rationality may result reduction of grades or additional supplementary assignments or additional academic work or any other penalty decided by the academic committee.

The Instructor may bar the student(s) for appearing in the examination or assessment due to un-

authorized absence from classes and at crucial stage of consideration when the absence is more than 15 minutes, the students may be expelled from the course(s) by the Instructor.

Student has to take prior approval of their leave. In case if student is absent due to some emergency, he/she must apply for leave approval from all the respective course instructor within 1 business day of resuming to class. Students can apply for leave approval in prescribe form available at administrative office. In case, if student is unable to achieve 80% attendance in any course, he/she shall not be allowed to appear in end-semester examination.

In case if student is unable to attend class due to emergency, he/she must inform instructor/institute within 3 working days by email or by personal application. If he/she unable to do so, institute may suspend or expel student from the college.

Course/Instructor Evaluations

Each Course/instructor will be evaluated after each term of academic session in an academic year. The evaluation will be in two stages. The first one will be done by the students who have successfully participated and passes the course. The evaluation will be done by the quality assurance team at Brookes College.

Examination/Assessment Policy

Under no circumstances are students allowed to be absent without justification during classes, assessments and examinations. Examination/Assessments will be held at various times during the term and the schedule will be communicated to all students by the Registrar.

Assessment Methods

The Examination/assessment will be divided into 3 parts as:

- A written assessment will be conducted after every course is completed
- Assignment/Case study report
- Completion of simulation or capstone project and report

Examination Conflicts

If a student faces a scheduled two written examinations at the same time, the student is advised to submit an **Exam Conflict Form** at least four weeks prior to the scheduled examination period. The Office of the registrar will reschedule one of the conflicting examinations after consultation with the instructor(s). The Student will then be informed of the details of the rescheduled examination.

Deferred Examination

Students may apply to the Office of the Registrar for deferment of examination with an **Application for Deferred Final Examination** stating valid reasons, such as illness, severe personal difficulty, misreading the examination schedule and travel plans. The application for a deferment should be no later than 48 hours before the scheduled examination.

Debarment

A student may be barred from appearing for the final written examination for following **grounds for debarment** -

- Failure in completion of assignments/reports for a course
- Lack of standard percentage of attendance
- Failure in completion of practical work in a course

Grading System

Each of the course in program is evaluated by instructor through various components during academic terms. These evaluation components shall be communicated for each of the course in course outline / session plan at the commencement of the course. The Letter grades and corresponding grade points shall be awarded as follows:

Percentage Range	Letter Grade	Grade Points	Description
90 – 100	A+	4.0	Excellent
85 – 89	A	4.0	
80 – 84	A-	3.7	
77 – 79	B+	3.3	Good
73 – 76	B	3.0	
70 – 72	B-	2.7	
67 – 69	C+	2.3	Satisfactory
63 – 66	C	2	
60 – 62	C-	1.7	
55 – 59	D+	1.3	
50 – 54	D	1.0	Minimal Pass
0 – 49	F	0.0	Fail

The special grade may be assigned to the students in different circumstances. It should be noted that these special grades are not included while calculation Grade Point Average.

Symbol	Term	Description
AU	Audit Course	Assigned when the student is registered to audit a course. (Student can take additional course by paying stipulated fees. However, it's evaluation is not part of CGPA in official transcript)
CR	Credit Received	Assigned when the student successfully passes a challenge examination
DF	Deferred Final Examination	Assigned when the student has deferred the examination
IC	Incomplete	Assigned with permission of the Dean
IP	In Progress	Assigned when the student is in the process of completing a course
MT	Multi-Term Course	Assigned when a course is full-year and not yet completed
P	Pass	Assigned when a student meets the requirements to complete a course on the basis of Pass or Fail
PF	Practicum Fail	Assigned when the student fails practicum
{ }	Repeated Course	It means the student repeated the course and the lowest grade is not calculated in earned credits or GPA
i	Improvement	Assigned when Student improved grade by appearing in Improvement Exam
RW	Required to Withdraw	Assigned when the student is asked to withdraw from a course by the instructor or Dean
TR	Transfer	Assigned when the course is transferred from another institution
W	Withdraw	Assigned when the student withdraw from a course by their own choice
WC	Withdrawal with Cause	Assigned when the students was granted a late withdrawal from a course

Computation of Grade Point Average (GPA)

The Grade Point Average is calculated by multiplying the Grade Points for each Course with number of credits for that course, added together, and divided by the total number of credits or hours. In other words, it will be reflected in following formula.

$$GPA = \frac{\sum_{i=1}^n C_i G_{Pi}}{\sum_{i=1}^n C_i}$$

Where (C_i) indicates the Total Credit of Course, (G_{Pi}) indicates Grade point for grade achieved. For Example, a student in a particular program achieved. This calculation is explained by following example.

Sr. No.	Courses Name	Course Credits (C _i)	Letter Grade achieved by student	Grade Point for Letter Grade (G _{Pi})	C _i * G _i
1	Course A	3	A	4.0	12
2	Course B	3	A-	3.7	11.1
3	Course C	3	B+	3.3	9.9
4	Course D	3	B	3.0	9
5	Course E	2	B-	2.7	5.4
6	Course F	6	C+	2.3	13.8
ΣC_i		20		ΣC_iG_i	61.2

Now putting the value on above formula,

$$GPA = 61.2/20 = 3.06$$

Students who have registered for nine credit hours or more of study and have scored GPA of less than 2.0 will be placed on **Academic Warning (AW)**.

If AW continues for two consecutive terms having grades not been improved, the student will be shifted to **Academic Probation (AP)** with a notification in the official transcript of the student. It will prohibit students from participating in certain activities decided by the academic committee of the college. Students will not be allowed more than three courses for one term.

After one term of AP if the GPA still stays below or equal to 2.00, the student will be placed on **Academic Suspension (AS)** which will redirect student for the withdrawal from the college and the readmission after a period of one year.

Grade Postings and Reports

Final grades will only be available to students via their secure online portal within two weeks after the final examination for an individual course in accordance with Personal Information Privacy Act (Alberta).

Academic Transcript reflects Course Credit (CC), Letter Grade (LG), corresponding Grade Points (GP), and Cumulative Grade Point Average (CGPA). It does not contain the course wise numerical marks/points or percentage.

Diploma Requirements

To be eligible for award of Diploma, students have to furnish following requirements.

1. Completion of required credits for the program they are enrolled by graduation cut-off date.
2. Successful Completion of dissertation/Practicum extending over a period of two months by graduation cut-off date.

3. Passing all courses individually and maintaining a minimum Cumulative Grade Point Average (CGPA) of 2. However, students may be given chance to improve their grades by repeating some of the courses.
4. Student has to obtain “No Due Certificate” by ensuring that he/she have returned all borrowed resources to institution in good condition and paid all the fees/dues.

Academic Regulation Appeal for Failed Student

- I. If a student fails to earn the credits, s/he will be treated as failed. The failed student shall be allowed to appear in the respective course/s after depositing appeal examination fees after completing all semesters of their relevant program courses. Failing which s/he can repeat the course/s by paying appropriate fees only if his/her registration remains valid or shall be withdrawn from the program. In such case, for new admission, the students must fulfill the up-to-date admission requirements.
- II. A Student failing to earn required GP on project/case studies/assignment will have to resubmit the project/case studies/assignment and be reconsidered by the Academic Committee under the instruction of Dean. As an irregular candidate, for failing in a particular course, the student will have to pay additional fees and special fees charged for this.

Re-Enrolment

If a student fails to appear at the examination due to shortage of required percentage or any other reason, s/he has to get himself/herself re-enrolled as an repeat student in the program under the recommendation of the Academic Committee of the Faculty/Department.

In such cases, the student will need to pay the updated admission fee and meet the updated admission requirement.

Improvement of Grades

Students obtaining 'D' grade in any subject may opt to sit for an improvement examination by paying a fee of \$100 CAD for each course in order to upgrade their grades to a maximum of B grade whereby the latter will be added to CGPA . If they obtain 'F' grade or absent in any such exam, they can repeat the course by paying a fee of \$500 CAD. All Repeat/ Improvement courses could be taken after the end of all semesters of the students' enrolled program and the student(s) registration still must be valid.

Students with a CGPA below 2.00 will not be considered eligible to be awarded A diploma. In such a case, they may be given a chance to improve their grades by repeating some of the courses with due payment.

- i. If a student improves his/her grade/s the word 'Improvement' and 'the year' of improvement examination will be indicated in his/her academic transcript. If such student fails to improve his/her grade/s, his/her previous grade of the same course will remain valid.
- ii. A re-admitted student shall not be allowed to improve results under any consideration.

- iii. No improvement shall be allowed for Internal Thesis/dissertation and defense examination.
- iv. A student willing to cancel his/her improved results and have the previous results reinstated shall apply in this respect to the Controller of Examinations through the Dean of the faculty with necessary fees prescribed by the University Authority from time to time.
- v. For improvement of his/her results, the student shall apply to the Dean of the faculty at least 4 weeks before the start of the next semester examination.
- vi. Students can appear maximum twice per course in improvement and repeat course examination. They must clear all the courses (through regular / improvement / repeat examinations) within 8 semesters of commencement of study.

Transcript Requests

Student will receive one copy of official transcript of their diploma upon graduation. However, they can request additional copies of their transcript of academic records by paying fees of \$ 25 per copy of transcript. Transcripts can be given directly to the student to forward as long as the envelope containing the transcript remains unopened.

Grade Appeals

1. Informal Appeal

A student who is dissatisfied with a grade must first discuss the grade with the course instructor within 15 days of receiving the grade. If this does not resolve the matter to the student's satisfaction, the student may wish to discuss the matter with the Program Chair. The Chair will require a copy of

the instructions given to the student and the assignment or test in dispute and any other relevant materials.

2. Formal Appeal

If the student is not satisfied with the appeal to the instructor and Program Chair, the student may make a formal grade appeal.

All formal grade appeals must be made by completing a Formal Grade Appeal Request Form stating the basis of appealing the grade within 30 days of receiving the grade. The student will pay a prescribed fee for each grade appealed. This fee will be credited back to the student's account only if the appeal results in an increase in the grade. The Registrar will notify the Dean, who will initiate for a Grade Appeal Committee comprising the Dean, the Program Chair, and a subject specialist to hear the appeal. The final grade may be raised or lowered because of the reappraisal. The Office of the Registrar will notify the student of the result in writing. All decisions taken by the Grade Appeal Committee are final.

Graduation

Students will have to apply to the Office of the Registrar with an Application to Graduate by the stipulated time announced by the Academic Committee. If the students fail to apply within this stipulated time, students will not be eligible to graduate that academic year and they must wait until the next convocation before receiving the diploma or certificate. A fee of \$150 as graduation fee is mandatory for all.

Academic Recognition

The Registrar of the college will review all academic progress at the end of each term.

1. Students in the ***Dean's List*** are offered ***Distinction*** award decided by the academic committee led by the Dean with an official notation on students' official transcript. The list comprises students who obtain a CGPA of 3.5 or higher in both terms having registered for minimum 24 credits.
2. Students with a term CGPA of 2.0 or higher are in ***Merit standing***. In such cases, students are eligible to continue in their program of study and to graduate from our diploma program.

Academic Misconduct

PLAGIARISM

Students are strictly directed to abstain from plagiarism since it is a serious academic offence that involves presenting work in a course as if it were the result of one's own study and investigation. If such activities are found or detected and reported, the student will either be rusticated from the college or face any penalty decided by the Disciplinary Committee of the college.

CHEATING

Cheating on examinations, assignments and/or labs is also a serious academic offence and it may take a few forms, including:

- tampering of or attempting to tamper examination scripts, class work, grades or class records
- seeking or obtaining unauthorized assistance from anyone or impersonating another student during the examination

- falsifying or fabricating lab reports
- bringing illegal or unauthorized written material or electronic devices to an examination

Penalties for Academic Misconduct

A student for committing academic misconduct will have to face either a suspension, expulsion or penalties decided by the Disciplinary committee headed by the Dean. If detected, the instructor will immediately send a letter stating the particulars of the offence to the Registrar and a note will be placed in the student's permanent file.

Academic Misconduct Appeals

A student found guilty of academic misconduct may appeal against the charge stating the misconduct or the penalty imposed to him, or both. The student may appeal in writing to the Registrar within 10 days of the decision. The Registrar afterwards will request for a meeting to hear and process the appeal.

ANTI-HARASSMENT AND NON-DISCRIMINATION POLICY

As a responsible academic institution, Brookes College is committed to provide healthy working and learning environment to all the student and staff who are from different nationality, religion, gender and cultural communities we must respect diversity and individual values and belief. Brookes College strongly believe that any action that hurt individual's dignity and respect shall be considered as Human Right Violation and immediately addressed as high priority matter. At Brookes College, each of the employees and students are oriented with Anti-Harassment and Non-Discrimination Policy as

per guidelines of Alberta Human Right Commission. Visit <https://www.albertahumanrights.ab.ca/> for more details

SAFETY

The safety of each of the employees and students is topmost priority of the Brookes College. Therefore, each of the students and employees are oriented with workplace safety procedure and guidelines periodically. The staff and students are expected to comply with all the safety, rules procedures and standard including reporting of any unsafe action, process or working condition.

CONFIDENTIALITY

The Brookes College is subject to the provisions of the Personal Information Privacy Act (Alberta). No personal information about a student may be given to any organization or person, including a parent or spouse, without the student's written authorization.

However, college may disclose academic information of students to authorized funding and sponsorship agencies for students receiving student assistance. In the case of International students, the College will disclose to Immigration, Refugee and Citizenship Canada information related to the student's withdrawal/dismissal and attendance. The College can use students' information any institutional research and quality assurance purpose, administrative purpose such as follow-up or payment of any dues etc or for contacting students with respect to their academic progress. Any other disclosure of the students shall be only made after consent of the student or as authorized by provincial law. Visit <https://www.oipc.ab.ca/> for more information.

STUDENT ACCESS TO INFORMATION

Students can access their up-to-date financial and academic information through their secure access to their personal portal from the website of this college. Access to a student's record will be given in the presence of a College staff member and the student may request corrections to any part of the record believed to be incorrect. Correction requests will be handled in accordance with the provisions of the Personal Information Privacy Act. Visit <https://www.oipc.ab.ca/> for more information.

Medical services/Insurance

There is no in-house medical physician at Brookes College, and we are **NOT** responsible for Students' health Insurance and other insurance required while studying with us.

However, an international student with/without a family (including spouse and children) that plans to reside in Alberta for more than 12 months with a valid study permit, may be eligible to apply for Alberta Health Care Insurance Plan (AHCIP) after they arrive.

Alberta Health requires applicants to include one of the following documents from Immigration, Refugees and Citizenship Canada (IRCC) with your application for the Alberta Health Care Insurance Plan (AHCIP) coverage.

Acceptable proof of enrolment documents are:

- a letter from the Registrar, with the Registrar's signature or certification

- a letter of enrolment printed from the college in official letter pad
- a printout of confirmation of course registration from college

AHCIP inquires or updates

Office hours: 8:15 am to 4:30 pm (Monday to Friday, closed statutory holidays)

Phone: 780-427-1432

Toll free: 310-0000 before the phone number (in Alberta)

TTY: 780-427-9999

Toll free TTY: 1-800-232-7215

Fax: 780-422-0102

Email: health.ahcipmail@gov.ab.ca (for general information or non-personal questions only)

Alberta Health

Alberta Health Care Insurance Plan

PO Box 1360, Station Main

Edmonton, Alberta T5J 2N3

Please click on <http://study.alberta.ca/plan-your-stay/health-care/> for further details.

Mental health services

There is no in-house Mental Health Professional/Doctor at the college. Please click here on

<http://study.alberta.ca/plan-your-stay/health-care/> for further details.

Students Code of Conduct

All the students at Brookes College are required to follow the Student Code of Conduct to promote healthy learning environment. The following are major highlights of code of conduct expected from the students.

- a. All the students are expected to follow institutional rules and regulations and provincial & Federal Laws.
- b. All the students are expected to follow appropriate professional dress code. Any type of inappropriate attire like see-through dressing, bare-midriff shirts/blouses, low-cut, open-back clothing and extremely short dresses are not permitted. Students are expected to follow special dressing instructions of the institute during special formal events.
- c. Students are expected to respect other students and staff of the institute and shall not indulge in any of the following:
- d. Verbal or Physical Abuse with anyone,
- e. Conveying any threats, harassment or discrimination in any means
- f. Any form of unwanted sexual attention or contact
- g. Stealing or Damaging of college property including electronic records and/or property of college or students.
- h. Interference in operations of the college
- i. Using cell phone in classroom without permission of instructor
- j. Unauthorized entry to college or unauthorized use of any college property

- k. Consumption of any of the prohibited items (including but not limited to drugs, tobacco products, alcohol etc.) in the college premises
- l. Irregularity in attending classes, submitting evaluation components or attending tests/quizzes/examination and other curricular and co-curricular activities
- m. Academic misconduct (including but not limited to plagiarism, cheating, supplying false information etc.) or any act of dishonesty
- n. Disturbance of peace in college or at any other event organized/co-organized or supervised by college.
- o. Possession of firearms, explosive or dangerous items / weapons
- p. Using any of the college resources for any unlawful or unwanted activities
- q. Failure of complying with the academic and financial responsibility towards college
- r. Failure of complying with the any instruction provided by instructor or other staff of the college

Any violation of code of conduct shall resulted disciplinary actions such as warning, probation, suspension, or expulsion from the college.

Student complaints and dispute resolution

In case of any dispute or grievances, students are encouraged to resolved the matter informally through mutual understanding. However, students may opt for formal resolution process. The steps for the Student Dispute Resolution Process are as follow:

- Students will submit an issue as complaints with a filled-up form to the office of the Registrar through online grievance form or in person. All the complaints will be kept strictly confidential and will be discussed with the concerned parties.
- The Registrar along with the chairperson of the department will initiate the complaints or dispute within seven working days. If required, Registrar may form a committee to resolve the complaint.
- The meeting will be organized between concern parties for further discussion and allow students to raise their concern. A Student may have an another individual to speak on his/her behalf with prior permission. A subsequent meeting(s) can be scheduled if matter is not resolved in initial meeting.
- The concerned chairperson of department or chairperson of committee submit their written report to the Registrar and the student will be notified by registrar office about resolution.

The students are encouraged to address their concerns immediately before a minor problem turns into a major one.

Campus Regulation

Operational Timing

The administrative and academic hours of operations of Brookes college are as follow under normal circumstances. However, it can be modified keeping in mind some exceptional cases like sever weather conditions, etc.

Administrative Time : 08.30 AM to 05.00 PM (Monday to Friday)

Academic / Instructional Time : 09.00 am to 09.00 pm

Brookes college observes all the statutory holidays as per Alberta Provincial Guidelines.

Course & Session Schedule

Brookes College will make all efforts to schedule course registration in respective term and organize classes to accommodate requirement of the groups in class. However, the session schedules and course registration plan published by college must be followed. Brookes college reserves all right to modify the schedule of course registration and sessions for courses.

Food & Beverage

Food and Beverages are strictly not permitted in the classroom. However, selected container and food can be permitted with prior permission with conditions.

Smoking

Any form of smoking is strictly prohibited in college premises and at any event organized by college at other premises.

Security

Brookes college is committed to provide secure learning environment to all its students and staff. To ensure security, all the instructional, administrative, and common area of the campus are under CCTV surveillance. All the students are expected to complete safety training during orientation program and always carry their College and Provincial ID Card with them. Any type of suspicious

activities should be immediately reported to the staff member. College will permit visitors in common area during specific time.

Study Permit:

All the international students has to apply for study permit through Immigration, Refugee and Citizenship Canada. For detail up-to-date information visit www.cic.gc.ca

Work Permit:

As an International Student, your spouse/common law partner is eligible for work permit and hence work while in Canada. **It should be noted that a student graduating from Brookes College is not eligible for Post Graduate Work Permit (PGWP) at this time.** For detail up-to-date information visit www.cic.gc.ca

Health Insurance (See page 31)

As an International Student with permit of more than 12 months, you are eligible for Alberta Healthcare Insurance Plan. In case, if student do not have access to Alberta Health Insurance Plan due to any reason, it is advisable to get private health insurance.

Referral Program:

Any student or graduate from Brookes College may refer an individual beneficiary to Brookes College for shaping their career. In this case, student who refer an individual are entitled to get incentive as per the referral policy of the college. Additional details is available at Admission Office of the college.

Brookes College Alumni Association

Brookes College believe in strong and vibrant alumni association for helping current students and graduates in their career for placement and post-placement services and giving alumni opportunity to give back. All the graduates from Brookes college are eligible to be a part of Brookes College Alumni Association.

Policy Change and Revision

Brookes college reserves all the right to revise and/or change institutional policy, procedure and regulations and contents outlined in Handbook. Students will be notified of such changes individually or collectively. Any change in such policy, procedure, regulations, or content in handbook shall supersede the current one with effective date mentioned in communication.