

Procedure Name:	EDUCATION COUNCIL POLICY AND PROCEDURE DEFINITIONS	
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EDUCATION COUNCIL POLICY AND PROCEDURE DEFINITIONS

1.00 PURPOSE

- 1.1 In all policies and procedures governed by Education Council, the following terms have the following meanings, unless a term is specifically defined in a document.

2.00 DEFINITIONS

- 2.1 **Academic Appeals** The process whereby students contest academic decisions, final grades, or academic outcomes.
- 2.2 **Academic Integrity:** Commitment to upholding the values of respect, integrity, and accountability in academic work. This includes an author/ learner doing their own work, acknowledging the work of others, asking for help when needed, and avoiding tools and services that subvert these practices. Academic integrity is a set of values and skills that is refined over time.
- 2.3 **Academic Plan:** A document created by departments and deans identifying courses and programs that the College plans to offer over the next three years.
- 2.4 **Academic Requirements:** Program and course prerequisites that determine whether applicants have the foundational knowledge to be successful with further studies. These requirements are met through assessments and/or previous programs or courses.
- 2.5 **Acceptance:** A letter of offer to applicants inviting them to register at the College.
- 2.6 **Active Programs and Courses:** Currently offered curriculum, either every year or on rotation.
- 2.7 **Admission Requirements:** Program-specific academic and non-academic requirements.
 - a) **Admission Requirement Assessments:** Testing options that provide alternate means to satisfy the academic requirements. Examples include, but are not limited to, the ACCUPLACER and the placement guide for Adult Basic Education (ABE).
- 2.8 **Advanced Placement (AP) and International Baccalaureate (IB):** The International Baccalaureate (IB) and Advanced Placement (AP) programs are enriched secondary school programs that provide learners with the opportunity to earn advanced credit towards their undergraduate degrees. See [BC Transfer Guide](#) for more details.

- 2.9 **Applicant:** A prospective student who has submitted an application to a particular intake and program.
- 2.10 **Application Fee:** The fee paid to apply for a program.
- 2.11 **Apprentice Training:** Applied skills training programs that combine in-class training with work placement employment under qualified supervision. This curriculum is established by SkilledTradesBC.
- 2.12 **Artificial Intelligence:** A collection of computer technologies that are able to perform tasks that simulate human intelligence. These tasks can include problem-solving, learning, reasoning, communication, perception, and robotics.
- 2.13 **Assessments:** A variety of tools and strategies developed to provide evidence of learning, which can quantify the academic level of a learner.
- 2.14 **Assigned Credit:** Specific course credit(s) granted for a course, or courses taken at another institution where direct equivalency exists at the College (e.g., UVIC ENGL 100 = CMTN ENGL 101). See [BC Transfer Guide](#) for more details.
- 2.15 **Block Transfer Credit:** Bulk credit granted for groups of courses from another institution. The number of credits granted may be different from the amount of credit available on a course-by-course basis. A block transfer credit agreement may include assigned and unassigned credit. See [BC Transfer Guide](#) for more details.
- 2.16 **Business Day:** An official working day as designated by the College.
- 2.17 **Business Case:** A written justification for a proposed educational program on the basis of expected benefits including learners, community needs, and sustainability.
- 2.18 **Calendar:** The current offering of active programs and courses in a given academic year.
- 2.19 **Catalogue:** All approved active and inactive programs and courses at the College.
- 2.20 **Class:** Learners and affiliates engaged in a course.
- 2.21 **Clusters:** A group of interdisciplinary sub-committees of Education Council.
- 2.22 **Cohort Registration:** Registration into a program with a set schedule of courses. Students attend the same courses, progress and, ideally, graduate together.
- 2.23 **Commitment Fee:** A non-refundable deposit paid in advance to confirm an applicant's intention to enrol in a course or program. This fee is deducted from the overall tuition and is required at the time of registration.
- 2.24 **Conditional Acceptance:** Acceptance granted before the applicant has completed all academic and non-academic requirements for entry. Acceptance can be revoked if the requirements are not met by a specified deadline.
- 2.25 **Course:** A unit of study with defined learning outcomes, objectives, or line items which may be included in one or more programs.
- 2.26 **Course Section:** (aka Section): A specific offering of a course that has start and end dates, and set enrolments, delivery methods, and instructor.
- 2.27 **Credential (Academic):** A document provided as evidence of learning based on completion of a recognized program of study. Degrees, diplomas, and certificates are examples of academic credentials.

- 2.28 **Credit:** A unit of learning based on instructional activity assigned to a course and relevant to a particular program.
- 2.29 **Cumulative Grade Point Average:** A weighted average of grades earned in all courses taken at the institution.
- 2.30 **Cumulative Program Grade Point Average:** A weighted average of grades earned in courses designated as eligible for inclusion in the requirements for a credential.
- 2.31 **Discontinuation:** Programs and courses that are no longer offered and have been removed from the catalogue.
- 2.32 **Dual Credit:** Courses that count toward both high school and post-secondary credentials.
- 2.33 **Dual Enrolment:** Where a high school student is enrolled at the College, taking courses for credit that may or may not be used as credit towards secondary school graduation in B.C.
- 2.34 **Education Council (EdCo):** The governing body at the College that is responsible for educational quality, curriculum development, reconciliation education, and educational policies and procedures, as legislated by the *College and Institute Act*.
- 2.35 **Effective Date:** The point in time that policy or curriculum (or a change) is applied.
- 2.36 **English Language Proficiency:** An academic requirement of the College to ensure students can communicate accurately. Proficiency is demonstrated by transferring meaning in production and comprehension in English to be successful in their chosen field of study.
- 2.37 **Field School Permission:** At the discretion of the instructor or designate, field school permission allows a student to register in a course for which there is a significant field component. The field school permission does not allow students to register without meeting the pre-requisites for the course. (See also 2.53, Permission of Instructor.)
- 2.38 **Final Grade:** Cumulative marks of all evaluations in the course. The final grade will appear on the student's transcript.
- 2.39 **Foundation Training:** A foundation program teaches the basic knowledge and skills needed for entry into a trade. Foundation training courses are typically taught in both a classroom and in-school shop setting, without the need to find an employer sponsor to participate.
- 2.40 **Full-Time Studies:** Typically, students enrolled in 60% or more of a full-time course load in a program of study.
- 2.41 **Grade Point Average:** The weighted average of a student's final letter grades on the official transcript, calculated over a term or an accumulation of all final letter grades.
- 2.42 **Good Standing:** Good academic and financial standing with the College, with no disciplinary notes on file.
- 2.43 **Inactive Programs and Courses:** Previously approved programs and courses not currently on offer.
- 2.44 **Indigenization:** Respectful actions related to supporting a collaborative relationship with Indigenous Peoples, involving the infusion of epistemologies, curriculum, education, policies, and Indigenous Peoples teachings, particularly those of local Indigenous communities.

- 2.45 **Interim Marks:** Evaluations, tests, assignments, and other assessments completed during a course that will eventually form a student's final grade.
- 2.46 **International Study Permits:** Legal documentation that authorizes non-Canadian students to attend credential programs at the College. CMTN will abide by Government of Canada regulations.
- 2.47 **Learner:** An individual within the learning community. Learners may be registered students and may include instructors and staff. As a concept, learners are an accountable, broad category, and have agency over their participation in their learning journey, recognizing learning extends far beyond an institution.
- 2.48 **Mature Student:** An individual over the age of 19 who is accessing learning as an adult and who is unable to provide a transcript showing high school graduation. Individual academic and non-academic requirements still need to be satisfied.
- 2.49 **Non-Academic Requirements:** Admission requirements that evaluate suitability for a program and which are not determined by previous educational achievements. Examples include, but are not limited to, criminal record checks, resumes, letters of intent, letters of recommendation, and interviews.
- 2.50 **Official Transcript:** A record of past academic achievements. Generally, official transcripts are sent directly from the educational institution.
- 2.51 **Overload:** A greater than 100% course load based on the program outline.
- 2.52 **Parchment:** The physical and legal document awarded to the recipient of a credential.
- 2.53 **Permission of Instructor:** Permission given at the discretion of the instructor or designate that allows a student to register in a course for which the student does not meet the course pre-requisites.
- 2.54 **Prior Learning Assessment and Recognition (PLAR):** Assessment by valid and reliable means, and by a qualified specialist, of knowledge a learner has gained outside of courses and programs at CMTN. Assessments normally result in credit being granted to satisfy the graduation requirements of a program offered by the College.
- 2.55 **Probation:** A set of conditions that support students who need additional guidance to remain in a course or program. Students may be provided a learning contract and documentation may be included in the student's file. Should terms of the contract be breached, further disciplinary action may be taken, up to and including suspension.
- 2.56 **Program:** A designed set of academic activities or courses to provide learners with specialized knowledge and skills that lead to a credential. Programs may have specializations or pathways to specific areas of study. All programs have an associated Education Council cluster (see 2.21 Clusters).
- 2.57 **Receiving Institution:** The institution to which a student is transferring academic credits. See [BC Transfer Guide](#) for more details.
- 2.58 **Reconciliation:** Building a renewed relationship with Indigenous Peoples based on the recognition of rights, respect, and partnership.
- 2.59 **Registration:** The act of enrolling in courses.
- 2.60 **Required to Withdraw:** The student is not permitted to attend class. The nature of the withdrawal will determine the grade assigned.

- 2.61 **Restricted Enrolment:** Supporting student success by placing a limitation on enrolment for a period of time.
- 2.62 **Self-Paced Course:** A course in which the pace of learning is determined by the student in consultation with the instructor.
- 2.63 **Sending Institution:** The institution from which a student is transferring academic credits. See [BC Transfer Guide](#) for more details.
- 2.64 **Specialization:** A focus of study within an Associate of Science or Associate of Arts Degree.
- 2.65 **Start Date:** The first scheduled date of a program or a course.
- 2.66 **Student:** An individual the Registrar recognizes to be enrolled in a course or program of study at the institution. Students are considered active for one year past the end date of their last registration.
- 2.67 **Student Services:** A set of functions comprised of roles and services that support students with academic and co-curricular endeavors, including a sense of belonging, engagement, and well-being (both mental and physical).
- 2.68 **Suspension:** Mandatory removal from a program and/or the College for a specific period of time as a result of academic or non-academic misconduct.
- 2.69 **Transfer Credit:** Formal recognition of course equivalency noted on a student's formal transcript. Refer to [EDU-006, Transfer Credit Policy](#).
 - a) **External Transfer Credit:** The granting of credit for an equivalent course successfully completed at another formally recognized educational institution. (See [EDU-021, Grading and Progression Policy](#) for notation.)
 - b) **Internal Transfer Credit:** Formal recognition of course equivalency in a CMTN-approved course outside the program area. (See [EDU-021, Grading and Progression Policy](#) for notation.)
- 2.70 **Tuition:** Monies charged by the College for enrolment in a course or a program.
- 2.71 **Tutorials:** Sessions that may be offered in parallel with structured curriculum to provide support with course content for students.
- 2.72 **Unassigned Credit:** Transfer credit may be granted for a specific subject and year level when no equivalent course exists at CMTN. This credit may be used as an elective towards a credential (e.g., CAPU GEOG 160 = CMTN GEOG 1XX). See [BC Transfer Guide](#) for more details.
- 2.73 **Underage Students:** Students under the age of 18.
- 2.74 **Unofficial Transcript:** An informal record of past academic achievements. These documents can include, but are not limited to, print-offs of grades from a student's online account and unsealed transcripts from the institute the student previously attended.
- 2.75 **Withdraw:** The process whereby a student formally requests removing their enrolment from a course or program. Generally, a formal written request is sent to the Registrar's Office or Workforce Training by a student to drop a course or program. Withdrawal can occur at any time before the course or program begins and may be available for a period of time after the course or program starts.

- a) **Required to Withdraw:** In some cases, a student may be required to withdraw from their course or program due to non-academic misconduct, academic misconduct, or academic standing.
- b) **Withdrawal (W):** A grade assigned with no academic penalty when a student officially withdraws from a course or program before specific deadlines, or in extenuating circumstances.

2.76 **Work Integrated Learning:** A model and process of curricular experiential education which formally and intentionally integrates a student's academic studies within a workplace or practice setting.

2.77 **Youth Train:** SkilledTradesBC programming that encourages high school students to participate in trades programming as part of their high school graduation requirements.

3.00 RELATED POLICIES, PROCEDURES, AND GUIDELINES

3.1 [EDU-006, Transfer Credit Policy](#)

3.2 [EDU-021, Grading and Progression Policy](#)

4.00 OTHER SUPPORTING DOCUMENTS

4.1 [BC Transfer Guide](#)

5.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created	Feb 2019	Stephen Salem, Registrar and Director Institutional Research	Education Council
Revised	April 2025	Emily Suderman, Associate Registrar Systems, Records, and Advising	Education Council