Registrar’s Office

PRAIRIE COLLEGE
2015-16 ACADEMIC GUIDE

This is the official compilation of academic regulations for the College.
These regulations are binding upon all students.
# TABLE OF CONTENTS

1 GENERAL INFORMATION ........................................................................................................... 3
  1.1 ACRONYMS .......................................................................................................................... 3
  1.2 DEFINITIONS ....................................................................................................................... 3
  1.3 DUAL ENROLMENT .............................................................................................................. 4
  1.4 CLASSIFICATION OF STUDENTS ...................................................................................... 4
  1.5 EMAIL ACCOUNTS ............................................................................................................... 4
  1.6 APPEALS OF ACADEMIC POLICIES .................................................................................. 4
  1.7 SEMESTER SYSTEM AND CREDIT LOADS ......................................................................... 5
  1.8 WITHDRAWAL AND READMISSION ............................................................................... 5
  1.9 ACCREDITATION STANDARDS CONCERNS ..................................................................... 5

2 GRADUATION POLICY ................................................................................................................ 6
  2.1 STANDARDS ....................................................................................................................... 6
  2.2 APPLICATION ..................................................................................................................... 6
  2.3 CANDIDATURE .................................................................................................................. 7
  2.4 OTHER PROVISIONS ........................................................................................................ 7
  2.5 EVANGELICAL TRAINING ASSOCIATION TEACHER DIPLOMA .................................... 9

3 GRADES AND PROBATION ....................................................................................................... 9
  3.1 GRADING SCALE ............................................................................................................... 9
  3.2 I GRADES .......................................................................................................................... 10
  3.3 ACADEMIC PROBATION (A.P.) ....................................................................................... 10
  3.4 DEAN’S LIST .................................................................................................................... 11

4 COURSES .................................................................................................................................. 12
  4.1 ADDING AND DROPPING COURSES .............................................................................. 12
  4.2 CLASS ATTENDANCE ...................................................................................................... 12
  4.3 FINAL EXAMS .................................................................................................................. 13
  4.4 LATE ASSIGNMENTS ....................................................................................................... 13
  4.5 EXTENSIONS PAST SEMESTER END ............................................................................. 13
  4.6 CLASSROOM CONDUCT ............................................................................................... 14
  4.7 AUDITS ............................................................................................................................. 14
  4.8 REPEATING COURSES ................................................................................................... 14
  4.9 DISTANCE EDUCATION (D.E.) COURSES ................................................................... 14

5 TRANSFER, APPLE, EXEMPTION ............................................................................................ 14
  5.1 TRANSFER OF CREDITS TO PRAIRIE ......................................................................... 14
  5.2 ASSESSMENT PROGRAM FOR PRIOR LEARNING EXPERIENCE (APPLE) .................... 15
  5.3 EXEMPTION ..................................................................................................................... 15

6 ACADEMIC OFFENSES ........................................................................................................... 15
  6.1 DEFINITIONS .................................................................................................................... 15
  6.2 PENALTIES ....................................................................................................................... 15

ETHICAL GUIDELINES FOR INSTRUCTIONAL RESEARCH ........................................................ 17
ACADEMIC POLICIES AND PROCEDURES

1 GENERAL INFORMATION

1.1 ACRONYMS
AARC: Academic Appeals and Review Committee (section 1.5)
APPLE: Assessment Program for Prior Learning Experience (section 5.2)
BVC: Bow Valley College (administers PN program)
EMT: Emergency Medical Technician program
PMA: Professional Medical Associates (administers EMT program)
PN: Practical Nurse program

1.2 DEFINITIONS
Full-time Student: A student taking 12 or more credit hours through Prairie College and/or BVC/PMA in the Fall or Winter semester. (Full-time students receive a Prairie and are eligible for Prairie scholarships.)

Part-time Student: A student who does not take enough hours to be full-time.

Undeclared Student (UN): A student taking courses but not planning to receive a certificate, diploma, or degree.

Grade points: The numerical equivalent of a letter grade. The number of grade points earned in a course equals the course’s credit hours multiplied by the point value of your grade. For example, a C+ (2.3 point value) in a 3-credit course is worth 3 x 2.3 or 6.9 grade points.

Grade point average (g.p.a.): The total grade points earned divided by the total number of credit hours taken. Cumulative g.p.a. is the grade point average for all of a student’s academic work.

Transcript: An official copy of a student’s permanent record, showing all courses taken, grades earned, etc. Note: BVC/PMA courses are recorded on BVC/PMA transcripts/records.

Distance Education (D.E.): The department administering forms of education at a distance.
Directed Study: Credit for academic work done under direct supervision by a faculty member; additional fee.

Independent Study: Completing a course without attending class meetings; usually permitted only for time conflicts.

Graduand: A student who has applied to graduate but has not yet graduated.

1.3 DUAL ENROLMENT
PN and EMT students are also enrolled in BVC or PMA. This Guide governs Prairie College courses and programs; BVC/PMA courses and programs are governed by BVC/PMA policies and procedures. References to BVC/PMA in this Guide are for information only.

1.4 CLASSIFICATION OF STUDENTS
Assigned by the number of credits earned to the beginning of Fall Semester. Credits that don’t fit into your program aren’t counted.

<table>
<thead>
<tr>
<th>Program</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FR</td>
</tr>
<tr>
<td>4 yr.</td>
<td>&lt;30</td>
</tr>
<tr>
<td>3 yr.</td>
<td></td>
</tr>
<tr>
<td>2 yr.</td>
<td></td>
</tr>
<tr>
<td>1 yr.</td>
<td>all</td>
</tr>
</tbody>
</table>

PN students are classified as ‘Year 1’ until they complete the first year of their BVC program; they are then classified as ‘Year 2.’

1.5 EMAIL ACCOUNTS
Students are responsible for all email sent to their Prairie address.

1.6 APPEALS OF ACADEMIC POLICIES

1.6.1 APPEAL PROCEDURE
You may appeal the interpretation or application of any policy in this Guide.

<table>
<thead>
<tr>
<th>Level</th>
<th>Address appeal to</th>
<th>Time limit for making appeal</th>
<th>Time limit for communication of decision to you</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Person who interpreted/ applied policy</td>
<td>Within 14 days of receiving notice of interpretation/application; appeal may be oral or written</td>
<td>Within 30 days of receiving your appeal; if you receive no response, proceed to level 2</td>
</tr>
<tr>
<td>2</td>
<td>AARC c/o the Committee Chair</td>
<td>Within 2 days of receiving response at level 1; in writing</td>
<td>Within 2 days of meeting</td>
</tr>
</tbody>
</table>

Appeals filed after the deadlines may be considered at the discretion of the party appealed to.
1.6.2 ACADEMIC APPEALS AND REVIEW COMMITTEE

1.6.2.1 Responsibility
The Committee hears academic appeals and reviews academic infractions (section 6).

1.6.2.2 Requirements for appeal
Appeals submitted to the Committee must be in writing, state what is being appealed, make reference to the policy or decision being appealed, ask for a specific outcome, and set out arguments for granting the desired outcome.

1.6.2.3 Membership and guests
The Dean is the Chair and can vote only to create or break a tie.
--In Academic Suspension appeals, voting members are the Student Success Officer or delegate, the student’s Academic Advisor or delegate, and the Student Union’s Commissioner of Academics if available. The Director of Student Development and the Registrar are invited for information. The student appealing (‘appellant’) is invited to attend in person or by phone.
--In other appeals, voting members are one faculty member chosen by appellant (the person appealing), one faculty member chosen by appellee (the person whose decision is being appealed), and the Student Union’s Commissioner of Academics if available. The appellant and appellee are invited to attend in person or by phone.
--In reviews (sec. 6), voting members are the Registrar and the Student Success Officer. The student and the faculty member who discovered the infraction are invited to attend in person or by phone.

1.6.2.4 Decisions
A written copy of each decision shall be sent to interested parties within 48 hours. The Committee informs the President of all decisions. Academic Suspension appeals will be granted only by unanimous vote, and will be denied if the student did not comply with section 3.3.4.

1.7 SEMESTER SYSTEM AND CREDIT LOADS
Fall and Winter semesters are 15 weeks, including holidays; for BVC courses, they are a minimum of 15.5 weeks. Terms within the semester are usually 7 weeks. Courses in Spring and Summer Sessions may vary. The maximum semester load is 19.5 credit hours. (See the Registrar’s Office for overload forms.)

1.8 WITHDRAWAL AND READMISSION
Your Director of Student Development will give you a withdrawal form. If you leave during a semester without going through the withdrawal process, you will be charged $100. Students readmitted after time away fulfill the curricular requirements in effect when they return.

1.9 ACCREDITATION STANDARDS CONCERNS
Submit grievances or formal complaints in reference to issues that relate to accreditation standards to the Dean. Subsequent appeals may be made to the Executive Director, Association of Biblical Higher Education, 5575 S. Semoran Blvd., Suite 26, Orlando, Florida 32822-1781.
2 GRADUATION POLICY

2.1 STANDARDS

2.1.1 ACADEMIC
1. Completion of academic requirements on the student’s Degree Audit.
2. Minimum cumulative g.p.a. of 2.0 (2.3 on Bachelor of Theology) in studies completed through the College.
3. Completion through the College of at least 12 credit hours on one-year programs, 24 on two-year programs, and 30 on three and four-year programs. Credit hours not done under the College’s supervision (e.g. APPLE credits, Internship validation) do not apply. Students who graduated from other schools on three or four-year programs must earn at least 24 credit hours through Prairie to graduate on a four-year program.
Note: PN students must get a minimum of a C grade in each of HF 110 Written Composition, SS 150 Interpersonal Communication, SS 220 Introduction to Sociology, and SS 311 Lifespan Development to graduate with a BVC credential and qualify for a DIM.

2.1.2 SPIRITUAL FORMATION
The basic requirement in the area of spiritual formation is Christian faith. Recognizing that students progress at various rates and in various ways on this basis, the College does not require further predetermined levels of achievement in spiritual formation. Instead, graduates demonstrate appropriate growth in the spiritual formation outcomes of the Taxonomy (http://www.Prairie.edu/document.doc?id=163). These standards are met by successful completion of the candidature procedure and compliance with the Community Covenant during the candidature period.

2.1.3 OTHER
Approval of the President and Board of Directors upon recommendation of the Faculty. Students complete the candidacy procedure and pay applicable fees each time they apply to graduate.

2.1.4 AUTHORITY AND RESPONSIBILITY
1. It is the graduand’s responsibility to fulfill all graduation requirements.
2. The Registrar determines assesses fulfilment of academic requirements; the Candidature Committee assesses fulfilment of spiritual formation standards. The Student Development division monitors compliance with spiritual formation standards between the date of the Committee’s decision and the student’s graduation date. The Program Coordinator assesses fulfillment of program-specific requirements not listed as courses.

2.2 APPLICATION
You apply by submitting the online form. If you’re on a 1 or 2-year program, apply by November 15 of your graduation year. If you’re on a 3 or 4-year program, apply by November 15 of the year before your graduation year. If you apply late, you will be charged an additional $50 ($75 after the end of February) and may have your graduation deferred.
2.3 CANDIDATURE

2.3.1 OVERVIEW
A Candidature Committee interviews applicants to determine fulfillment of spiritual formation standards.

2.3.2 COMMITTEE – COMPOSITION
1. The Candidature Committee is composed of the applicant’s faculty advisor, Director of Student Development or designate (chair), and a faculty member chosen by the student.
2. The Committee for 1 and 2-year applicants consists of a faculty member chosen by the student and the Director of Student Development or designate (chair).
3. The applicant may invite a friend as an observer to the Committee meeting.

2.3.3 COMMITTEE – INTERVIEW AND DECISION
1. The Committee interviews the graduand at a mutually-agreed time and place.
2. The Committee evaluates fulfillment of spiritual formation standards on the basis of:
   • Input from faculty, staff, peers, College Learning Bursary/Founders’ Legacy Bursary/Service Learning supervisor, work supervisor, and Student Union Cabinet
   • Completed student portfolios normally begun in ST 100-01
   • Student files from the academic advisor and Student Development
   • The interview
3. The Committee makes a decision to grant, delay, or deny candidate status.

2.3.4 COMMITTEE – NOTIFICATION
1. The Committee chair (or designate) notifies the applicant of the Committee’s decision. Notifications of denial or delay are delivered by hand (if possible), and include recommendations for remedial action and a reminder of the Appeal process.
2. The Directors of Student Development notify the Registrar’s Office of the Committee’s decisions. In turn, the Registrar’s Office notifies the Faculty. Decisions of the Appeals Committee are communicated to the Faculty by the Dean.

2.4 OTHER PROVISIONS

2.4.1 COSTS; UNPAID ACCOUNTS
1. The non-refundable graduation fee of $100 covers the graduation document, gown rental, and administrative costs. Other costs (e.g., flowers, invitations) are the graduand’s responsibility.
2. Graduation documents and transcripts are issued only after accounts are paid and the Registrar’s Office receives a final high school transcript.

2.4.2 DATES
Degrees, diplomas, and certificates are conferred on the last day of Fall and Winter Semesters (December and April), June 30, and August 31 (see below). The graduation ceremony is at the end of Winter Semester. Graduates who finish their requirements in Spring Sessions graduate on June 30. AAMA and Diploma in Aviation graduates who finish their requirements between June
30 and August 31 graduate on August 31 (and fill in an application for the preceding academic year, e.g. AAMA students graduating on August 31, 2015 use the 2014-15 application).

2.4.3 DEADLINES FOR D.E. COURSES
To graduate in December or April, graduands must ensure that all course work (including any required rewrites) is received by D.E. by 5 p.m. on the last day of Final Exams. To graduate in June, graduands must ensure that all course work (including any required rewrites) is received by D.E. by 5 p.m. on June 30, or the preceding Friday if June 30 falls on a weekend. Graduands who do not meet these deadlines are subject to the Deferred Graduation policy.

2.4.4 PARTICIPATION IN CEREMONY
1. April, June, and August graduands participate in April’s graduation ceremony.
2. To participate and/or be listed in the program, graduands must be enrolled in all the courses needed for graduation two days before the date of the ceremony. Graduands must also have submitted any APPLE Portfolios and official record of enrollment in courses being transferred from other institutions. They must have a good-faith intention to complete all requirements by June 30.
3. Participants must make satisfactory arrangements with Student Financial Services at least one week prior to the ceremony. All participants pay the non-refundable $100 grad fee.
4. Graduands may graduate in absentia by applying to the Registrar before February 1.
5. December graduates may participate in the ceremony by notifying the Registrar’s Office before February 1.
6. Students, other than those on the PN and EMT programs, may participate in the ceremony one academic year ahead of their anticipated graduation by applying to the Registrar before February 1. Early participation is allowed only for students who would find it difficult or impossible to return for the ceremony in their actual graduation year, and who will have 25% or fewer of their required credits left to finish after their last on-campus semester. They have a graduation interview before participating in the ceremony.
7. Participants attend all practices.

2.4.5 FAILURE TO COMPLETE REQUIREMENTS
2.4.5.1 Deferred graduation
Graduands who do not complete requirements by their anticipated date will have their graduation date deferred to the next date in the same academic year; if they do not complete requirements by June 30, they are subject to the Delayed Graduation policy.

2.4.5.2 Delayed graduation
Graduands who but are no more than six credits short of their requirements on their anticipated graduation date can graduate by completing the missing credits within the next five academic years. They must reapply for graduation and meet all other requirements (including a pastor’s reference) in effect at the time of completion. After five years, graduands must fulfill current academic requirements. Graduands who are more than six credits short may graduate at a future date by fulfilling all requirements current at that date.
2.4.6 SECOND/ADDITIONAL ACADEMIC PROGRAM

2.4.6.1 Concurrent graduation
Students cannot graduate with a bachelor’s degree and a lesser credential simultaneously. Students who have fulfilled academic requirements for a bachelor’s degree cannot graduate with a shorter or lower credential in the same discipline or in the general area of Bible or theology.

2.4.6.2 Credential from another institution
Students who have earned a credential from another recognized institution may graduate with a Prairie credential of shorter length only if the Prairie credential is in a different vocational or ministry area.

2.4.6.3 Second Prairie Credential
To earn a second Bachelor’s, Major, or 2 or 3-year credential, students must:
1. Complete all requirements for both credentials.
2. Earn credits in addition to the number required for the program with the higher total: 24 for a Bachelor’s, 18 for a Major, 12 for a 2 or 3-year credential.

Restrictions:
- The two programs cannot be in the same subject area.
- The Registrar may deny a request if the course requirements for the two programs are substantially similar.
- Since only one degree is conferred with a double major, the majors will be conferred on the same date.

2.5 EVANGELICAL TRAINING ASSOCIATION TEACHER DIPLOMA
Prairie issues the ETA Teacher’s Diploma jointly with the ETA. This diploma qualifies you to teach ETA courses for credit in local churches so church members may earn ETA’s Preliminary or Advanced Teacher’s Certificate. To get the diploma, you must:
- Graduate from high school (Canadian Grade 12 or equivalent),
- Complete Prairie’s graduation requirements on a four-year program, and
- Earn 12 credit hours of Bible courses and 15 credit hours of ministry courses.

The fee is $20.

3 GRADES AND PROBATION

3.1 GRADING SCALE

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Number Grade</th>
<th>Rating</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90-100</td>
<td></td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>85-89</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>80-84</td>
<td></td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>77-79</td>
<td></td>
<td>3.3</td>
</tr>
</tbody>
</table>
### 3.2 I GRADES

I grades are entered for: a) Courses which have requirements due after the final exam; b) Extensions granted under 4.5.1.

### 3.3 ACADEMIC PROBATION (A.P.)

#### 3.3.1 PREAMBLE

Prairie strives to enroll students who have the potential to complete an academic program. Academic Probation identifies students whose most recent semester demonstrates that they are at risk academically. It also offers help toward the resumption of satisfactory academic progress. If satisfactory progress is not made, Academic Suspension follows. Suspension requires students to withdraw from Prairie for a period of time that they can use to reassess their academic goals, plans, and habits.

#### 3.3.2 STANDARDS

Students are placed on Academic Probation if they attempt 6 or more credit hours during Fall or Winter semester with a semester g.p.a. of less than 2.3 on the BTh program or 2.0 on any other program or UN. They are removed from Academic Probation when they attempt at least 6 credit hours during a succeeding Fall or Winter with a semester g.p.a. at or above these minimums.

#### 3.3.3 RESTRICTIONS

If you are on A.P., you cannot take more than 13.5 cr. per semester and cannot participate in the following: Pilots teams’ games (the Athletics Director may permit participation in practices), missions trips (unless required on your academic program), Student Union, College Leadership Bursary, and Prairie-sponsored performing groups (outside your academic program). You may also forfeit eligibility for grants, loans, and scholarships (see the Director of Student Financial Services).
3.3.4 PROCEDURE
The Registrar notifies students of A.P. status by letter. A.P. students are enrolled in the non-credit course HF 094 Student Success Lab and meet with the Student Success Officer (SSO) regularly on a schedule set by the SSO. The SSO may ask the Registrar to modify restrictions and requirements in the student’s academic interest. Students follow procedures set up by the SSO. Explore students and interns follow Explore’s procedure.

3.3.5 ACADEMIC SUSPENSION
Academic Suspension is mandatory withdrawal from the College for one year, usually as a result of unsatisfactory academic progress (two or more consecutive semesters with either a g.p.a. at least .5 below the minimum or no significant improvement in g.p.a.). The Registrar makes the decision to suspend. Prairie doesn’t usually impose Academic Suspension between Fall and Winter semesters.

Students under Academic Suspension cannot graduate.

Students who wish to return to Prairie after their Suspension period is over apply for readmission. They re-enter on A.P.

3.3.6 BVC/PMA SUSPENSION OR DISMISSAL
Students suspended or dismissed by BVC/PMA for unsatisfactory academic progress may be suspended simultaneously by Prairie College.

3.3.7 ACADEMIC DISMISSAL
Academic Dismissal is mandatory withdrawal from the College for a minimum period of five years. The Registrar imposes it on students who are subject to a second or subsequent Academic Suspension.

Students under Academic Dismissal cannot graduate.

Readmission after the Dismissal period has elapsed requires the Admissions Committee’s unanimous approval of a written appeal, completion of the standard readmission process, and a minimum of a 2.0 g.p.a. on a four-point scale (or its equivalent) on at least 12 semester credits of studies through another recognized post-secondary institution (or through Prairie Distance Education) during the Dismissal period.

3.3.8 WITHDRAWAL
Students are readmitted on A.P. if they withdraw while subject to A.P. For the purposes of 3.3.5, the semester of their withdrawal is considered consecutive with the re-entry semester.

3.4 DEAN’S LIST
The Dean’s List recognizes academic achievement. Students qualify each semester they complete at least 12 credit hours of courses numbered 100 or above through the College with a minimum g.p.a. of 3.75, at least 9 credit hours on the A-F scale, no blank grades, and no I grades.
resulting from Requests for Extension. The List is compiled from the official College records on February 1 for Fall Semester and June 1 for Winter Semester.

4 COURSES

4.1 ADDING AND DROPPING COURSES

- For add and drop dates, see the link on the Registrar’s Office webpage (http://www.Prairie.edu/registrar).
- For withdrawal from Prairie, see the catalogue. If the withdrawal is after the Add period, the Registrar may elect to give a W grade for courses left incomplete.
- Withdrawals from a class for medical or psychological reasons after the deadlines receive a W grade and a 50% tuition refund. They require a note from a doctor, Student Development, or a certified psychologist.
- The Registrar and faculty supervisor may elect to give a W grade for Internships or Practicums (6 credits or more) left incomplete.
- Enrollment in less than 12 credits may affect scholarships, loans, and immigration status.
- Students who withdraw from certain year-long courses at the end of one semester receive a W or F grade for that semester.

4.2 CLASS ATTENDANCE

4.2.1 RATIONALE

We strongly recommend that you attend all classes, since each meeting helps achieve course objectives. You are responsible for meeting all class requirements whether absent or present.

4.2.2 POLICY

1. Faculty may set their own class attendance policy. It must be published in the course syllabus and define the following:
   a. The number and type of absences allowed
   b. Nature of penalty for absences
   c. Provisions for unavoidable absences e.g. sickness, death in family, etc.
   d. Penalties for tardiness

   Absences must be documented by the faculty member in order to provide a basis for penalty.

2. If no policy is stated in the syllabus, the following applies:
   Recognizing that absences are sometimes unavoidable, you are permitted absences equivalent to one week of classes (Term courses) or two weeks of classes (Semester courses) without penalty, and a comparable time (not to exceed 15%) for modular courses. You will be penalized at the rate of a 5% grade reduction per class missed beyond this limit, up to 50% of the course grade.

3. Emergencies. Students should notify the Dean of any emergencies which will make them miss class days. The Dean’s Office informs instructors. Class days missed will not be counted as part of total absences.
4. Extra-curricular and co-curricular events. The Institute sponsors extra-curricular and co-
curricular events which cause students to miss classes (e.g. choir tours, sports team travel). Instructors may reduce the number of allowed absences by one for every two caused by such events. If the number of absences calculated by this formula exceeds the number of allowed absences, no penalties are to be assessed for those excessive absences.

5. Habitual tardiness is considered a discipline problem to be dealt with by the instructor.

4.3 FINAL EXAMS
1. Final exams (excluding music juries) are to be given during the College Final Exam Days.
2. Students may apply at the Registrar’s Office to take exams at a conflict exam time only if they have two exams at the same time or more than two exams on the same day.
3. Students may apply at the Registrar’s Office to reschedule other exams only for a medical or psychological emergency; a family member’s death, illness, or injury; or an immediate family member’s wedding. Exams are not rescheduled for students’ travel plans.
4. Permission is granted at the discretion of the Registrar after consultation with the instructors.

4.4 LATE ASSIGNMENTS
1. Faculty may set their own late assignment policy. It must be published in the course syllabus and define the following:
   a. Time on the due date after which assignments are considered late.
   b. Nature of penalty. (Penalties can be assessed only on the assignment, not against the entire course grade).
   c. Process for obtaining an extension.
   d. Definition of what kind of extensions may be granted.
   e. Means of determining when a late assignment is received by the instructor.
   f. Latest date on which assignments will be accepted. (This cannot be later than the deadline specified in the ‘Extensions’ section below.)
2. If the syllabus states no policy, the following applies:
   a. Assignments are due at the beginning of the class period on the due date.
   b. Assignments received late will receive a penalty of:
      
      | Late Time                        | Deduct |
      |---------------------------------|--------|
      | Up to 2 days late               | 5 %    |
      | Over 2 days late but within 1st Calendar week | 10 %   |
      | 2nd through 4th calendar week   | 25 %   |
      | More than 4th                   | 100 %  |
   c. Unless a note is attached indicating the date of submission, it will be considered to be the day the instructor finds the late assignment.
   d. Extensions may be granted by the instructor.

4.5 EXTENSIONS PAST SEMESTER END
Extensions past the date a term’s or semester’s grades are due require approval by the instructor and the Registrar (who will also consult Student Development). Submit the request form before the last day of final exams. Such extensions are usually limited to cases of hardship. If an extension is granted, the Registrar’s Office will enter an ‘I’ grade (see 3.2). Extensions include
permission to redo a requirement. In Spring and Summer Sessions, the instructor may grant extensions up to a date three weeks after the final meeting of the class.

4.6 CLASSROOM CONDUCT
An instructor may ask anyone who causes a disturbance or distraction to leave the classroom. Re-admission requires written permission from the Dean. Classes missed are included in total absences.

4.7 AUDITS
No academic credit is given for auditing. Attendance and participation are expected.

4.8 REPEATING COURSES
You may retake any course, regardless of the grade you earned. Although all grades still appear on your transcript, only the higher grade is used in computing your cumulative g.p.a. The Dean’s Office must grant permission to retake a course after it is failed twice (you may still transfer in an equivalent course from another institution). This policy does not apply to performance groups and other specified courses which may be repeated for credit up to the number of times set as a limit by the College. You will be charged applicable tuition and fees each time you repeat a course.

4.9 DISTANCE EDUCATION (D.E.) COURSES
2. If you use D.E. courses to establish full-time status, these regulations apply:
   a. Enroll in courses during the on-campus add period. All other add/drop deadlines apply (see 4.1).
   b. When you enroll, declare your intent to use them for full-time status.
   c. If you do not complete a course by the last day of final exams, the Registrar’s records will show an F. If you complete it later, it will be processed as a repeated course (4.8).
3. To graduate on a D.E. checksheet, you must complete at least one-quarter of the required credits by D.E.

5 TRANSFER, APPLE, EXEMPTION

5.1 TRANSFER OF CREDITS TO PRAIRIE
Courses from other post-secondary institutions can be transferred upon submission of an official transcript if they are comparable to Prairie courses and you earned a C- or better. Transfer on the DIM (PN) program for HF 110 Written Composition, SS 150 Interpersonal Communication, SS 220 Introduction to Sociology, and SS 311 Lifespan Development must be approved by BVC. Note: We transfer P.E. and performance courses with a P (pass) grade. A performance course is one which focuses on rehearsal and presentation of musical or dramatic works.
5.2 ASSESSMENT PROGRAM FOR PRIOR LEARNING EXPERIENCE (APPLE)
We can grant credit for learning you have gained outside the classroom which matches the content and objectives of a Prairie course. You prepare a portfolio for evaluation by Prairie faculty and pay an assessment fee of $200 per course.
Note: If you turn in your portfolio after attending part of the course, the Schedule Changes policy will apply. The date you submit the portfolio will be considered the date you drop the course.

5.3 EXEMPTION
You may be exempted from a required course by the instructor if you have already met its objectives. Exemptions do not give academic credit or reduce the number of credits required on a program.

6 ACADEMIC OFFENSES

6.1 DEFINITIONS
Academic offenses include:

- Plagiarism. Presenting or submitting another person’s work as the student’s own.
  - ‘Substantial’ or ‘complete.’ ‘Substantial plagiarism’ is the use of an author’s phrases, sentences, thoughts, or arguments without adequate citation or credit.
  - ‘Complete plagiarism’ is the presentation of work as the student’s own when it has been copied entirely, or almost entirely, from other sources.
  - ‘Inadvertent’ or ‘intentional.’ ‘Inadvertent plagiarism’ is plagiarism which, to the best of the instructor’s belief, results from the student’s carelessness or ignorance.
  - ‘Intentional plagiarism’ is plagiarism which, to the best of the instructor’s belief, results from the student’s intent. Both ‘inadvertent’ and ‘intentional’ plagiarism can be either ‘substantial’ or ‘complete.’

- Cheating. Using dishonest or prohibited means to gain or retrieve information to fulfil a class requirement.

- Misrepresentation. Falsifying, fabricating, or otherwise giving an intentionally misleading impression of facts to gain an academic benefit.

- Duplication. Submitting the same work in more than one course without the approval of all instructors.

- Complicity. Abetting another student in the commission of an academic offense.

6.2 PENALTIES

6.2.1 INADVERTENT PLAGIARISM
An instructor who discovers inadvertent plagiarism imposes one of the following penalties:

- Written warning (first offense and may be considered for any subsequent offenses)
- Reduction of grade on the assignment or test
6.2.2 OTHER OFFENSES
An instructor who discovers any other academic offense imposes one of the following penalties:
• F on the assignment or test
• F in the course (required for complete plagiarism)
• For duplication: F in one course and reduced grade in the other or others (imposed by instructors of affected courses acting in cooperation)
Offences which cannot be penalized by one of the means above (e.g. certain kinds of complicity) are referred to the A.A.R.C., which imposes one of the following penalties:
• Written warning
• Request for withdrawal
• Dismissal for academic misconduct with denial of re-entrance for one or more years
The Registrar’s Office enters a permanent record of withdrawal or dismissal on the student’s transcript.

6.2.3 CONFESSION BEFORE DISCOVERY
If a student confesses an academic offense before it is discovered, the instructor reduces the mark on the affected work by a minimum of one full grade (e.g. B- to C-). If it is complete plagiarism or duplication, the student must redo the work; the mark assigned will be one full grade below the mark the redone work would have earned on its own merits.

6.2.4 REPORTING AND RECORDING
For each academic offence, the faculty member submits a written report of findings and penalties to the student, Student Development, the Dean, and the Registrar’s Office (for the student’s file).

6.2.5 FURTHER ACTIONS
Student Development may impose additional sanctions to address the issue of character.

For offences in a course, the Registrar will have the student’s other instructors review submissions in their courses to determine whether additional offenses have been committed.

If the offense is multiplied or repeated, or is denied after being discovered, or more than one kind of offence is committed, it is reported to A.A.R.C. in writing by the Registrar or by the faculty member who discovers it. A.A.R.C. will review the evidence and may impose one of the following additional penalties:
• Request for withdrawal from the College
• Dismissal for academic misconduct with denial of re-entrance for one or more years
The Registrar’s Office will enter a permanent record of such action on the student’s transcript.

6.2.6 BVC/PMA ACADEMIC OFFENSES
Students whose enrollment at BVC/PMA is interrupted by penalties for academic offenses will have the same penalties imposed on their enrollment at Prairie.
ETHICAL GUIDELINES FOR INSTRUCTIONAL RESEARCH

INTRODUCTION
The following policy recognizes that
1. The breadth of research conducted by students or faculty at Prairie College is largely confined to educational learning coming from classroom assignments, and
2. Stronger provisions would limit the ability and desire for underclass students to pursue basic research.

ETHICAL POLICY FOR PRAIRIE COLLEGE
I. Policy Parameters
The following ethical guidelines apply to research performed by faculty or students of Prairie College
1. Where information is not disseminated beyond the classroom and the participants in the study, and
2. Where learning activities involve human participants (student or non-student, internal or external).
Where the results and effects of the research go beyond the parameters of the above criteria, researchers must also seek prior approval through the Dean.

II. Guiding Ethical Principles
These principles have been widely adopted by diverse research disciplines. As such, they express common standards, values, and aspirations of the research community.

Respect for Human Dignity: This foundational principle aspires to protect the multiple and interdependent interests of the person; from bodily to psychological to cultural integrity.

Respect for Free and Informed Consent: Participant individuals are generally presumed to have the capacity and right to make free and informed decisions.

Respect for Vulnerable Persons: Children, institutionalized persons and others who are vulnerable are entitled, on grounds of human dignity, caring, solidarity, and fairness, to special protection against abuse, exploitation, and discrimination. Special procedures may also be required to protect the interests of these individuals.

Respect for Privacy and Confidentiality: The standards of privacy and confidentiality protect the access, control, and dissemination of personal information. In doing so, such standards help to protect the mental or psychological integrity of individuals.

Balancing Harms and Benefits: Research participants must not be subjected to unnecessary risks of harm, and their participation in research must be essential to achieving scientifically,
societally or educationally important aims that cannot be realized without the participation of human subjects. This may include considerations of psychological or sociological impact, or harm to reputations of organizations or individuals. Researchers have the duty to avoid, prevent, or minimize harms to others.

III. Research Practice

Class Instructors shall:
1. Ensure that all student researchers are informed of the guidelines of research practice including specific applications of practice as required for any one subject area or assignment.
2. Ensure that any research instrument/process (internal or external) has been approved by the instructor.
3. Ensure that the results are reported appropriately according to the Guiding Ethical Principles, whether in presentation or paper.

Researchers shall:
1. Ensure that informed consent will be obtained either orally or in writing from all participant subjects or, when appropriate, from parents or legal guardians.
2. Ensure that when research is conducted within the parameters of a socially recognized institution, organization, or group, they must receive the approval of the appropriate leadership or administration of that body.
3. Ensure that research participants understand that they have the right to withdraw from the research process at any time.
4. Ensure that research participants understand that all information collected will be kept anonymous and confidential and that participants have a right to review material before it is released or presented.
5. Ensure that research methods or instruments used in the process of data accumulation minimize the risk of harm in whatsoever form with special consideration given for those individuals who may be classified as vulnerable.
6. Be accountable to the class instructor for authorizing their research instrument and for appropriate reporting of results.