2015-2016

Civil Engineering Technology (0024 & 0024C) and Environmental-Civil Engineering Technology (1021 & 1021C)

Program Handbook

Conestoga College Institute of Technology and Advanced Learning

Note: This is a companion document to the current Conestoga College Student Guide.

Table of Contents

1) PROGRAM HANDBOOK GUIDELINES

The purpose of this handbook is to provide students with program specific details and other important information. The material in this handbook is accurate at the date of posting, and is applicable for the current academic year. Students will be informed of handbook changes that occur, if any, through college email. Program handbooks are updated yearly and students must check their program handbook for the current edition.

2) PROGRAM ACADEMIC TEAM

2.1 Welcome

Welcome to the [School of Engineering and Information Technology](#)

Conestoga offers a full range of engineering and information technology programs to suit your interests and career aspirations. Within these there are one year certificate (both foundational and post-diploma), two and three year diploma, and four year bachelor's degree programs. Pathways exist within these allowing for students to reach their full potential.

All of our programs incorporate active learning that may include project-based learning, co-operative education, case studies and capstone projects. Active learning allows students to apply theory to practice during their studies and results in a graduate who is better prepared for the real work world. Employers like this, which is why the School of Engineering & Information Technology has a history of excellent graduate and co-op placement rates.

Sincerely,
Julia Biedermann, PhD, PEng
Executive Dean

2.2 Program Administration and Faculty

Executive Dean – Engineering–Technology–Trades
Julia Biedermann, PhD, P.Eng.
A2205-4 - Cambridge Campus
519-748-5220 ext. 3212
jbiederman@conestogac.on.ca

Administrative Assistant to Executive Dean:
Rebecca Dougherty
A2205-5 – Cambridge Campus
519-748-5220 ext. 4573
rdougherty@conestogac.on.ca

Program Chair
Karen Cain
A2205-6 – Cambridge Campus
519-748-5220 ext. 2244
kcain@conestogac.on.ca

Administrative Assistant to Program Chair:
Fatima Armas
A2205 – Cambridge Campus
519-748-5220 ext. 3342
farmas@conestogac.on.ca

Program Coordinators

Marcel Desmeules
Cambridge Campus, A3221
519-748-5220 ext. 3394
mdesmeules@conestogac.on.ca

Mitko Mancevski
Cambridge Campus, A3221
519-748-5220 ext. 3428
mmancevski@conestogac.on.ca

Program Faculty

Dave Farrish
Cambridge Campus, A3221
519-748-5220 ext. 3256
dfarrish@conestogac.on.ca

Bing Feng
Cambridge Campus, A3221
519-748-5220 ext. 3807
bfeng@conestogac.on.ca

Coby Lamarche
Cambridge Campus, A3221
519-748-5220 ext. 2328
clamarche@conestogac.on.ca

Scott Ongarato
Cambridge Campus, A3221
519-748-5220 ext. 2358
songarato@conestogac.on.ca

Ken Shaffer
Cambridge Campus, A3221
519-748-5220 ext. 3806
kshaffer@conestogac.on.ca

Stan White
Cambridge Campus, A3221
519-748-5220 ext. 3215
swhite@conestogac.on.ca

Other Faculty
In addition to the core complement of your full-time program faculty, other faculty will work with you for the duration of this program. These include faculty from other schools for breadth and or/general education courses, as well as faculty with particular expertise in specific areas of program focus.

Contact information for this faculty will typically be provided on the first day of related courses.

3) PROGRAM OVERVIEW

3.1 Program Description

Civil Engineering Technology
In the Civil Engineering Technology advanced diploma program, students gain a balanced education in civil engineering theory, combined with practical work in laboratories and in the field. Specialization takes place through a third-year major project.

Students become familiar with the structural properties of timber, steel, masonry and concrete and study the design of roads, water distribution and sewage and drainage systems. The major business aspects of civil engineering are also covered, as are technical communications skills.

Environmental-Civil Engineering Technology
This three-year program provides the student with career opportunities in the field of environmental/civil engineering at the engineering technologist level. The curriculum is designed to provide a balanced education in civil engineering technology and aspects of environmental engineering technology, catering to students' special interests by means of a major project in the third year. Classroom instruction will be complemented by participation at an in-house training session in a local environmental/civil engineering consulting firm, environmental monitoring training in the field, visits to solid-waste management facilities and to sites undergoing environmental remediation. The first two semesters are common with the Civil Engineering Technology program. During the final

four semesters, the student will complete six courses related to the civil/environmental engineering field.

3.2 Program Design
Students can find their program design on the Student Portal by following the steps below:

1. Log in to Student Portal
2. Click on 'My Courses' tab
3. Select 'View Progress Report' button

Courses are listed by level/semester. Students can also view courses for the most current program design for this academic year on the Conestoga College website. To find these courses, students need to scroll down the page to the 'Program Courses'.

3.3 Program Outcomes
Program outcomes are developed with the expectations and requirements of external regulatory/accrediting bodies and consultation with Program Advisory Committees (PACs) and related industry experts. These outcomes are coordinated and articulated in a manner designed to result in the achievement by of sets of specified learning attributes.

Program Outcomes are located on the Civil Engineering Technology or Environmental-Civil Engineering Technology on the left side navigation bar.

4) PROGRAM ACADEMIC ACHIEVEMENT AND REQUIREMENTS

4.1 Academic Promotion Decisions
Students actively registered in cohort delivered programs who take longer than the designed program length of time to complete their studies are accountable for completing any new or additional courses that may result due to changes in the program of study. Unless otherwise stated, students registered in non-cohort delivered programs must complete the program of study within seven years of being admitted to the program.

See chart on next page.

1st Year	
Decision	Failed + Missed (exclusive of Liberal Studies)
Promoted to Year 2	0
Promoted to Year 2 — Special Timetable	1 — 4
Discontinued	**Failures + Withdrawals = 5**

2nd Year	
Decision	Failed + Missed (exclusive of Liberal Studies)
Promoted to Year 3	0
Promoted to Year 3 — Special Timetable	1 — 2
Remain in Year 2 — Special Timetable	3
Discontinued	**Failures + Withdrawals = 4**

3rd Year	
Decision	Failed + Missed (exclusive of Liberal Studies)
Program Complete — Graduate	0
Remain in Year 3 — Special Timetable	1 — 3
Decision Pending (due to special circumstances)	
Discontinued	**Failures + Withdrawals = 4**

Note #1 The Special Timetable Rules for this program are as follows:

a) With respect to scheduling courses, priority must be given to courses failed or missed in the previous semesters.

b) New courses may be taken if there are no timetable conflicts and the necessary prerequisites have been attained.

c) The maximum number of times that a course may be attempted is 3. The third failure will result in being discontinued.

Note #2 Readmission program requirements are provided in a subsequent section of this handbook.

Note #3 Discontinued students cannot graduate from this program without first applying and being granted re-admission to the program.

Note #4 The faculty reserves the right to modify the implementation of the above, in individual cases, due to extenuating circumstances.

4.2 Clearance of Academic Deficiency

Incompletes

Where a student is assigned an "incomplete" in a course, the requirements for clearing the incomplete will be communicated to the student by the faculty responsible for the course.

Pre-requisites

Courses may only be taken where the student has the necessary pre-requisites, as defined in the Program Design.

The faculty reserves the right to modify the implementation of the above, in individual cases, due to extenuating circumstances.

Supplemental

FIRST YEAR (LEVEL 1) – SECOND OPPORTUNITY

For certain courses failed in Level 1, a second opportunity to pass the course may be possible.

The Second Opportunity options discussed in subsequent sections are only applicable where the student has made an initial attempt at the original course as defined in the Program Design.

The format and availability of the Second Opportunity will vary year-to-year depending on course offerings.

Possible second opportunities are discussed below:

Mathematics I (MATH1085)
Students who are unsuccessful in Mathematics I (MATH1085) may take Technical Mathematics (OLRN1425) offered through OntarioLearn.com. Students who successfully complete Technical Mathematics (OLRN1425) will be granted a credit for

Mathematics I (MATH1085). Conestoga College cannot guarantee that Technical Mathematics (OLRN1425) will be offered in any given year.

Statics (CIVL1030)
Students who are unsuccessful in Statics (CIVIL1030) may have a Second Opportunity depending on course availability. Students may be permitted to proceed to Mechanics of Materials (CIVL1095) without the required pre-requisite if Statics is taken a second time concurrently in the winter semester. Actual course offerings are not guaranteed and may vary year-to-year.

A student taking both Statics and Mechanics of Materials (CIVL1095) in the winter semester (if offered) may be required to drop other courses to maintain an equivalent overall course load. Enrolling in Statics for the winter semester, if offered, requires consultation and approval by the program coordinator.

In addition to equivalent Statics courses that may be offered by Conestoga College, students may also identify and pursue a Statics course offered at another institution. The course must be reviewed for equivalency by Conestoga Civil Faculty.

Students will not be permitted to proceed to Structural Theory (CIVL2170) until a credit for Statics (CIVL1030) has been granted.

Science for Technology (SCIE1150)
Students who are unsuccessful in Science for Technology (SCIE1150) may have a Second Opportunity depending on course availability.   Actual course offerings are not guaranteed and may vary year-to-year.

In addition to equivalent Science courses that may be offered by Conestoga College, students may also identify and pursue a Science course offered at another institution. The course must be reviewed for equivalency by Conestoga Civil Faculty.

Surveying I (SURV1010)
Students who are unsuccessful in Surveying I (SURV1010) may have a second opportunity depending on course availability.   Actual course offerings are not guaranteed and may vary year-to-year.

In addition to equivalent surveying courses that may be offered by Conestoga College, students may also identify and pursue a Surveying course offered at another institution. The course must be reviewed for equivalency by Conestoga Civil Faculty.

FIRST YEAR LEVEL 2 – SECOND OPPORTUNITY

Mathematics II (MATH1090)
Students who are unsuccessful in Mathematics II (MATH1090) may take Technical Mathematics II (OLRN2040) offered through OntarioLearn.com. Students who successfully complete Technical Mathematics II (OLRN2040) will be granted a credit for

Mathematics II (MATH1090). Conestoga College cannot guarantee that Technical Mathematics II (OLRN2040) will be offered in any given year.

CAD I (CIVL1070)
Students who are unsuccessful in CAD I (CIVL1070) may take Conestoga Course Computer-Aided Drafting (DRWG1225) offered through Distance Education. Students who successfully complete Computer-Aided Drafting (DRWG1225) after an unsuccessful attempt at CAD I (CIVL1070) will be granted a credit for CAD I (CIVL1070). Conestoga College cannot guarantee that Computer-Aided Drafting (DRWG1225) will be offered in any given year.

SECOND YEAR

With the exception of Project Solutions (CIVL2080) students may be allowed to take up to two (2) supplemental tests, one each for a maximum of two failed second year courses with only one supplemental test allowed for the fall semester, if all of the following criteria are met:

— Must be registered in the second year

With respect to the failed course(s), the student:

— Must have a minimum 50% average, including assignments.
— Must have maintained regular attendance in the course(s) failed with a minimum of 85% attendance in all scheduled classes and labs.
— Must have submitted all of the assignments.
— Must have passed at least one scheduled test.

If successful, the failing grade can be upgraded only to the minimal passing grade of 55%.
To register for a supplemental, the student must have an Authorization for Supplemental completed and signed by the course instructor and Program Coordinator and submit the fee to the Registrar's office. Students must also complete all supplemental tests in accordance with the timeline established in the College's "Clearance of Academic Deficiency Policy".

Due to the semester long, project-based nature of Project Solutions (CIVL2080), there are no supplemental opportunities for this course.

The faculty reserves the right to modify the implementation of the above, in individual cases, due to extenuating circumstances.

THIRD YEAR

With the exception of Civil Technology Project I (CIVL3150) and Civil Technology Project II (CIVL3160) students may be allowed to take up to two (2) supplemental tests,

one each for a maximum of two failed third-year courses with only one supplemental test allowed for the fall semester, if all of the following criteria are met:

— Must be registered in the third year and be eligible for graduation upon completion of the supplemental(s).

With respect to the failed course(s), the student:

— Must have a minimum 50% average, including assignments.
— Must have maintained regular attendance in the course(s) failed with a minimum of 85% attendance in all scheduled classes and labs.
— Must have submitted all of the assignments.
— Must have passed at least one scheduled test.

If successful, the failing grade can be upgraded only to the minimal passing grade of 55%.

To register for a supplemental, the student must have an Authorization for Supplemental completed and signed by the course instructor and Program Coordinator and submit the fee to the Registrar's office. Students must also complete all supplemental tests in accordance with the timeline established in the college's "Clearance of Academic Deficiency Policy".

Due to the semester long, project-based nature of Civil Technology Project I (CIVL3150) and Civil Technology Project II (CIVL3160), there are no supplemental opportunities for these courses.

The faculty reserves the right to modify the implementation of the above, in individual cases, due to extenuating circumstances.

4.3 Probation
Academic Probation does not apply to either the Civil Engineering Technology Program or the Environmental-Civil Engineering Technology Program.

4.4 Discontinuance
The discontinuance program standard was provided previously in this handbook under section 4.1 Academic Standing and Promotion Requirements - Program Standard.

4.5 Re-admission
1) A discontinued student may apply to return as a part-time student in the program for a one year period. If accepted, a maximum of three failed and/or missed courses can be taken per term, including any general education courses, over a one year period that the student is part time in the program. If the part-time student obtains a passing grade in all their courses over the one year period, they can apply for readmission as a full-time student.

If a discontinued student should achieve a minimum 70% average (calculated as the arithmetic average of the three courses) in the first three courses taken on a part-time basis after being discontinued, they will be considered for readmission as a full-time student the following semester.

If the discontinued student should be unsuccessful (i.e., fail) any of the part-time courses discussed above, the student will not be permitted to enrol in any Civil or Environmental-Civil Engineering Technology program courses for a period of one year. The one-year duration will be considered to commence at the end of the semester in which the course(s) was failed.

2) Readmission is not guaranteed and is subject to space availability within the program.

3) The student is responsible for any program design changes that may have occurred.

4) Discontinued students cannot graduate from this program without first applying and being granted readmission to the program.

5) The faculty reserve the right to modify the implementation of the above, in individual cases, due to extenuating circumstances.

Voluntary Withdrawal - Readmission Program Standard

1) A student that voluntarily withdrew from Level 1, prior to the Program Withdrawal without Academic Penalty Date, will be required to reapply to the program through Ontario College Application Service (OCAS).

2) A student that voluntarily withdrew from the program following the completion of Level 1 must reapply to the program through the Registrar's Office. The student will be readmitted to the program Level consistent with the program courses previously completed at the discretion of the Program Coordinator.

3) Readmission is not guaranteed and is subject to space availability within the program.

4) The student is responsible for any program design changes that may have occurred.

Retaking Previously Completed Courses – Program Standard

Program courses where the credit has already been granted, either through an exemption or earned grade, are not normally permitted to be repeated unless there are extenuating circumstances and upon recommendation of the academic team. If a student is allowed to repeat a course, the previous grade will be replaced with the new grade and used in the calculation of the grade point average.

Transferring Between Civil and Technology and Environmental-Civil Technology Program Standard

Transferring between the Civil and Environmental-Civil programs is subject to the following:

1) Transferring will be subject to space availability within the intended destination program.

2) Transferring will be subject to a review of academic performance by the academic team.

3) Students must complete the necessary paperwork and submit payment to the Registrar's Office.

4) The student is responsible for ensuring that the requirements of the program are being met.

4.6 Graduation

Students are eligible to graduate upon completion of all academic requirements in their program of study, including co-op placements if applicable. Students are expected to respond to their invitation through their Student Portal. Convocation ceremonies are held in the spring and fall of each academic year. Students, who take longer than the advertised program length, are responsible for completing any new or additional courses due to a program design change. Students who complete their program after the scheduled completion date are required to fill out an Application to Graduate form and submit it with payment to the registrar's office. Students who are discontinued or have withdrawn and then return to the college will be placed in the current program design and must meet all requirements to graduate.

4.7 Withdrawal

Students considering withdrawing from a program should meet with their program coordinator/academic advisor prior to withdrawing. In order to formally withdraw from a program, the student must complete the Program Withdrawal form and submit it to the Registrar's Office. Deadlines for withdrawing from a program with/without an academic penalty or with/without a refund are posted on the website under Academic Dates.

5) PROGRAM INFORMATION

5.1 Academic Assistance

Academic assistance is available to students through a variety of avenues. The program coordinator/academic advisor and faculty can advise students on specific program and course information such as adding/dropping courses, special timetabling, etc. Access the Conestoga website for assistance provided through Accessibility Services. Access the Learning Commons website for detailed information on the

academic services they provide, including Learning Skills, Peer Services, Math and Writing assistance.

5.2 Academic Dates
Program start and end dates, holidays and deadlines for course add/drop, withdrawal and refunds are located in your [Student Guide](#). Course changes (add/dropping may also be made through the Student Portal under the "My Courses" tab.

5.3 Attendance
The Faculty of the Civil and Environmental-Civil programs recognizes that from time to time students may be absent from the program. If you are required to be absent from an evaluation (ex., quiz/test/exam, lab), or group presentation, or are not able to meet a submission deadline (ex., assignment, project, report), then you are to follow the procedure described below:

1) The student must notify the professor PRIOR to the start of an evaluation (as defined above) or PRIOR to the submission date for an assignment, project, or report. Notification can be made by the professor's voice mail or email.

2) The student must obtain medical documentation (i.e., doctor's note) and have it signed by the student's physician.

3) The student must submit the medical documentation to the professor PRIOR to returning to class and discuss the opportunity to make up any missed evaluations and submission deadlines.

- In the event a student is absent for an extended period of time (more than five consecutive days), the student will be required to submit medical documentation (i.e., doctor's note) signed by the student's physician and meet with the Program Coordinator and/or program Chair to discuss the opportunity to make up any missed evaluations and submission deadlines.

- Failure to provide PRIOR notification regarding an absence will result in a mark of ZERO for that particular evaluation or submission.

- It is the student's responsibility to contact the professor immediately upon their return and provide the proper documentation as stated.

The faculty reserves the right to modify the implementation of the above program standards & procedures, in individual cases, due to extenuating circumstances.

It should be noted that the Supplemental Program Protocols have an attendance requirement (refer to subsequent sections).

5.4 Awards

Conestoga has more than 400 awards, bursaries, scholarships and academic grants available to Conestoga students. These funds are made available to our students through the partnerships we have established with local business and industry leaders. To be considered for an award, complete the General Application available through your Student Portal. Notifications and instructions to complete the application are sent to all full-time students' email accounts in the fall semester (Deadline: First Friday in October) and winter semester (Deadline: First Friday in February). Visit the Financial Aid and Student Awards Office on Conestoga's website.

Awards are generally based on academic performance on an aggregate basis (ex., highest overall average), single course basis (ex., best third year project), or particular grouping of courses (ex., Leica Geoystems Surveying Award). The monetary value, number, and type of awards will vary from year to year, depending on funding and student performance.

The criteria and monetary value for each award will be determined either by program faculty and/or the donor(s) providing the funding.

5.5 Communication and Emailing Requirements

Conestoga College student email accounts are used to communicate with students. Students are expected to regularly check their student email accounts. Faculty will not respond to emails from non-Conestoga email addresses.

5.6 Course Changes (Adding/Dropping)

Students can find their program design on the Student Portal by following the steps below:
1. Log in to Student Portal.
2. Click on 'My Courses' tab.
3. Scroll over the icons to the right of individual course listings.

It is strongly recommended that students consult their program coordinator/academic advisor prior to dropping a course on the Student Portal.
- If a course withdrawal is processed prior to the deadline date, a dropped course will be recorded as a "W" (withdrawal) on the transcript.
- If a course withdrawal is processed after the deadline, an "F" (fail) will be recorded on the transcript.

Continuing Education and OntarioLearn courses are not included in student full-time fees. Students wishing to take these part-time courses are required to pay the full fee for the individual course(s). Students may add these or other courses under the 'Browse Continuing Education' tab in their Student Portal.

5.7 Co-operative Education Eligibility

If applicable to your program, students must maintain the academic requirements of their program to remain in the co-op stream. Their eligibility to participate in a co-op

work term is evaluated at the end of the term that occurs two terms prior to the co-op opportunity. See the college website for information on **co-op**.

Civil and Civil/Environmental Co-op Criteria
Co-op students are expected to maintain above average academic grades throughout all three years of the co-op program. Course failures &/or semester averages below 70% will result in discontinuance from the co-op program and re-admission into the regular program. If a co-op student fails a course, that student is de-registered from the co-op program and re-registered as a non-co-op student even if the failed grade is replaced with a 55% due to the allowance of a supplemental in the failed course. Co-op fees will not be refunded due to discontinuance from the co-op program.

Work Term 1

Fall Courses:
Minimum average grade of 70% in Civil program courses and no failures.
Statics, Math I, Science for Technology, Surveying I, Introduction to Civil Projects & Construction Safety

Winter Courses:
Minimum average grade of 70% in Civil program courses and no failures.
Technical Drafting & Estimating, Math II, Construction Materials, Mechanics of Materials, CAD I.

Work Term II - Civil

Fall Courses:
Minimum average grade of 70% in Civil program courses and no failures.
CAD II, Calculus, Mechanics of Fluids, Mechanics of Materials Lab, Surveying II, Structural Theory

Winter Courses:
Minimum average grade of 70% in Civil program courses and no failures.
Highway Tech I, Hydraulics, Structural Design-Wood, Reinforced Concrete I, Soils & Foundations I, Introduction to GPS, Project Solutions

Work Term II - Environmental/Civil

Fall Courses:
Minimum average grade of 70% in Civil/Environmental program courses and no failures.
CAD II, Calculus, Mechanics of Fluids, Surveying II, Field Methods I, Site Remediation & Development

Winter Courses:
Minimum average grade of 70% in Civil/Environmental program courses and no failures.
Highway Tech I, Hydraulics, Reinforced Concrete I, Soils & Foundations I, Introduction to GPS, Project Solutions, Field Methods II, Solid Waste Engineering

3rd Year - Civil

Fall Courses:
Minimum average grade of 70% in Civil courses and no failures.
Building Code, Steel Design, Storm Water Management, Soils & Foundations II, Highways II, Masonry, Survey Camp, Computer Aide Land Development, 3rd Year Civil Project I

Winter Courses:
Minimum average grade of 70% in Civil program courses and no failures.
Law & Ethics, Contract Administration, Reinforced Concrete II, Water Supply, Waste Water Treatment, Soils & Foundations III, 3rd Year Project II

3rd Year – Environmental/Civil

Fall Courses:
Minimum average grade of 70% in Environmental Civil courses and no failures.
Steel Design, Storm Water Management, Soils & Foundations II, Hydrogeology I, Environmental Audit, Survey Camp, Computer Aide Land Development, 3rd Year Civil Project I

Winter Courses:
Minimum average grade of 70% in Environmental Civil program courses and no failures.
Law & Ethics, Contract Administration, Water Supply, Waste Water Treatment, Soils & Foundations III, Hazardous Waste, 3rd Year Project II

5.8 Credit Transfers (Exemptions)
Conestoga recognizes that students may have a variety of previous experiences and formal education that may allow students to enter a program at an advanced level or provide for a specific course transfer credit. A student who has already earned academic credit from a recognized post-secondary institution for a specific course(s) at Conestoga may request a transfer of credit. Questions regarding credit transfer may be sent to CreditTransfer@conestogac.on.ca or answered by the Credit Transfer Policy and Procedure posted on the college website.

5.9 Evaluations (deadlines, tests and examinations)

Assignment Program Standard
Assignment requirements, weighting, deadlines, etc., will be specified by the faculty in each course. See also Section 3.5 Attendance - Program Standard.

Missed Work or Classes
Refer to Section 3.5 Attendance - Program Standard and any requirements specified by the faculty in each course.

Test and Examination Program Standard
Test requirements, weighting, dates, etc., will be specified by the faculty in each course. See also Section 3.5 Attendance - Program Standard.

5.10 General Education Electives (only if applicable to the program)

General education courses can either be included as a specified course in your program and must take when scheduled by the program or they can be elective courses chosen by the student in the academic term indicated by the program design. These elective Gen Ed course requirements are listed at the bottom of each student's progress report, which is found on the Student Portal. The progress report indicates the level/semester and the minimum hours that are required for the program. Students are responsible for adding the elective Gen Ed course into their schedule, during the designated semester. Eligible courses are approved and posted each semester on the college website. Visit Current Students | Conestoga College and click on 'Announcements'.   For additional information regarding Gen Ed courses, please contact the School of Liberal Studies.

5.11 Prior Learning Assessment and Recognition (PLAR)

Conestoga recognizes prior learning of skills, knowledge or competencies that have been acquired through employment, education (informal/formal), non-formal learning or other life experiences. Prior learning must be measured against the required course outcomes and grading standards to meet the standards required of the course(s) in the program. The course outline is the first place to look to determine if the course is PLAR eligible. It must be noted that a PLAR cannot be used by registered Conestoga students to clear academic deficiencies, to improve grades or to obtain admission into a program. Questions regarding PLAR may be sent to CreditTransfer@conestogac.on.ca or you can speak to your faculty in the course you want to PLAR.

5.12 Program Advisory Committee

Each program at Conestoga has a Program Advisory Committee (PAC), which is made up of industry and academic representatives, as well as current students. They meet several times a year to discuss the direction in which that industry is heading and any improvements that can be made to keep the program current. This helps to ensure that students are learning material that is relevant to their industry.

At the beginning of each year, the coordinator of the program will ask for student volunteers. The coordinator will decide which students will represent years one and two. The student representatives are expected to attend the meetings. Students must prepare and submit a report based on guidelines provided by the Program Chair/Coordinator which will be presented at the meeting. Students are expected to be professional, dress in business attire and engage in discussions.

5.13 Program Transfer

Prior to transferring to another program, it is recommended that the student meet with the program coordinator or academic advisor. Students who decide to change programs may do so by completing and submitting a program application form to the registrar's office. If considering transferring to a program outside the school in which they are currently enrolled , students may want to discuss options with a career advisor. When a student moves from one Conestoga program to another and where courses numbers/codes are identical or equivalent, automatic credit is given if passing grades are met. Additional information for career or academic advising is available from faculty, program coordinators or career advisors in the Welcome Centre or on the Conestoga website.

5.14 Student Feedback

Student feedback is an essential component of our continuous improvement process. Our opportunities for student feedback include:

Key Performance Indicators

All college programs in the province are evaluated using Key Performance Indicators (KPIs) through the Ministry of Training, Colleges and Universities. This survey is conducted each academic year. Strategic goals to improve the programs are developed from these results. This data and other data specific to the campus and the program/school are collected so that Conestoga College can continually improve quality.

Student Appraisal of Teaching

The Student Appraisal of Teaching (SAT) allows direct feedback from students on teaching for a particular course. Completion of the SAT form gives teachers and academic managers valuable information, to use for improving teaching at Conestoga.

The SAT process occurs at semester-end. One-quarter of the faculty is appraised per term, and each has two courses selected by their academic managers for appraisal. All teachers have a SAT review at least once every two years. Students complete either an electronic or paper copy of the SAT. A summary of results is prepared by Institutional Research.   The report is sent to the Academic Manager who shares the report with the faculty member AFTER all marks for the semester have been collected.

Continuing Education students may have an opportunity to complete a SAT form at the conclusion of each Continuing Education course.

5.15 Student Representation

CSI and Conestoga agree that a student has the right to invite a member of CSI to a student/faculty meeting, provided that 24 hours advance notice is given to faculty. This advance notice will ensure that all parties will have an opportunity to adequately prepare for the meeting.

6) FACILITY INFORMATION

Refer to the [Student Guide](#) for information on after-hours access, parking, and classroom & computer labs.

6.1 After Hours Access

Conestoga hours of operation are 7:00 a.m. to 11:00 p.m. Conestoga recognizes that in some programs of study, students may require after-hours access to classrooms and labs. After-hours access is maintained in accordance with the academic needs of individual programs. The after-hours access is a privilege, not a right.

If after-hours access is required, faculty must contact security in advance, with the student(s) name, ID number, and program information, along with signed paperwork approving access. The student must follow these guidelines:

- Be in the designated room with another approved person
- Inform security immediately of any out-of-the normal situations
- Have student identification card available
- Notify security upon departure
- Not move furniture

7) SAFETY INFORMATION

7.1 Safety and Security Information (many schools will have safety information specific to the program – this information should be included in the program specific section of the Program Handbook)

Security Services provides 24-hour security at the Doon and Cambridge campuses as well as day, evening and 24-hour weekend security at the Guelph and Waterloo campuses. Assistance is also available to students and staff at the Stratford and Cambridge Campuses by calling the Doon Campus at 519-748-5220 ext. 3444. Additional services students may find of benefit offered through Security Services:

- **First Aid:** for any major or minor physical or medical needs
- **Lost and Found**
- **Parking:** sales, assistance, and enforcement
- **Information/Education:** for home security audits, self-defence, anti-theft precautions, and basic personal safety
- **Safety** concerns of a personal nature or college related
- **Locker issues**
- **Walk Safe:** for safety escorts for students to any area on campus or residence including homes in the near vicinity
- **Emergency Phones:** located in strategic areas around Conestoga that provide a direct link to Security Services
- **Security:** at events on campus including any CSI pub night

7.2 Basic Safety

Refer to your [Student Guide](#) for Conestoga's Safety and Security services and procedures.

Note: Students may be required to sign a Conestoga College ITAL (CCITAL) Acknowledgment of Safety Training and Responsibilities Form depending on program requirements.

Theft, tampering, loss and/or destruction of college equipment/property is a serious offence. Theft of personal or college equipment/property should be reported to security services immediately. Students found stealing or tampering with college property will be dealt with under the student code of conduct and may also face criminal charges. Please review the list of all emergency guides, and the full list of all policies and procedures relating to Security.

7.3 Emergency Telephone Messages
In an emergency situation, it may be necessary for family members to contact a student. Family members need to know the student number, program name, school and campus the student is registered to aid Security in locating the student. This information will be required when the family member calls. Please have family members **contact Security directly at 519-748-5220 ext. 3357 only if it is an emergency.**

7.4 Machine Operation and Safety
Refer to your [Student Guide](#) for Conestoga's Safety and Security services and procedures.

7.5 Personal Protective Equipment (PPE)
Personal protective equipment requirements will be provided by the faculty responsible for the delivery of each course, as necessary.

Refer to your [Student Guide](#) for Conestoga's Safety and Security services and procedures.

7.6 Student Protection Acknowledgement

A Student Protection Acknowledgement confirmation pop-up will appear after the applicant logs in into the Student Portal. A PDF will direct applicants to the location of related policies, procedures and program information. Applicants will confirm that they have been duly informed by Conestoga and attest to that fact by clicking the acknowledgement box provided in the pop-up. Date and time of the applicant's acknowledgement will be captured in the Student Portal database. Conestoga will be able to run reports as necessary.

Once the acknowledgement box has been clicked, the applicant may proceed to enter the Student Portal and go about their business. An email will be automatically generated

and sent to the applicant acknowledging their acknowledgement. The Student Protection Information PDF will be resent within the email for their reference. The Student Protection Acknowledgement confirmation pop-up will appear to all applicants and students (not just the degree applicants) once per academic year.

8) STUDENT SERVICES INFORMATION

Student Services information can be found in the [Student Guide](#) and or on [Conestoga's website.](#)   The following is a short list of the types of services offered:

- [Aboriginal Services](#)
- [Degree Completion Opportunities - Pathways](#)
- [Learning Commons](#)
- [Accessibility Services](#)
- [Bookstore](#)
- [Conestoga Student Inc.](#)
- [Co-op and Career Services](#)
- [Counselling Services](#)
- [First Generation](#)
- [Graduation (convocation)](#)
- [Health Services](#)
- [Library](#)
- [Student Financial Services](#)
- [Student Life](#)

9) COLLEGE-WIDE ACADEMIC POLICIES/PROCEDURES

A Student Protection Acknowledge confirmation pop-up will appear once an applicant/student logs into the Student Portal. A PDF directs students to policies and procedures relevant to their academic responsibilities. Policies and procedures are searchable on [Conestoga's website](#). Students are advised to review and comply with all [policies and procedures](#) including the following:

- Academic Credential Procedure
- Academic Dispute and Resolution Policy
- Academic Dispute Resolution and Appeal Procedure
- Academic Integrity Policy
- Academic Recognition Policy
- Clearance of Academic Deficiency Policy and Procedure
- Co-operative Education Policy
- Discontinuance Policy and Procedure
- Eligibility to Participate in Co-op Work Terms Policy and Procedure
- Evaluation of Student Learning Policy and Procedure
- Grading Procedure
- Graduation Requirements and Convocation Procedure
- Honours Policy and Honours Procedure

- Program/Course (Cohort) Withdrawal Procedure
- Student Concerns and Issues Policy and Procedure
- Student Feedback Policy
- Student Fees Policy
- Violation of Academic Integrity Procedure

10) PROGRAM HANDBOOK REVISION LOG
Date:

Type of Revision: