

OPEN LEARNING INSTITUTE

CATALOG

PART 1

Details of Programs.

Admission & Registration.

Regulations.

1979



OPEN LEARNING INSTITUTE
7671 Alderbridge Way
Richmond, B.C.

MAILING ADDRESS:
Open Learning Institute
P.O. Box 94,000
Richmond, B.C.
V6Y 2A2

TELEPHONE NUMBERS:

All calls relating to student matters
(registration, course materials,
student services etc.)

270-8021

Administrative and program
development departments

270-4131

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***OPEN LEARNING INSTITUTE
CALENDAR
1979
PART I***

***Details of Programs
Admission and Registration
Regulations***

PART I

CONTENTS

	PAGE
SCHEDULE OF IMPORTANT DATES 1979-80	4,5
1. INTRODUCTION	7
Open Learning Institute	
2. THE STUDENT IN THE OPEN LEARNING INSTITUTE	9
Courses—student support services—student records	
3. GENERAL INFORMATION & DEFINITIONS	11
Address/name/telephone changes—time extensions—mailstrike—textbooks— semester—course—semester hour credit	
4. PROGRAMS OF STUDY	13
Adult basic education—career/technical/vocational—university—schedule of course offerings 1979-80.	
5. ADMISSION AND TRANSFER CREDIT	23
Admission policy & procedure—visiting students—transfer credit from other institutions—transfer credit procedure—taking courses at other institutions.	
6. REGISTRATION AND FEES	27
Registration procedure—late registration—course changes—fees—income tax receipts—withdrawal from courses and refund of fees—course challenge— repeating a course.	

	PAGE
7. EXAMINATIONS AND GRADES	31
Examinations - grading system - statement of grades - appeal of grades - grade point average - official transcripts.	
8. FINANCIAL ASSISTANCE	35
Philosophy - definitions - application - B.C. student assistance - B.C. special assistance - bursaries	
9. AWARDS, MEDALS, PRIZES	39
 APPENDIX I -	 41
Governing Body (Board of Institute) - Academic and Administrative Officials.	
 APPENDIX II -	 43
Regulations	
1. Admissions	
2. Transfer Credit	
3. Fees	
4. Examinations	
5. Final Grades	
6. Release of Information About Students	

IMPORTANT DATES

1979-80

FALL SEMESTER
September - December

SPRING SEMESTER
January - April

SUMMER SEMESTER
May - August

AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
				1
1 2	1	1 2 3 4 5 6	1 2 3	2 3 4 5 6 7 8
3 4 5 6 7 8 9	2 3 4 5 6 7 8	7 8 9 10 11 12 13	4 5 6 7 8 9 10	9 10 11 12 13 14 15
10 11 12 13 14 15 16	9 10 11 12 13 14 15	14 15 16 17 18 19 20	11 12 13 14 15 16 17	16 17 18 19 20 21 22
17 18 19 20 21 22 23	16 17 18 19 20 21 22	21 22 23 24 25 26 27	18 19 20 21 22 23 24	23 24 25 26 27 28 29
24 25 26 27 28 29 30	23 24 25 26 27 28 29	28 29 30 31	25 26 27 28 29 30	
1979				

August 15	Wednesday	Last day for mailing the Admission/Registration form and tuition fees to the Richmond office for Fall semester. First course packages sent to registered students.
August 23	Thursday	Last day for hand delivery of Admission/Registration form and tuition fees to the Richmond office for Fall semester.
September 1	Saturday	Official starting date of Fall semester.
September 5	Wednesday	Last day for late registrations to be received in Richmond office for Fall semester.
September 28	Friday	Last day to withdraw officially from a course.
December 12	Wednesday	Fall semester examinations begin.
December 14	Friday	Last day for Fall semester examinations.
December 15	Saturday	Last day for mailing the Admission/Registration form and tuition fees to the Richmond office for Spring semester. First course packages sent to registered students.
December 23	Sunday	Last day for hand delivery of Admission/Registration form and tuition fees to the Richmond office for Spring semester.

JANUARY	FEBRUARY	MARCH	APRIL
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5	1 2	1	1 2 3 4 5
6 7 8 9 10 11 12	3 4 5 6 7 8 9	2 3 4 5 6 7 8	6 7 8 9 10 11 12
13 14 15 16 17 18 19	10 11 12 13 14 15 16	9 10 11 12 13 14 15	13 14 15 16 17 18 19
20 21 22 23 24 25 26	17 18 19 20 21 22 23	16 17 18 19 20 21 22	20 21 22 23 24 25 26
27 28 29 30 31	24 25 26 27 28 29	23 24 25 26 27 28 29	27 28 29 30
MAY	JUNE	JULY	AUGUST
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3	1 2 3 4 5 6 7	1 2 3 4 5	1 2
4 5 6 7 8 9 10	8 9 10 11 12 13 14	6 7 8 9 10 11 12	3 4 5 6 7 8 9
11 12 13 14 15 16 17	15 16 17 18 19 20 21	13 14 15 16 17 18 19	10 11 12 13 14 15 16
18 19 20 21 22 23 24	22 23 24 25 26 27 28	20 21 22 23 24 25 26	17 18 19 20 21 22 23
25 26 27 28 29 30 31	29 30	27 28 29 30 31	24 25 26 27 28 29 30
1980			

January 1	Tuesday	Official starting date of Spring semester.
January 5	Saturday	Last day for late registrations to be received in Richmond office for Spring semester.
January 28	Monday	Last day to withdraw officially from a course.
April 8	Tuesday	Spring semester examinations begin.
April 11	Friday	Last day for Spring semester examinations.
April 15	Tuesday	Last day for mailing the Admission/Registration form and tuition fees to the Richmond office for Summer semester. First course packages sent to registered students.
April 23	Wednesday	Last day for hand delivery of Admission/ Registration form and tuition fees to the Richmond office for Summer semester.
May 1	Thursday	Official starting date of Summer semester.
May 5	Monday	Last day for late registrations to be received in Richmond office for Summer semester.
May 28	Wednesday	Last day to withdraw officially from a course.
August 11	Monday	Summer semester examinations begin.
August 14	Thursday	Last day for Summer semester examinations.

INTRODUCTION

1.1 The Open Learning Institute

The Open Learning Institute (OLI), established by the British Columbia Government in June 1978, provides home study courses for adult residents living in B.C. Courses will be offered in Adult Basic Education, Career/Technical/Vocational, and University Degree programs.

Admission to courses in the programs will be as open as possible since OLI was established to improve educational opportunities for all residents of B.C. wherever they live, whatever their educational standing or economic circumstances. People unable to attend a college, institute, school or university may now undertake studies at home. This will make academic or vocational programs available to all - workers, homemakers, handicapped or geographically isolated.

***THE STUDENT IN THE
OPEN LEARNING INSTITUTE***

2.1 Courses

The content and student workload of OLI courses is comparable to that of classroom-based courses. Most courses will be designed to be completed in one semester (4 months) although some require two semesters (8 months). Most OLI courses will be offered every semester, starting in September, January, and May of each year.

Courses are designed in a fashion which facilitates home study and may include a study guide, course texts, audio tapes and video tapes. As a student at OLI you will have access to an advisor and a tutor for your courses. Taken together these techniques are called "distance learning" - bringing to you the necessary learning elements available at campuses or schools.

The courses offered at OLI are paced: that is, you are expected to follow a schedule of assignments and examinations and to complete these within a prescribed time. In this regard, you will be treated like students who are attending traditional classroom-based institutions. OLI courses are not all designed in exactly the same way but all contain a statement in the introductory section about the number of assignments required and the length of time you have to complete them. You will be able to work through the various sections (units) of each course at your own speed until the scheduled completion date.

2.2 Student Support Services

2.2.1 The Student Advisor

When you register at OLI you will be assigned to an advisor who will generally remain with you throughout your program. Where possible, your advisor will be located close to your home. Your advisor is available to assist you in any possible way. In particular:

- a) Before the course commences, your advisor will help you define your goals, and select the appropriate course(s) for your program. Your advisor will also assist with the registration process and have information on financial aid programs available to you.
- b) During the course your advisor is available to help with such matters as proper methods of studying, finding books, arranging meetings with other students, and preparing for examinations.
- c) As you progress through your program your advisor will assist you in redefining goals, monitoring your progress, making any special arrangements, and helping with transfers to other institutions.

2.2.2 The Course Tutor

Each course will have tutors who are knowledgeable in the subject or skill being studied. One of these will be assigned to you and will:

- a) Mark assignments and provide written comments and feedback.
- b) Provide assistance with the course as needed.
- c) Be available by telephone to you at specified times to answer course-related questions or discuss assignments and examinations.

2.2.3 Other Services

Through your advisor, you may have access to most of the students services available on college and university campuses.

2.3 Student Records

Student's records are kept in the Registry in Richmond. Information stored in a student's file is strictly confidential and is only available to the student and authorized institute officials. For further details see Appendix II - Sec. 6.

GENERAL INFORMATION AND DEFINITIONS

3.1 General Information

3.1.1 Name/Address/Telephone Number Changes

It is important that OLI maintains accurate records of students' names, addresses, and telephone numbers - these are the means by which communication and instruction are carried out. You should notify the Institute promptly of any change using the special form included in the first package for each course. This form should be mailed directly to the Registry in Richmond.

3.1.2 Extensions of Time

If you are unable to complete your course within the time allowed, you may request an extension of time. You should either contact your advisor or write to the Director of Program Operations at the Registry in Richmond.

3.1.3 In the Event of a Mail Strike

If a mail strike appears imminent at any time, additional study material will be mailed in advance so that you can continue your studies and assignments without interruption. Special arrangements will be made for collecting and returning your assignments, probably using courier services and a network of pick up depots. Detailed information will be given at the appropriate time.

3.1.4 Textbooks

Textbooks are required for most courses, and may be purchased either through the OLI bookstore or any other bookstore. It is not advisable to try to use editions different from those specified, as the location of references may prove to be impossible. Registered students will be supplied with an order form detailing the books required and the cost.

3.2 Definitions

3.2.1 Semester

The calendar year is divided into three academic terms called semesters. The semesters begin in September, January, and May of every year. They are referred to as Fall, Spring, and Summer semesters; each semester has fourteen weeks of study time. Students may register in any or all of the three semesters and in one or more courses.

3.2.2 Course

The study of one subject, usually for one semester is called a course. Most courses are considered worth three semester hours of credit and are to be completed in one semester. The completion time for courses of more than three semester hours may be extended over more than one semester.

3.2.3 Semester Hour Credit

At a traditional college or university a semester hour represents one hour of lecture a week for one semester, plus the necessary associated work. Since distance education courses do not include lectures, an equal number of hours of work is given similar credit weight. The semester hour credit value of a course is often given in parentheses after the course name.

PROGRAMS OF STUDY

The Open Learning Institute will offer courses in three broad areas of study - Adult Basic Education, Career/Technical/Vocational, and University. Students may take individual courses and are not required to enroll for an entire program.

4.1 Adult Basic Education Programs

Adult Basic Education (ABE) programs will lead in two steps to secondary school completion. Negotiations are underway for graduates to receive provincially recognized certificates. Each program is expected to take at least a year (two semesters) of study to complete. Students are advised to enter programs at the highest level appropriate to their needs and capabilities. It is not necessary to complete the Grade 10 program before proceeding to the Grade 12, or to complete the Grade 12 program before proceeding to Career/Technical/Vocational or University level programs. If you have any doubt about the appropriate level at which to start, you should consult an advisor. If, after registration, you find yourself in a course at too high or too low a level, contact your advisor as quickly as possible - a change to a more suitable course will be arranged.

4.1.1 First Level (Grade 10) Completion Program

The First Level Completion program consists of four courses:

ENGL 010/011	English for Grade 10 completion
MATH 010/011	Mathematics for Grade 10 completion
SCIE 010/011	Science for Grade 10 completion
SOST 010/011	Social Studies for Grade 10 completion

You can register to complete these courses in either four months or eight months, depending on the time you are able to devote to studying. One course taken over four months requires approximately six hours per week; the same course taken over eight months will require approximately three hours per week.

4.1.2 Second Level (Grade 12) Completion Program

Beginning in January 1980, OLI will offer a number of courses that will make it possible for students to finish Second Level Completion in one year of intensive study, or over more than one year of study if the student requires more time. The program will have one or two compulsory courses, with several options in the sciences, humanities and business studies. Details of the courses will appear in a later edition of this calendar.

4.2 Career/Technical/Vocational Programs

Courses will be offered in a wide variety of areas. Students may select any number of courses, but to obtain a certificate ten courses must be completed. Certificates are of two kinds. The first is a general certificate for which students select any ten courses according to their interests. The second is a prescribed series of ten courses leading to a specific certificate.

4.2.1 General Certificate

The General Certificate allows students to design their own programs by selecting any combination of 30 semester hours (10 courses) of career/technical/vocational coursework numbered at the 100 level.

4.2.2 Specific Certificates

Certificate programs are being planned in several business, industry and hospitality areas. These will require students to complete 30 semester hours (10 courses) of specified coursework.

4.2.3 Credit Courses

It is anticipated that beginning in January 1980, selected courses from the following programs will be offered. These may be applied towards a general or specific certificate.

- Business Office Training
- Business Management
- Construction Management
- Industrial Supervision
- Motel Management
- Restaurant Management

4.2.4 Preparatory Courses

The courses listed below may be useful in assisting you to prepare for entry to the Career/Technical/Vocational Certificate programs. You may select any of these courses, or your advisor may recommend that you take them before starting on a certificate program.

ENGL 010	English for Grade 10 Completion
MATH 010	Mathematics for Grade 10 Completion
MATH 030	The Metric System
SCIE 010	Science for Grade 10 Completion
PREP 001	Planning your Future

4.3 University Programs

OLI offers B.A. and B.Sc. degrees with specializations in Biological Sciences, Economics, History, Mathematics, Psychology, English, Sociology and Geography. Courses in Administration and Computing Science will also be offered.

Students whose specializations are in two arts areas will receive the Bachelor of Arts degree. Those with specializations in two science areas (Biology and Maths) will receive the Bachelor of Science degree. Students with an arts specialization and a science specialization may elect to receive the Bachelor of Arts or the Bachelor of Science degree.

4.3.1 Program Requirements

In order to qualify for the Bachelor's degree, a student must complete a minimum of 120 semester hours of credit including:

a) In the first 60 semester hours:

i) General Education Requirements:

ENGL 100 and 101 Literature and Composition I and II

Three semester hours in Mathematics or Computing Science, normally one of MATH 101, 102, 110 or CMPT 100.

Three semester hours in Science (Biology, Physical Geography or Chemistry), normally one of BISC 100, GEOG 110, GEOG 111 or CHEM 110.

Six semester hours in Sociology or Psychology, normally any two of SOCI 101, 102 or PSYC 101, 102.

ECON 100 The Canadian Economy

HIST 121 Canadian History Since 1867

ii) The required lower level courses for two areas of specialization.

b) In the final 60 semester hours:

A minimum of 45 semester hours of courses numbered at the 400 level.

Within the above 45 semester hours a minimum of 21 semester hours of courses numbered at the 400 level, in each of two areas of specialization, which must include the course numbered 499 (Directed Studies) in both these areas.

Note: Transfer students are expected to complete the general education requirements of the first 60 semester hours either prior to, or subsequent to, transfer. You will be advised as to which requirements you are considered to have completed with your transfer courses. Courses may be used to meet the above requirements, even though they may not transfer as the exact equivalent of the courses specified, as long as the general intent of the general education requirement is fulfilled.

4.3.2 Specific Course Requirements

For the available areas of specialization specific course requirements are:

a) Biology

- BISC 110 Introduction to Biology I (3)
- BISC 111 Introduction to Biology II (3)
- BISC 220 Cell Biology (3)
- BISC 240 Developmental Biology (3)
- BISC 400 Statistical Methods in Biology (2)
- CHEM 110 Basic Principles of Chemistry I (3)
- CHEM 111 Basic Principles of Chemistry II (3)
- CHEM 240 Organic Chemistry I (3)
- CHEM 241 Organic Chemistry II (3)
- MATH 102 Introduction to Probability and Statistics (3)
or
- MATH 400 Statistical Methods in Biological and Social Sciences (2)

Also recommended:

- MATH 101 Calculus for the Biological and Social Sciences (3)

b) Economics

- ECON 100 The Canadian Economy (3)
- ECON 200 Principles of Microeconomics (3)
- ECON 201 Principles of Macroeconomics (3)
- ECON 220 Labour Economics (3)
- ECON 400 Intermediate Microeconomic Analysis (3)
- ECON 401 Intermediate Macroeconomic Analysis (3)
- ECON 410 Economic and Business Statistics (3)
- MATH 102 Introduction to Probability and Statistics (3)

Also recommended:

- MATH 101 Calculus for the Biological and Social Sciences (3)

c) English

- ENGL 100 Literature and Composition I (3)
- ENGL 101 Literature and Composition II (3)
- ENGL 220 English Literature from Chaucer to Milton (3)
- ENGL 221 English Literature in the 18th and 19th Centuries (3)

Also recommended:

Relevant history survey courses

d) Geography

- GEOG 110 Introduction to Physical Geography I - Geomorphology and Hydrology (3)
- GEOG 111 Introduction to Physical Geography II - Meteorology and Climatology (3)
- GEOG 230 Introduction to Cultural and Historical Geography (3)
- GEOG 231 Introduction to Economic and Urban Geography (3)
- GEOG 400 Statistical Methods in Geography (2)
- MATH 102 Introduction to Probability and Statistics (3)
- or
- MATH 400 Statistical Methods in the Biological and Social Sciences (2)

Also recommended:

- MATH 101 Calculus for the Biological and Social Sciences (3)

e) History

- HIST 120 Canadian History to 1867 (3)
- HIST 121 Canadian History since 1867 (3)
- HIST 210 Historical Method (3)

3 additional semester hours of lower level history.

f) Mathematics

- MATH 110 Calculus I (3)
- MATH 111 Calculus II (3)
- MATH 210 Calculus III (3)
- MATH 211 Calculus IV (3)
- MATH 220 Linear Algebra (3)

Also recommended:

- MATH 102 Introduction to Probability and Statistics (3)

Students who do not have Grade 12 mathematics or equivalent are required to take MATH 001 Introduction to College Mathematics in addition to normal degree requirements.

g) Psychology

PSYC 100 Introductory Psychology (6) (or Psychology 101 (3) and 102 (3))

PSYC 210 Introduction to Experimental Psychology (3)

PSYC 230 Introduction to Applied Psychology (3)

PSYC 400 Statistical Methods in Psychology (2)

MATH 102 Introduction to Probability and Statistics (3)

or

MATH 400 Statistical Methods in the Biological and Social Sciences (2)

Also recommended:

MATH 101 Calculus for Biological and Social Sciences (3)

h) Sociology

SOCI 101 Introduction to Sociology I (3)

SOCI 102 Introduction to Sociology II (3)

SOCI 200 Introduction to Sociological Theory (3)

SOCI 210 Canadian Social Structure (3)

SOCI 400 Statistical Methods in Sociology (2)

MATH 102 Introduction to Probability and Statistics (3)

or

MATH 400 Statistical Methods in the Biological and Social Sciences (2)

Also recommended:

MATH 101 Calculus for Biological and Social Sciences (3)

4.4 Schedule of Course Offerings

The following table indicates when it is expected that courses will *first become available* to students. Since this table has been prepared a considerable time in advance, changes may be made if additional courses become available, or if a course is delayed. Once a course has become available, it can normally be taken in any semester. For full details on all courses, students should consult Part II of the OLI Calendar.

Fall Semester 1979

(starting September)

ADULT BASIC EDUCATION

ENGL 010	(011)	English for Grade 10 completion
MATH 010	(011)	Mathematics for Grade 10 completion
SCIE 010	(011)	Science for Grade 10 completion
SOST 010	(011)	Social Studies for Grade 10 completion

CAREER/TECHNICAL/VOCATIONAL

No courses will be offered until January 1980

UNIVERSITY DEGREE

ADMN 410	Management and Motivation (6)
ENGL 421	The 19th Century British Novel (6)
PSYC 100	Introductory Psychology (6)

Spring Semester 1980

(starting January)

ADULT BASIC EDUCATION

Grade 12 completion courses to be added

CAREER/TECHNICAL/VOCATIONAL

BOTR 125	Forkner Shorthand
BUSM 111	Effective Supervision
BUSM 121	Management-Principles and Practice
BUSM 131	Accounting I
CSTN 121	Electricity for the Building Trades
ENGL 106	Written Communication
GTEC 131	Safety and Accident Prevention
HSPY 130	Introduction to the Restaurant Business
HSPY 140	Introduction to the Motel Business
MATH 030	The Metric System
MATH 106	Industrial Mathematics
PREP 001	Planning your future

UNIVERSITY DEGREE

BISC 100	Biology and the Human Species
BISC 450	Principles of Ecology I
CMPT 100	Computing in Modern Society
ECON 200	Principles of Microeconomics
ECON 201	Principles of Macroeconomics
ECON 400	Intermediate Microeconomic Analysis
ECON 401	Intermediate Macroeconomic Analysis
ENGL 100	Literature and Composition I
ENGL 432	Modern Canadian Fiction
ENGL 442	Modern American Fiction
GEOG 470	Regional Geography of Canada I
GEOG 472	Geography of B.C.
MATH 101	Calculus for Biological & Social Sciences
MATH 411	Differential Equations
PSYC 440	Developmental Psychology
SOCI 422	Structure of Modern Industrial Societies
SOCI 450	Sociology of Deviance

***ADMISSION AND
TRANSFER CREDIT***

ADMISSION AND
TRANSFER CREDIT

5.1 Admission

5.1.1. Policy on Admission

The Open Learning Institute operates with a policy of open admission. Any resident of British Columbia age 18 or over is free to enrol. Under certain circumstances, residents age 16 and 17 may register for details on this, see section I.1 in Appendix II.

With certain restrictions, residents of other Canadian provinces and the territories may also enrol for details on this, see section I.2 in Appendix II. Residents of other countries, other than B.C. residents temporarily living abroad, will not be considered for normal admission.

5.1.2 Admission Procedure

Admission is a simple process which is combined with registration for your courses. If you wish to register at the Open Learning Institute you should either write or phone the OLI Registry in Richmond or the nearest regional advising centre office for an Admission\Registration form. The address of the OLI Registry is:

Registry
OPEN LEARNING INSTITUTE
P. O. Box 94,000
Richmond, B.C.
V6Y 2A2
Telephone: 270-8021

You are not required to submit any records of your past education, although it may be useful to have these available whenever you consult an advisor.

5.1.3 Visiting Student

If you are taking courses at OLI for transfer to another institution, you should have written approval from the Dean of your faculty (or other authorized officer), although registration at OLI is not dependent on this document. This is to ensure that credits will be transferable to your program at your home institution.

5.2 Transfer Credit from Other Institutions

Students with partial programs may receive transfer credit for their previous studies. Normally, credit up to 50% of that required to complete the program may be awarded. In special cases, a larger amount can be granted. Discussions are being held with B.C. colleges and universities for transferability of appropriate courses. Transfer credit is evaluated on the basis of the program for which the student has applied. It is awarded in recognition of the level and type of studies taken, and is not dependent on an identical course being offered at OLI. The transfer credits received will reduce the total number of credits that must be taken at OLI for a certificate, diploma, or degree. (See Appendix II for Transfer Credit regulations - Sec. 2).

5.2.1 Transfer Credit Procedure

If you are seeking to transfer credit from another educational institution you must submit:

- a) a special application for transfer credit. This form is available from your advisor or the OLI Registry in Richmond.
- b) a \$20 evaluation fee if evaluation involves documents from outside British Columbia.
- c) official transcripts from all previous educational institutions attended. These may be obtained by writing to the secondary and/or post-secondary institution which you attended.
- d) a calendar/syllabus if the previous institution attended is outside of Canada.

Documents in languages other than English must be accompanied by a notarized translation.

5.3 Taking Courses at Other Institutions

If you are an OLI student considering taking courses at other institutions for credit towards an OLI certificate, diploma or degree, it is recommended that you obtain written approval from your advisor, in advance. This is to ensure that courses taken will be appropriate to your program, and that a record of the approval is on file for future reference.

REGISTRATION AND FEES

6.1 Registration Procedure

a) New Students

New students registering with the Open Learning Institute must complete an Admission\Registration form which may be obtained from the Registry in Richmond or the nearest regional advising centre. The completed form should be submitted with the full fees to:

Registry
OPEN LEARNING INSTITUTE
P. O. Box 94,000
Richmond, B.C.
V6Y 2A2
Telephone: 270-8021

The deadlines for submission of the Admission\Registration form are on the back of the form.

Cheques, money orders, or traveller's cheques should be made payable to the Open Learning Institute. When the completed Admission Registration form has been processed, you will be sent an introductory package notifying you of the name of your advisor and tutors, and providing other useful information. The course materials will be sent two weeks before the official starting date of the term, provided that full fees have been received.

b) Former Students

Students completing courses at the OLI will receive personalized registration forms by mail. These forms should be completed and returned as specified above.

**REGISTRATION IS NOT COMPLETE UNTIL THE FULL FEES
 ARE RECEIVED IN THE REGISTRY.**

6.1.1 Late Registration

Late registrations may be accepted up to the fifth day of the term. The additional fee for special processing of late registrations is \$20 which must be submitted with any course registration received in the Registry between the last day for normal registration and the fifth day of the term. Fees for late registrations must be submitted in the form of a certified cheque, money order, or traveller's cheque, so that course materials can be mailed without waiting for a personal cheque to clear. Payments made in person at the Richmond office may also be made in cash.

6.1.2 Course Changes

Because of time delays involved in exchanging course materials, course changes are not normally permitted. An exception will be made when a student has been placed at the wrong level and wishes to change to a higher or lower level course in the same subject area. If you find that you are in a course which is too easy or too difficult, you should consult your tutor or advisor at the earliest possible opportunity, in no case later than the 28th day of the semester.

6.2 Fees

6.2.1 Schedule of Fees

The Institute Board reserves the right to change the schedule of fees without notice.

a) Tuition Fees

Secondary School completion courses.....	\$25 per course
Career/Technical/Vocational Courses.....	\$15 per semester hour
University courses.....	\$20 per semester hour

b) Other Fees

Transfer Credit Evaluation involving
non-B.C. documents.....\$20

Late Registration Handling Fee\$20
This fee must be submitted
with any course registration
received in the Registry between
the last day for normal
registration and the fifth day
of the term.

Special Examination Arrangements.....\$15 per course
See Examination Regulations
(Sec. 3.3.2) for details of
when this fee will be assessed.

Grade Appeal Fee.....\$10 per course

Transcript Fee
First copy.....\$2
Additional copies ordered at the same
time.....\$1

6.2.2 Senior Citizens

Students aged 65 or over are eligible for reduced tuition fees. If you are in this category, you should submit one quarter of the fee shown in the course section of the calendar.

6.2.3 Income Tax Receipts

Income Tax receipts will be available annually for fees paid during the year. They are issued from the Registry in Richmond and sent to your mailing address.

6.3 Withdrawal from Courses and Refund of Fees

Students may withdraw from courses that extend for longer than two months during the first 28 days of the semester. Notice of Withdrawal must be submitted in writing to arrive in the Registry by 4:30 p.m. on the 28th day of the semester (September 28, January 28, May 28). A refund of 75% of the tuition fee will be made after course materials have been returned. No other refunds will be made.

6.4 Course Challenge

Occasionally, students may have acquired sufficient knowledge of the content of a course that it may not be necessary for them to take this course. If this was done through formal coursework, transfer credit may be awarded. For those who have gained the knowledge informally, such as through work experience or private study, a mechanism is being developed to allow them to obtain credit by examination. This is known as course challenge. If you believe that this applies to you, you should consult your advisor for details.

6.5 Repeating a Course

Students who fail a required course will need to re-register in the course, do whatever term work the tutor requires, and re-write the final examination. Students who receive a low passing grade in a course may wish to re-register in the course to obtain a better grade and to improve their mastery of the material.

All attempts at a course will be included in the student record.

EXAMINATIONS AND GRADES

7.1 Examinations

At the end of the course you will be required to write a final examination at a convenient centre. Courses lasting two semesters may also have an examination at the end of the first semester. You will receive instructions relating to the examination by mail.

If, for a good reason, you are unable to attend a regular examination centre, you may request approval from the Director of Program Operations to write the exam at another location with an authorized invigilator present. If approval is granted for these special examination arrangements, you will be required to pay a fee of \$15 per course to cover the cost of the special arrangements. This fee must be paid not less than 14 days before the scheduled date of the examination. Handicapped students may claim exemption from this fee; you should consult with your advisor for information on the procedure.

7.2 Grading System

Students will receive a final grade at the completion of each course taken for credit towards any certificate, diploma, or degree. Term work and a final examination will normally make up the final course grade. All final grades will be entered into and remain a part of the student's permanent record.

- a) The following table shows the grades and numerical equivalents that will be used and included in the grade point average.

GRADE	DEFINITION	NUMERICAL EQUIVALENT
A	Consistently distinguished performance in assignments and examination.	4
B	Above average achievement, with the student exhibiting consistent mastery of the subject material.	3
C	Average performance, with the student demonstrating sufficient mastery of the subject to indicate success in the next higher course in the same field.	2
D	Bare passing grade. Students receiving such a grade would be advised not to proceed to the next higher course in the same field without additional preparation.	1
F	Fail grade—a student has not met the requirements of the course, either because of low standards of performance, or not completing required assignments or examination.	0

- b) The following symbols are also used but will not be included in the grade point average:

AG	Aegrotat Grade - Awarded to a student who is passing, but is unable to complete some essential portion of a course because of an acceptable, documented excuse. For further details, see Appendix II Examination regulations Sec. 4.
W	Withdrew from course according to accepted policy. (See Appendix II Tuition Fees Sec. 3.2 f).
X	Incomplete Grade - Recorded when a student has, for a valid reason, been granted an extension to the time normally required for completion of a course. If the course is not completed by the date agreed upon the X will become an F grade. See Sec. 3.1.2 for procedure to follow when requesting an extension of time.
Z	Grade not yet available.

7.3 Statement of Grades

A statement of grades is sent to students as soon as possible after the completion of final examinations for the term. Grades will not be released to students by any other means. Any errors or omissions in the statement of grades should be reported immediately to the Registry.

7.4 Appeal of Grades

A request to have a final grade reviewed must be submitted in writing to the Director of Program Operations within 21 days of the date of the mailing of grades. The fee for an appeal is \$10 per course and must accompany the request to the Director of Program Operations. See Appendix II Section 5.2 for further details on Appeals.

7.5 Grade Point Average (GPA)

The grade point average is a means of expressing the student's average performance. It is calculated in the following manner:

$$\begin{aligned} \text{Grade points for a course} &= \text{Course credit value} \times \text{numerical equivalent of grade} \\ \text{Grade point average} &= \frac{\text{Sum of grade points for all credit courses}}{\text{Sum of course credit values for all credit courses.}} \end{aligned}$$

Courses with grades of AG, W, X, and Z are automatically excluded from the grade point average.

7.6 Official Transcripts

An official transcript is a copy of your permanent record which bears the Registrar's (or his delegate's) signature and the seal of the Institute.

A special form to request transcripts is available from OLI offices. Transcripts will only be released when this form, signed by the student, is received in the Registry. Transcripts will not be issued on the request of any third party or of any student who has not made arrangements to clear any outstanding debts with the Institute.

Transcript fees:

First transcript.	\$2.00
Additional transcript request on the same form. Each.	\$1.00

FINANCIAL ASSISTANCE

FINANCIAL ASSISTANCE

8.1 Philosophy

It is the hope of the Open Learning Institute that no student will be denied access to its programs because of a lack of finances. Although, at the present time, the Institute does not have a great deal of funds at its disposal, it will do everything possible to assist any student with a demonstrated need.

8.2 Definitions

Loan

A loan is a sum of money borrowed by a student on a promise to repay at some specified time.

Bursary (Grant)

A bursary is a non-repayable grant which is made to a student proving financial need and having a satisfactory academic record.

Scholarship

A scholarship is a cash payment made to a student in recognition of high academic achievement.

8.3 Applications for Assistance

Any student in need of financial assistance should, in the first place, contact his advisor, who will be able to supply application forms and provide information on how to proceed.

8.4 Part-Time

Student Eligibility

Some awards are open only to full-time students; the definition of "full-time" used for this purpose is dependent on the specific award and as a result may vary. The usual minimum course load ranges from 9 to 15 semester hours.

Awards open to part-time students are usually prorated according to the load carried by the student.

Any part-time student requiring financial assistance should contact his advisor for advice.

8.5 British Columbia Student Assistance Program

The B. C. Student Assistance Program is a comprehensive program of financial assistance to post-secondary students. It is composed of two interrelated components:

- a) The Canada Student Loan Program, funded by the federal government.
- b) The B. C. Provincial Grant Program, funded by the province.

Funds are normally disbursed in a combination of non-repayable provincial grant and repayable federal loan. A load of 9 or more semester hours must be maintained during the period covered by the application.

At the present time, because of federal regulations in relation to the Canada Student Loan Program, students taking distance education courses are not eligible for the B. C. Student Assistance program. Since this may change, students who are registering in 9 semester hours or more, and can demonstrate financial need, are advised to consult with their advisor regarding the status of this program.

8.6 British Columbia Special Assistance Program

This program is designed to provide financial assistance to students who do not qualify under the regular B. C. Student Assistance Program. Funds are awarded as a non-repayable grant to needy students enrolled in credit courses leading to a certificate, diploma or first degree. The maximum grant under this program is normally \$300 per academic year or \$150 per semester. It is generally awarded to help only with direct educational costs such as fees and books.

Emphasis under this program is on helping mature students and single parents, especially in cases where an attempt is being made to upgrade marketable skills.

8.7 Loans

B. C. Youth Foundation

The B. C. Youth Foundation makes available interest-free loans to students who are ineligible for government loans. Loans are made to bona-fide B. C. residents to a maximum age of 30. Loans may be for fees, books and for a monthly living allowance to assist students who are not living at home. A guarantor is normally required. Applicants should have an aptitude for their chosen field of study and a reasonable chance of success. The loans are designed for study in technical and vocational fields and for Second Level (Grade 12) Completion, as well as for college and university level work.

Open Learning Institute Emergency Loan Fund

This fund will be used to provide small, short term loans to meet an unforeseen financial crisis. Loans of up to \$100, interest free, will be provided for a period of up to 45 days, provided a definite source of repayment is indicated. A post-dated cheque to cover the repayment is required.

8.8 Bursaries

Open Learning Institute Bursary Fund

Open Learning Institute Permanent Bursary Endowment Fund

The Bursary Fund will be used to provide a supplemental service of income to students, who would not otherwise be able to continue with their studies. The funds will be issued as a non-repayable grant to students proving financial need and holding a satisfactory academic record. Bursaries will only be awarded from this fund after eligibility for other awards, particularly B. C. government assistance, has been determined.

The Permanent Bursary Endowment Fund is a perpetual trust established by private donation, the interest from which will be used to supplement the bursary fund.

Pacific Association for Continuing Education Bursary

Provides bursary funds of between \$50 and \$200 for part-time or short-term students in any recognized and formally organized learning activity in continuing education or training in B. C. Applicants must show evidence of financial need, and show that they have no access to any other scholarship or bursary funds. They must also show evidence of intent to pursue a continuing education plan or job upgrading goal which will benefit both the individual and his community. Applications must be received by the Secretary of PACE at least one month prior to the commencement of the learning activity.

Private Bursaries

There are many private bursaries available to students attending British Columbia post-secondary Institutions; many of these will be tenable at the Open Learning Institution.

For a comprehensive list of private bursaries, students may consult the calendar of any of the B. C. universities. Application procedures for these bursaries vary, and many have restrictions and conditions imposed on them. Advisors will help students select and apply for suitable bursaries which are tenable at OLI.

***AWARDS, MEDALS
AND PRIZES***

**AWARDS, MEDALS
AND PRIZES**

9.1 Lieutenant-Governor's Medal

To be awarded annually to a student graduating from a career, technical, or vocational program of less than two years' duration. This medal will be awarded to a student who has not only excelled in his studies but also contributed in a positive way to the life of the Institute or to his community.

APPENDIX I

***GOVERNING BODY, ACADEMIC
AND ADMINISTRATIVE OFFICIALS***

BOARD OF THE INSTITUTE

(Year of expiry of term shown in parentheses)

James S. Pritchard, B. Com. (Alta.), C.A. - Chairman (1980)
 Betsy McDonald - Vice Chairman (1981)
 Bryan P. Beirne, B.Sc., M.A., M.Sc., Ph.D. (Dub.), M.R.I.A. (1981)
 Lloyd J. Hoole (1980)
 Samuel L. Macey, B.A. (Brit. Col.), Ph.D. (Wash.), F.M.S. (1981)
 Dugal R. MacGregor, Ph.D. (Oregon State) (1980)
 Terrence Ryan, B.Com. (Toronto), LL.B. (Brit. Col.) (1980)
 B. Stuart-Stubbs, B.A. (Brit. Col.), B.L.S. (McGill) (1981)
 J. Fred Weber (1980)
 J. C. Paterson, B.A. (Brit. Col.) - Secretary

ACADEMIC AND ADMINISTRATIVE OFFICIALS

Principal's Office

Principal
 J. F. Ellis, B.A., M.A. (Brit. Col.), Ed.D. (Calif.)

Director, Information Services
 J. C. Paterson, B.A. (Brit. Col.)

Information Officer
 T. McGregor

Librarian
 R. M. Cunningham, B.A., M.L.S. (Brit. Col.)

Research, Planning and Analysis Officer
 J. Bottomley, B.A. (Keele), M.A., Ph.D. (Brit. Col.)

Administrative Services

Bursar and Director
 S. Segal, B.Sc., B.Ed. (North Dakota), M.B.A. (S.F.U.)

Chief Accountant
 M. Raftery, F.C.A. (Engl.), C.A. (Brit. Col.)

Personnel Assistant
 C. J. Bayes

Purchasing and General Services Manager
 F. Smith

Program Support

Director
 M. E. Hedges

Manager, Print Production
 H. Fischer

Program Development

Director, Adult Basic Education,
 A. E. Dawe, B.A., B. Ed., (Brit. Col.) M.A. (Wash.)

Director, Career/Technical/ Vocational Programs
 D. Franklin, Dip. Public Admin.
 (U. Vic.), Dip. Adult Ed. (Brit. Col.)

Director, University Programs
 I. Mugridge, B.A., M.A. (Oxon), M.A., Ph.D. (Calif.)

Editor
 C. Kerr, B.Ed. (Brit. Col.)

Editor
 C. Klein, M.A. (Sask.) Dip. Ed. (Sask.)

Instructional Designer
 D. Kaufman, B. Eng., M. Eng., (McGill), Ed.D. (Brit. Col.)

Program Operations

Director and Registrar
 D. Meakin, B.A., M.A., (Oxon.) Ph. D. (Alta.)

Examinations and Publications Co-ordinator
 S. E. Dohm

Manager, Admissions and Records
 H. Cramer, B.A. (Sir Geo. Williams)

Senior Advisor
 R. W. Scales, B.A., M.Ed., (Brit. Col.)

Systems Analyst
 W. Y. Umezuki

APPENDIX II

REGULATIONS

I. ADMISSION

1.1 B. C. Residents

a) All B. C. residents age 18 or over at the time of commencement of courses are eligible for admission.

b) B. C. residents aged 16 and 17 are eligible for admission:

i) if they have completed the requirements for Grade 12 graduation.

or ii) if they have been out of school for 12 months or more.

or iii) if they are sponsored by a secondary school and have a letter of support from the principal.

Students in categories ii) and iii) may have restrictions placed on the program they may take, and may be required to take placement tests.

1.2 Residents of Provinces and Territories of Canada Other Than B. C.

All residents of other Canadian provinces and territories, age 18 or over, are eligible for admission and may register for programs with the following restrictions:

a) No telephone service will be provided unless the student makes special arrangements and agrees to pay for the cost of all calls.

b) Courses with a laboratory, workshop or other portion which requires attendance will not be available to out-of-province students.

c) Courses which have a required radio, TV or similar component will not be available unless alternative arrangements can be made.

1.3 Foreign Students

Residents of countries other than Canada will not be considered for normal admission. Permanent Canadian residents who are temporarily domiciled abroad will be admitted according to paragraph 1.2.

Provision may be made to serve foreign students through special contract arrangements.

2. TRANSFER CREDIT

2.1 Transfer Credit Regulations

Note: These regulations apply primarily to students seeking a degree from OLI.

a) Transfer credit will be awarded to persons working towards an OLI certificate, diploma, or degree on the basis of its applicability to a specific OLI program. Students changing programs may apply for a re-evaluation of transfer credit.

b) Transfer credit will be awarded only on the basis of official transcripts or appropriately authenticated copies. All documents submitted, unless irreplaceable, will become the property of OLI. Authenticated translations of documents in a language other than English may be required.

c) Transfer credit will be awarded only for studies taken through an accredited or similarly recognized institution, and only for work credited by that institution. Other formal studies may be considered for credit on an individual basis.

d) Transfer credit may normally be granted up to 50% of the total credit required for the certificate, diploma, or degree sought. (This limitation will not apply in the case of external qualifications such as the secondary school graduation certificate). Additional transfer credit will be subject to special review, as will any credit to be used to meet the requirements of the second half of the program.

e) Once registered at OLI, students who wish to take courses at other institutions for credit towards an OIL certificate, diploma, or degree must obtain written permission in advance through their advisor.

f) Transfer credit will be awarded only for courses passed with a grade of C or higher (ABCDF system) or a grade of 60% or higher (50% pass mark system).

2.2 Transfer Credit Review Committee

2.2.1 Purpose

- a) To establish rules for the award of transfer credit.
- b) To advise, at the request of those responsible for credit evaluation, on the suitability of work for transfer.
- c) To act as final arbiter in cases of dispute over the award of credit.

2.2.2 Constitution

- a) The Committee will be constituted of the Director of Program Operations (Chairman), the Senior Advisor, and the Director of the relevant program development section, or his delegate. A person responsible for evaluation of transfer credit will act as non-voting secretary.

2.2.3 Procedure for Student-Initiated Reviews

- a) In the event that a student feels that he has been awarded transfer credit inappropriately, he should first request an informal review. The details of the claim should be addressed in writing to the Senior Advisor, who will investigate and report to the student.
- b) If the student remains dissatisfied, he may request a formal review by the Transfer Credit Review Committee. In order to initiate this review, he should submit a written request for a formal review to the Director of Program Operations. This request should include:
 - i) A complete chronological history of the academic background of the student.
 - ii) A list of academic transcripts and certificates which were submitted with the original application for transfer credit.
 - iii) A statement of what the applicant feels would be appropriate credit, and the rationale for this statement.
 - iv) Any additional relevant documentation.
- c) The Transfer Credit Review Committee will review the application and make its decision in line with established policies and precedents; in the absence of established policy or precedent, an evaluation of the work will be made. The decision of the Transfer Credit Review Committee is final.

3. FEES

3.1 General

- a) All fees are payable on demand and must be paid in the manner and by the dates prescribed.
- b) The Board of the Institute reserves the right to change fees without prior notice.
- c) In the event of any indebtedness to the Institute, any fees paid will be applied in the first place to the removal of indebtedness. No transcripts, certificates or diplomas will be issued to a student in debt to the Institute except by approval of the Board.

3.2 Tuition Fees

- a) Tuition fees are due and payable at the time of registration: registration is incomplete until fees have been paid.
- b) There is no provision for partial payment of fees. No course materials will be mailed until fees are paid in full.

- c) Fees should be remitted by cheque, traveller's cheque or money order payable to the Open Learning Institute to arrive by the due date. In the event that late registration is permitted, payment must be made by money order, certified cheque or traveller's cheque.
- d) Receipts for the payment of fees will not be issued unless requested later for reimbursement by an employer, etc. An official receipt in the form prescribed by Revenue Canada will be issued annually for income tax purposes.
- e) The last date for receipt of tuition fees is 14 days before the official starting date of term to which application is made. Late registration may be permitted up to the fifth day of the term on payment of a late registration handling fee.
- f) For courses which extend longer than 2 months and which have a tuition fee of \$25 or higher, a refund of 75% of the tuition fee will be made if notice of withdrawal is received in the Registry within 28 days of the starting date of the semester. No other refund will be made.
- g) Senior citizens, age 65 or over, are eligible for a reduction in the tuition fee. In the event that enrollment in a course is restricted students paying full fees will have priority.

3.3 Other Fees

3.3.1 Transfer Credit Evaluation Fee

A transfer credit evaluation fee must accompany all applications for evaluation of transfer credit involving documents originating outside British Columbia. This fee is not refundable.

3.3.2 Special Examination Arrangements

When approval is granted for special examination arrangements a fee will be levied to cover the cost of these special arrangements. This fee is due and payable not less than 14 days prior to the scheduled date of the examination. Handicapped students who are unable to attend regular examinations will be exempt from these fees.

3.3.3 Supplemental Examinations

A fee per course will be payable prior to the examination by students resitting examinations. If special arrangements are made for a supplemental examination, the special examination arrangements charge will apply in addition.

3.3.4 Transcript Fees

A fee will be charged for transcripts, other than those sent as an end-of-term statement of grades. Fees for transcripts are payable in advance; transcripts will not be provided until payment is received.

3.4 Deposits

- a) Students registering for a course which has specified returnable materials associated with it are required to pay a deposit which will be refunded (less any deduction for damaged or missing items) on return of the materials in good condition in the original packing. A separate deposit is required for each of such courses taken, and the amount of the deposit will depend on the value of the package.

4. EXAMINATIONS

4.1 Eligibility

- a) A student will be eligible to sit an examination of the Institute provided that he is registered for the course leading to that examination, or provided that he has been specifically authorized to sit the examination under other sections of these regulations.

4.2 Examination Centers

- a) Examination centres will be established at the discretion of the Institute, and wherever possible will be allocated to centres which are convenient to their homes.
- b) Provided sufficient notice is given to the Institute, students may be permitted to change their centre.

4.3 Supervision

- a) In each examination centre there will be a senior invigilator who will be responsible for the conduct of the examinations.

4.4 Date and Time

- a) Each examination will be conducted on the day and time shown on the timetable. No departure will be permitted from the timetable except in an emergency.
- b) The time allowed for an examination will be that specified on the question paper. No additional time will be allowed to candidates who arrive late for an examination.

4.5 Admission to the Examination

- a) Each candidate is required to identify himself in the examination room by producing his Notice of Examination along with identification (preferably photographic: e.g. a passport or driver's licence) acceptable to the senior invigilator.
- b) Candidates may take into the examination room only those materials authorized for that examination. Ladies will be permitted to take their handbags, but brief cases and other large bags will not be permitted in the vicinity of those writing the examination.

4.6 Information to Candidates

- a) If a candidate discovers a misprint in an examination paper, or if a question appears to require elucidation, no information will be given by the invigilator, nor will any announcement be made. The senior invigilator will report any such difficulty to the examiners.

4.7 Conduct in the Examination Room

- a) Candidates may not smoke in the examination room.

4.8 Leaving the Examination Room

- a) Candidates may not leave the examination room during the first half hour or the last 10 minutes of the scheduled examination period.
- b) If after the first half hour of an examination a candidate wishes to leave the examination room he should normally be accompanied by an invigilator. The amount of supervision accorded to a student outside the examination room is left to the discretion of the invigilator, but the invigilator should satisfy himself that the student does not have access to other candidates or to books, notes or similar material left outside the examination room.
- c) A candidate will be allowed to leave the examination room on completion of his examination any time after the first half-hour of an examination, excepting the last 10 minutes, on surrender of his answer book to an invigilator, but he will not be readmitted to the examination.
- d) No answer book, used or unused, or any portion thereof, or other examination stationery (except, at the discretion of the Institute, the question paper) may be removed from the examination room by a candidate.

4.9 Misconduct in the Examination Room

- a) A candidate may be liable to such penalties as the Institute may determine for any misconduct or breach of the examination regulations.

- b) Any incident in which misconduct is suspected will be reported by the senior invigilator, including a statement from the candidate taken at the end of the examination. If the misconduct involves the introduction of notes or similar unauthorized material, the documents concerned will be forwarded to the Institute along with the invigilator's report.
- c) If, in the opinion of the senior invigilator, it is in the interest of the other candidates present, he may discontinue the examination of a candidate involved and expel him from the examination room.

4.10 Absence from the Examination

- a) A candidate may be liable to such penalties as the Institute may determine for any misconduct or breach of the examination regulations.
- b) Any incident in which misconduct is suspected will be reported by the senior invigilator, including a statement from the candidate taken at the end of the examination. If the misconduct involves the introduction of notes or similar unauthorized material, the documents concerned will be forwarded to the Institute along with the invigilator's report.
- c) A student who, with acceptable cause, misses a mandatory examination may:
 - i) be permitted to take a regular examination at the next examination period;
 - or
 - ii) be permitted to take a special or supplemental examination, if such examination is available;
 - or
 - iii) under special circumstances (e.g. graduation, or discontinuance of the course), be awarded an aegrotat credit. Such credit will be awarded only if the term work of the student indicates a clear grasp of the content of the course, and all assignments have been completed satisfactorily.

4.11 Illness During an Examination

- a) If a candidate becomes ill while sitting an examination, he should notify the invigilator immediately. The invigilator will take full particulars of the circumstances and send his report, along with the partially completed script, to the examiners. The candidate should submit documentation supporting his illness to the Registry within 7 days.
- b) The conditions under section 4.10 c) will, apply with any benefits resulting from the partially written script being taken into account.

4.12 Release of Examination Grades

- a) The Institute does not make available to a student his examination grade nor the marks on individual questions, nor will the Institute return the examination script to the student under any circumstances.

5. FINAL GRADES

5.1 Release of Final Grades

- a) Only the Registry is empowered to release final grades. After the end of each session, a statement of grades is mailed to each student at his most recent mailing address.

5.2 Appeal of Final Grades

- a) Although final grades are reviewed carefully before release, students will have the right of appeal. Appeals should be submitted in writing, accompanied by the grade appeal fee, to the Director of Program Operations, to arrive within 21 days of the date of mailing grades; the grade appeal fee will be refunded if the appeal is successful. The appeal should contain full particulars of the grounds of the appeal.
- b) In the event that disciplinary proceedings were taken by an invigilator during the course of an examination, and if such proceedings had an effect on the student's grade, the student will have right of appeal under Section 5.2a).
- c) Grade appeals will be considered by a committee chaired by the Senior Tutor and including the course co-ordinator and the Director of Program Operations; other staff in the discipline or related disciplines may be consulted.

6. RELEASE OF INFORMATION ABOUT STUDENTS

6.1 Disclosure to Students of Their Own Records

a) Students have the right to inspect their academic record and challenge the contents which they believe to be inaccurate or misleading. A staff member will be present during such an inspection.

b) Students will, on submission of a signed request and payment of the appropriate fee, have the right to receive transcripts of their own academic record. Such transcripts will be marked "ISSUED TO STUDENT." Such right will not apply to students in debt to the institution, but such students will still have the right to inspect and review their records.

c) No partial transcripts of record will be issued.

d) OLI will not normally provide students or third parties with copies of other documents on file, e.g. transcripts from other institutions.

6.2 Disclosure to Faculty and Administrative Officers of the Institution

a) Information on students may be disclosed without consent of the student to designated Institute officials deemed to have legitimate educational interest.

6.3 Disclosure to Third Parties

a) The following information is considered public information and may be released without restriction:

i) Name

ii) Period of Registration

iii) Program

iv) Certificates, diplomas, degrees, etc. awarded

b) Information will be released without student consent to persons in compliance with a judicial order or subpoena, or as required by federal or provincial legislation.

c) Necessary information may be released without student consent in an emergency, if the knowledge of that information is required to protect the health or safety of the student or other persons. Such requests should normally be directed to the Records Supervisor, or if that person is unavailable, to other management staff.

d) Other than in the above situations, information on students will be released to third parties only at the written request of the student, or where the student has signed an agreement with a third party, one of the conditions of which is access to his record (e.g. in financial aid). This restriction applies to requests from parents, spouses, credit bureaus, police etc.

NOTES

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