

Definitions - Valemount College
Academic Good Standing
Unless the program has stipulated otherwise, a student who achieves a grade point average at or above 1.7 (equivalent to a letter grade of C-), as well as any minimum grade requirements in a particular course(s) or program.
Academic Misconduct
Academic Misconduct includes, but is not limited to, cheating and plagiarism. Cheating includes, but is not limited to, a student or group of students, using or attempting to use unauthorized aids, assistance, materials, or methods in tests, assignments, projects, presentations, labs, examinations or any other evaluation method used.
Plagiarism is the presentation of another person's work or source's work, words, or ideas as if they were one's own. It ranges from an entire assignment which is not the student's own work to specific passages within an assignment which is not the student's own work taken from any source without acknowledgement. Students are responsible for ensuring that they understand and follow the principles of proper documentation and scholarship.
Academic Probation
Academic probation occurs when a student falls below a Grade Point Average of 2.0 and is disqualified from graduating from their program. Continued academic probation could result in student dismissal.
Academic Program Credential
A named qualification awarded to a student upon completion of a prescribed program of study leading to a certificate, diploma, or degree, as outlined in Guideline A of this policy, and which is approved by the provincial ministry responsible for post-secondary education.
Accommodation
A reasonable and temporary or long-term modification to the teaching, learning or work environment as needed by the complainant/respondent and supported by the situation and college policies.
Add-Drop period
A timeframe starting from the first day of classes up to the last day to register, within which students may continue to add and/or drop classes without academic or financial penalty.
Anonymity
Withholding of one's name.
Appeal Advisor
The Complaints Advisor, or designate, who facilitates the appeal process for all parties and conducts investigations as necessary. As a neutral liaison in the process, this person will ensure information is gathered and provided to involved parties as appropriate and will remain neutral and not attend appeal hearings.

Appeal Panel
The group of college and board members (or designates) who will hear the appeal and decide the outcome. The appeal panel will be selected by the College Director or board (or designate) from the appeal panel pool and normally consists of students, faculty members, administrators, the College Director and Board Members (or designates). No member of the panel can be in a position of bias; faculty and students must be from programs other than that of the appellant. The appeal panel will normally be chaired by the President of the Board of Directors or designate. In all cases the President must be trained in adjudicative tribunal hearings.
Appeal Panel Pool
The appeal panel pool will be selected annually by the office of the College Director. Non-student members must be trained in adjudicative tribunal hearings. There will be no maximum length of term to belong to the appeal panel pool.
Appellant
The student who has initiated the appeal and has the responsibility to gather and provide evidence that substantiates grounds for the complaint or appeal.
Assistants
Persons recommended or requested by any involved party to assist during the hearing with matters such as language translation, sign language interpretation, cultural expectations and other related challenges needs which could impede affect the outcome of a fair hearing. An assistant must be approved by the appeal hearing by the President of the Board of Directors and does not participate in the discussion other than for purposes mentioned above.
Award
Given in recognition of a student's academic achievement with combined effort in extracurricular activities or other activities such as volunteerism and leadership. This takes various forms, including a sum of money, medal, plaque, books, tools or memberships.
Bullying
<p>Bullying happens when there is an imbalance of power; where someone purposely and repeatedly says or does hurtful things to someone else. Bullying can occur one on one or in a group(s) of people. There are many different forms of bullying:</p> <p>~Physical bullying (using your body or objects to cause harm): includes hitting, punching, kicking, spitting or breaking someone else's belongings.</p> <p>~Verbal bullying (using words to hurt someone): includes name calling, put-downs, threats and teasing.</p> <p>~Social bullying (using your friends and relationships to hurt someone): includes spreading rumours, gossiping, excluding others from a group or making others look foolish or unintelligent. This form of bullying is most common among girls.</p> <p>~Cyberbullying involves the use of communication technologies such as the Internet, social networking sites, websites, email, text messaging and instant messaging to repeatedly intimidate or harass others and includes: Sending mean or threatening emails or text/instant messages. Posting embarrassing photos of someone online. Creating a website to make fun of others. Pretending to be someone by using their name. Tricking someone into revealing personal or embarrassing information.</p>
Bursary
Financial support provided to a student based primarily on proven financial need as assessed by the Valemount College.

Cheating
Includes but is not limited to: Copying, or allowing the copying of assignments, tests, exams, and other forms of academic evaluations; Using unauthorized devices of any sort when presenting work for evaluation, including, but not limited to, tests and exams; Using unauthorized information during any evaluation process; Obtaining or providing without authorization questions or answers relating to any examination or test prior to the test. Providing a bibliography/reference that includes sources not used in the associated documents; Providing citations that are not from the sources provided. Providing counterfeit or forged documents, including medical notes or credentials.
Civility
Treating all members of the community with respect and courtesy.
Class A Program
A career-related program with 40 hours or more of instructional time, and tuition of at least \$4000.
Class B Program
A career-related program at a designated/interim designated institution, other than a Class A program, for which tuition is at least \$1000.
Class C Program
Language programs at designated/interim designated institutions that are longer than six months or for which tuition is at least \$4000. A language program is defined as a program that has as its learning objective that students gain or improve proficiency in a language.
Confidentiality
Non-disclosure of particular information.
Consent
<p>An active, direct, voluntary and conscious choice and agreement to engage in sexual activity. This includes the taking, providing and sharing of intimate photos. It is the responsibility of the participants of sexual activity to obtain consent at all stages of sexual engagement. More specifically, consent:</p> <ul style="list-style-type: none"> ~is enthusiastic, freely given and can be revoked at any time; ~must be given before and during all sexual activity, even if consent has been given before; ~cannot be given by an individual incapacitated by alcohol, drugs or some other reason and/or who is unconscious, or otherwise incapable of providing consent; ~cannot be given in response to coercion or when a position of power or authority is used; and ~cannot be implied or assumed.
Continuing Student
A student who was registered in a program in the previous academic year. Students who have taken more than two terms off (excluding Spring/Summer) will not be considered a continuing student and will be required to re-apply to the College.
Course Credit
In general, one (1) course credit is the equivalent of one (1) hour a week of classroom instruction (labs, seminars, etc. are not included).
Course Participation Credential
A document that acknowledges a student's participation in a course as outlined in Guideline C of this policy.

Credentialed program
A program for which a certificate, diploma, or degree is granted once all program requirements are met.
Consent
<p>Consent is a voluntary, conscious, active and ongoing agreement to participate in sexual activity. In other words, it's a freely given, enthusiastic, clearly communicated "yes." Just because consent was given in the past does not mean that it automatically exists for future sexual activity. Each person has to give consent every time, whether in a one-time encounter or a long-term relationship. According to the Canadian Criminal Code, there is no consent if</p> <ul style="list-style-type: none"> • someone else says "yes" • a person is incapable of consenting because they are unconscious, asleep or impaired by drugs or alcohol • there is an abuse of power, trust or authority • a person is pressured, manipulated, threatened, intimidated or otherwise coerced into saying "yes" • a person does not clearly say "yes" or says or implies "no" through words or behaviour • consent is withdrawn or a person changes their mind at any time before or during a sexual activity. <p>Sexual activity that is not consensual is sexual assault.</p>
Culture of Consent
Respecting boundaries. Challenging sexist jokes and comments. Talking about gender-based violence and letting friends and family know where you stand on the issue. We can all help create safe spaces and promote a campus culture of consent and respect.
Deposit
A non-refundable fee that is applied to tuition and is due at or prior to registration. Payment of the deposit affirms the student's intent to attend the College.
Deregistration
When Valemount College cancels a student's registration in a course or courses, it is typically for reasons related to unmet prerequisites, unpaid fees, or no show.
Did Not Complete (DNC)
The student does not complete required course work and does not formally withdraw from the course by the official withdrawal date. "Did not Complete" constitutes a failing grade.
Discrimination
Unintentional or intentional unfair treatment as prohibited under the BC Human Rights Code and that has no job or course related justification and puts individuals or groups at a disadvantage.
Domestic Student
A student in possession of documentation that confirms their legal status as a Canadian citizen, a permanent resident, or a convention refugee.
Donor
An individual, group, foundation or corporation that donates money, in accordance with Canadian Revenue Agency guidelines to Valemount College or a Valemount College associated foundation in order to create an award, bursary, or scholarship to provide financial assistance to students that meet the established criteria.
Dual Credential
A named qualification that is awarded to a student upon completion of a prescribed program of study as outlined in a partnership agreement.

Educational Testing Summary (ETS) sheet
A document on which is recorded placement test final scores as well as associated placements in Valemount College math and English courses.
Emergency Disclosure Contact (EDC)
Any employee who is a member of the risk assessment prevention team. Normally the EDC for the counsellors is the Executive Assistant.
Evaluation
An assessment of a student's performance in a course which counts toward the final grade achieved by the student in that course. Evaluation methods may include but are not limited to written or oral examinations and assignments, team-based projects, labs, practical, studio projects, portfolio reviews, and indigenous pedagogical practices.
External Organization
Includes not-for-profits organizations, associations, foundations or corporations who have their own bursary, award and scholarship program.
Fabrication
~Falsifying of findings and data ~Providing a bibliography/reference that includes sources not used in the associated documents ~Providing citations that are not from the sources provided ~Providing counterfeit or forged documents, including medical notes or credentials
Face Validity
Face validity asks the question: Does the assessment measure what it is intended to measure?
Final Exam
Test written at the end of the course, during the formal exam writing period or an evaluation or assignment that is used in lieu of the final written test.
Funder
A source or supplier of money to provide financial assistance.
Good Standing
All students will be deemed to be in good standing unless their student account is in financial arrears and/or there is a current discipline-related violation filed with the college.
Government Funded Bursaries
Financial support provided to a student based on proven financial need. Other eligibility requirements may have to be met and will be listed in the bursary description. These funds are provided to Valemount College through the government ministry responsible.
Grade
The measure of a student's achievement in a course and is indicated on the transcript upon course completion. Primary grades are assigned based on the assessment of completed course work by Valemount College instructors and include Percentage (%), Letter Grades, Did Not Complete (DNC), and Pass/Fail (P/F), Successful/Unsuccessful (S/U).

Guidelines
The student has the primary responsibility for providing sufficient evidence that college level learning has been achieved. Only faculty who have the appropriate subject matter expertise shall assess and evaluate prior learning, and determine the competency and credit awarded. Through Prior Learning Assessment and Recognition processes, the College will award credit for demonstrated, current learning and not for the amount of time spent in the learning process. To achieve post-secondary credit for prior learning, students must demonstrate learning at a level of achievement equivalent to students registered in equivalent Valemount College courses in that program/subject area. The College will recognize prior learning that has a balance, appropriate to the subject, between theory and practical application. Fees for prior learning and assessment shall be included in the Fee Schedule obtainable at Valemount College.
Harassment
Inappropriate conduct or comment by a Valemount College community member or visitor towards another person that the member ought to have known would cause that person to be humiliated or intimidated.
Hearing
A formal and confidential meeting in which the Appellant and Respondent present their case to an Appeal Panel for a decision regarding matters initiated by the Appellant.
Impersonation
The taking of a test, examination, or other assessment for another person or having another person take a test, examination, or assessment on one's behalf.
Instructional Activities
Instructional activities include all college activities in which instruction and learning takes place.
Investigation
An information gathering and assessment process used to determine the nature and circumstances of alleged wrongdoing, matters of credibility and whether it is more probable than not, that a breach of this policy occurred. The investigation process may include, but is not limited to, witness interviews, collection and review of written statements, notes, logs, papers, digital and print records, and any other relevant material.
Investigator
A person specifically trained to lead investigations as they pertain to this policy. The investigator may be internal or external to the college, depending on the circumstances of the complaint and will not be the same person who provides support to the complainant or respondent nor will they determine sanctions.
Invigilator
A person who is authorized to oversee the writing of an examination.
Learning Outcomes
Knowledge, skills and attributes that students acquire from the course or learning experience.
Learning Pathway
Academic preparation programs such as Adult Basic Education, English Language and University Studies.
Letter of Invitation
A letter that an applicant receives when qualified in a program of study and space is available.

Limitations
The maximum number of credits that can be obtained through the Prior Learning Assessment and recognition is 50% of the number required to complete the program. Each program will determine the number of PLA credits applicable to a program credential, to a maximum of 50%.
Limited Entry Program
A program of study with a limited number of seats per intake.
Mature Student
A student who is 23 years of age or older in the calendar year they will be studying and declares their status during the registration process.
Misconduct
Non-compliance with the Valemount College's expectations of respectful behaviours and/or violation of legislation, Valemount College's policies and/or collective agreements. Includes behaviours endangering the safety of persons and/or disrupting the teaching and learning environment.
No Show
A student registered in a scheduled class who does not attend the first class and/or is absent from any other subsequent class during the add-drop period without informing the instructor prior to their absence. When non-attendance is determined, the student may be deregistered from the course for no show.
Nominator
An individual who nominates a student for an award.
Notation on Student Record
Notation on student record maintained by the College Director in the Admissions /Registration Department (not the transcript).
Personal Conduct
Conduct not determined by a professional body.
Personal Electronic Device
Includes, but is not limited to, cell phones, smart watches, PDAs, tablets, computers, and any device capable of communicating or receiving a notification via radio, cellular signals, Bluetooth, or the internet.
Plagiarism
Representing someone else's work, ideas, findings, facts, opinions, and/or theories as one's own; improper and/or incomplete citation of work submitted.
Pre-requisite
A pre-requisite is an educational level that must be achieved in order to register in a higher level. A pre-requisite course is a course that must be successfully achieved before a student can take more advanced courses in the discipline.
Principles of Natural Justice
Any person who is being accused of something has the right to know the accusation and must be given a reasonable opportunity to respond to the accusation, to offer rebuttals and to provide counter evidence. No person shall be a judge in his or her own case, and every person has the right to an unbiased and independent decision maker.

Prior Learning Assessment and Recognition (PLAR)
The assessment of knowledge and skills acquired through life experiences, work, and study unassociated with formal education and the relating of that prior learning to educational program objectives and to course/program credit.
Priority Registration
A student who is a continuing student in a program of study may be eligible to register in advance of others.
Privately Funded Student Aid
Financial support provided to a student based on various eligibility requirements. This money is donated to Valemount College Foundation or provided through external organizations or sponsors.
Procedural Fairness
A term used alternatively with to describe Natural Justice Principles (i.e.: fair, transparent and in compliance with the audi alteram partem and nemo iudex rules.)
Professional Conduct
Conduct not determined by a professional body.
Program or Course Completion Credential
A document that acknowledges a student's completion of a program.
Proxy
A person who has been designated in writing by a student to register or do business on the student's behalf.
Rape Culture
A term used to describe a set of beliefs, responses and behaviours to situations that normalizes sexualized violence, assault, abuse and degradation against persons. Rape culture sets out to trivialize and blame victims of sexual aggression.
Reprimand
Normally a verbal warning regarding an unacceptable behavior.
Residency Requirements
The number of courses or credits (or percentage of the program) that must be completed at an institution to graduate from that institution. Residency Requirements are set and outlined by the BC ministry responsible for post-secondary education Board of Governors.
Respondent
The person against whom the appeal is filed and is responsible for engaging in the process. In the case that the complaint is regarding a policy or department, the College Director will identify the respondent responsible for that area.
Restorative Justice Forum
An approach to justice designed to identify and address harm; it involves those responsible for the harm and the individuals and community impacted by it.
Risk Assessment and Prevention Team
A team comprised of trained individuals who meet as required to investigate possible threats to the campus community.
Sanction
An appropriate course of action assigned in response to a violation of policy.

Schedule and Deadlines
Dates set for each academic year that establish important deadlines and defines the timelines for the instructional year.
Scheduled Courses
Curriculum is delivered at scheduled times and the student and instructor are normally interacting face to face either at the same location or at different locations and mediated through technology.
Scheduled Final Examination
An instructor-developed final examination normally delivered in a three-hour block during the final examination period and timetabled by the office of the registrar for courses that align with term start and end dates. This excludes all other assessments administered at the discretion of an instructor, examinations given outside of the final examination period, or take-home examinations.
Scholarship
An individual or group that selects their own recipients and funds their education in part or in full.
Sexual Activity
Any kind of sexual contact which can include kissing, touching or fondling, oral or anal sex, intercourse or other forms of penetration or any other wanted or unwanted acts of a sexual nature.
Sexual Violence and Misconduct
<p>~Includes any sexual act or act targeting a person's sexuality whether the act is physical, or psychological in nature, threatened or attempted against a person without the person's consent, and can also be defined as sexual assault.</p> <p>~The legal term used in Canada to refer to any form of sexual contact without voluntary consent. Sexual assault can impact people of any gender and can be committed by people of any gender.</p> <p>~Sexual exploitation: every person that commits an offence who is in a position of trust or authority towards a young person, who is a person with whom the young person is in a relationship of dependency or who is in a relationship with a young person that is exploitative of the young person, and who:</p> <ul style="list-style-type: none"> (a) for a sexual purpose, touches, directly or indirectly, with a part of the body or with an object, any part of the body of the young person; or (b) for a sexual purpose, invites, counsels or incites a young person to touch, directly or indirectly, with a part of the body or with an object, the body of any person, including the body of the person who so invites, counsels or incites and the body of the young person. <p>~Sexual harassment: behaviour of a sexual nature by a person who knows, or ought reasonably to know, that the behaviour is unwanted or unwelcome and that leads to or implies job- or academically-related consequences for the person harassed; includes stalking, indecent exposure, voyeurism, promoting or inciting activities and behaviours consistent with rape culture; the distribution of a sexually explicit photograph or video of a person to one or more persons other than the person in the photograph or video without consent of the person in the photograph or video, and with the intent to distress the person in the photograph or video, or reckless distribution of a photograph or video without the intent to distress; the attempt to commit an act of sexual violence and/or misconduct; the threat to commit an act of sexual violence and/or misconduct; sexual act committed against someone without that person's freely given consent; offensive remarks, jokes, innuendos or taunts that pertain to a person's gender, sexual orientation, sexual actions or relationships; unwelcome physical contact such as touching, patting, punching or pinching; and leering, badgering or intimidating actions of a sexual nature.</p>

Student
A person the College Director recognizes as a student to be enrolled in or applying to be enrolled in a course or program of studies at the college.
Student Aid British Columbia (SABC)
Administers federal and provincial student loan programs, as well as scholarship, award and bursary programs. SABC also provides guidance and financial advice and information to students and is the liaison between the College and external organizations and sponsors.
Student Case Management Team
A team comprised of representatives who meet regularly to discuss concerning student behaviours and to develop supportive interventions.
Support Person
A person presents at the appeal hearing upon the request of either party. This person will not participate or provide comment during the hearing.
Suspension
The removal of a student or employee from the College for period of time in accordance with the BC College and Institute Act.
Tuition
The cost of a course or program.
Violence against persons
Any behaviour causing risk to the physical, psychological and/or spiritual well-being of another person including but not limited to carrying weapons, uttering threats, assaults, abuse, and other forms of intimidation.
Visitor
Persons outside of the college community who interact directly or indirectly with college members on campus or at college sanctioned events.
Waitlist
Where demand exceeds course capacity, an eligible student may be placed on a waitlist for that course. If space becomes available, waitlisted students will be provided an opportunity to claim the seat by registering in the course within a specific time period. Waitlists are managed up to a specific date posted in the Schedule and Deadlines.
Withdraw
A withdraw represents a cancelled registration without refund but will not result in academic penalty on the student record. Withdrawal timelines are posted in the Schedule and Deadlines.
Witness
Person invited by either party to attend the hearing as requested by the chair. Witnesses will be present only when providing evidence or responding to questions from the panel. Failure of a witness to appear will not impact the proceedings.