HOLLAND COLLEGE

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(Eg. site:https://sam.hollandcollege.com "code of ethics")

QUALITY PROCEDURES LIST

Holland College Quality Procedures are categorized under six headings—A, B, C, D, E & F. Access to a pdf copy of each procedure is through the links in the column to the left. https://sam.hollandcollege.com/shared/QMS/Procedures/D/D03.pdfRecent revisions have the revision number shown in red.

QMS Homepage

ID#	TITLE	REVISION
		(Issue Date)
Α	PROGRAM DESIGN, ORGANIZATION & DELIVERY	
<u>A01</u>	Program & Curriculum Development	THIRTEEN
		(Sep 29/16)
<u>A02</u>	Student Accidents and Injuries	SEVEN
		(Jun 10/09)
<u>A03</u>	Contract/Customized Training	SIX
		(Jan 22/03)
<u>A04</u>	Program/Course Planning and Delivery	SIX
		(Apr 29/16)
<u>A05</u>	Student Orientation	FIVE
		(Aug 18/05)
<u>A06</u>	Program-Related Meetings	FOUR
		(Jul 14/06)
<u>A07</u>	Academic Progress	NINE
		(Jul 15/15)
<u>A08</u>	Student Attendance	SEVEN
		(Jun 6/16)
<u>A09</u>	Student Misconduct	EIGHT
		(Jul 15/15)

A10	Student Appeals	TWELVE
	• •	(Oct 27/16)
A10-WI-1	Category 2 Student Appeals (Work Instruction)	SEVEN
		(Jun 29/16)
A11	On-the-Job Training	ELEVEN
		(Jan 8/14)
A12	Customer Supplied Facilities, Equipment and Materials	ONE
		(Feb 13/03)
<u>A13</u>	Implementation of Prior Learning Assessment &	ONE
	Recognition (PLAR) in College Programs and Courses	(Nov 26/14)
<u>A14</u>	Control of Program/Course Related Documentation	THREE
		(Jul 14/11)
<u>A15</u>	Development, Approval and Delivery of Continuing	SIX
	Education Courses	(Jan 29/07)
<u>A16</u>	APA In-Service Training	TWO
		(Feb 11/03)
<u>A17</u>	Production of Program/Course Materials	THREE
		(Feb 14/03)
A18	Adult & Community Education Program Planning and Delivery Rescinded April 9, 2015; Procedure was merged with B09	RESCINDED
A19	Procedure Rescinded Aug , 2005	
A20	Procedure Rescinded Aug. 2005	
A21	Procedure Rescinded Aug , 2005	ONE
<u>A22</u>	Satisfactory Academic Progress (SAP) – U.S. Federal Student Aid Recipients	(Mar 19/15)
	Stadent And Recipients	(Wai 17713)
D	CTUDENT ENTRY AND EVIT	Ton A
В	STUDENT ENTRY AND EXIT	<u>Τορ Δ</u>
<u>B01</u>	Control of Program Information and College Marketing	SEVEN
	Material	(Nov 4/10)
<u>B02</u>	Student Recruitment	THREE
		(Jul 25/08)
<u>B03</u>	Student Admissions and Registration in Post-Secondary	NINE
	Programs and Courses	(Jan 8/15)
<u>B04</u>	Student Grading, Exit and Change of Status in Post- Secondary Programs and Courses	TEN (Aug 22/16)
B 05	Academic Exchange	NEW
		(Aug 22/16)
<u>B06</u>	Graduations, Recognitions & Closing Ceremonies	SEVEN
		(Dec 1/16)

Information (Jul 18/11) B08 Continuing Education Student Registration, Exit and Issuing of Certificates (Jan 30/07) B09 Adult Education Student Registration, Exit and Issuing of Certificates (Jan 30/07) B10 Block Release Courses TWO (Apr 9/15) B11 Prior Learning Assessment & Recognition (PLAR) NEW (Application Processes (Application Processes (Application Processes (Application & Admission Process for Police Science (Apr 9/15) B12 Marine Training Centre - Student Registration, Exit, and Issuing of Certificates (Apr 9/15) B13 Application & Admission Process for Police Science TWO (Dec 4/14) B14 Language Instruction NEW (Apr 9/15) C SUPPORT SERVICES Top A C01 Equipment Purchasing FOUR (Jan 18/12) C02 Storage and Control of Firearms and Ammunition ONE (Mar 22/13) C03 Student Support Services FOUR (Jul 18/11) C03 - A Faculty & Staff Guide to Helping Students C04 Equipment Maintenance and Repairs ONE (Feb 18/03) C05 Procedure Rescinded November 25, 2005 C06 Accommodations List TWO (Feb 22/13) C07 Transportation EIGHT (Oct 21/10) C07-Wi-1 Work Instruction for College Staff Renting Vehicles from the College's Preferred Rental Company COS Students and Off-Campus Activities/Events TWO (Sep 16/02) C09 Student Access to Computing and Networking Resources TWO (May 11/10) C10 Establishing, Implementing & Monitoring Agreements for Accommodating Learners with Disabilities (Jun 12/07)	B07	Request for Transcripts and Release of Student	SEVEN
Issuing of Certificates (Jan 30/07) B09 Adult Education SIXTEEN (Apr 9/15) B10 Block Release Courses TWO (Feb 18/03) B11 Prior Learning Assessment & Recognition (PLAR) NEW (Nov 26/14) B12 Marine Training Centre - Student Registration, Exit, and Issuing of Certificates (Apr 9/15) B13 Application & Admission Process for Police Science TWO (Dec 4/14) B14 Language Instruction NEW (Apr 9/15) C SUPPORT SERVICES Top A C01 Equipment Purchasing FOUR (Jan 18/12) C02 Storage and Control of Firearms and Ammunition ONE (Mar 22/13) C03 Student Support Services FOUR (Jul 18/11) C04 Equipment Maintenance and Repairs ONE (Feb 18/03) C05 Procedure Rescinded November 25, 2005 C06 Accommodations List TWO (Feb 22/13) C07 Transportation EIGHT (Oct 21/10) C07-WI-1 Work Instruction for College Staff Renting Vehicles from the College's Preferred Rental Company C09 Student Access to Computing and Networking Resources TWO (May 11/10) C10 Establishing, Implementing & Monitoring Agreements for THREE		Information	(Jul 18/11)
BO9 Adult Education B10 Block Release Courses B11 Prior Learning Assessment & Recognition (PLAR) Application Processes B12 Marine Training Centre - Student Registration, Exit, and Issuing of Certificates B13 Application & Admission Process for Police Science Program Application & Admission Process for Police Science Procedure Program Application & NEW (Apr 9/15) CC SUPPORT SERVICES Top A CO1 Equipment Purchasing FOUR (Jan 18/12) CO2 Student Support Services FOUR (Jul 18/11) CO3 - A Faculty & Staff Guide to Helping Students CO4 Equipment Maintenance and Repairs CO5 Procedure Rescinded November 25, 2005 CO6 Accommodations List TWO (Feb 22/13) CO7 Transportation CO7 Transportation CO8 Students and Off-Campus Activities/Events TWO (Sep 16/02) CO9 Student Access to Computing and Networking Resources TWO (May 11/10) C10 Establishing, Implementing & Monitoring Agreements for	<u>B08</u>		
B10 Block Release Courses TWO (Feb 18/03) B11 Prior Learning Assessment & Recognition (PLAR) Application Processes (Nov 26/14) B12 Marine Training Centre - Student Registration, Exit, and Issuing of Certificates B13 Application & Admission Process for Police Science Program (Dec 4/14) B14 Language Instruction NEW (Apr 9/15) C SUPPORT SERVICES Top A CO1 Equipment Purchasing FOUR (Jan 18/12) CO2 Storage and Control of Firearms and Ammunition NEW (Mar 22/13) CO3 Student Support Services FOUR (Jul 18/11) CO3 - A Faculty & Staff Guide to Helping Students CO4 Equipment Maintenance and Repairs (Feb 18/03) CO5 Procedure Rescinded November 25, 2005 CO6 Accommodations List TWO (Feb 22/13) CO7 Transportation EIGHT (Oct 21/10) CO7-WI-1 Work Instruction for College Staff Renting Vehicles from the College's Preferred Rental Company CO8 Student Access to Computing and Networking Resources TWO (May 11/10) C10 Establishing, Implementing & Monitoring Agreements for THREE		Issuing of Certificates	(Jan 30/07)
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CO3 Student Support Services FOUR (Jul 18/11) CO3 - A Faculty & Staff Guide to Helping Students CO4 Equipment Maintenance and Repairs CO5 Procedure Rescinded November 25, 2005 CO6 Accommodations List CO7 Transportation CO7-WI-1 Work Instruction for College Staff Renting Vehicles from the College's Preferred Rental Company CO8 Students and Off-Campus Activities/Events CO9 Student Access to Computing and Networking Resources TWO (May 11/10) C10 Establishing, Implementing & Monitoring Agreements for THREE			(Jan 18/12)
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CO3 - A Faculty & Staff Guide to Helping Students CO4 Equipment Maintenance and Repairs CO5 Procedure Rescinded November 25, 2005 CO6 Accommodations List CO7 Transportation CO7-WI-1 Work Instruction for College Staff Renting Vehicles from the College's Preferred Rental Company CO8 Students and Off-Campus Activities/Events CO9 Student Access to Computing and Networking Resources TWO (May 11/10) C10 Establishing, Implementing & Monitoring Agreements for CO8 THREE			(Mar 22/13)
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the College's Preferred Rental Company CO8 Students and Off-Campus Activities/Events TWO (Sep 16/02) CO9 Student Access to Computing and Networking Resources TWO (May 11/10) C10 Establishing, Implementing & Monitoring Agreements for THREE			(Oct 21/10)
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C09 Student Access to Computing and Networking Resources TWO (May 11/10) C10 Establishing, Implementing & Monitoring Agreements for THREE	<u>C08</u>	Students and Off-Campus Activities/Events	TWO
(May 11/10) C10 Establishing, Implementing & Monitoring Agreements for THREE			(Sep 16/02)
C10 Establishing, Implementing & Monitoring Agreements for THREE	<u>C09</u>	Student Access to Computing and Networking Resources	TWO
= table in the internal in grant in gra			(May 11/10)
	<u>C10</u>	Establishing, Implementing & Monitoring Agreements for	THREE
		Accommodating Learners with Disabilities	(Jun 12/07)

<u>C11</u>	Holland College Assessment Services	THREE
		(Dec 4/14)
<u>C11-WI-1</u>	Internal Referrals for Career Assessment Inventory - Work	TWO
	Instructions for College Counsellors	(Dec 4/14)
<u>C11-WI-2</u>	External Referrals to Holland College Assessment Services	THREE
	(Clients 17 years of age and older)	(Dec 4/14)
<u>C11-WI-3</u>	External Referrals to Holland College Assessment Services	THREE
	(Clients 16 years of age and younger)	(Dec 4/14)
<u>C11-WI-4</u>	Academic Testing of Applicants to Holland College	FOUR
	Programs	(Dec 4/14)
<u>C12</u>	Out-Of-Province Student Travel	SEVEN
		(Oct 21/10)
	Student Travel Guide - Out of Province/Country Travel	
<u>C13</u>	College Fundraising Activities	ONE
		(Aug 18/05)
D	QUALITY ASSURANCE AND STRATEGY	<u>Тор </u>
<u>D01</u>	Program/Course Monitoring, Evaluation and Review	SEVEN
		(Apr 9/15)
<u>D02</u>	Complaints Procedure	THREE
		(Jan 29/07)
<u>D03</u>	Receiving and Investigating Complaints of Sexual Assault,	SIX
	Sexual Violence, Harassment and Discrimination	(Jan 19/17)
<u>D04</u>	Document and Data Control	FOUR
		(Apr 6/09)
<u>D05</u>	Management Review	Ten
		(Apr 18/16)
<u>D06</u>	Staff Roles and Responsibilities	TEN
D 6=	Conserving Proceedings	(Apr 4/09)
<u>D07</u>	Concession Procedure	ONE (Mar 1/03)
Doo	Continuel Improvement	FIVE
<u>D08</u>	Continual Improvement	(Jan 23/09)
DOC	Control of Quality Decords	FOUR
<u>D09</u>	Control of Quality Records	(Sep 09/09)
D10	Internal Quality Audits	NEW
<u>D10</u>	internal Quality Addits	(Aug
		17/1998)
<u>D11</u>	Performance Indicators	TWO
		(Feb 25/03)

D12	Academic Partnerships	NEW
	•	(Aug
		17/1998)
<u>D13</u>	Overview of the Main Educational Process	ONE
		(Jul 14/2005)
E	HUMAN RESOURCES	<u>Τορ Δ</u>
<u>E01</u>	Staff Recruitment	THREE
		(Nov 6/08)
<u>E02</u>	Staff Orientation	FOUR
		(Jul 19/11)
<u>E03</u>	Employee Achievement and Success	TWO
		(May 24/12) SEVEN
<u>E04</u>	Staff Training and Development	(Nov 4/09)
<u>E04-WI-1</u>	Work Instruction Application for Educational	(1407 4709)
	Work Instruction – Application for Educational Development Assistance	
E04-WI-2	Instructions for Completing QF042 (Application for	
	University/College Courses)	
<u>E05</u>	Contract Instructor Evaluation	FOUR
		(Apr 9/15)
<u>E06</u>	Instructional Development	EIGHT
		(Jan 12/17)
E07	Tourism & Culinary Centre Contract Instructor Evaluation Rescinded April 9, 2015	RESCINDED
E08	Tourism & Culinary Centre Staff Orientation	RESCINDED
500		(Aug 12/09)
E09	Purchasing of Instructional Services through an Employment Agency Rescinded April 9, 2015	RESCINDED
<u>E10</u>	Adult & Community Education Staff Orientation	TWO
		(Jul 19/11)
E11	Adult & Community Education Contract Instructor Evaluation Rescinded April 9, 2015	RESCINDED
<u>E12</u>	Employee Exit Process	NEW
		(Dec 8/05)
E13	Procedure Rescinded - Jan 09, 2004	
<u>E14</u>	Approval & Delivery of Staff Professional Development	FOUR
	Courses	(Nov 4/09)
F	MISCELLANEOUS	<u>Τορ Δ</u>

<u>F01</u>	Reporting of Incidents & Staff Workplace Accidents	SIX
		(Jan 19/17)
F02	Miscellaneous Forms	THREE
		(Dec 14/16)
F03	Promotion, Planning and Hosting Events Where Alcoholic	THREE
	Beverages will be Sold or Consumed	(Sep 12/08)
F04	Interactive Multimedia Assistantships	Rescinded (July 16/12)
To report any errors or problems with these webpages please call or email Brian Lambert, Quality Coordinator at 566-9594 or internal extension 594 or email blambert@hollandcollege.com .		
Quality Forms		

Policy, Regulations & Operational Procedures