



## **Academic Policy**

### **Admission Policy**

AAPS Admission Policy takes into consideration an applicant's educational history, work experience, educational goals, and other achievements. This information will be reviewed by the admission office.

Applicants must meet the following requirements:

- Provide educational documentation attesting to meeting the AAPS admission requirement from a recognized Institution.

### **Fee Payment**

Tuition fees are collected from students by the College in conformity with the PCC Act 2005. Generally, fees are due by the start date of classes. A statement of the AAPS fee policy is included with the "Enrollment Application and Student Contract".

Students with outstanding fee will not be able to participate in the final exam and/or receive the course completion certificate and grade report.

### **Course selection**

To ensure quality delivery and effective learning AAPS classrooms have limited seating. Early registration is highly recommended to ensure that you can take the course/s of your choice.

It is the responsibility of each student to be familiar with the specific requirements of each course and the program or certificate which he/she pursues. Each student is responsible for ensuring that the courses chosen satisfy the program requirement of the diploma or certificate sought. Counseling is available through the admission office for anyone requiring assistance in this area.

### **Attendance**

Attendance in class is expected. Due to the practical and participative nature of the learning environment, punctual and regular attendance is strongly encouraged. If there are any extenuating circumstances concerning a student's absence, the instructor should be notified as soon as possible. Students are responsible for "catching up" on any info from missed classes regardless of the reason for absence. Skipping the class where the test was announced is not a valid reason for not knowing about or missing the test.

Students should note that regular attendance will be taken for each class and absenteeism as well as lateness will be recorded on the attendance sheet and forwarded to the administration office. Any absenteeism for more than 3 consecutive days should accompany a valid reason with documentation. Students who are absent for more than 3 consecutive days without a valid reason and the supporting documentation need to meet with the AAPS Dean of Pharmaceutical and Scientific Affairs prior to being allowed to attend further classes. In addition, for OSAP funded



students, AAPS strictly follows the active participation policy prescribed by OSAP and will be reporting student absenteeism in violation of active participation policy the OSAP. For international students, AAPS maybe required to submit attendance and/or proof of advancing in the program to the federal government.

AAPS maintain participation record of each student and monitors student compliance with the attendance and the participation policy on an on-going basis. For OSAP purposes a student who does not comply with the institution's active participation policy for four consecutive weeks will no longer be eligible for OSAP. AAPS would report the OSAP withdrawal to the ministry.

### **English Language Proficiency**

It is a policy of AAPS to Students in all courses of all programs are expected to demonstrate an acceptable level of English speaking, reading, and writing skills.

For International student and IELTS score of miimum of 5.5 or TOEFL 60 of is required

### **Note to the laboratory students**

Ensure to pick up the AAPS - WHMIS training hand-out before the start of the laboratory classes. Review the WHMIS training hand out carefully. You are required to hand in the last page of the WHMIS training package before starting any laboratory experiment.

Please ensure to have proper attire for attending the laboratory courses;

- Lab Coat and Safety Glasses are required before entering the laboratory area
- Avoid wearing sandals and open-toe shoes, and skirts (ladies)

For each laboratory course please bring a bound laboratory note book. It is recommended that student carry a calculator capable of performing the statistical functions such as “average” and “RSD”.

### **Academic Dishonesty**

#### **Plagiarism**

Plagiarism is the act of submitting as your own, material which is in whole or in substantial part, someone else's work, such as:

- copying previously published work;
- copying other student's work;
- taking materials from mailboxes, printers, faculty desks or other sources;
- using paid services or other people to do one's assignments;

Students are expected to acknowledge the sources of ideas and expressions they use in essays, reports, assignments etc. Failure to do so constitutes plagiarism and is subject to academic penalty. Students who, knowingly loan work to be copied, in whole or in part, by another student, for which a grade is assigned, are equally at fault in cases where plagiarism has occurred. Plagiarism offences are subject to academic penalty.



Please refer to the AAPS Academic Misconduct Policy for further details

### **Cheating**

Cheating is defined as any deliberate attempt to obtain credit through the use of deceit or dishonest methods. Examples of such behaviour might be: (this list is by no means complete)

- passing exam papers/solutions to another student;
- repeatedly looking at other students' papers;
- discussing or whispering of answers during a test;
- submitting research reports in which no research took place; writing answers on a desktop;

Cheating offences are subject to academic penalty.

Please refer to the AAPS Academic Misconduct Policy for further details

### **Academic Penalty**

Academic penalty may begin with the awarding of a zero on the assignment/project/test for the first offence and a notification in writing, of the offence. This notification is copied to the faculty members and director, and is kept on file in the School's offices. A subsequent offence may result in removal from the course and possibly complete withdrawal from the program.

### **Make-up Tests, Examinations, and Late Assignments**

Make-up tests and examination, in lieu of tests and examination missed due to illness or other circumstances are offered at the discretion of the teacher. Any student who is unable to write a test at the scheduled time must inform his or her instructor and AAPS admission office before the scheduled test time and follow up in person as quickly as possible.

Students are expected to complete assigned work in the time allotted. In general, late assignments are NOT acceptable. A late assignment privilege may be granted for circumstances beyond the student's control. Student need to discuss and arrange acceptable timeline for handing out late assignment with the course instructor.

### **Grading Disagreements**

Where a student disagrees with a grade received or any decision resulting from application of the rules, policies, and regulations, the following informal procedure should be followed prior to making any formal appeal.

- A) The student will discuss the matter with the faculty member in an attempt to resolve the problem.
- B) If unresolved, the student will start a formal appeal in writing to the college admission office.



Both individual and/or group complaints should be handled as outlined above. Seldom is it necessary to go beyond item A) above. You will find most faculty open and fair in dealing with your concerns. Don't be afraid to talk to your professor.

### **Graduation**

In your last term of studies with AAPS please advise the admission office of your intention on graduation and receiving the Post-Graduate Diploma Program.

### **Student placement**

AAPS operates an effective program designed to facilitate and to foster contact between students and potential employers. AAPS students traditionally have enjoyed a high placement rate, however AAPS by law is prohibited from guaranteeing any position to students or prospective students.

To ensure success in their job hunt, students are highly encouraged to attend the "Resume Writing and Interviewing workshop" organized by AAPS at regular intervals.

### **Withdrawal**

In order to be eligible for appropriate academic standing and/or refund of the fees, students must notify the admission office in writing of their intention to officially withdraw from a course (request "Student Withdrawal Form"). Verbal notification to the instructor is not acceptable. For more information request for the Withdrawal and Refund policy

A student may be withdrawn from a program after review by an Academic Administrator (Associate Dean/Dean) for one of the following reasons:

- failing any core course for a third (or more) time(s)
- showing a consistent pattern over two or more semesters, of failing to meet the goals and expectations of program progress (usually considered to be 60% of the credits for a semester)
- failure to meet expectations as determined in an academic contract

### **Re-Entering a Program**

When reentering a program all students:

- are subject to the current admission requirements for the program in question;
- are subject to the order of priority of admissions applicable to the program;
- are subject to program requirements in effect at the time of their return to the College. Students who have interrupted their studies will not be eligible to graduate from a program that is no longer offered by the College unless alternate arrangements have been approved by the Dean/School /Division Head in writing;



AAPS

### **Good Standing**

All students on initial entry to AAPS are In Good Standing. The academic standing of a student may change to Failed as the result of academic performance.

A student who receives an academic standing of Failed will be required to enroll and re-take the failed courses. Once a student receives a satisfactory grade the student standing will be changed to good standing

### **SUSPENSION AND EXPULSION POLICY**

- AAPS reserves the right to enforce a student discipline policy that is not inconsistent with the laws, Regulations, and policy directives enforced by the Ministry of Training Colleges and Universities.
- AAPS will seek to enforce and uphold a discretionary (at AAPS' discretion) *graduated* discipline policy, meaning that some forms of student misconduct will not warrant an immediate expulsion. Forms of academic discipline other than immediate expulsion include but are not limited to
  - **Reduction in grade or "zero" (where appropriate)**
  - **Verbal warning**
  - **Written warning**
  - **Suspension**
- Objectionable conduct includes (but without limitation): dishonesty (including dishonesty in the application process itself), academic fraud, non-payment of fees, academic failure, non-attendance, discriminatory or repeatedly disruptive conduct, abuse of drugs or alcohol, endangerment of staff, students or employees, or failure to abide by the school's rules, regulations, or code of conduct. More specifically
  - **Dishonesty: Shall be interpreted broadly and shall (without limitation) apply to any deception or dishonest conduct by the student which compromises the integrity of the program or AAPS.**
  - **Non-Payment of Fees: a student may be expelled within                    days of not having paid any outstanding tuition/fees.**
  - **Attendance: students who do not meet the attendance requirements for each specific course may be subject to discipline as is reasonable in each circumstance.**
  - **Failing Grade: Students who do not meet the academic requirements of a program may be expelled.**



- **Discrimination:** The school will have a "zero tolerance" policy with respect to harassment and/or discrimination. Students accused of such conduct may be suspended immediately while an investigation is undertaken by the school, and until a final determination is made regarding what (if any) further discipline is warranted.
  - **Abuse of drugs or alcohol:** shall be reviewed on a case by case basis, but under no circumstances will AAPS permit the use of drugs or alcohol on the premises. Nor will AAPS allow the use of drugs and alcohol to compromise the integrity of AAPS' programs or disrupt other students.
  - **Academic Fraud:** Includes, but is not limited to;
    - **Cheating on a test or assignment that is graded**
    - **Plagiarism**
    - **Violation of AAPS or instructor copyright**
    - **Unauthorized collaboration of graded work**
    - **Alteration of academic records of any sort**
- 
- Students who are suspended or expelled will receive notification in writing, either hand delivered or by registered mail. Specific reasons will be provided for the suspension or expulsion.
  - Students wishing to appeal the suspension or expulsion must file an appeal within three days of notification of such disciplinary action by AAPS. If the student is unsuccessful in appealing the suspension or expulsion, they may be able to appeal to the Ministry of Training Colleges and Universities pursuant to the provisions of the *Private Career Colleges Act, 2005*, so long as the discipline relates to a registered program.
  - Fee refunds will be governed by the provisions of the *Private Career Colleges Act, 2005*, O.Reg. 415/06, and any other laws and/or regulations as administered by the Ministry of Training Colleges and Universities. However, where AAPS has no legal requirement/obligation to refund tuition or any portion of a student's tuition to any student who has been suspended or expelled, the school shall have no obligation to refund tuition or any part of that student's tuition.
  - A suspension or expulsion may be recorded on a student's academic record and transcript, and all forms of discipline may be placed and retained in the student's file.



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