

# ORGANIZATION REVIEW

## Assessment Report Workbook

Institution:	_____
Proposed Program:	_____
Cross Referenced Applications:	_____ _____
Quality Assessment Review Panel Member(s):	_____ _____ _____
Date:	_____

**\*\*\*CONFIDENTIAL\*\*\***

All rights to any findings, conclusions or recommendations in this report workbook are the property of the Province of British Columbia and are **not to be disclosed without receiving prior written consent** from the Ministry of Advanced Education.

## Table of Contents

<b>TABLE OF CONTENTS</b>	<b>2</b>
<b>OVERALL ASSESSMENT</b>	<b>3</b>
<b>ASSESSMENT WORKSHEETS</b>	<b>5</b>
<b>1. ORGANIZATION OVERVIEW</b>	<b>5</b>
<b>1.1 ORGANIZATION INFORMATION</b>	<b>5</b>
<b>1.2 CORPORATE STRUCTURE AND LEGAL CHARACTER</b>	<b>6</b>
<b>2. MISSION</b>	<b>7</b>
<b>2.1 MISSION STATEMENT AND ACADEMIC GOALS</b>	<b>7</b>
<b>2.2 INSTITUTIONAL EVALUATION AND EFFECTIVENESS</b>	<b>8</b>
<b>2.3 PROGRAM EVALUATION AND EFFECTIVENESS</b>	<b>9</b>
<b>3. GOVERNANCE AND ADMINISTRATIVE CAPACITY</b>	<b>10</b>
<b>3.1 GOVERNANCE AND ADMINISTRATIVE CAPACITY</b>	<b>10</b>
<b>3.2 INSTITUTIONAL CONDUCT</b>	<b>11</b>
<b>3.3 DISPUTE RESOLUTION</b>	<b>12</b>
<b>4. FINANCIAL CAPACITY, FACILITIES AND LEARNING RESOURCES</b>	<b>14</b>
<b>4.1 FINANCIAL CAPACITY</b>	<b>14</b>
<b>4.2 FACILITIES AND EQUIPMENT</b>	<b>15</b>
<b>4.3 LEARNING INFRASTRUCTURE</b>	<b>16</b>
<b>5. FACULTY</b>	<b>17</b>
<b>5.1 FACULTY AND STAFF</b>	<b>17</b>
<b>6. ACADEMIC POLICIES AND STANDARDS</b>	<b>19</b>
<b>6.1 ACADEMIC POLICIES</b>	<b>19</b>
<b>6.2 ADMISSIONS, STUDENT RECRUITMENT AND TRANSFER</b>	<b>20</b>
<b>6.3 POLICIES ON ACADEMIC FREEDOM, HONESTY AND INTEGRITY</b>	<b>21</b>
<b>7. STUDENT POLICIES AND SERVICES</b>	<b>22</b>
<b>7.1 STUDENT PROTECTION AND AWARENESS</b>	<b>22</b>
<b>7.2 STUDENT WITHDRAWAL, DISMISSAL AND REFUND POLICIES</b>	<b>24</b>
<b>7.3 STUDENT LIFE/SUPPORT SERVICES</b>	<b>24</b>
<b>APPENDIX: STANDARD TERMS AND CONDITIONS OF MINISTERIAL CONSENT</b>	<b>26</b>



**Summary:**

**Signed:**

Chair of the Organization Review Assessment Panel:

_____	_____
(Signature)	(Date)
_____	
(Printed Name)	

Organization Review Assessment Panel Members:

_____	_____
(Signature)	(Date)
_____	
(Printed Name)	

_____	_____
(Signature)	(Date)
_____	
(Printed Name)	

**Assessment Worksheets**

**1. Organization Overview**

*The purpose of the Organization Overview is to provide the key information to enable an informed recommendation to the Minister regarding the Applicant as a corporate and legal organization.*

**1.1 Organization Information**

**Determination of the Panel**

The Applicant:

- fails to meet criteria
- meets or exceeds criteria
- meets criteria on the condition that the following requirements are addressed:

**Rationale for Determination:**

**Criteria for Assessment**

Criteria	Comment
Key information about the organization, specifically including: <ul style="list-style-type: none"><li>• full legal name of organization;</li><li>• operating name of organization;</li><li>• common acronym of organization (if applicable);</li><li>• URL for organization homepage (if applicable);</li><li>• addresses for the head office, the main campus and all other operating sites, as well as telephone, facsimile, and email contact information;</li><li>• number of employees (faculty, administration and staff) indicating whether full-time or part-time;</li><li>• number of students enrolled, indicating whether full-time or part-time;</li><li>• written confirmation of the authorization of the representative of the applicant institution to enter into a binding application (including name, title, address, telephone and email address); and,</li><li>• written confirmation of the authorization of the institutional contact person to represent the institution throughout the application process (include name, title, address, telephone and email address).</li></ul>	

**1.2 Corporate Structure and Legal Character**

*To fulfill its obligation to make informed recommendations to the Minister, the Board will require that all institution applicants disclose information regarding the owners, directors and officers of the organization, and any relationships that owners may have with other post-secondary institutions and/or approval bodies governing those institutions. In addition, the institution will identify any instances of non-compliance with legislation governing those institutions and any relevant regulatory bodies. To enable this, all applicants will be required to provide written authority for the Board to enter into communications with third parties, including accrediting bodies.*

**Determination of the Panel**

The Applicant:

- fails to meet criteria
- meets or exceeds criteria
- meets criteria on the condition that the following requirements are addressed:

**Rationale for Determination:**

**Criteria for Assessment**

Criteria	Comment
<p>Key information about the institution, specifically including:</p> <ul style="list-style-type: none"> <li>• the dates of the institution’s operation;</li> <li>• the institution’s corporate structure;</li> <li>• the institution’s legal status (sole proprietor, partnership, society, corporation);</li> <li>• the institution’s legal character (e.g. articles of incorporation, bylaws, partnership agreements, charter, statutory authority or other documents) including documentation relevant to any relationship with parent, subsidiary or other corporate groups;</li> <li>• organization chart(s) identifying names and position titles of owners, officers and/or board members including contact information; and,</li> <li>• name and qualifications of the senior educational and/or administrative officer.</li> </ul>	
<p>Key information about the owners, specifically including:</p> <ul style="list-style-type: none"> <li>• the name, address, telephone number, facsimile number and electronic mail address of:               <ul style="list-style-type: none"> <li>○ all directors and officers of the institution;</li> <li>○ all persons holding at least 10% ownership in the institution; (please indicate percentage ownership);</li> </ul> </li> </ul>	

<p>and,</p> <ul style="list-style-type: none"> <li>○ legal counsel to the applicant for the purposes of the application for consent.</li> <li>● name and location of any other business carried on with or associated with the applicant, including at any other location.</li> </ul> <p><i>(Non-profit/charitable organizations should provide the above information for the members of the governing body.)</i></p> <p>If the organization is incorporated, for all persons holding at least 10 percent ownership in the organization, the following information should be provided:</p> <ul style="list-style-type: none"> <li>● the nature of any other relationship those persons may have to the applicant (e.g. president, members of the governing body);</li> <li>● the names and addresses of any other post-secondary organizations owned or controlled by such persons;</li> <li>● the name and address of any body that has granted approval for those organizations' operation, or was responsible for oversight of the organizations; and,</li> <li>● a letter signed by the organization's legal representative that gives the Board the right to contact each of the approval bodies identified, and which instructs the approval body to release to the board any and all information relevant to the organization's compliance or noncompliance status with that body.</li> </ul>	
--	--

<b>2. Mission</b>
-------------------

**2.1 Mission Statement and Academic Goals**

*The Institution has a clearly articulated and published mission and academic goals statement, approved by the governing body, that identifies the academic character and the aspirations of the organization appropriate for a degree-granting post-secondary education institution that demonstrates the extent to which the organization is committed to the dissemination of knowledge through teaching and, where applicable, the creation of knowledge and service to community or related professions. The institution has academic policies and standards that support the institution's mission and academic goals to ensure degree quality and relevance.*

**Determination of the Panel**

The Applicant:

- \_\_\_\_\_ fails to meet criteria
- \_\_\_\_\_ meets or exceeds criteria
- \_\_\_\_\_ meets criteria on the condition that the following requirements are addressed:

**Rationale for Determination:**

**Criteria for Assessment**

Criteria	Comment
<p>Key information about the organization, policies and programs is published in its academic year calendar and/or is otherwise readily available to students and the public, specifically including:</p> <ul style="list-style-type: none"> <li>• the organization’s mission and goals statement;</li> <li>• the organization’s history and its governance and academic structure;</li> <li>• a summary of the organization’s future plans for growth;</li> <li>• a description of the type(s) of programming currently offered;</li> <li>• a general description of each degree program (e.g., purpose, outcomes, length);</li> <li>• individual descriptions of all subjects/courses in these programs and their credit value;</li> <li>• the academic credentials of senior administrators; and,</li> <li>• the academic credentials of faculty.</li> </ul>	
<p>Programs are clearly related to the organization’s mission and goals.</p>	
<p>Appropriate academic policies are in place to support the organization’s mission.</p>	
<p>Faculty qualifications are appropriate to the courses that the faculty is teaching.</p>	
<p>Resources are used to advance the organization’s mission.</p>	

**2.2 Institutional Evaluation and Effectiveness**

*The institution has a formal approved policy and procedure requiring the periodic review of all units and/or operations to occur on a cyclical basis, normally not exceeding ten years.*

**Determination of Panel**

The Applicant:

- \_\_\_\_\_ fails to meet criteria
- \_\_\_\_\_ meets or exceeds criteria
- \_\_\_\_\_ meets criteria on the condition that the following requirements are addressed:

**Rationale for Determination:**

**Criteria for Assessment**

Criteria	Comment
<p>The periodic review procedure includes, at a minimum:</p> <ul style="list-style-type: none"> <li>• a self-study undertaken by faculty members and administrators based on evidence relating to program performance against the criteria stated above, including strengths and weaknesses, desired improvements, and future directions;</li> <li>• an assessment conducted by a panel consisting of experts external to the institution that normally includes a site visit;</li> <li>• a report of the expert panel assessing institutional quality and recommending any changes needed to strengthen that quality;</li> <li>• an institutional response to the recommendations in the report; and,</li> <li>• a summary of the conclusions of the evaluation made publicly available.</li> </ul>	
<p>The organization has a process for conducting student outcomes reviews that indicates:</p> <ul style="list-style-type: none"> <li>• enrolment;</li> <li>• student retention rates;</li> <li>• student learning outcomes;</li> <li>• student completion times;</li> <li>• student employment outcomes;</li> <li>• graduate satisfaction; and,</li> <li>• employer satisfaction.</li> </ul>	
<p>The organization has an accountability process in place (including appropriate reporting mechanisms) to account for the type and level of funding received from any public sources (e.g., tuition and ancillary fees, federal or provincial government funding).</p>	

**2.3 Program Evaluation and Effectiveness**

*The Institution has a plan, policies and processes in place for assessing the effectiveness of its educational programs and services, and for continuous growth and improvement.*

**Determination of Panel**

The Applicant:

\_\_\_\_\_ fails to meet criteria

- \_\_\_\_\_ meets or exceeds criteria
- \_\_\_\_\_ meets criteria on the condition that the following requirements are addressed:

**Rationale for Determination:**

**Criteria for Assessment**

Criteria	Comment
Description of the organization’s internal processes for developing and approving degree programs.	.
Regular cycles of internal review are in place for all programs, including evidence of faculty participation in the evaluation of programs.	
For programs where credentials are awarded externally or where industry standards require review, reports from any appropriate external review bodies which indicate that the organization meets or exceeds the standards.	

**3. Governance and Administrative Capacity**

**3.1 Governance and Administrative Capacity**

*The Institution has the legal characteristics and the leadership, through a governance structure and administrative capacity, necessary to organize and manage a reputable, effective and high quality degree-granting institution in British Columbia. The structure normally includes a body competent to either make decisions or give advice in academic matters. It has capable administrative staff, policies with respect to strategic planning, an adequate information system to gather and analyze data needed for planning and decision-making, and procedures for the development of curricula and academic policies which include participation by academic staff and consultation with students.*

**Determination of the Panel**

The Applicant:

- \_\_\_\_\_ fails to meet criteria
- \_\_\_\_\_ meets or exceeds criteria
- \_\_\_\_\_ meets criteria on the condition that the following requirements are addressed:

**Rationale for Determination:**

**Criteria for Assessment**

Criteria	Comment
The institution has an appropriate governing structure such as a governing board that is the legally constituted body responsible for managing the activities of the institution and maintaining the purpose, viability and integrity of the institution; achieving institutional policies and goals; selecting administrative leadership and providing the appropriate financial, facilities and human resources.	
The institution’s reporting structure clearly indicates the relationship between owners, and governing and managing bodies.	
Governance and decision-making structures are clear and consistent with the institution’s academic purposes.	
The institution has a qualified chief executive officer who is accountable to the governing board and whose full-time or major responsibility is the administration of the institution.	
The institution has sufficient and qualified senior administrative staff, with clear lines of responsibility, decision-making authority and accountability necessary to conduct the affairs of the institution.	
The institution is able to demonstrate how administrative policies and practices ensure that business practices and decisions support the academic integrity of programs and protect student interests.	
Development of curriculum, academic policies and standards includes appropriate participation by qualified academic staff, and appropriate forms of consultation with students.	

**3.2 Institutional Conduct**

*The Institution values and upholds integrity and ethical conduct as an administrative organization as demonstrated by the policies and practices by which it proposes to conduct its business and, if applicable, by its past performance within and/or outside of the jurisdiction.*

**Determination of the Panel**

The Applicant:

- \_\_\_\_\_ fails to meet criteria
- \_\_\_\_\_ meets or exceeds criteria
- \_\_\_\_\_ meets criteria on the condition that the following requirements are addressed:

**Rationale for Determination:**

**Criteria for Assessment**

Criteria	Comment
An acceptable statement by the governing board, administrative officers and other representatives of the organization, of the ethical standards relating to fair and honest business practices, including a policy on conflict of interest that will guide its conduct in the course of operations in British Columbia, and in other jurisdictions.	
A list and explanation of any instances of non-compliance by the organization with legislation governing those organizations such as the British Columbia Student Assistance Program (BCSAP), Private Career Training Institutions Agency (PCTIA); or other legislation such as the <i>Society Act</i> , <i>Company Act</i> , and <i>Securities Act</i> .	
Disclosure of any legal or administrative actions pending against the organization, or any of the owners, officers, administrators or instructors, by any law enforcement agency.	
The institution can demonstrate it has developed and implemented policies and practices that are necessary for the institution to meet its obligations under the Personal Information Protection Act and any other legislation that may apply concerning the collection and use of personal information.	

**3.3 Dispute Resolution**

*The Institution has policies and procedures for dealing with disputes between the organization and its students, the organization and faculty, and between faculty and students, where complaints, grievances, and/or disputes of students, faculty, staff and administration are dealt with in accordance with the principles of natural justice and are fair, reasonable and effective.*

**Determination of the Panel**

The Applicant:

- fails to meet criteria
- meets or exceeds criteria
- meets criteria on the condition that the following requirements are addressed:

**Rationale for Determination:**

### Criteria for Assessment

Criteria	Comment
<p>The Institution has policies and procedures through which students' academic appeals, complaints, grievances and/or other disputes are dealt with in accordance with the following principles of natural justice:</p> <ul style="list-style-type: none"> <li>• Individuals have a right to:               <ul style="list-style-type: none"> <li>○ a fair and expeditious resolution of disputes with reasonable deadlines;</li> <li>○ know and understand the charges or complaints made against them; and,</li> <li>○ be heard in response to charges or complaints made against them, before any disciplinary decision is taken.</li> </ul> </li> <li>• Institutions have an obligation to:               <ul style="list-style-type: none"> <li>○ deal with complaints or grievances according to clear and reasonable deadlines; and,</li> <li>○ establish and operate according to administrative processes that deal with disputes fairly and expeditiously at the informal level.</li> <li>○ prior to registration, confirm that the information provided to students regarding policies and procedures pertaining to: (1) academic policies and standards; (2) student support and services and (3) withdrawal, dismissal and refund policies.</li> </ul> </li> </ul>	
<p>Students and employees are informed about the policies and procedures for dispute resolution. To these ends, the institution's policies ensure that:</p> <ul style="list-style-type: none"> <li>• charges or complaints against an individual are stated clearly and in writing;</li> <li>• there is an administrative person(s) responsible for dealing with complaints, and to whom complaints may be directed and who may facilitate the informal and satisfactory resolution of disputes;</li> <li>• there is a process for and an officer charged with reviewing disputes and examining the evidence; and,</li> <li>• there is a provision for a final internal review by a person, or body of persons, not involved in the dispute in any way.</li> </ul>	

**4. Financial Capacity, Facilities and Learning Resources**

**4.1 Financial Capacity**

*The institution demonstrates financial capacity sufficient to assure stability and the financial resources to provide a stable learning environment and to ensure that the number of students assumed in the business plan can complete the degree program in the event that revenue falls short of the business plan or costs exceed the estimated allowances. The institution has a credible strategic and business plan, including procedures for the regular audit of the institution’s financial methods and records, performance and stability by an arm’s-length professional accountant, and has methods to protect student financial investment in the case of cessation of activity.*

**Determination of the Panel**

The Applicant:

- \_\_\_\_\_ fails to meet criteria
- \_\_\_\_\_ meets or exceeds criteria
- \_\_\_\_\_ meets criteria on the condition that the following requirements are addressed:

**Rationale for Determination:**

**Criteria for Assessment**

Criteria	Comment
<p>The institution must provide a credible short- and long-term business plan (at least five years) that includes a best case / worst case scenario that addresses the applicant’s future educational, enrolment, physical and fiscal growth in British Columbia. The business plan should include the organization’s academic, financial, facilities, marketing and human resource plans and should demonstrate that the organization has the administrative organization and capacity to effectively manage a degree-granting institution. The business plan should also detail the programs to be offered in British Columbia and demonstrate the organization’s commitment to academic quality of program content and delivery.</p> <ul style="list-style-type: none"> <li>• Financial information contained in the business plan indicates that the organization has a financial base adequate to support activities consistent with its mission and educational objectives, and the required financial resources for start-up and ongoing operating costs associated with the delivery of the proposed program(s). The institution demonstrates financial</li> </ul>	

capacity sufficient to assure stability and the financial resources to provide a stable learning environment and to ensure that the number of students assumed in the business plan can complete the degree program in the event that revenue falls short of the business plan or costs exceed the estimated allowances. (The financial information should include an audited financial statement. For newly established organizations, a pro forma financial statement prepared by a qualified independent accountant [e.g., CA, CGA, CMA] should be available.)	
The institution has identified the source of funds to be invested.	
The institution has a policy requiring the regular audit of the applicant's financial methods, performance and stability by a qualified third-party accountant in accordance with generally accepted accounting practices.	
The institution has evidence of methods to protect student financial involvement in the case of the cessation of activity.	
The institution subscribes to an annual reporting format that will allow the ministry to be assured that the criteria described above are being met.	

## 4.2 Facilities and Equipment

*The institution has the facilities and equipment, including laboratories, classrooms, library, technology and specialized equipment, to support the educational objectives of a degree-granting institution and of the degrees offered (or proposed to offer) or demonstrates the availability of adequate learning resources and learning support for students where alternate means of delivery are employed.*

### Determination of the Panel

The Applicant:

- fails to meet criteria  
 meets or exceeds criteria  
 meets criteria on the condition that the following requirements are addressed:

### Rationale for the Determination

**Criteria for Assessment**

Criteria	Comment
Description of the physical plant or facilities, including locations (an any campus or satellite operations).	
Evidence that the physical plant, equipment, technology and support services adequately support the organization’s educational and student activities.	
Submission of any agreements with other institutions where resources and services are shared.	
The organization has safety and emergency preparedness policies that ensure a safe environment for students, faculty and employees, and that demonstrate the organization is prepared to respond to emergency situations and critical incidents.	

**4.3 Learning Infrastructure**

*The Institution has libraries and learning resources (physical and electronic) appropriate to its mission and objectives as a degree-granting institution. The institution has available for students and faculty appropriate information services and learning resources to support the academic programs. The review normally considers how priorities are established with respect to their acquisition and the institution’s commitment to maintaining and supplementing them.*

**Determination of the Panel**

The Applicant:

- \_\_\_\_\_ fails to meet criteria
- \_\_\_\_\_ meets or exceeds criteria
- \_\_\_\_\_ meets criteria on the condition that the following requirements are addressed:

**Rationale for Determination:**

**Criteria for Assessment**

Criteria	Comment
Evidence of reasonable student and faculty access to learning and information resources (such as library, databases, computing, classroom equipment and laboratory facilities) sufficient in scope, quality, currency and type to support students and faculty in the academic program(s) offered by the institution.	
Evidence of commitment to provide and maintain necessary learning and other resources specific to the program and to	

supplement them as necessary.	
Submission of any agreements with other institutions where resources and services are shared.	
If the institution is a branch or subsidiary of an out of province institution, the application should include a description of the methods and processes that will be used to transfer and maintain the philosophy and basic processes of the sponsoring institution.	

<b>5. Faculty</b>
-------------------

**5.1 Faculty and Staff**

*The institution has qualified faculty and instructional staff to achieve its mission and academic goals. The institution has policies with respect to the number and qualifications of the academic faculty and instructional staff, including provisions against fraudulent credentials, and policies with respect to appointment, evaluation (including student evaluations), employment conditions, which include workload, promotion, termination and professional development, and policies/practices with respect to research and/or scholarship. In addition, the institution has policies regarding appropriate human resource development and management.*

**Determination of the Panel**

The Applicant:

- fails to meet criteria
- meets or exceeds criteria
- meets criteria on the condition that the following requirements are addressed:

**Rationale for Determination:**

**Criteria for Assessment**

Criteria	Comment
The institution has academic and other staff in sufficient numbers: <ul style="list-style-type: none"> <li>• to develop and deliver the program (and in graduate programs, to develop and deliver each of the fields of specialization identified in the program);</li> <li>• to act as research supervisors, where appropriate; and,</li> <li>• to meet the demands of the projected student enrolment.</li> </ul>	
The institution has full-time faculty in sufficient numbers	

<p>to:</p> <ul style="list-style-type: none"> <li>• ensure quality standards are maintained;</li> <li>• ensure a high degree of consistency and continuity of curriculum development and delivery; and</li> <li>• to develop and deliver the program, to develop and deliver each of the fields of specialization identified in the program.</li> </ul>	
<p>The academic credentials held by faculty are appropriate to the courses they are teaching.</p>	
<p>The institution has appropriate policies pertaining to faculty, including policies that:</p> <ul style="list-style-type: none"> <li>• define the academic/professional credentials required of faculty teaching all courses in the program, and where appropriate, serving as research supervisors and/or members of thesis/dissertation examining committees;</li> <li>• demonstrate that the organization’s capacity for degree granting is supported by an appropriate balance between continuing or ongoing faculty appointments and temporary appointments;</li> <li>• require the institution to have an explicit policy of due diligence on hiring. For example, the organization has evidence on file of the highest academic and/or professional credential claimed by faculty members, supplied directly from the granting agency/institution to the organization;</li> <li>• require the regular review of faculty performance, including student evaluation of teaching and/or supervision;</li> <li>• identify the means of ensuring that faculty knowledge of the field is current through professional development, scholarship and research;</li> <li>• pertain to faculty teaching and supervision loads and availability to students;</li> <li>• support the professional development of faculty, including the promotion of curricular and instructional innovation, as well as technological skills, where appropriate; and,</li> <li>• clearly outline the duties and responsibilities, institutional reporting structure and performance standards.</li> </ul>	

## 6. Academic Policies and Standards

### 6.1 Academic Policies

*The Institution has academic policies and standards that support the institution's mission and educational objectives, and ensure degree quality and relevance. The institution has published admission, continuation and graduation policies consistent with the objectives of its programs.*

#### Determination of the Panel

The Applicant:

- \_\_\_\_\_ fails to meet criteria
- \_\_\_\_\_ meets or exceeds criteria
- \_\_\_\_\_ meets criteria on the condition that the following requirements are addressed:

#### Rationale for Determination:

#### Criteria for Assessment

Criteria	Comment
The organization has appropriate academic policies to support its mission. For example, the organization has policies and procedures pertaining to: <ul style="list-style-type: none"><li>• admission requirements;</li><li>• student withdrawal, dismissal and refund policies;</li><li>• international students, including policies that ensure that international students meet program requirements for degree completion;</li><li>• prior learning assessment;</li><li>• entrance examinations;</li><li>• other academic prerequisites;</li><li>• methods of course delivery;</li><li>• academic honesty;</li><li>• intellectual property;</li><li>• student support and services;</li><li>• scholarship and other financial assistance;</li><li>• grading;</li><li>• appeals of grades;</li><li>• student complaints and grievances; and,</li><li>• where applicable, supervision, preparation and examination of theses/dissertations.</li></ul>	
The development of curriculum and academic policies and standards includes appropriate participation by qualified academic staff and appropriate forms of consultation with students and external agencies.	

## 6.2 Admissions, Student Recruitment and Transfer

*The Institution has fair and ethical policies in place governing admissions and recruitment of students. The Institution has a systematic method for evaluating and awarding academic credit and clearly defined criteria for evaluating student learning and awarding course credit, and provides students with regular progress reports. The Institution has established policies and procedures that outline the process by which transfer of academic credit is awarded.*

### Determination of the Panel

The Applicant:

\_\_\_\_\_ fails to meet criteria

\_\_\_\_\_ meets or exceeds criteria

\_\_\_\_\_ meets criteria on the condition that the following requirements are addressed:

### Rationale for Determination:

#### Criteria for Assessment

Criteria	Comment
Public reports, materials and advertising are produced in a full, accurate and truthful manner, and student recruitment policies follow fair business practices including the advertisement of transfer arrangements.	
Admission policies are consistent with the organization's mission and academic goals and with the level of preparation necessary for student success at the post-secondary level in British Columbia, and are comparable to admission requirements for students entering similar degree programs at other degree-granting institutions in British Columbia.	
Policies for evaluating and awarding transfer credit are systematic and satisfy current program course requirements.	
Listing of any transfer arrangements with other institutions.	
Students are informed about the transfer credit arrangements currently in place.	
Policies for requesting transfer credit are systematic and consistent with those established for institutions currently within the British Columbia Transfer System.	

### 6.3 Policies on Academic Freedom, Honesty and Integrity

*The Institution maintains an atmosphere in which academic freedom exists and students and academic staff display a high degree of intellectual independence. The institution not only promotes a full and balanced treatment of the commonly-held academic body of knowledge, theories and opinions, but also encourages testing the limits of knowledge and communicating research findings and the implications of those findings to the academic community and beyond. Academic activity is supported by policies, procedures and practices that encourage academic honesty and integrity and respect the ownership rights of the creators of intellectual property whether faculty, employees or students. The institution has adopted formal ethical research standards as well as policies concerning the management of research funds. The institution has means and procedures for the enforcement of the above policies based on principles of natural justice.*

#### Determination of the Panel

The Applicant:

- \_\_\_\_\_ fails to meet criteria
- \_\_\_\_\_ meets or exceeds criteria
- \_\_\_\_\_ meets criteria on the condition that the following requirements are addressed:

#### Rationale for Determination:

#### Criteria for Assessment

Criteria	Comment
A policy on academic freedom in which the applicant recognizes and protects the rights of individuals in their pursuit of knowledge and respects the right of individuals to communicate acquired knowledge and the results of research freely.	
When students or staff are asked to sign or adhere to a statement of faith and/or a code of conduct that might constitute a constraint upon academic freedom, a policy in which the institution: <ul style="list-style-type: none"> <li>• notifies staff and students prior to employment or admission; and,</li> <li>• has adequate procedures in place to ensure the principles of natural justice are followed, in the event of alleged violations of any contractual arrangement concerning such required statement of faith and/or code of conduct.</li> </ul>	

Appropriate policies pertaining to academic honesty and procedures for their enforcement.	
An appropriate plan for informing students and faculty about and ensuring their understanding of the policies and procedures concerning academic honesty.	
An appropriate policy on ownership of the intellectual property of employees and students.	
An appropriate policy on the management of research funds.	
Where appropriate, formal ethical research standards, as evidenced by policies on human research participants, the use of animals in research and the management of research funds.	

<b>7. Student Policies and Services</b>
---

**7.1 Student Protection and Awareness**

*The organization values and upholds integrity and ethical conduct in its relations with students through the availability of full, accurate and truthful material regarding its mission and goals, history, governance and academic structure; program and subject descriptions, faculty and administrator’s credentials, and admission requirements, including credit transfer and prior learning assessment policies. The organization creates a safe, welcoming and inclusive environment that supports its mission and the learning growth and well-being of its students. The organization has clear and informative student enrollment agreements verifying student awareness of relevant policies, support services, payment requirements and refund policies, financial assistance and transcript protection.*

**Determination of the Panel**

The Applicant:

- fails to meet criteria
- meets or exceeds criteria
- meets criteria on the condition that the following requirements are addressed:

**Rationale for Determination:**

**Criteria for Assessment**

Criteria	Comment
All academic and non-academic policies are clearly stated and publicly available on the organization’s website.	

<p>Prior to registration, students are provided with and confirm in writing their awareness of policies and procedures pertaining to:</p> <ul style="list-style-type: none"> <li>• admission requirements;</li> <li>• student withdrawal, dismissal and refund policies;</li> <li>• international students, including policies that ensure that international students meet program requirements for degree completion;</li> <li>• prior learning assessment;</li> <li>• entrance examinations;</li> <li>• other academic prerequisites;</li> <li>• credit transfer arrangements for incoming students;</li> <li>• credit transfer arrangements and recognition by other institutions;</li> <li>• method of course delivery;</li> <li>• academic honesty;</li> <li>• intellectual property;</li> <li>• student support services;</li> <li>• scholarship and other financial assistance;</li> <li>• grading;</li> <li>• appeals of grades;</li> <li>• student complaints and grievances;</li> <li>• sexual misconduct - organizations that operate a student residence must establish written policies and procedures that address sexual misconduct<sup>1</sup>, including sexual misconduct prevention, and set out procedures for: <ul style="list-style-type: none"> <li>• making a complaint or report of sexual misconduct involving a student; and</li> <li>• responding to a complaint or report of sexual misconduct involving a student.</li> </ul> </li> <li>• supervision, preparation and examination of theses/dissertations (where applicable);</li> <li>• tuition refunds; and,</li> <li>• arrangements in the event of institutional closure or program termination, including the financial methods the organization has selected to ensure the repayment of unearned (pre-paid tuition and fees owing to students ).</li> </ul>	
<p>The student enrollment contract and related policies are consistent with the terms of conditions of ministerial consent.</p>	
<p>The institution has the capacity to ensure that academic records of students are secure.</p>	

**7.2 Student Withdrawal, Dismissal and Refund Policies**

*The institution has policies and procedures for student withdrawal, dismissal and refund that are fair, reasonable and effective and can confirm the awareness of students of these policies and procedures.*

**Determination of the Panel**

The Applicant:

- fails to meet criteria
- meets or exceeds criteria
- meets criteria on the condition that the following requirements are addressed:

**Rationale for Determination:**

**Criteria for Assessment**

Criteria	Comment
The institution has clearly articulated and published policies and procedures regarding student withdrawal, dismissal and refund and makes them available to its students.	
The institution has policies and procedures regarding student withdrawal, dismissal and refund.	

**7.3 Student Life/Support Services**

*The Applicant has the facilities, services and programs that provide support for students to be successful in their studies and to develop and grow in non-academic areas.*

**Determination of the Panel**

The Applicant:

- fails to meet criteria
- meets or exceeds criteria
- meets criteria on the condition that the following requirements are addressed:

**Rationale for Determination:**

**Criteria for Assessment**

Criteria	Comment
The institution has clearly articulated and published definitions, policies and procedures regarding student financial assistance, and makes them available to its students.	
The institution has policies, procedures and staff to administer student financial assistance programs and to assist students.	
The institution has staff who are experienced in advising students on academic performance and employment opportunities.	
The institution has other support services that facilitate student success typical of post-secondary degree-granting institutions.	

## **Appendix: Standard Terms and Conditions of Ministerial Consent**

1. Consent period will normally be five years, subject to extension and/or renewal;
2. Scope of consent is specific to degree program, activity and site;
3. Consent is not transferable;
4. Specific notice to be included in enrollment contract indicating the proposal has met the quality assessment criteria, but students have responsibility to ensure the degree will meet their needs and employer requirements;
5. A consent holder must not use any term or phrase in advertising that refers to approval of the minister or the Government of British Columbia other than that the program is offered under the written consent of the minister.
6. Program implementation must commence within three years or the consent is automatically revoked;
7. Consent holder must provide information to the Minister if requested, including faculty qualifications, student enrollments, annual report, tuition and fees information, and transfer arrangements, and employer and student satisfaction;
8. Consent holder is not entitled to government funding;
9. Minister may amend, suspend or revoke consent if the holder fails to comply with terms and conditions or any legislative obligation;
10. Financial security requirements (private institutions) must be met;
11. Access to and security of students transcripts;
12. Student contracts must not exceed 12 months and include specific information;
13. Student policies must be published in a calendar or comparable document;
14. Minister may deny, suspend, or revoke consent if there is misrepresentation or malfeasance; and,
15. Applicant must provide written confirmation of intent to comply with terms and conditions.