



# ST. MARK'S COLLEGE

**Undergraduate Student Handbook**

*Updated August 2022*

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# **1. THE COLLEGE**

## **1.1 Mission and Vision**

The Catholic Colleges at UBC comprise one community committed to promoting an authentic Christian humanism, marked by the pursuit of academic excellence and animated by a joy of searching for, discovering and communicating truth in every field of knowledge. They prepare graduates who continually strive to integrate and synthesize faith and reason, women and men who think rigorously, so as to act rightly and to serve humanity better.

### **Our Mission**

Serving the needs of Catholic higher education in the Province of British Columbia, this community, comprised of St. Mark's College, Corpus Christi College (the Catholic Colleges) and St. Mark's Parish, is an integrated Catholic centre at the University of British Columbia. St. Mark's College and Corpus Christi College are committed to promoting an authentic Christian humanism, marked by the pursuit of academic excellence and animated by the joy of searching for, discovering and communicating truth and meaning in every field of knowledge. We engage students in the integration and synthesis of faith and reason, so they can think rigorously, act justly and serve faithfully.

### **Our Vision**

The community of St. Mark's will become a vibrant centre of Catholic higher educational and intellectual life at UBC and serve the Church throughout British Columbia.

### **Statement of Values**

1. Jesus Christ is the Way, the Truth and the Life, and in striving to live His mission, the Colleges are inspired by and committed to the teachings of the Church. As Catholic educational institutions operating in accordance with *Ex corde Ecclesiae* (ECE), the Colleges endeavour systematically to ensure that the treatment of the individual disciplines is consonant with their own principles, their own methods, and with the true liberty of scientific inquiry. Their object is that a progressively deeper understanding of these disciplines, especially the liberal arts and an emphasis on the study of philosophy and theology, and by careful attention to the current problems of these changing times and to the research being undertaken, the convergence of Faith and Reason in the one Truth may be seen more clearly (Vatican II, Christian Education, 10). The fidelity of the Colleges to the Christian message includes recognition of, and adherence to, the teaching authority of the Church in matters of faith and morals. Catholic members of the Colleges' community are also called to personal fidelity to the Church, with all that this implies. Non-Catholic members are required to respect the Catholic character of the Colleges, while the Colleges in turn respect their religious liberty (ECE, 26).
2. The Colleges treasure the legacy handed on by the Congregation of St. Basil who, under

the leadership of Fr. Henry Carr, CSB, founded St. Mark's in 1956 and served the Colleges and the University until their departure in 2005.

3. The Colleges are committed to the development of the whole person, delivering academic excellence and ensuring academic freedom within a welcoming and inclusive faith community and an ethnically, socially and economically diverse student body.
4. The Colleges are committed to the preparation of leaders for the Church and society.
5. The Colleges are committed to promoting and integrating into the curriculum the social teachings of the Church and to providing opportunities for all members of the student body to engage in formational outreach work globally and locally.
6. The Colleges value their relationship with the University of British Columbia and continue to foster mutually beneficial relationships.
7. The Colleges are committed to strengthening their relationship with the Canadian Province of the Society of Jesus (the Jesuits).

## **1.2 Accreditation**

St. Mark's College was chartered to offer theological degrees by the legislature of the Province of British Columbia in 1956 with the passage of the St. Mark's Act. The College's programs are recognized by:

- the Roman Catholic Archdiocese of Vancouver (RCAV)
- the Catholic Independent Schools of Vancouver Archdiocese (CISVA)
- the Catholic school boards throughout British Columbia
- the Association of Theological Schools in the United States and Canada (ATS)
- Education Quality Assurance (EQA) – St. Mark's College is an EQA designated institution.

## **1.3 Partnerships**

### **University of British Columbia (UBC)**

St. Mark's College is a graduate theological college affiliated with UBC. The Principal of St. Mark's College sits as a voting member on the UBC Senate, and St. Mark's students are members of the UBC Alma Mater Society (AMS), UBC's student union. St. Mark's is also a founding member of the Consortium of Theological Colleges at UBC.

### **Corpus Christi College (CCC)**

Corpus Christi College, a liberal arts transfer institution, is an affiliate College of St. Mark's College. There is an articulation agreement regarding transfer credits between the two colleges.

## **Catholic Independent Schools of Vancouver Archdiocese (CISVA)**

CISVA and St. Mark's College are committed to working together to develop quality educational and formational opportunities for current and future teachers and administrators.

## **Roman Catholic Archdiocese of Vancouver (RCAV)**

The RCAV supports educational and formational opportunities at St. Mark's College.

## **Association of Catholic Colleges and Universities of Canada (ACCUC)**

St. Mark's is a founding member of ACCUC, a group that represents Canada's leading Catholic institutions of higher education.

# **2. STRUCTURE OF THE ACADEMIC PROGRAMS**

## **2.1 Academic Year**

The undergraduate academic year runs from September to August each year and is divided into three semesters: Fall Semester (September – December), Winter Semester (January – April), and Summer Semester (May – August). The Summer Semester is divided into two condensed, six-week intersessions: Summer 1 (May – June), and Summer 2 (July-August).

## **2.2 Degree**

St. Mark's offers a Bachelor's Degree in Theology and Culture (123 credits).

Students wishing to complete a 2-year Associate of Arts Degree (60 credits) as part of their Bachelor of Arts degree do so through Corpus Christi College.

## **2.3 Courses**

Lower Division (100 level and 200 level) courses within the Bachelor's Degree are completed through Corpus Christi College. St. Mark's Bachelor of Arts students attend Corpus Christi College as Visiting Students while completing their first two years of study.

Upper Division (300 level and 400 level) courses are completed at St. Mark's College.

# **3. BACHELOR OF ARTS IN THEOLOGY AND CULTURE**

## **3.1 Vision**

Inspired by St. Mark's College's commitment to authentic Christian humanism, the Bachelor of Arts in Theology and Culture is a four-year liberal arts program that explores the nature of the



good life. The BA in Theology and Culture aspires to form engaged citizens and disciples committed to the integration of faith and reason; to encounter and dialogue; and to the development of an ‘integral ecology’ that connects love of God, neighbour, and creation.

This program supports the formation of the whole person: intellectual, moral, and spiritual. In this holistic degree, students develop their individual potential and discern their distinctive gifts and talents in service to the common good. The focus on the integration of knowledge and practice finds unique expression in the opportunities for service, personalized advising, the BA Seminar in Theology and Culture, and the BA Capstone.

Through a study of the liberal arts, including theology, English, and history, students will investigate classical and contemporary texts and perspectives with an eye to cultivating a range of multidisciplinary tools and skills essential for interpreting and responding to the ‘signs of the times’ (*Gaudium et Spes*, 4). Students in the BA in Theology and Culture are prepared for future careers in a number of fields, including social and community services, ministry, and education (elementary, secondary, Catholic, public).

### **3.2 Features of the degree**

Key features of the BA in Theology and Culture include:

#### **(a) Liberal Arts Focus**

A liberal arts education cultivates the essential skills of critical and creative thinking, as well as an ability to communicate. These skills will benefit all students. In addition, teachable subjects like English and history form part of the program for those who wish to enter education; for those wishing to teach in Catholic schools, religion is a teachable subject. This program fosters exchanges between the Catholic intellectual tradition, the humanities and the social sciences.

#### **(b) Learning Environment**

Students in the BA benefit from smaller class sizes, from a dedicated team of professors and advisors working across the liberal arts, and from a strong cohort identity that allows them to learn with and from one another.

#### **(c) Service-Learning Opportunities**

Service-learning is a way to explore different areas of interest before committing to a particular path. Students have a number of service-learning opportunities. In second and third years, students may choose to do a non-credit placement in a Catholic social service institution, or Catholic school.

Volunteer service is also encouraged throughout the years of the degree, whether service to the College community, or through charitable organizations such as the Door is Open, L’Arche, or other Catholic and non-profit organizations.

#### **(d) BA Seminar in Theology and Culture**

The BA Seminar in Theology and Culture invites students to reflect personally and collectively on a range of contemporary issues, exploring these topics in dialogue with the Christian tradition.

(e) BA Capstone

In their final year students will complete the BA Capstone, an experiential learning project. The capstone provides opportunities for students to explore their interests in areas such as teaching, ministry, social services, non-profit organizations, etc. Students who hope to become teachers will have the opportunity to do a pre-practicum in a Catholic school.

### **3.2 Further details**

#### ***Academics***

Through the course of the degree, students take the equivalent of a minor in theology, English and history (up to 30 credits, which includes 12 credits of religious studies, English, and history at the 1<sup>st</sup> and 2<sup>nd</sup> year levels).

### **3.3 Bachelor of Arts in Theology and Culture Curriculum**

#### **BA Lower Level (1<sup>st</sup> and 2<sup>nd</sup> year) Requirements (60 credits)<sup>1</sup>**

There is no breadth requirement for BA students at St. Mark's College. There are, however, requirements that must be taken in first and second year. In addition, students must keep in mind that upper-level courses (i.e. courses with 300 and 400 numbers) have prerequisites. These prerequisites are as follows:

##### **For English (12 credits):**

- ENGL 110: Academic Reading, Writing and Thinking or ENGL 150: Academic Research and Writing
- ENGL 120: Introduction to Literary Genres
- 6 credits of 200 level ENGL Literature (3 credits of which must be a pre-1750 survey (ENGL 231: Literature to 1750) or equivalent)

##### **For History (12 credits):**

- 12 credits, (for those wishing to go into education, 6 credits of which are recommended to be Pre- and Post-Confederation Canadian History (HIST 105 and 106) or equivalent)

##### **For Religious Studies (12 credits):**

###### **REQUIRED:**

- RELG 101: Introduction to the Old Testament
- RELG 102: Introduction to the New Testament

###### **RECOMMENDED:**

- RELG 200: Modern Catholic Social Teachings
- RELG 207: World Religions

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<sup>1</sup> These requirements were updated by Senate in January/February 2021.

**For Philosophy (6 credits):**

- 6 credits, 3 of which must be: PHIL 103: Introduction to Philosophy

Transfer students wishing to enter 300- or 400-level courses who do not have the exact prerequisites outlined above will be asked to demonstrate to the Dean of Theology that they have the necessary pre-knowledge to be successful in the course they wish to take. If they do not, they may be asked to take any prerequisites deemed necessary by the Dean.

**BA Senior Level (3<sup>rd</sup> and 4<sup>th</sup> year) Requirements (63 credits)****For English:**

- 24 credits of English (21 of English Literature; 3 of English Language)

**For History:**

- 18-21 credits of History

**For Theology:**

- 15-18 credits of Theology (including Church History)

**For Experiential Learning:**

- 3-credit pre-practicum or experiential learning course in 4<sup>th</sup> year (EDUC 430: The Catholic School Teacher: Pre-Practicum Experience or THEO 490: Capstone Reflection Seminar)

**3.4 Faith Development and Community Building**

Faith development is for everyone. It is in the very nature of being human to desire to be in relationship with others. Faith development is a journey which integrates faith-based discussions, reflective exercises, retreats and participating in a community to support every person in answering the question: what is my life's purpose? The Seminar in Faith Development has focused on the following goals:

- To build community among the 4 years of BA students
- To work with a text as the basis to promote thought and conversation about the intersection of "life, studies and faith"
- To introduce and practice several methods of reflection and prayer

The BA Seminar in Faith Development was originally a mandatory part of the BA program. Students were required to attend every fall and winter term of their degrees. After some study of the program, on January 19, 2022 Senate decided to achieve the same objectives in different ways.

- The students may participate in lectures (Changemaker Series), meetings (for example, Speak Your Piece), Student Life activities, and BA Student gatherings on Mondays over Fall and Winter term. For 2022-2023, the BA Student gatherings will be on October 3, November 14, 2022, January 16 and March 6, 2023.
- Saturday, Sept. 24, the UBC Ropes Course with the Leadership students

- The students may attend a retreat at Evans Lake at the same time the Leadership Students at Corpus Christi will be there. There will be time for group activities and also some retreat activities. For 2022-2023 the retreat will be from October 21-23, 2022

About half of the fees for these events will be subsidized by the College. Students will pay the rest of the costs in a program fee of \$150.

### **3.5 Service-Learning**

In 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year of the BA students have the opportunity to have an intentional hands-on experience of their future learning.

#### **Students heading toward Education**

##### *2<sup>nd</sup> year internship:*

This is an opportunity for students who are starting their post-secondary academic journey to explore the field of education. This internship takes place once a week throughout the fall and winter terms. It provides students with the opportunity to immerse themselves in the field and challenge themselves with fulfilling projects within Catholic elementary and secondary schools in the Lower Mainland.

While this program is categorized as an internship it is vital that students are committed and understand that participation in this program can affect further pre-practicum placements. Support systems and check-ins will be provided throughout the internship to ensure that students have the ability to successfully complete their internship and create strong foundations moving forward in their studies.

##### *3<sup>rd</sup> year internship option:*

Those students who are interested in working with children with special needs can do an internship at places such as Vanspec.

##### *4<sup>th</sup> year pre-practicum:*

Students interested in pursuing a career in education take the 3-credit course EDUC 430: The Catholic School Teacher: Pre-Practicum Course and Experience in their final year of studies for the BA. This course lasts two terms, from September – April. Once a week on Tuesdays, students are placed in a school setting.

At regular intervals (usually on the same day as the pre-practicum) students will be in class to fulfill the academic requirements of the course.

Support systems and check-ins will be provided throughout the pre-practicum to ensure that students have the ability to complete the pre-practicum successfully.

## **Other areas of Service-Learning**

### *2<sup>nd</sup> year service-learning:*

Students can also explore social justice fields through a second-year service-learning placement that takes place once a week throughout the fall and winter terms.

While this program is categorized as a service-learning placement it is vital that students are committed and understand that participation in this program can affect further service-learning placements. Support systems and check-ins will be provided throughout the placement to ensure that students have the ability to successfully complete their placement and create strong foundations moving forward in their studies.

### *3<sup>rd</sup> year service-learning:*

Students can explore another social justice service-learning placement.

### *4<sup>th</sup> year service-learning:*

The Capstone Reflection Seminar runs concurrently with students' Capstone Placement during the Fall and Winter terms and is designed to foster the integration of theory and praxis. The seminar invites students to (a) reflect, both individually and collectively, on the personal, cultural and theological dimensions of their experience in the Capstone Placement; and (b) to synthesize and integrate insights from across the Capstone Project. The Reflection Seminar is graded on a pass/fail basis.

Students interested in pursuing a career that integrates their faith take the 3-credit service field based learning course. This course lasts two terms, from September – April. Once a week (usually on Tuesdays), students are placed in a charitable, faith-based organization.

At regular intervals (usually on the same day as the placement) students will be in class to fulfill the academic requirements of the course: THEO 490: Capstone Reflection Seminar.

Support systems and check-ins will be provided throughout the placement to ensure that students have the ability to complete it successfully.

## **3.6 Capstone Service-Learning Project Overview<sup>2</sup>**

### **Introduction**

All students will complete a Capstone Service-Learning Project in their final two years. The Capstone Project supports the integration of theory and practice; encourages self-awareness and

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<sup>2</sup> St. Mark's Senate approved the courses THEO 310 and THEO 490 to replace EDUC 410 and EDUC 430 in the next few years. The education-based courses will be offered for the next year or two.

reflection; and invites students to discern and test their distinctive gifts and callings to serve the common good. It provides opportunities for students to explore their interests in different areas. Students will work with the Director of Service-Learning to find a placement in areas such as education; ministry; social services; non-profit organizations, etc. Students who hope to become teachers will have the opportunity to do a pre-practicum in a Catholic school.

The Capstone Project proceeds sequentially through five stages. The process begins in THEO 310 and culminates in the Capstone Placement and Reflection Seminar in the student's final year of study. Students begin the Capstone Project by enrolling in THEO 310 in their penultimate year of studies.

### **1. THEO 310: Vocation, Ministry and Service-Learning (3 credits)**

*This course focuses on three interrelated themes. Students will (a) engage multidisciplinary perspectives on vocation, calling and profession; (b) explore the history, theology, and practice of Christian ministry; and (c) develop a spirituality for Christian living in dialogue with several methods of spiritual discernment and theological reflection in preparation for the Capstone Placement that follows.*

Towards the end of THEO 310 students will formulate a service-learning question that will orient and inform their Capstone Placement as well as identify possible placement sites. These initial reflections will form the basis for subsequent discussion with the Director of Service-Learning.

### **2. Orientation Session**

Students who have completed THEO 310 and who intend to begin their Capstone Placements the following year will attend an Orientation Session hosted by the Dean and Director of Service-Learning. Students will learn more about the Learning Agreement, Capstone Placement and Reflection Seminar. All the required documents, guidelines and templates will be distributed at this time.

### **3. Learning Agreement**

At the end of the Orientation Session, students will schedule a day/time to meet with the Director of Service-Learning for an initial consultation. Students will prepare a draft question and goals along with a list of possible placement sites in advance of this meeting. The Director of Service-Learning will work one-on-one with students to select a relevant site and supervisor as well as complete the Learning Agreement. The Learning Agreement must be approved before the start of the Capstone Placement and will be signed by the student, relevant site supervisor and Director of Service-Learning. All finalized documents will be kept by the Director of Service-Learning.

### **4. Capstone Placement**

A student is ready to begin the Field-Based Learning Placement in their final year of study after their Learning Agreement has been approved and submitted.

The Capstone Placement must consist of a minimum of 150 hours.

Students are required to keep a Learning Log that shall be made available to the on-site supervisor during the Placement. The Learning Log must be submitted to the Director of Service-Learning at the end of the placement and serves as proof of completion.

At the completion of the Placement students and on-site supervisors will submit brief written evaluations to the Director of Service-Learning. Templates for both evaluations will be provided by the Director of Service-Learning.

## **5. THEO 490: Capstone Reflection Seminar (3 credits)**

The Capstone Reflection Seminar runs concurrently with students' Capstone Placement during the Fall and Winter terms and is designed to foster the integration of theory and praxis. The seminar invites students to (a) reflect, both individually and collectively, on the personal, cultural and theological dimensions of their experience in the Capstone Placement; and (b) to synthesize and integrate insights from across the Capstone Project. The Reflection Seminar is graded on a pass/fail basis.

## **4. ADMISSION**

### **4.1 Minimum Requirements and Eligibility**

St. Mark's College, as a Catholic Theological College, is broad-based in its admission protocol and provides multiple points of entry to the degree program. Applicants are encouraged to review the St. Mark's College Admission Requirements at the following link:

<http://stmarkscollege.ca/admissions/admission-requirements/undergraduate/>

### **4.2 International Students**

St. Mark's College welcomes applications from international students. International students follow the College's application procedure, including submitting proof of citizenship and English language proficiency.

Candidates for admission to St. Mark's College must be sufficiently fluent in both spoken and written English to participate actively in seminars, and to meet the demands of essays and examinations. Applicants with degrees obtained from accredited universities where English was the language of instruction will be deemed to have met the English requirement. Applicants with 67% or higher in BC English 12 (or equivalent) will also be deemed to have met the English requirement. All other applicants will be asked to demonstrate their English proficiency by completing one of the following at the minimum levels indicated:

TOEFL	(paper-based)	590
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TWE		5
TOEFL	(computer-based)	237
TWE		5
TOEFL	(internet-based)	88
IELTS		6.5 overall
MELAB		81 overall

Test scores must have been achieved within 24 months of the time of submission of the application. Do not send photocopies: official scores must be requested from the testing agency, and submitted at the time of application.

## 5. REGISTRATION

Students register for courses online through the College's Student Portal (MyLION)

### 5.1 Change of Registration

#### Add/Drop

Students may add or drop a course without academic penalty within the first ten days of the term. Specific dates are available in the Important Dates List published for each academic year. Students may do this through their MyLION account. After the end of the second week of classes, students may not drop classes without academic penalty or add a class for credit. Students may be entitled to a refund according to the College's refund policy.

#### Audit to Credit/Credit to Audit

A student may change status to credit or audit until the end of the Add/Drop period. Fees will be adjusted according to the refund policy.

#### Written Notice

When the student withdraws from a course or program, written notice must be submitted to the Registrar's Office. A written note signed by the student or an email message from the student's email account to the Registrar's Office is acceptable written notice. Notification of withdrawal must include the course name, number, name of instructor and the student's full name. The email subject line should read "Withdrawal." The date on which the notice of withdrawal is received by the Registrar's Office will be used to calculate refunds of tuition and fees.

#### Withdrawal from a Course

To withdraw from a course after the Add/Drop deadline, students must first consult the instructor and/or Student Advising. Students may withdraw, in writing, from a class until the end of the eighth week of classes at which time a 'W' may be assigned which has a GPE of 0. The College's refund policy indicates refunds to which students are entitled if they withdraw from a



course or courses.

### **Withdrawal from the College**

Any student who, after registration, finds it necessary to withdraw from the College must do so in writing and submit the notice of withdrawal to the Registrar's Office. The administration of the College may require a student to withdraw from the College at any time for inappropriate conduct, for failure to abide by College regulations, or for inadequate academic achievement.

### **Dismissal**

Absenteeism for longer than two consecutive weeks without informing the College and without provision of a doctor's note may result in dismissal. Other grounds for dismissal include academic dishonesty; physical abuse of the College's property; theft or non-accidental damage to the College's property; behaviour displaying insubordination such as refusal to cooperate with instructors or administrators; the use of alcohol or non-prescription drugs on campus; flagrant disregard for institution's rules of conduct and policies.

### **Permission to Study Elsewhere**

Students registered at the College wishing to attend another institution concurrently must consult their academic advisor. A letter of permission (LOP) is required if current students wish to transfer credit to the College. The student must be in Good Academic Standing to obtain a letter of permission from the Registrar's Office. Upon completion of courses, students must arrange for transcripts to be sent to the College from the host institution. Normally a letter of permission will not be issued to take a course elsewhere if that course is currently offered at the College.

### **Transfer**

When students transfer from the College to other institutions to finish their undergraduate degrees, these receiving institutions will require official transcripts from all post-secondary institutions attended and will assign transfer credit according to their policies.

## **5.2 Tuition and Fee Policies**

### **Application Fee**

Application fees will not be refunded except under extraordinary circumstances.

### **Registration Deposit**

A student's Registration Deposit will not be refunded except under extraordinary circumstances.

### **UBC/AMS Fees Collected on Behalf of St. Mark's College**

The following will be refunded should a student withdraw from the College before the Add/Drop deadline:

- **UBC Alma Mater Society (AMS)**  
100% refund
- **Extended Health and Dental**  
100% refund
- **U-Pass**  
according to UBC AMS's published policy

### **Tuition Refund Entitlement**

Refund entitlement is calculated on the total tuition due under the contract. Where total tuition has not yet been collected, the College is not responsible for refunding more than has been collected to date and the student may be required to make up for monies due under the contract.

### **Refunds Before the Program of Study Begins**

If written notice of withdrawal is received by the College before the course or program of study begins, 100% of tuition and fees, except the application fee, will be refunded.

### **Refunds After the Program of Study Begins**

If written notice of withdrawal is received by the College, or a student is dismissed:

- by 4:00 p.m. on the last day of the published Add/Drop period for the semester, the student will receive a 100% refund of tuition;
- from the end of the Add/Drop period to the end of the 4th week of classes, the College may retain 50% of the tuition due under the contract;
- after the end of the 4th week of classes, no refund to the student will normally be made.

A student changing from audit to credit status or from credit to audit status before the end of the second week of classes will be charged or refunded the difference in tuition.

In the case of courses or semesters of lengths other than 12 to 14 weeks, refunds will be pro-rated according to the stated refund schedule.

## **6. ACADEMIC POLICIES**

### **6.1 Grading Scale**

<b>4.33</b>	<b>90-100</b>	<b>A+</b>	Extraordinary
<b>4</b>	<b>85-89</b>	<b>A</b>	Exceptional
<b>3.67</b>	<b>80-84</b>	<b>A-</b>	Excellent
<b>3.33</b>	<b>76-79</b>	<b>B+</b>	Very good
<b>2.67</b>	<b>72-75</b>	<b>B</b>	Good
<b>2.33</b>	<b>68-71</b>	<b>B-</b>	Satisfactory

<b>2</b>	<b>64-67</b>	<b>C+</b>	Acceptable
<b>1.67</b>	<b>60-63</b>	<b>C</b>	Barely acceptable
<b>1</b>	<b>55-59</b>	<b>C-</b>	Needs improvement
<b>0</b>	<b>50-54</b>	<b>D</b>	Minimum pass
	<b>0-49</b>	<b>F</b>	Fail
	<b>-</b>	<b>W</b>	Withdrawal
		<b>I</b>	Incomplete

## **Graduation**

In order to graduate with a Bachelor of Arts degree, students are required to have a 2.0 CGPA.

## **Withdrawal**

A student may withdraw until the withdrawal deadline (see also Academic Concession policy). A “W” will be assigned.

## **Incomplete**

A temporary standing given to a student who has outstanding course work at the time of final grade submission. A student with an Incomplete standing will receive a notation “I” on the transcript and is given three (3) weeks from the release of final grades to complete the requirement(s) or the final grade is computed counting the missing assignment(s) as zero (0) (see also Academic Concession policy).

## **6.2 Academic Standing Nomenclature**

Academic Standing for undergraduate students at the College is defined and recorded as follows for the purpose of recognizing student success in awarded degrees:

### **High Distinction:**

Students who have a cumulative grade point average (CGPA) of 4.33 (A+) will be placed on the President’s/Principal’s List, as having acquired High Distinction, which indicates exceptional academic standing at the College.

### **Distinction:**

Students with a cumulative grade point average (CGPA) of 3.75 or better will be placed on the President’s/Principal’s List as having acquired Distinction.

### **Good Academic Standing:**

Students with a cumulative grade point average (CGPA) of 2.00 or better are considered to be in good academic standing at the College.

### **Academic Probation:**

A student who has a cumulative grade point average (CGPA) below 2.00 will be placed on Academic Probation. A student on Academic Probation will be contacted by the College in order to receive academic advice, which could include restricting registration. The student will remain on Academic Probation until such time that his/her CGPA and TGPA are 2.00 or better. If a student's CGPA is less than 1.0, he / she will be subject to registration restrictions.

A student whose standing is Academic Probation is ineligible to receive a Letter of Permission.

### **Definitions**

#### *Cumulative Grade Point Average (CGPA):*

A cumulative grade point average is an indication of a student's academic performance in all courses taken in all terms at the College. The cumulative grade point average is used to determine a student's academic standing for the purpose of awarding scholarships, awarding a degree or for transfer to another post-secondary institution.

#### *Term Grade Point Average (TGPA):*

The term grade point average is calculated on one term of course work. The Term Grade Point average is used to determine a student's academic standing at the College.

## **6.3 Appeal of Final Grades**

Students wishing to appeal a course grade must do so within two weeks of receiving their grades report. An appeal must be in the form of a written request to the Registrar outlining the reasons for the appeal; students must also submit all graded assignments from the course (originals only) and a cheque for \$25. Should the appeal be upheld and the grade changed, the \$25 fee will be refunded.

### **Procedure**

- An appeal and accompanying materials should be handed in at the Registrar's Office. If the Registrar deems there are sufficient grounds for an appeal, it will be forwarded to the Academic Dean, who will conduct a review of the student's overall performance in the course.
- During the review, the Dean may call upon the original instructor for information, or ask other instructors to participate.
- On completion of the review, the Dean will inform the Registrar in writing of the outcome of the appeal, and the Registrar will in turn inform the student. The Dean's decision is final.

## **7. ACADEMIC HONESTY POLICY**

### **7.1. PREAMBLE**

Academic Honesty is the foundation of education, which understands that the pursuit of truth is contingent on the practice of honesty and integrity. All members of the academic community of the College must be held to the highest standard of academic honesty as they seek to express ideas and insights in accordance with academic conventions. The College has therefore established the Academic Honesty policy to outline the institution's expectations for all members of the academic community and the sanctions that may be imposed when breaches of the principles of academic honesty are substantiated.

### **7.2. ACTS OF ACADEMIC DISHONESTY**

Academic dishonesty consists of misrepresentations with the intention to deceive or without regard for the truth or falsity of a statement. In terms of assignments, academic dishonesty involves, but is not limited to, acts of fraud or misrepresentation, where students take the words, thought, ideas, or labour of others and misrepresent them as their own in a paper, on a test, or in an invigilated examination.

Acts of academic dishonesty include, but are not limited to, plagiarism, cheating on a test, midterm, or examination, improper collaboration, or duplication of the work of another. Some of these actions are so serious that they may lead to expulsion or suspension, while others may result in a grade of zero on an assignment or for a course. Accusing a student of academic dishonesty is a serious charge, and all students have the right to defend themselves against such allegations, and have the right to appeal when they consider any disciplinary action other than expulsion too harsh. Students will be disciplined only when the allegations can be meaningfully substantiated.

#### **Plagiarism**

Plagiarism is a form of intellectual theft. Plagiarism happens when a student uses the ideas, methods, research, and/or writing of another person without giving reasonable and appropriate acknowledgment or citation. Plagiarism can be avoided by students acknowledging and documenting their sources. This may include citations in the text of the document, in footnotes, in endnotes, or in another form of scholarly citation that has been approved by the instructor of the class. If verbatim statements or phrases are included in an essay, they must be properly cited. Students must also avoid instances of "patchwork plagiarism," or copying the ideas, research, and/or writing of several writers and rearranging them without providing acknowledgment of the sources of those ideas. The expectation is that the work submitted for credit is being evaluated for the first time, and thus students cannot submit ideas, research, and/or writing completed for another class without attribution and/or permission from the instructor of the class. By handing in an assignment for credit, students are affirming that the work is their own.

## **Improper collaboration**

Collaboration that is deemed contrary to academic honesty includes but is not limited to: using another person's work to complete an assignment; hiring someone (for example, a tutor) to do assignments on one's behalf; the sharing of sources for take-home or online/virtual examinations and allowing another student to copy a test, examination or assignment. Likewise, if students seek out the assistance of a tutor, editor, peer, or any other person for assignments, projects, lab reports, papers, or any other work, they must acknowledge the help they have been given and ensure that the work submitted for credit is their own.

## **7.3. ACTS OF ACADEMIC DISHONESTY THAT LEAD TO GRADE AND CREDIT PENALTIES**

All acts of academic dishonesty are serious. Instructors are given some leeway in terms of assigning punishment for instances of academic dishonesty. Punishment for instances of academic dishonesty should take into account 1) the flagrancy of the offence, 2) the stage of the offending student's academic development, and 3) the student's history of previous instances of academic dishonesty in a particular course and during his/her academic career at the College.

### **Assigning a grade of zero to an essay, project, or exam**

It is within the instructor's purview to assign a grade of zero to an assignment, test, project, or exam. The instructor must, however, report the incident to the Dean, that is the instructor must provide the Dean with all the relevant material - a copy of the original essay/project, a copy the sources from which the plagiarized passages have been taken, as well as a short report of the meeting with the student and the student's defence (if any).

### **Assigning a grade of zero to a course**

In exceptional cases, an instructor may assign a zero to a course. Normally, it is within the Dean's purview to assign a grade of zero to a course. The instructor submits all the necessary documentation to the Dean (as in the previous paragraph), who then communicates the decision and an explanation for the decision. The Dean invites the student to meet in person for this communication but decisions concerning course failure are not contingent on an in person meeting.

### **Right to appeal**

Students have a right to appeal the instructor's and the Dean's decision. The appeal against the instructor's decision goes to the Dean; the appeal against the Dean's decision goes to the Academic Honesty Committee (AHC). Students must provide a detailed report why the passages that are alleged to have been plagiarized are in fact not plagiarized, or why the "cheating" they were alleged to have done does not constitute an attempt at deception. The chair of the Academic Honesty Committee informs the student of its decision. The decision of the Academic Honesty Committee cannot be appealed further.

## **7.4. ACTS OF ACADEMIC DISHONESTY THAT LEAD TO SUSPENSION OR EXPULSION**

Some acts of academic dishonesty are so grave that they merit suspension or expulsion.

### **Suspension**

It is within the Dean's purview to suspend a student. Students may be suspended for acts of attempted bribery, attempted coercion of academic faculty, other students or staff, impersonation of another student, falsification of academic or official documents, or a systematic (repeated) pattern of academic dishonesty. Students who have repeatedly been caught plagiarizing, either by one or by several instructors, are considered as showing a systematic pattern of academic dishonesty.

Suspended students will receive a written report from the Dean, and will have fourteen (14) days from the receipt of the letter to formally appeal the decision. The appeal is submitted to the Dean who forwards it to the Academic Honesty Committee. The Academic Honesty Committee's decision can be appealed to the President/Principal. The President/Principal's decision cannot be appealed further.

Students who have been suspended will not automatically be granted re-admission to the College. They must have a formal meeting with the Dean and explain how they are better able to live up to the expectations of academic honesty and integrity expected of students in an institution of higher learning.

### **Expulsion from the College**

It is within the President/Principal's purview to expel a student – usually based on a recommendation from the Academic Honesty Committee. Students may be expelled for actual bribery or actual coercion of academic faculty, other students or staff, impersonation of another student, falsification of academic or official documents, or a systematic (repeated) pattern of academic dishonesty. Students who have repeatedly been caught plagiarizing, either by one or by several instructors, are considered as showing a systematic pattern of academic dishonesty. Expulsion means that the student will be required to leave the College and will not have the opportunity to be readmitted. The President/Principal's decision cannot be appealed.

In certain situations, when, for instance, serial plagiarism or an act of coercion is detected after a student has graduated, the student can still be expelled; such an expulsion can result in the rescinding of the student's credit, degree, or credential.

## **7.5. PROCEDURES TO FOLLOW IN CASES OF ACADEMIC DISHONESTY:**

The College requires instructors to report all cases of academic dishonesty to the Dean in writing. Teaching Assistants (TAs) are required to report all cases of academic dishonesty to the instructor who leads the course, who in turn is responsible for reporting the infraction to the

Dean. In specific cases, as outlined, the Dean will call on the Academic Honesty Committee in order to decide upon particular cases of dishonesty.

Instructors are given some leeway in terms of assigning punishment for instances of academic dishonesty. They should take into account 1) the seriousness of the offence, and 2) the stage of the offending student's academic development when recommending a grade of zero on the course; in addition, when a grade of zero is recommended for a course, or when the student faces suspension, the Dean will take into account 3) the student's history of previous instances of academic dishonesty in a particular course and during his/her academic career at the College.

## **APPENDIX A: Procedures – Academic Honesty**

At its September meeting each year, the Senate/Education Council names an Academic Honesty Committee (AHC) of 3 members, with 1 alternate member to be used in cases of conflict of interest. The AHC will not include the President/Principal, the Dean, or a student. The AHC will function from September – August.

The AHC will be ready to be called upon as needed, at which time the Dean will consider questions of potential conflict of interest. Because membership may change from case to case, the Committee will appoint a Chair each time the AHC is called upon.

Procedure to be followed in instances of alleged academic dishonesty for cheating, improper collaboration, duplication, misrepresentation, or serious plagiarism.

Note: in following this process – everything must be put in writing – all accusations, proofs, etc. A written record is kept by the Dean.

### **A) Zero on assignment**

Instructor gives zero

- ▶ Student can appeal instructor's decision to Dean
- ▶ Student can appeal Dean's decision to AHC

### **B) Zero on course**

Instructor or Dean gives zero

- ▶ Student can appeal decision to Dean and then to AHC

### **C) Suspension**

Dean suspends

- ▶ Student can appeal Dean's decision to AHC
- ▶ Student can appeal AHC's decision to President/Principal

### **D) Expulsion**

Dean or AHC recommends to President/Principal

No appeal to President/Principal's decision



## **Appendix B: Definitions – Sanctions and Procedural Terms**

**Academic Honesty Committee (AHC):** A committee of three persons struck by Senate/Education Council at the beginning of each academic year.

**Formal Reprimand:** A formal notification of a breach of the College's Academic Honesty Policy that is sent to the student, the faculty member, and the Office of the Registrar for inclusion in the official student record. The Formal Reprimand may be removed from the official student record at the time of graduation from the College at the Dean's discretion.

**Mark of zero (0) on an assignment, project or exam:** Normally, a first offense or a relatively minor offense under the College's Academic Honesty Policy will result in a mark of zero (0) on an assignment, project or examination.

**Mark of zero (0) for a course:** Normally, a second offense or a serious first offense under the College's Academic Honesty Policy will result in a zero (0) for the course.

**Suspension for a Defined Period of Time:** A student may be suspended from the College for a defined period of time, from a period of a few months to a couple of years.

**Expulsion:** The most serious penalty is expulsion from the College.

**Rescinding of a Credential:** When a breach of the College's Academic Honesty Policy has been proven after a student has graduated and received a credential from the College, the Dean may make a recommendation to Education Council/Senate to rescind the credential awarded to the student.

## **8. RECOURSE IN ACADEMIC MATTERS**

### **8.1 Recourse Rights for Students**

A student has recourse against a decision regarding his or her failure to meet an academic standard within a course. This process excludes any sanction or academic penalty imposed on a student as a matter of academic discipline by the Senate. It also does not apply to admissions decisions.

Students have recourse in the following matters:

- The admission of a student to a course or program (exclusive of initial admission to the College)
- The continuation of a student in a specific course or program
- Academic matters within a course

### **8.2 Initial Stages**

Any student seeking recourse should first consult the faculty member or staff member who made the original decision. If the conversation with the faculty or staff member, in the estimation of the student, does not address the issue or concern, the next stage shall be followed.

### **8.3 Secondary Stages**

The student may propose a secondary meeting with the faculty or staff member. In the academic affairs of a course, the instructor is responsible. In administrative affairs, the staff member is responsible. It is the student's responsibility to consult with the instructor/staff member who made the original decision no longer than one month after the end of the course or one month after any decision made pertaining to their right for recourse. The instructor/staff member responsible for the decision and student are required to record minutes of this second meeting. Each will retain a copy of those minutes for their records.

In academic cases pertaining to courses, if the student is still not satisfied with the decision, they may request in writing, a remarking of the assignment or test in question by the instructor who marked the original assignment. At this stage students should be aware that their mark could either be raised, stay the same, or lowered. Thus the student is encouraged to carefully consider whether requesting a remarked assignment is desired. In this secondary stage, failures are also possible.

In administrative matters pertaining to a student not being admitted to a particular program (exclusive of initial admission to the college), at this stage if a student is not satisfied with the decision, he/she may formally request a review of this decision from the relevant superior of that staff member.

### **8.4 Final Stages**

In academic cases pertaining to courses in which a student is still not satisfied with the remarked assignment, and only in the case that the remarked assignment is a significant amount (30% or more) of the course grade and has received a failing grade, the student may request a formal remark from the College. The College will appoint an independent faculty member from within or outside the College with competence in the area of study being addressed in the assignment. That faculty member will be provided with the assignment and the College grading scale. The student shall not know the identity of the independent marker and the name on the assignment shall be removed so the marker does not know the student's name. The grade resulting from that assessment shall be the final grade for the assignment or exam. Again, the student should be aware that the grade can either be raised, stay the same, or lowered. In this final stage failures are also possible.

In administrative matters pertaining to a student not being admitted to a particular program (exclusive of initial admission to the college), at this stage the staff member who made the original decision and their relevant superior will review the student's concern. The decision resulting from that meeting will be final.

## **8.5 Recourse in Matters of Major Papers**

In recourse for any major paper or directed research project or field based project, recourse can only be sought if a thesis or project has failed.

## **8.6 Recourse in Matters of Academic Misconduct**

In cases where a student is being accused of academic misconduct, a student will have recourse throughout the process outlined in section 8 of this Handbook.

# **9. ACADEMIC ACCOMMODATIONS**

The College seeks wherever possible to welcome students requiring academic accommodations as participating members of the College community. The College strives to implement accommodations made by the University of British Columbia (UBC) Centre for Accessibility ([info.accessibility@ubc.ca](mailto:info.accessibility@ubc.ca)), which requires documented medical assessment of student disabilities or special needs. Ensuring fair treatment of all students according to their needs and in a manner consistent with academic principles is the responsibility of faculty and administration.

It is the responsibility of students to approach their instructors and the Student Resource Centre (SRC) at the College with their accommodations early in the term. For more on accommodations, see: <https://stmarkscollege.ca/current-student/student-services-and-amenities/>.

# **10. RESPONSIBLE CONDUCT POLICIES**

## **10.1 Student Conduct**

### **Preamble**

The College as a community expects students, faculty and staff to be witnesses to Catholic practice and to live their lives in accordance with the Church's moral teaching, which emphasizes the dignity of each person as a son or daughter of God. In light of that teaching, the College community honours each student as a maturing adult and seeks to encourage personal growth. Disciplinary actions are taken with the aim of supporting and promoting a responsible Christian outlook on relationships, property, society and oneself. Students are expected to take responsibility for their actions with respect to both speech and behaviour. In order to promote the common good of the members of the College community, students are subject to the student Conduct Policy. This policy is intended to resolve conflict or correct wrongdoing that cannot be resolved on a more informal basis.

As the face of the College in the wider community, St. Mark's College students are expected to uphold these principles and procedures whether they are at the College, traveling on behalf of the College in service learning or other capacities, visiting or working at another institution, or present in the wider community.

## **Forms of Student Misconduct**

Student misconduct can include, but is not limited to, the following offences:

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- Disrupting any College activity, by word, action, or any other means.
  - Creating or supporting any situation which endangers or threatens the emotional or physical health, safety, or well-being of any other individual.
  - Causing physical or emotional harm, injury, or threat to any person.
  - Making unauthorized use or having unauthorized possession of the property of any person or institution, including the College.
  - Damaging, destroying, or defacing the property or resources of any person or institution, including the College.
  - In any other way appropriating or using the property or resources of any person or institution, including the College, without appropriate consent or authority.
  - Forging, altering, or misusing any College document in any form.
  - Engaging in illegal activities of any kind, including but not limited to violation of the laws and regulations of Canada or the Province of British Columbia, or any other jurisdiction where the student may be present on behalf of the College, or as a result of their enrolment at the College, including but not limited to violation of liquor laws and drug related statutes.
  - Falsifying or misrepresenting information in any way involved in disciplinary hearings.
  - Contravening any of the other policies of St. Mark's College, including the: Academic Policies, Harassment Policies, and Technology Policies, should the remedies contained in those policies be inadequate or fail to apply to the specific situation.
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## **Remedies and Sanctions for Student Misconduct**

As befits a Catholic community, opportunities for restitution and appropriate reconciliation ought to be considered in each case.

Other factors to be considered in establishing sanctions and remedies can include, but are not limited to, the severity of the violation, the present demeanour and past disciplinary record of the offender, the nature of the offence, and the severity of any damage, injury or harm resulting from such offence.

Even when not on the College campus, students who commit any of the offences mentioned above while representing the College or engaged in a College activity will be subject to the same sanctions.

Sanctions for violations of the Student Conduct Policy may include but are not limited to:

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### *Dismissal from the College*

Dismissal is the permanent separation of the student from the College. Permanent notification will appear on the student's academic transcript. The student will also be barred from College premises.

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### *Suspension from the College*

Suspension is the separation of the student from the College for a specified period of time. Permanent notification of the suspension will appear on the student's academic transcript. The student shall not participate in any College sponsored activity and will be barred from College premises during the period of the suspension.

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### *Banned from Campus, College Premises, or Facilities*

Banning a student from campus, College premises, or College facilities means that the student is not allowed to be on the campus, College premises, or at College facilities for or during specific time periods without express written approval to the contrary. This may include authorizing limited access to particular College premises or facilities for specific purposes (e.g. to attend class) but otherwise banning access to College premises.

### *Disciplinary Probation*

The student may be restricted from participating in current and/or future student and College activities. This includes but is not limited to co-curricular and organizational activities, and student leadership positions.

### *Ineligibility for Graduation and Participation in Ceremonies*

A student charged with Student Conduct Policy violations prior to graduation may not graduate, participate in graduation ceremonies, or receive a diploma until the Student Conduct Policy proceedings have been adjudicated and, if the student is found responsible, sanctions have been completed.

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### *Monetary Restitution*

Where appropriate, the student may be required to make payment to the College or to other persons, groups, or organizations for damages incurred as a result of a determined Policy violation.

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### *Fines*

A monetary fine may be imposed on a student as a deterrent to policy violations.

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### *Community Service/Educational Project*

Community service, work on campus, research projects, or other appropriate learning experiences may be assigned.

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### *Disciplinary Warning*

The student is given a written warning that future misconduct may result in more severe disciplinary action.

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### *Educational Programs*

The student is assigned to attend educational programming to increase his/her awareness of the effects and issues related to the use of alcohol or drugs, and other behaviours. The student will submit to the Dean of Students a report of agreed-upon length.

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### *Other Remedies and Sanctions*

In accordance with the Procedures below, additional or alternative sanctions may be imposed.

Any misconduct that involves a breach of the law will be reported to the police.

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## **Procedures**

Cases relating to student misconduct at the College will be reviewed and resolved in accordance with the following procedures.

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### *Initial Action*

- All cases of suspected student misconduct will be brought to the attention of the Dean of Students, whether by an instructor, another student, a staff member, or a member of the wider community. (In cases where there may be a perceived conflict of interest, the Dean of Theology shall act for the Dean of Students.)

- The Dean of Students will conduct the initial investigation, and interview the student. If, as a result of this investigation, the Dean of Students no longer believes that student misconduct has occurred, the case will be dismissed and no record will be preserved. If, however, the Dean of Students still believes that student misconduct has occurred and/or the student admits culpability for the offence, the Dean of Students will suggest an appropriate remedy or sanction from the list above.
  - In the case of offences between two persons, or by one person against other(s), the Dean of Students will attempt to reach a resolution with the student and the other person(s) involved. This resolution may include remedies or sanctions from the list above, but may also include other actions.
  - If the student accepts the penalty, the Dean of Students will initiate and oversee the actions agreed upon.
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- The Dean of Students will inform the student and other involved parties of the decision in writing, and forward documentation of the case to the Office of the Principal and the Office of the Registrar. Any remedies or penalties imposed on the student will be recorded in a letter of reprimand issued to the student by the Registrar; a copy of the letter will also be placed in the student's file.

### *Appeal Procedure*

- If the student disputes the facts, or thinks the penalty excessive, or otherwise does not accept the suggested resolution, the student may appeal the Dean of Students' decision to the Student Conduct Committee (SCC) in the form of a written submission sent to the Dean of Theology within seven days of receiving the decision. The Dean will then convene a meeting of the full SCC, with a view to resolving the case. At this meeting, the SCC will receive and review all relevant documents to determine whether or not student misconduct has occurred. The student has the right to appear before the Committee, and to have an advocate present. The SCC may also request a meeting with any other involved parties, who may also have an advocate present.
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- If, as a result of this review, the SCC is not convinced that student misconduct has occurred, the case will be dismissed and no record will be maintained. If, however, the SCC determines that student misconduct has occurred, the Committee may apply any of the remedies and penalties listed above.
  - The SCC will inform the student, and where appropriate, the other party of its decision in writing, and forward documentation of the case to the Office of the Principal and the Office of the Registrar. Any remedies or penalties imposed on the student will be recorded in a letter of reprimand issued to the student by the Registrar; a copy of the letter will also be placed in the student's file.
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### **The Student Conduct Committee (SCC)**

The Committee shall comprise three voting members: a faculty member selected by the Senate, a faculty member appointed by the Principal, and the BA Student Representative on Senate. The Dean of Theology shall also sit on this committee, in an advisory capacity. Meetings shall be chaired by the faculty representative selected by the Senate. This committee shall be constituted

on an “as needed” basis.

## **10.2 Classroom Practices**

### **Progress Reports to Students (Fair Warning)**

Students must receive the results of a major test, assignment, or collection of smaller assignments before the end of the seventh week of classes. These results should account for a minimum of 20% of the final course mark.

### **End of Term Tests**

Instructors may not hold a test or examination worth more than 15% of the total grade during the last two weeks of classes.

### **Weighting of Final Exams or Final Projects**

Final exams shall be weighted no less than 20% and no more than 40% of the student’s total grade.

### **Weather Closures**

In the event of deteriorating overnight conditions or in other emergency situations, the College will broadcast an announcement about morning or full-day closures on CKNW (980 AM) radio. An announcement will also be placed on the College’s voice mail (604-822-6862) and on the website. Students and faculty should assume that all night classes will continue to operate. If the emergency continues into the evening, students and faculty may check after 3:00 pm for a closure notice on the College’s voicemail.

### **Missed Tests and In-Class Assignments**

- If a student misses a test or assignment because of unexpected illness, he or she must bring to the instructor a note signed by a physician stating the date and time of the visit to the doctor’s office in order to be allowed to re-sit the test or assignment. Instructors are not required to make allowance for any missed test or incomplete work that is not satisfactorily accounted for.
- On the recommendation of the instructor and the approval of the Principal or Academic Dean, a student may be denied permission to write the final exam in any subject taken when the student neglects to do a substantial part of a written assignment for a course, or neglects to do a sufficient amount of the practical or laboratory work in a course.

### **Final Exam**



At the discretion of the faculty member and with the approval of the Dean, a student may be required to pass a final examination in order to receive a passing grade in the course. This requirement must be clearly outlined in the course syllabus.

## **Attendance**

The College regards class attendance as an important contributor to academic success. At the discretion of a faculty member, students who miss 25% or more of their classes, regardless of whether the absences are avoidable or unavoidable, may be excluded from the final exam. This policy also applies to online courses.

## **Procedures**

The primary responsibility for invoking this Policy rests with instructors. Instructors are expected to keep an attendance record and report all absences in their Fair Warning submission to the Academic Advisors. This report on Fair Warning will also help the College to comply with the government requirement to keep an attendance record for all international students and all students on the federal loan program.

Instructors planning to invoke this attendance policy must include a website link to the policy in the course Syllabus. If a student is approaching the threshold at which the penalty can be imposed, the instructor must notify the student in writing. This will give the student an opportunity to improve their performance. The normal method of communication for the written warning should be the College email address. Students are responsible for ensuring their up to date email address is on file.

Students with a disability confirmed by the Student Resources Centre (SRC) are to be given reasonable accommodation, as determined by UBC's Centre for Accessibility.

If students anticipate an absence, they must notify the instructor. If there is an unexpected absence, the student will report that to the instructor as soon as possible. If sickness is the cause, then a medical note should be presented to the instructor.

## **Late Papers**

Late papers will have a percentage deducted at the discretion of the instructor. Papers that are more than two weeks late will be returned ungraded unless an extension has been granted. If students seek an extension from their instructor, they must do so before the assignment is due. Term papers will not be accepted after the last day of classes in that term.

## **Missed Final Exams**

A student who is unable to attend the final examination must notify the faculty member (and copy the Dean) to provide a satisfactory explanation within 48 hours of the missed scheduled final examination time and request the possibility of a make-up examination. The faculty

member may request supporting documentation. If appropriate, the faculty member may reschedule the final examination.

## **11. HARASSMENT**

Those who become members of the student body, faculty, or staff of the College agree to accept the responsibilities following from the Mission Statement of the College, which includes "recognition of adherence to the teaching authority of the Church in matters of faith and morals." One of the cornerstones of this teaching is respect for individuals at all levels. Harassment in general, and sexual harassment in particular, promotes an atmosphere inimical to this respect. Believing that freedom of speech and action demands responsibility, the College is opposed to any form of harassment and is prepared to deal with it in the manner outlined below.

### **What is Harassment?**

Harassment in general and sexual harassment in particular is any comment or conduct that is known to be, or should be reasonably known to be, unwanted and unwelcome. This may include, but is not limited to: remarks, jokes, innuendoes, taunting, sexually oriented conduct and requests, comments, gestures, or materials that are considered offensive, threatening, degrading or coercive thereby creating a hostile, intimidating or offensive work or study environment non-conducive to the accomplishment of the College's mission. Sexual harassment can be further defined as specifically including any unwanted and unwelcome sexual attention towards another person, which has an adverse effect on the emotional well-being, work or academic performance of the complainant.

Harassment may occur between people of the same or different sex and of the same or different status within the College community. Neither men nor women are immune from harassment by another person.

### **Third Party Harassment**

Accusations about third party harassment incidents on campus alleged against those who are not members of the College community will be accepted with the understanding that the solution may only be that the College will take action to provide a more secure campus. The complainant may receive advice regarding available off-campus processes but must recognize that the likelihood of the College's being able to enforce disciplinary action against a non-community member is very remote.

### **Examples of Harassment**

Examples of harassment include, but are not limited to, the following:

- Verbal or physical abuse of an employee/student by an employee/student;
- Physical contact that makes one person feel uncomfortable;
- One person stalking another;
- A date ending in unwelcome sexual intimacy;

- Use of sexually suggestive language, especially when another person indicates that it is offensive;
  - The promise of reward or threat of reprisal attached to sexual favours;
- 
- Persistent teasing or leering causing embarrassment

## **The Process**

### **Consultation**

The process begins with a discussion with the appropriate contact (Dean of Students, Dean of Theology or alternative contact person) to determine if the complainant wishes to proceed with a complaint. The goal of consultation is to foster communication between the parties and to try to mediate a resolution satisfactory to both without an investigation. Disciplinary action is not a part of the consultation process.

### **Complaint**

The next stage involves completing the Harassment Incident forms. The complainant must be prepared to discuss frankly and disclose specific incident details to the investigation team. Fully documented written materials must be provided to allow for a complete understanding of the incident and any related issues, and for a full and fair investigation to take place. Anonymous complaints will not be accepted or investigated.

### **Investigation**

Once a complaint has been received, investigation involves engaging in the procedures established for students, staff, or faculty as outlined in the College's Dispute Resolution policies. The complainant and respondent are required to cooperate fully in the investigation. The College intends that the complaint process will be used solely for the purposes of College life. However, the College does reserve its right and option in serious situations to refer complaints of gross misconduct or abuse to the relevant off-campus authorities.

## **Important Notes**

- Off-campus legal remedies are not excluded and may run in conjunction with the College's informal or formal processes.
  - While investigation materials are strictly confidential, they may be released if subpoenaed or required to be produced by court order in association with off-campus legal proceedings.
- 
- Retaliation in any form is specifically prohibited and, if proven, will result in serious and immediate discipline.

## **12. STUDENT DISPUTE RESOLUTION**

All efforts to resolve disputes should proceed in the spirit of Christian charity and with reference to the Catholic principles upon which the College was founded. In this light, members of the community are called to seek reconciliation on their own, and it is appropriate that individuals

should first address the party (faculty member, member of staff, or administrator) concerned. In the instances where personal reconciliation is impossible, the following process will be followed:

## **Mediation**

A student should seek mediation from the Dean of Students. If this process is unsatisfactory, the complainant should then take his or her concern to the Dispute Resolution Committee.

## **Dispute Resolution Committee**

- The complainant files a written grievance with the Principal. The Principal will, within three business days, acknowledge the receipt of the complaint in writing and set up an appointment to bring the issue to committee within fourteen (14) days to discuss a resolution. The committee shall be composed of the Principal, the Associate Registrar, the Dean of Students, a faculty representative, and a student representative. Should any member of the Dispute Resolution Committee be directly involved in a dispute, he or she will stand down and shall take no part in the deliberations concerning the outcome of the dispute. In the event that the Principal stands down, the Associate Registrar will chair the committee in the Principal's stead.
- Both the complainant and the respondent have the right to be present when the Committee meets, and the President will inform the complainant and the respondent of the Committee's resolution in writing within three business days.

## **Appeal to the Board**

The individual may appeal the decision of the Dispute Resolution Committee to the Board of Governors. The written appeal should be directed to the Chairperson and be submitted within 30 days of the release of the decision of the Dispute Resolution Committee. The \$50 fee should accompany the application for appeal. The Chair of the Board will, within three business days, acknowledge in writing the receipt of the complainant's appeal. Both the complainant and the respondent have the right to be present when the Board hears the appeal at its next meeting, and the Chair of the Board will inform the complainant and the respondent of the Board of Governors' resolution in writing, again within three business days. The decision of the Board shall be by majority vote and shall be final and binding on all parties.

## **13. PRIVACY**

St. Mark's College is committed to the principles set out in the Personal Information Privacy Act that came into effect on January 1, 2004.

### **The College's Commitment to You**

Safeguarding your confidentiality and protecting your personal information is a fundamental concern of the College. The College is committed to meeting or exceeding the privacy standards

established by the BC Personal Information Protection Act (PIPA).

## **Privacy Protection in British Columbia**

The Act requires an organization to obtain informed consent from an individual before collecting personal information about that individual, with certain exemptions. The organization must state why it is collecting the information, and how it will use the information collected. The Act also requires the organization to keep the information it has collected in a secure and safe manner, protecting the individual's right to have his or her information protected. The Act also describes with whom the personal information may be shared.

## **Ten Privacy Principles**

As part of the College's commitment, the following Ten Privacy Principles govern the actions of the College as they relate to the use of personal information. These principles have been built upon the values set by the Canadian Standards Association's Model Code for the Protection of Personal Information and British Columbia's Personal Information Protection Act (PIPA).

### **Accountability**

The College is responsible for maintaining and protecting the personal information under its control. In fulfilling this mandate, the College designates an individual(s) who is (are) accountable for the College's compliance with the Ten Privacy Principles. This individual is the Privacy Officer of the College.

### **Identifying Purposes**

The College will identify the purposes for which personal information is collected before or at the time the information is collected.

### **Consent**

The College will obtain consent of the individual for the collection, use or disclosure of personal information except where the law states exemptions, grants permission, or creates a requirement for collection, use, or disclosure of personal information.

### **Limiting Collection**

The College will limit the personal information collected to those details necessary for the purposes identified by the College.

### **Use, Disclosure and Retention**

The College will only use, disclose and retain personal information for the purpose for which it was collected unless the individual has otherwise consented, or when its use, disclosure or retention is required or permitted by law. Personal information will only be retained for the period of time required to fulfill the purpose for which it was collected.

**Accuracy**

The College will maintain personal information as accurate, complete and up-to-date form as is necessary to fulfill the purposes for which it is to be used.

**Safeguarding Personal Information**

The College will protect personal information by security safeguards that are appropriate to the sensitivity level of the information.

**Openness**

The College will make information available to individuals concerning the policies and practices that apply to the management of their information.

**Individual Access**

The College will inform an individual, upon the individual's request, of the existence, use and disclosure of the individual's information, and shall give the individual access to it in accordance with the law. Individuals may verify the accuracy and completeness of their information and may request that it be amended, if appropriate.

**Complaint Process**

Individuals may direct any questions or enquiries with respect to the College's privacy policies or practices to the Privacy Officer of the College.

**How Does the College Safeguard Information?**

St. Mark's College maintains current security standards to ensure that your personal and financial information is protected against unauthorized access, disclosure, inappropriate alteration or misuse.

**Student Files**

Student files are stored in secured filing cabinets. Access is restricted to only those employees (administrators, instructors, counselors, secretaries, etc.) who, by nature of their work, are required to see them.

**Identifying Purposes**

The College will identify the purposes for which personal information is collected before or at the time the information is collected.

**Electronic Security**

The College manages electronic files appropriately with passwords and security measures that limit access by unauthorized personnel. The College's security practices are reviewed periodically to ensure that the privacy of your information is not compromised.

**Record Management at the College**

Personal information is destroyed one year after the College no longer needs the information or one year after legal minimum retention requirements have been met.

### **Use, Disclosure and Retention**

The College will only use, disclose and retain personal information for the purpose for which it was collected unless the individual has otherwise consented, or when its use, disclosure or retention is required or permitted by law. Personal information will only be retained for the period of time required to fulfill the purpose for which it was collected.

### **Accessing and Amending Information**

The College makes decisions based on the information it has. The College makes every effort to ensure information is accurate and complete.

### **Accessing Your Information**

You may access and verify any of your personal information or academic records with appropriate notice so that the office is able to supply you with the information you require. Most of this information is available in the registration forms and other forms that you filled out.

### **Amending Your Information**

To help the College keep your personal information up-to-date, the College encourages you to request that it amend inaccuracies and make corrections. Where appropriate, the College will communicate these changes to other parties who may have unintentionally received incorrect information from the College.

### **What Information is Collected?**

St. Mark's College gathers and uses personal information to provide the student with the best possible educational services enunciated by the Mission statement of the College. Most of the information the College collects comes to the College directly from you, and only with your consent. When you apply to register the College will ask you to provide the information that enables it to complete the registration process. This also includes information on academic, health, and personal matters needed by the College to provide the best possible education and co-curricular programs.

### **How is Information Used?**

St. Mark's College uses:

- Personal information to communicate with you, process applications and ultimately to provide you with the educational services and co-curricular programs you expect.
- Personal information to enable the College to operate its administrative function, including payment of fees and maintenance of non-educational programs including fundraising.
- Health, psychological, or legal information to provide certain specialized services in those areas or as adjunct information in delivering educational services.

- If for any reason personal information is required to fulfill a different purpose, the College will notify you and ask you for your consent before the College proceed.

### **When May Information be Disclosed?**

St. Mark's College keeps personal information strictly confidential and treats it with care and respect. However, some of an individual's personal information may be shared with others as noted below.

#### **When Authorized by You**

- Other educational institutions routinely contact the College for personal information about students. For example, if you move to another college or university, student records are requested by the enrolling institution. Your permission to pass on these records is usually obtained when you register and authorize the College to disclose such information to other appropriate educational institutions for the ongoing education of your child.
- The release of transcripts requires a written request signed and dated by you. Your signature authorizes the release of the private information contained in your transcript.
- Contact information may be used to enable the College to provide the para-educational and administrative services usually operated by the College. These services include phoning committees, participation groups, fundraising, events, annual general meetings, etc.
- In some cases, when communication is over the telephone, your consent to the use and/or disclosure of your information will be obtained verbally. In other cases such as when you communicate through e-mail, your consent will be obtained electronically.

#### **When Required by Law**

- The type of information the College is legally required to disclose most often relates to legal proceedings, court orders and government tax reporting requirements.
- Only the information specifically requested is disclosed and the College takes precautions to satisfy itself that the authorities making the request have legitimate grounds to do so.

#### **When Permitted by Law**

The College is legally permitted to disclose some personal information in situations such as an investigation of illegal activities, reasonable methods to collect overdue accounts, a medical emergency or suspicion of illegal activities etc. Only pertinent information is disclosed. The College does not sell, lease or trade information about you to other parties.

#### **The College's Employees**

- In the course of daily operations, access to personal information is restricted to authorized employees who have a legitimate reason for accessing it. For example, instructors will have access to personal information about you but not your account with the College.
- All employees of the College are required to abide by the privacy standards governed under PIPA. They are also required to work within the principles of ethical behavior as set out in employment contracts and must follow all applicable laws and regulations. Employees are well informed about the importance of privacy and they are required to



sign either a code of conduct or a confidentiality agreement that prohibits the disclosure of any personal information to unauthorized individuals or parties. To reinforce their understanding and commitment to upholding client privacy and confidentiality, employees periodically receive up-to-date literature about our privacy policy, principles and standards.

### **Outside Service Suppliers**

The College sometimes contacts outside organizations to perform specialized services such as printing, student assessments, educational research or data processing. For example, the College gives its yearbook publisher the information required to produce the annual yearbook. Suppliers of specialized services are given only the information necessary to perform those services.

### **Restricting Sharing Information**

If you choose to limit the sharing of your personal information, please contact the Registrar's office and submit a written letter specifying which items of personal information you wish to limit, and to whom you wish these items to be restricted. Please remember that certain agencies, by law, have access to certain types of personal information.

The College may add, modify or remove portions of this policy when it is considered appropriate to do so. You may ask for the most recent update of this policy at the Student Services Centre.

Questions, concerns, and complaints about privacy, confidentiality and information handling of the College may be addressed to the College's Privacy Officer by calling the Principal's office. If necessary, you will be referred to use the College's complaint procedure and appeals policies.

## **14. TECHNOLOGY USAGE**

St. Mark's College is committed to the effective use of technology to enhance the quality of student learning and the efficiency of the College's operations. Accordingly, several computers are available for use on campus, and the campus has a wireless network for those wishing to use portable computers and other electronic devices.

The College encourages the use of technology appropriate for the environment of a Catholic undergraduate college, discourages harmful practices, and sets penalties for those who choose to violate the policy. Members of the College community should remember that access to technology is a privilege, not a right.

Technology resources are defined as any electronic tool, device, program, or system that aids the educational environment and prepares the user for new roles in learning, living and working in a technological world. Examples of such technology include, but are not limited to, all computer hardware and software; personal digital assistants including Palms, pocket PCs, cell phones, pagers; analog and digital networks; electronic (e-mail) mail systems, and communication technologies; telecommunications technology; servers, routers, hubs, switches, and Internet gateways; and all related and forthcoming systems and new technology. It should be noted that personally owned devices are included in the Acceptable Use Policy when on campus or

connected to the school infrastructure.

## **Prohibited Uses**

Members of the College Community may not use technology:

- to communicate with others during class time via e-mail, cell phone, pager or other electronic device, unless express permission is given by the instructor
- to engage, during class time, in any research, work, or Internet "surfing" not authorized by the instructor
- to record any lecture, tutorial, workshop or other type of class without first obtaining the instructor's consent
- to duplicate, store or transmit copyrighted material that violates copyright law
- to access, upload, download, create, distribute, use or transmit abusive, slanderous, libelous, prejudicial, sexually explicit, pornographic or otherwise inappropriate language or material
- to harass, bully or threaten another individual
- to vandalize, damage, alter, or disable property of the College

At the instructor's discretion, the use of technology in the classroom may be restricted.

## **15. REVISION OF HANDBOOK**

This Handbook may be revised at any time. Students are responsible for keeping up to date regarding recent Handbook editions. Revisions of the Handbook can only be done with the approval of the Senate. The official Handbook will be provided on the College's website, as a downloadable PDF file.

## **16. FACILITIES AND STUDENT RESOURCES**

### **16.1 St. Mark's Campus and Area**

St. Mark's is located on the northeastern tip of the University of British Columbia's Vancouver campus (UBC). Our facilities include the Dr. John Micallef Memorial Library, classrooms, student lounges and study spaces, a cafe, the beautiful St. Mark's College Chapel, and administrative areas where you will find your advisors and faculty members' offices. The environment is welcoming and we encourage you to drop by and experience the sense of community found here.

### **16.2 Library**

The Dr. John Micallef Memorial Library serves students and faculty of St. Mark's and Corpus Christi Colleges, the UBC community and the greater Catholic community. It is found on the first floor of the St. Mark's Chapel building.

The collection of both print and online materials specializes in philosophy, spirituality, theology, religious education, educational leadership, pastoral studies and Church history, as well as supporting the College's programs. The Micallef Library has a number of guides, including citations, research, evaluating web resources, First Nations resources, Biblical commentaries, scripture searches, copyright basics, and more. The library also offers assistance with research and citations. A printer is available for students with a printing account.

The library shares an online catalogue with Vancouver School of Theology (VST), and has reciprocal borrowing privileges with UBC, VST and Regent College Library. Please note that each library has its own library cards and loan rules. Borrowers are responsible for adhering to each institution's loan policies and restrictions.

To search the collection of print and online resources, as well as the Rare Book collection, click on the search box on the Library homepage from the St. Mark's College website.

Library open hours and staffed hours are on the website. If you need library staff assistance, you are encouraged to make an appointment: 604-822-4463 or [library@stmarkscollege.ca](mailto:library@stmarkscollege.ca).

### **16.3 Writing and Research Assistance**

The library offers orientation sessions for new members of the College community. Those sessions will cover some basics of research methods.

The Student Resource Centre (SRC) works with staff and faculty to help students by providing them opportunities to be equipped to learn and empowered to succeed as self-regulated learners. For more information, visit: <https://stmarkscollege.ca/current-student/student-services-and-amenities/>.

The SRC offers the following online and on campus help:

- Academic Coaching: Writing, Research, Citation
- Subject Tutoring: Math, English, Psychology
- Instructor Referrals for specific helps

Also offered are the following tests and workshops:

- Placement Testing: English and Math
- Writing Workshops: Vocabulary, Sentences, Paragraphs, and Essays

Contact the SRC by email at [accommodations@corpuschristi.ca](mailto:accommodations@corpuschristi.ca).

### **16.4 Location**

To search for buildings, locations, or services on the UBC campus, use Wayfinding at UBC: <http://www.maps.ubc.ca/PROD/index.php>.

To find out about great opportunities and interesting sights on campus, use the directory for attractions: <http://www.attractions.ubc.ca/>.

## **16.5 Transportation**

St. Mark's is within a five-minute walk to UBC's bus loop, ensuring easy access to transportation throughout the Lower Mainland. Most students take public transportation to campus, as they have access to the UBC U-Pass Bus Pass. Students and staff are also encouraged bike to campus and many do.

## **16.6 Food and Amenities**

Students also have access to all the amenities of the UBC Campus, including the food outlets and retailers of the AMS Student Union Building. St. Mark's is a five minute walk from many on campus restaurants (both fast food and traditional restaurants), several coffee shops, gift shops, pharmacies, stationary and school supply stores, including the UBC Bookstore. Carey Centre has a public cafeteria, where hot lunches are available Monday to Friday at reasonable prices.

## **16.7 UBC Facilities**

<http://www.ubc.ca/>

## **16.8 Vancouver and Surroundings**

St. Mark's College and UBC are within a short drive to most Vancouver landmarks, including Cypress Bowl and Grouse Mountain, both providing opportunities for skiing and snowboarding. You can visit the Vancouver Aquarium in Stanley Park, the Vancouver Museum and MacMillan Space Centre, or the Vancouver Art Gallery, any day of the week. We are also within a two-hour drive from Whistler, one of the sites of the 2010 Olympic Games.