

## Open studies procedure

### Parent policy

Open Studies Policy #500-1-18

### Purpose

This document provides detailed procedures to put the Open Studies Policy into practice.

### Scope

These procedures apply to Bow Valley College learners and employees.

### Compliance

Employees, contractors, and learners are responsible for knowing, understanding, and complying with Bow Valley College policies, procedures, and any other attached documentation that relate to their position, employment, or enrolment at the College.

### Procedures

#### 1. Open Studies Courses

- 1.1. A selection of credit courses from the college's post-secondary programs will be offered. This selection will generally include at least one core course from each post-secondary program of study. Each program area will endeavor to provide sufficient capacity in these courses to allow for some enrolment by Open Studies learners.
- 1.2. There are no restrictions on the instructional location or delivery method of Open Studies courses.
- 1.3. Program areas are responsible for determining which courses will be made available through Open Studies each term and for communicating this to the Office of the Registrar by deadlines connected to each term.
- 1.4. In determining the suitability of a course for Open Studies, program areas will take into account whether Open Studies learners are likely to have adequate background for the course, and other factors such as safety issues, requirements for Police Information Checks, etc.
- 1.5. Work placement courses, including practicums and co-op courses, will not be available through Open Studies.
- 1.6. The Office of the Registrar is responsible for maintaining the master list of courses offered through Open Studies, and for communicating this information to learners.
- 1.7. In exceptional circumstances, a program coordinator may approve an Open Studies learner to take a course which is not on the master list of Open Studies courses.
- 1.8. Open Studies is open to both domestic and international learners, but registration processes may differ. International learners are responsible to ensure that their enrolment in Open Studies meets the requirements of their permission to study in Canada.

#### 2. Open Studies Registration

- 2.1. The priority of Open Studies learner registration is determined by the College's Learner Credit Registration Policy.

- 2.2. For each term, the Office of the Registrar will provide learners with information about the registration open date for Open Studies learners.
- 2.3. There is no maximum length of time that a learner can take Open Studies courses and no limit to the number of courses that can be taken, however, the maximum per term is 15 credits.
- 2.4. It is the learners' responsibility to ensure that they have the necessary academic background and skills to be successful in Open Studies courses in which they register. Learners may be required to meet the postsecondary course prerequisites and corequisites for courses offered through Open Studies.
- 2.5. The tuition, mandatory, and third party fees for courses offered through Open Studies will be the same as for the courses taken through the College's postsecondary programs of study.
- 2.6. Learners in the College's post-secondary programs are permitted to take any available Open Studies courses without applying to or being admitted to Open Studies. Learners in other College program areas such as upgrading and English language learning will need to apply to Open Studies in order to take Open Studies courses.

### **3. Other Open Studies Standards and Provisions**

- 3.1. All college policies apply to Open Studies learners unless otherwise noted.
- 3.2. The academic standing provisions of the Academic Continuance and Graduation Policy do not apply to Open Studies Learners. However, learners will not be allowed to take a course more than three times while in Open Studies
- 3.3. To be considered active in Open Studies, a learner must register and begin studies in at least one credit post-secondary course at the College within a twelve month period. Failure to do so will result in the learner being withdrawn from Open Studies. In this event, the learner will need to reapply to Open Studies to again access Open Studies courses.
- 3.4. There is no ministry approved post-secondary credential for Open Studies.
- 3.5. Bow Valley College's Certificates of Achievement may be awarded to learners in Open Studies upon completion of the required courses for those certificates.
- 3.6. In order to transfer from Open Studies to one of the College's postsecondary programs, learners will have to follow normal application and admissions procedures and meet the normal admission requirements for those programs.
- 3.7. Courses taken in Open Studies are considered to be taken in residence for the purposes of the residency requirements for graduation in the College's postsecondary programs of study.
- 3.8. It is not the intent of Open Studies to enable a learner to complete all of the courses required to graduate from one of the College's postsecondary programs. However, if all graduation requirements for a program have been met, including the required course grades, the program credential will be awarded and the learner will be allowed to graduate. To receive the program credential, the learners must apply to graduate.
- 3.9. The Registrar may approve exceptions to Open Studies procedures due to exceptional or extenuating circumstances.

### **4. Open Studies Support**

- 4.1. Learners have access to the same College services as learners in postsecondary programs unless otherwise noted.

- 4.2. Any matters or concerns related to a specific course will be the responsibility of the academic department delivering that course.
- 4.3. General Open Studies matters that are normally dealt with by academic departments but are not associated with specific courses or course delivery will be the responsibility of the School of Continuing Learning. This responsibility includes dealing with code of conduct and learner issues that involve more than one academic department
- 4.4. The availability of scholarships, bursaries, awards, student loans and grants to Open Studies learners will depend on the criteria stipulated by that particular source of financial assistance.

## **Definitions**

### **Core Course:**

A course with content that is specifically related to the career(s) for which the program is intended to prepare learners.

### **Corequisite:**

A course that a learner must be registered in at the same time as another course.

### **Open Studies:**

A learning option that provides learners access to a selection of Bow Valley College credit courses without being admitted or committed to a credit program.

### **Prerequisite:**

A course that a learner must pass or other condition that must be met before registering in a more advanced course.

## Data sheet

### Responsible officer

Director of Enrolment Services and Registrar

### Relevant dates

Approved	Board of Governors: BOG180426-01
Effective	July 2018
Next review	April 2023
Modification history	Spring 2018 - Updated Procedures under courses, admissions, registration, and support <ul style="list-style-type: none"> <li>• Rebranded 2021</li> </ul>
Verified by	Office of the President, March 2022*

### Related policy

Open Studies Policy #500-1-18

Learner Credit Registration Policy # 500-1-17

Academic Continuance and Graduation Policy #500-1-5

Admission Policy #500-1-2

Learner Financial Account Policy #500-1-11

Transfer Credit Request Policy #500-1-9

Tuition and Fees Policy #500-1-15

Academic Accommodations and Support for Learners with Disabilities Policy & Procedure #500-1-4