

PROGRAM GUIDE

Faculty of Business  
2023-2024



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*Please note the following important information:*

*Durham College strives to ensure the accuracy of the information in this publication. Please note that the academic curriculum is continually reviewed and revised to ensure program quality and relevancy. As such, the college reserves the right to modify or cancel any course, program, fee, procedure, and timetable or campus location at any time. Please consult the [Durham College website](#) for the most current information.*

*June 2023*

## A Message from the Vice President, Academic

On behalf of Durham College (DC), I would like to extend a warm welcome to you for the upcoming academic year. It is an exciting time, whether you are a returning student, getting back into the swing of things, or this is your first year of college.

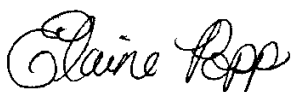
You have made a great choice with DC. We offer a comprehensive range of exceptional academic programs and student services. Our faculty members are experts in their respective fields, and they are dedicated to providing you with the knowledge and skills needed to excel in your future careers. Our students develop the professional, intercultural and durable skills required to realize meaningful careers and make a difference in the world.

We support students by delivering excellence in teaching and learning, and providing opportunities for experiential learning, applied research and technology-enabled education. Our goal is to inspire students to create success for themselves and their communities through the best in innovative and transformative education.

As we start the new semester, it's important to recognize the evolving nature of how we live, work and learn. By choosing to study at DC this year, you've demonstrated a willingness to adapt and grow, which will help you move forward with your studies and life. I encourage you to take advantage of all that we have to offer. Be sure to get to know your faculty members, program coordinator, student advisor, and all the other employees on campus who are committed to your success. These individuals can provide valuable information and resources to support your studies and career planning. Get involved in campus life, connect with your peers, and make the most of your time here.

We are honoured to be a part of your educational journey and can't wait to see the great things you will achieve during, and after, your time with us. Together, we're leading the way.

Best wishes for a successful academic year!



Dr. Elaine Popp  
Executive Vice President, Academic

## WELCOME STUDENTS

### A Message from the Executive Dean

On behalf of the entire Faculty of Business team, I want to welcome you to Durham College. You are embarking on an incredibly exciting, challenging, and rewarding journey. Our faculty, staff, and students are involved in an array of industry partnerships, innovative research, and student competitions. We are committed to excellent teaching and learning, high-quality programs, and providing you with the best possible learning experience.

We wish you every success in your studies. You are on your way to an exciting future in your chosen career.

Please know that we are all here to support you in meeting your goals. If you have any further questions or need any kind of assistance whatsoever, please ask us. The Faculty of Business office is available to you virtually via our Live Chat function (the link is located at [Faculty of Business | Durham College](#)), or you can email us at [business@durhamcollege.ca](mailto:business@durhamcollege.ca). We are here to help you.

We are grateful you have chosen Durham College to meet your higher education needs. We look forward to working with and supporting you on your journey.

Warm regards,



Kevin Baker  
Executive Dean, Faculty of Business



## CONTACT INFORMATION

You can visit the Faculty of Business website at [Faculty of Business | Durham College](#) where Live Chat is available between 8:30 a.m. and 4:30 p.m. from Monday to Friday.

During normal operations, you may visit our office on-campus in room H132 of the Gordon Willey Building, office hours are between 8:30 a.m. and 4:30 p.m. from Monday to Friday.

Staff and faculty can be reached by their email address listed below, or you can email us at [business@durhamcollege.ca](mailto:business@durhamcollege.ca), and we will direct your message to the appropriate person. When on-campus, staff and faculty may also be reached by phone - 905-721-2000, followed by the extension listed in this directory

### Office & Administrative Staff

	<i>Extension</i>
<b>Kevin Baker, Executive Dean</b> Kevin.Baker@durhamcollege.ca	2150
<b>Nancy Martin, Associate Dean</b> Nancy.Martin@durhamcollege.ca	2430
<b>Tara Brodie, Associate Dean</b> Tara.Brodie@durhamcollege.ca	2733
<b>Sarah Barrett, Manager</b> Sarah.Barrett@durhamcollege.ca	2561
<b>Lisa Burt, Administrative Coordinator</b> Lisa.Burt@durhamcollege.ca	3065
<b>Melissa Brown, Student Advisor</b> (Business Fundamentals, Accounting, Finance, Human Resources, and Supply Chain Management Programs) Melissa.Brown@durhamcollege.ca	2268
<b>Elizabeth Campbell, Student Advisor &amp; Field Placement Officer</b> (Cosmetics, Esthetician, Human Resource Management, International Business Management and Office Administration Programs) Elizabeth.Campbell@durhamcollege.ca	2481
<b>Erin Smith, Student Advisor</b> (Marketing, Entrepreneurship and Small Business, Esport, Project Management, Sport Management, Sport Administration, Supply Chain Management – Global, and Recreation and Leisure Programs) Erin.Smith@durhamcollege.ca	2940
<b>Monique Canfield, Administrative Assistant</b> Monique.Canfield@durhamcollege.ca	3064

	<b>Extension</b>
<b>Leslie Morris, Spa Business Manager</b> Leslie.Morris@durhamcollege.ca	6446
<b>TBD, Spa Lab Technologist</b>	3602
<b>Kelly Webdale, Research Coordinator</b> Kelly.Webdale@durhamcollege.ca	2294

## Program Coordinator & Program Contact

<b>Program</b>	<b>Coordinator/Contact</b>	<b>Extension</b>
Accounting / ACTU (Ontario Tech Transfer)	<b>Cheryl Wilson</b> Cheryl.Wilson@durhamcollege.ca	2353
Business Fundamentals	<b>Howard Umrah</b> Howard.Umrah@durhamcollege.ca	2601
Cosmetics Techniques & Management	<b>Rachael Authors</b> Rachael.Authors@durhamcollege.ca	2820
Entrepreneurship & Small Business / BETU (Ontario Tech Transfer)	<b>Kerri-Ellen Walcer</b> Kerri-Ellen.Walcer@durhamcollege.ca	2370
Esport Business Management Graduate Certificate	<b>Kolleen Brunton</b> Kolleen.Brunton@durhamcollege.ca	2323
Esthetician - Spa Management	<b>Rachael Authors</b> Rachael.Authors@durhamcollege.ca	2820
Finance / FNTU (Ontario Tech Transfer)	<b>John Paul Mann</b> John-Paul.Mann@durhamcollege.ca	2487
Finance / FNTU (Ontario Tech Transfer)	<b>Alan Goldhar</b> Alan.Goldhar@durhamcollege.ca	6536
Human Resources / HRTU (Ontario Tech Transfer) / Human Resources Graduate Certificate	<b>Roberta Graham</b> Roberta.Graham@durhamcollege.ca	6144
International Business Management Graduate Certificate	<b>Rogier ten Kate</b> Rogier.TenKate@durhamcollege.ca	2023
Marketing / MKTU (Ontario Tech Transfer)	<b>Jonathan Carrigan</b> Jonathan.Carrigan@durhamcollege.ca	6416
Office Administration (Whitby Campus)	<b>Jennifer Labatte</b> Jennifer.Labatte@durhamcollege.ca	4177
Supply Chain / SCTU (Ontario Tech Transfer)	<b>Reza Mofid</b> Reza.Mofid@durhamcollege.ca	6147

<b><i>Program</i></b>	<b><i>Coordinator/Contact</i></b>	<b><i>Extension</i></b>
Supply Chain Management – Global Graduate Certificate	<b>Jennifer Souch</b> Jennifer.Souch@durhamcollege.ca	2279
Project Management Graduate Certificate	<b>Sylvie Edwards</b> Sylvie.Edwards@durhamcollege.ca	5302
Recreation & Leisure Services	<b>Kelly Webdale (Ottenbrite)</b> Kelly.Webdale@durhamcollege.ca	2294
Sport Administration / Sport Management	<b>Sheldon Koufman</b> Sheldon.Koufman@durhamcollege.ca	6410
Sport Business Management Graduate Certificate	<b>Sheldon Koufman</b> Sheldon.Koufman@durhamcollege.ca	6410

## Durham College (DC) Mission, Vision and Values

Used to guide the overall direction of the college, the Strategic Plan outlines DC's mission, vision and values and is based on our four pillars – our students, our people, our work and our community. It is by working together, focusing on these guiding principles, that we are able to deliver quality teaching and learning opportunities that support the success of our students and faculty. Together we're leading the way. The college's strategic plan is available on the [college's website](#).

## Faculty of Business Policies & Procedures

Welcome to the Faculty of Business. We are extremely pleased that you have chosen one of our programs. Your experience is important to us and these policies have been developed with your success in mind. This program guide has important school and program information.

Important – Make sure you view your Program of Studies and Learning Outcomes on MyDC under the Academic Faculties tab. In addition, always refer to your course outlines for policies for each individual course. MyDC also has important dates and deadlines. MyDC, DC Mail email and DC Connect are tools that you should use on a regular basis.

## Faculty Administrative Policies

1. Communication - Regular communication between college staff and students is very important to ensure that students stay informed about special events, changes in programming and various deadlines. This is especially important for Ontario Tech University embedded programs and co-op opportunities. The Faculty of Business Office will use DC Mail to alert you to important details about your program. You are required to visit MyDC often to view campus-wide announcements and information on the Faculty of Business MyDC page. Make sure you check your DC Mail email account on a regular basis.
2. Timetables - Timetables are available online through MyDC. You can view and/or print your timetable from any computer with internet access. If you require computer assistance, please contact the IT Help Desk at (905) 721-3333. Instructions are also available on MyDC here [How-to-View-and-Print-a-Timetable.pdf \(durhamcollege.ca\)](#). MyDC provides students with the ability to modify timetables starting at specified times as listed in the Academic Calendar (posted on MyDC). **Please note: It is a student's responsibility to ensure that all required courses are on your schedule.** Assistance is available via your [Student Advisor](#) or faculty office. Should you find a discrepancy on your timetable, please seek assistance immediately.
3. Midterm and Final Marks – Midterm marks will be posted on MyDC around week eight of every semester and final marks will be posted at the end of every semester. Dates are always posted on



MyDC or you can use this link to stay informed of the upcoming important dates, [www.durhamcollege.ca/importantdates](http://www.durhamcollege.ca/importantdates).

4. Graduation Requirements - Students must have a minimum Grade Point Average (GPA) of 2.0 (60%) to be eligible for graduation. In addition, a student must have successfully completed all required courses. A student who has a GPA of less than 2.0 and/or needs academic advice about missing courses should contact the Faculty of Business Office to request academic advising. Ontario Tech University embedded programs require a 2.0 to graduate, however; to remain eligible to transfer to Ontario Tech University you must have a minimum 3.5 GPA (75%) in the Durham College program and achieve the minimum of C (60%) or higher in every Ontario Tech University course.

Please refer to the academic policies posted on the Durham College website, [www.durhamcollege.ca/academicpolicies](http://www.durhamcollege.ca/academicpolicies), for more information. For transfer students, at least 25% of the completed program courses and/or weighted credit hours must be completed at Durham College to be eligible for a Durham College diploma. All students must complete an application for graduation on MyDC while in their final semester in order to identify that they are in a position to graduate.

5. Computer Labs - Computer labs are reserved for coursework. Games are not permitted. Adult materials must not be displayed at any time. Please refer to the Information Technology Acceptable Use Policy posted on the Durham College website [www.durhamcollege.ca/academicpolicies](http://www.durhamcollege.ca/academicpolicies).
6. If in a laptop program, students are responsible for making sure they have a workable and maintained laptop. This includes having a camera as well as a microphone/headset.
7. Freedom of Information/Protection of Privacy - Pursuant to the Freedom of Information & Protection of Privacy Act, the Faculty of Business Office will not release any personal information regarding a student to anyone but the student without written consent. This includes academic standing, personal data, timetable information, etc.
8. Emergency Calls – Faculty of Business staff will accept messages for students in the event of an emergency. Please make sure that anyone in your life who needs to locate you during class time for reasons other than an emergency has a copy of your timetable (e.g. classmates, family, day care provider and employer).
9. Disclaimer - Because of our commitment to continuous improvement of our curriculum, there may be some changes in courses offered. If this occurs, we will notify those affected.

## **Academic Policies**

All academic policies are posted on our website at [www.durhamcollege.ca/academicpolicies](http://www.durhamcollege.ca/academicpolicies). Students should review and be aware of the policies and procedures in place.

## **Policies & Expectations for the Learning Environment**

1. Class attendance and participation will enhance your opportunity for success (see below for further information about the importance of attendance).
2. Students must plan with faculty for handing in assignments outside of class time. Assignments will not be accepted by the faculty office.
3. Refer to course outlines for specific expectations for each individual course. Outlines are available on MyDC.
4. Students are responsible for regularly checking MyDC, DC Mail and DC Connect for messages from faculty and college administration. Communication will come in forms of emails, targeted messages and posted documents. Faculty will confirm their preferred method of communication.
5. Students should keep back-up copies of all assignments in case the originals are lost.
6. E-mails sent to Faculty and/or staff must be professional in appearance and content. Inappropriate emails may be retained and a copy forwarded to the Executive Dean or Associate Dean for appropriate action.

## **Field Placement**

Many Faculty of Business programs include a field placement as part of their program of study. All students must complete the field placement component of the program in an approved facility and must meet all requirements associated with field placement in order to successfully complete the program.

### **Eligibility**

Students must obtain and maintain a cumulative program GPA of 2.0 or greater in the program and successfully complete all prerequisites to be eligible for field placement.

### **Transportation**

Students are responsible for their own transportation for their field placement requirements. Students are responsible for all costs associated with such transportation.

### **Pre-Placement Requirements and Payment**

To be eligible for the field placement component of any program, students must (at their expense) obtain and submit the required program documents to their respective field placement officer (via a Manually Managed DC Connect or through Verified by Synergy Gateway).

### **Student Conduct**

Students are expected to dress appropriately for the placement setting and to behave in a professional manner at all times. This includes punctuality, regular attendance, and having respect for their colleagues. Students should ensure that personal property is safely secured while at placement and should not use any electronic devices for personal use (this includes the use of cell phones).

All Durham College policies and procedures, including those related to expectations of student conduct, are applicable to students at placement locations. Students should not take any photos/videos while at placement unless specifically directed to do so by the placement supervisor. Students should refer to their program Course Outline for details about field placement requirements. It is the student's responsibility to read and understand all requirements.

## Attendance

Courses have been developed to enhance skills that students need to be successful in college and the workplace. Some of the assignments have been designed to take place in the classroom with peer and faculty support. Students should ensure that they are available in class to complete required work. Attendance must be regular.

Attendance is closely linked to student success. Regular attendance is strongly encouraged as it has been shown to be the best predictor of student success. Courses are designed to build on skills previously learned and applied in class. A student who is missing topics will be less likely to complete subsequent assignments. If a student is absent from class, it is their responsibility to learn what was missed prior to the next class. It is a student's responsibility to attend all classes, labs, evaluations, field placement, etc. In the event that a student cannot fulfill this obligation, it is a student's responsibility to notify the appropriate faculty. In addition, the faculty and/or placement agency may require explanation/documentation to substantiate an absence. Each student is responsible for any missed materials and instruction as a result of the absence. Faculty will not 're-teach' the material that a student has missed. Students are directed to contact a peer in class to find out what was missed. In addition, it is a student's responsibility to complete all assignments and to be aware of announcements made. It is a student's responsibility to review notes, readings, and other requirements prior to class. Students must attend class to receive marks for in-class or in-process assignments.

## Evaluation

Rationale - An effective evaluation policy has many goals and serves many stakeholders. For students, it should be both motivating and rewarding. For faculty, it provides a framework for teaching and feedback for improving instruction or modifying curriculum. For the community, it should foster respect for our programs and confidence in our graduates.

Academic courses are evaluated in a variety of ways. These may include tests, written or oral assignments, labs, group work and / or in class assignments. The use of electronic dictionaries, cell phones and other electronic devices in an invigilation setting is prohibited unless otherwise specified by the faculty. The evaluation criteria for each course are included within the course outline. Students are advised to familiarize themselves with these criteria early in the semester. A passing grade in all courses is 50% (unless otherwise indicated in the course outline). A student must successfully complete all courses and maintain an overall program **GPA of 2.0 (60%)** to be eligible to graduate.

Please note – Ontario Tech University transfer programs require a higher GPA for transfer, as do some accreditation programs (ex. CHRP, CHRL) and co-op programs.

## **Grade Appeals**

Students who do not agree with their marks have a limited number of business days to initiate a grade appeal. The first step in the appeal is to speak to the faculty who issued the grade. For more details on the grade appeal process and deadlines for submitting an appeal, please consult the policy and procedures regarding grade appeals posted on MyDC. [www.durhamcollege.ca/academicpolicies](http://www.durhamcollege.ca/academicpolicies)

## **Class Tests and Quizzes**

It is important to write tests and quizzes during the scheduled class time to achieve maximum academic success. If a student misses a test or quiz, it is mandatory they contact the faculty. Voicemail messages and email messages to the faculty are an acceptable form of contact. There are consequences for missing class tests and quizzes. It is a student's responsibility to read and understand the course outline for each of their courses. Please refer to the individual course outline for the policy regarding missed tests and quizzes. All course outlines are available on MyDC.

## **Final Evaluation Conflicts**

Students who have three or more final tests or in-person evaluations scheduled on the same day should communicate that to the appropriate faculty members and the Faculty of Business office at the earliest opportunity. Each situation will be reviewed to determine if scheduling alternatives may be made. Note that we may not be able to accommodate last minute requests.

## **Assignments, Computer Labs and Group Work**

There are consequences for missing assignments, computer labs, group work, in class assignments or submitting work late. It is a student's responsibility to read and understand the course outline for each of their courses. Please refer to the individual course outlines for the policy regarding late assignments and penalties. The academic integrity policy and document regarding plagiarism is available on MyDC or in the Additional Important Information section in this guide. All course outlines are available on MyDC. <https://durhamcollege.ca/about/governance/policies/academic-policies>.

## **Prerequisite Courses**

Course prerequisites exist to promote student success. Students who do not have all credits completed from previous semesters may not be eligible for a full-time course load due to required pre-requisites.

Students with “non-standard” scheduling needs are urged to review their academic plan with the [Student Advisor](#) each semester.

## Repeating Courses

Durham College’s Academic Progression Policy states that courses may be repeated twice without approval from the Executive Dean or designate. Students will be required to meet regularly with the [Student Advisor](#) if they are struggling with academic success and will be directed to college resources.

## Full-Time Equivalent (FTE)

Depending on offerings and availability, full-time students may choose to register for the [Professional and Part-Time Learning](#) (PPL) courses that are equivalent to their day courses in place of their day school classes. Students must inform the Faculty of Business office or Student Advisor to complete the prescribed form with their [Student Advisor](#), obtain signed authorization by the Student Advisor to register. Students taking a PPL night course as part of their full-time studies and not exceeding the prescribed number of course hours in the semester, will typically pay a \$30 administration fee for an in-class course. Online course fees are substantially higher (approximately half of the course fee). Students without an authorized form or who are already in a full daytime course-load will pay full fees for courses delivered by PPL. PPL courses must begin the same month as the day school post-secondary courses to be eligible for the FTE policy.

## Withdrawing from Courses

Dropping a course can be done via MyDC. It is recommended that a student meet with their [Student Advisor](#) prior to making any changes to their Program of Studies. [Deadlines](#) for dropping courses are posted on MyDC. Please note: dropping courses may lengthen the time it takes to obtain a diploma and will result in extra fees in the future to complete the program of study. It is recommended students are aware of course availability and pre-requisite courses prior to dropping any courses. The student is responsible for paying additional fees when retaking courses that have been dropped and aren’t issued any refunds unless you have paid full-time fees and are dropping to part-time studies before the required deadline in the semester.

## Course & Program Changes

Adding courses or changing a program must be done within the first five days of course commencement in any semester. A Program Transfer form is required if you are transferring business programs depending on the number of courses previously completed. Depending on the program you may be required to reapply

via [OCAS](#) or with the [International Office](#). If you add courses and exceed the course hours for any given semester you will be charged additional fees.

## **Student Services Building (SSB)**

The staff in the SSB can assist students with registration, admissions, financial aid, transfer credit applications, career counseling, co-op, on campus work-study programs and international student support. SALS (Student Academic Learning Services) is also in SSB which provides peer tutoring and study support. You can contact a representative at the SSB at 905-721-3000 or access [Live Chat](#).

Whitby registration and enrollment services can be contacted at 905-721-3000 or access [Live Chat](#).

## **Laptop Learning**

Students enrolled in a laptop program will have the curriculum delivered in a mobile computing environment. Students are required to purchase their own laptop. The advanced technical skills and knowledge that employers look for in graduates will provide students with a decided advantage when entering the workforce. Please pay close attention to the hardware and software requirements of your program as the requirements are not the same for all laptop programs. Specifications for hardware & software requirements are available at the [Durham College mobile website](#).

How laptop learning works:

- Review your specific program page for hardware and software requirements
- Acquire your own laptop from a vendor of your choosing including all of the hardware and software components

Please note: Some software may be included in tuition fees for some programs. Please ensure that you are required to buy software before making a purchase.

## **Program Learning Outcomes**

In an effort to maintain a level of quality and consistency of programs in community colleges across the province, the Government of Ontario initiated system-wide program standards in 1993. Similar programs must meet the outlined standards for employability skills, vocational standards and general education standards as deemed appropriate by the Ministry of Training, Colleges and Universities. These standards outline the essential skills and knowledge that a student must demonstrate in order to graduate from their program. For further information, please visit <http://www.edu.gov.on.ca> (search – Program Standards).

Please refer to the program learning outcomes section on the Faculty of Business tab on MyDC.



## COMMUNICATION

- Students are expected to speak directly to their faculty about their course work if they have questions or concerns. If the student feels that the issue/concern has not been properly resolved with the faculty, then they can put their concerns, in writing, to the Associate Dean or request an appointment with the Associate Dean by contacting the faculty office. If there is an issue with course work or a mark, they are expected to speak directly to their faculty first and have a proposed solution to the issues/concern before contacting the faculty office to connect with the Associate Dean. The first step is always to address the concerns with the faculty.
- Questions and concerns regarding an individual course should always be addressed with the faculty who teaches the course, not other faculty.
- Questions and concerns regarding academic advising should be directed to the [Student Advisor](#).
- Students are expected to play an active role in their learning and are expected to take responsibility for their own actions, decisions, and consequences.
- Students will take responsibility to seek clarification from the proper source when unclear about communication or instruction.
- Students will deal with people, problems, and situations with honesty, integrity and personal ethics.
- Students are expected to conduct themselves in a professional manner using appropriate communication and language.
- Students will recognize and respect people's diversity, individual differences and perspectives. It is everyone's responsibility to develop tolerance and not to judge or impose one's values and beliefs on others.

## Durham College Mission, Vision and Values

Guiding the overall direction of the college, the Strategic Plan outlines Durham College's (DC) mission, vision and values and is based on our four pillars – our students, our people, our work and our community. It is by working together, focusing on these guiding principles, that we are able to deliver exceptional teaching and learning opportunities that support the success of our students and faculty.

The college's strategic plan is available on the [college's website](#).

## Academic Advising – Student Advisors

Student advisors are committed to student success and are available to help guide you through your college experience.

They can help you to:

- Identify career goals and make sound academic decisions;
- Develop academic plans to promote success in the event of failed courses or low-grade point average (GPA);

- Make decisions regarding full-time/part-time studies;
- Review graduation requirements;
- Set-up academic plans;
- Find equivalent credits.
- Transfer to another program or pathways to further education; and
- Access other college services to support student success.

To view contact information for your student advisor, visit the [student advisor's webpage](#)

## Academic Grading and Progression

Please refer to the ACAD 112 – [Academic Grading Policy and Procedure](#) documents for a complete overview of grading practices and ACAD 127 – [Academic Progression Policy and Procedure](#) to clearly understand the requirements necessary for a student to progress through an academic program.

**Evaluation** - Academic courses are evaluated using a variety of methods including tests, essays, labs, assignments, assessments, in-process activities, group work and/or examinations. The evaluation criteria for each course are noted in its course outline. Students are responsible for becoming familiar with evaluation criteria at the beginning of each semester.

**Academic Standing** - Students who are not progressing satisfactorily according to the Academic Progression Policy and Procedure or the criteria published in their respective program guides may be placed on Probation, Academic Suspension, Academic Withdraw or Permanent Withdrawal.

## Academic Integrity

Academic integrity in teaching, learning and research is fundamental to our mission and an expectation of the DC community. Acts that undermine academic integrity contradict our core values, erode educational inquiry and diminish the quality of our scholarship and reputation.

To ensure the highest academic standards, students are accountable for the work they produce, and student work must be the product of their efforts. The [Academic Integrity Policy and Procedure](#) provides a comprehensive explanation of DC's expectations regarding academic integrity.

## Access and Support Centre (ASC)

The Access and Support Centre (ASC) provides services to students who are temporarily at-risk or identified with an exceptionality, to ensure equal access to all aspects of the academic environment. The ASC provides accommodations to meet students' individual needs through assistive technology and coaching.

Working in collaboration with faculty and other service areas, the ASC team provides opportunities for academic success for all students.

For more information on services available, please visit the [ASC website](#).

## Coaching

Pleased to offer International Coaching Federation certified wellness coaches to partner with students and facilitate growth, action and movement towards the goals and outcomes they want to achieve. Coaching is not counselling, therapy or academic advising. Coaching is student-focused and provides a safe, non-judgmental space to explore and work through what is getting in the way of being their best possible self. The more students put into coaching, the more they get out of it.

Wellness coaches support students by encouraging self-awareness, growth, change, and success. Focusing on student development and helping students achieve their full potential, wellness coaching involves identifying goals, strengths, barriers, motivations, expectations, and underlying beliefs. Coaches actively listen, ask thought-provoking questions that encourage self-reflection and work with students to take actions to move forward.

For more information, please visit the [Wellness Coaching website](#)

## Important Dates

DC strives to keep you informed of important dates throughout the academic year. Please review the 2023-2024 important dates that include fee payment deadlines, web registration, add/drop and grade release dates etc. You can find this information on the [college's website](#) and on [MyDC](#). Please review [MyDC](#) regularly for updates and reminders on important dates.

## Student Academic Learning Services (SALS)

SALS helps DC students to achieve their academic goals through free services and resources, including subject specific support (math, accounting, biology, chemistry, physics and statistics), academic reading and writing, learning strategies, and assistance with English language proficiency. Students also have access to peer tutoring, online resources located through the [MyDC](#) landing page (under "[Learning Resources](#)"), and SALS ONLINE academic resources, videos, and quizzes in DC Connect.

**Please email SALS at [sals@durhamcollege.ca](mailto:sals@durhamcollege.ca), or visit the SALS website, for information on accessing resources and services, scheduling an appointment, registering for workshops, or sign-up to request or be a peer tutor.**