

Coquitlam College is dedicated to providing students of all nations with excellent educational opportunities within an atmosphere of scholarly integrity, cultural sensitivity and community engagement.

## PROGRAM AND DESCRIPTION

Coquitlam College understands that our students come from a wide variety of educational backgrounds. For this reason, we offer three distinct programs to help students successfully complete their graduation and launch their future education pathways.

Our program is certified by the Independent Schools Branch of the Ministry of Education of British Columbia.

The two programs offered:

1. Dogwood Diploma
2. Adult Graduation Diploma

The College runs on a September, January and May trimester allowing students to complete the program as soon as two years.

Students can take university-level courses to achieve credits towards their graduation as well as first-year university credits.

## DOGWOOD DIPLOMA

The Dogwood Diploma is awarded to students who successfully complete the provincial graduation requirements. Students require a minimum of 80 credits to graduate and complete the following three assessments: Grade 10 Numeracy Assessment (NME10), Grade 10 Literacy Assessment (LTE10) and Grade 12 Literacy Assessment (LTE12).

Graduation Requirements:

- At least 16 credits must be at the Grade 12 level, include a requirement Language Arts 12
- At least 28 credits must be elective course credits
- At least 4 credits must have an Indigenous-focus
- 52 credits are required from the following:
  - Career-Life Education (4 credits)
  - Career-Life Connections (4 credits)
  - Language Arts 10 (4 credits)
  - Language Arts 11 (4 credits)
  - Language Arts 12 (4 credits)
  - Mathematics 10 (4 credits)
  - Mathematics 11 or 12 (4 credits)
  - Physical and Health Education 10 (4 credits)
  - Science 10 (4 credits)
  - Science 11 or 12 (4 credits)

- Social Studies 10 (4 credits)
- Social Studies 11 or 12 (4 credits)
- An Arts Education 10, 11, or 12 and/or an Applied Design, Skills, and Technologies 10, 11, or 12 (4 credits total)

In addition, students must write the three graduation assessments: NME 10, LTE 10, and LTE 12.

### ADULT GRADUATION DIPLOMA

The Adult Graduation Diploma is for adult learners (18 years of age or older) who want to take courses to complete high school and obtain their adult high school diploma.

To complete the Adult Graduation Program, student must earn at least 20 credits. Once students enroll in the program, students can transfer up to two qualifying courses and must successfully complete three qualifying courses needed to meet Adult Graduation Program requirements.

Graduation Requirements:

- Language Arts 12 (4 credits)
- Mathematics 11 or 12 (4 credits) \*\*

Option 1

- Three 4-credit Grade 12-level Ministry Authorized courses, including External Credential Courses (12 credits)

or Option 2

- Social Studies 11, BC First Nations Studies 12, or Civic Studies 11 (4 credits)
- Two 4-credit Grade 12-level Ministry Authorized course, including External Credential Courses (8 credits)

\*\* Accounting 11 and 12 satisfy the mathematics requirement in the Adult Graduation Program.

Students enrolled in the Adult Graduation Diploma program are not required to write the graduation assessments.

### ADVANCED PROGRAM

This program is for highly motivated and capable students who want to accelerate their post-secondary studies. The Principal will assess and approve a student's entrance into the Advanced Program.

Students in the Advanced Program must complete four academic secondary courses including English Studies 12 and write the LTE 12. Upon meeting all requirements, students may begin taking post-secondary courses at the College.

Upon completion of at least 30 post-secondary course credits at the College, students are eligible to transfer to a university.

**GRADING SYSTEM**

Grade	Percentage	Points	Credit Mark	Used in GPA
A	86 – 100	4.0	Yes	Yes
B	73 – 85	3.0	Yes	Yes
C+	67 – 72	2.5	Yes	Yes
C	60 – 66	2.0	Yes	Yes
C-	50 – 59	1.0	Yes	Yes
F	Below 50	0.0	No	Yes
I	In Progress	0.0	No	No
W	Withdrawal	0.0	No	No
AUD	Audit	0.0	No	No
SG	Standing Granted	n/a	Yes	No
TS	Transfer Standing	n/a	Yes	No

Honour Roll for Academic Achievement: Overall GPA 3.75 (Grade 10, 11, 12)

Award Winner: Best overall student in each subject (Grade 10, 11, 12)

**COURSE AND CREDITS**

English

Composition 10 (2 credits)

English Studies 12 (4 credits)

Literary Studies 10 (2 credits)

Literary Studies 11 (4 credits)

Social Sciences

Comparative Cultures 12 (4 credits)

Explorations in Social Studies 11 (4 credits)

Social Studies 10 (4 credits)

Physical Geography 12 (4 credits)

Science & Mathematics

Anatomy and Physiology 12 (4 credits)

Chemistry 11 (4 credits)

Chemistry 12 (4 credits)

Foundations of Math and Pre-Calculus 10 (4 credits)

Foundations of Mathematics 11 (4 credits)

Physics 11 (4 credits)

Physics 12 (4 credits)

Pre-calculus 11 (4 credits)

Pre-calculus 12 (4 credits)

Science 10 (4 credits)

Fine Arts & Applied Skills

Art Studio 12 (4 credits)

Business Computer Applications 12

Career-Life Connections (4 credits)

Career-Life Education (4 credits)

Drama and Television 12 (4 credits)

Film and Television 12 (4 credits)

Fitness and Conditioning 11 (4 credits)

Fitness and Conditioning 12 (4 credits)

Physical and Health Education 10 (4 credits)

## COURSE DESCRIPTIONS

### English

**Composition 10:** Students will explore and understand reading a variety of materials, including narratives, informational text, on First Peoples content, worldviews, and Principles of Learning. Students will focus on the processes of planning, drafting, and editing in the context of narrative, expository, descriptive, persuasive, and opinion-based writing.

**English Studies 12:** Students will explore and understand a variety of literature and fictional formats such as poetry, short stories, and non-fiction novels. Students will complete a variety of assignments that will include argumentative writing, original compositions, and oral presentations.

**Literary Studies 10:** Students will explore and understand a variety of literature and fictional formats such as poetry, short stories, Canadian literature, and Indigenous texts. Students will complete a variety of assignments that will include personal, creative, expository, and comparative writing.

**Literary Studies 11:** Students will explore and understand a variety of literature and fictional formats such as poetry, short stories, literature, and Indigenous texts. Students will complete a variety of assignments that will include persuasive, critical, and comparative writing.

### Fine Arts & Applied Skills

**Art Studio 12:** Students will develop their drawing skills and learn techniques that help to develop engaging and meaningful artwork. Through the creative process, students will be able to create images.

**Business Computer Applications 12:** Businesses use a wide variety of equipment that requires a basic level of technical skill to operate. Using a variety of software, you will develop your understanding of business information systems and improve your keyboard proficiency, critical-thinking abilities, and entrepreneurial and problem-solving skills. Business Computer Applications 12 will give you the technical tools to succeed in the business world.

**Career-Life Connections:** Today's graduates must be able to adapt to ongoing change in many aspects of their lives. Purposeful career-life development, where students learn how to set personally meaningful goals, recognize, and cultivate relevant opportunities and supportive relationships, and continually re-evaluate and revise their plans, is a requirement for educated citizens in an ever-changing world. Educated citizens are lifelong learners who continually build on their self-awareness about evolving interests and strengths, and who can use this personal knowledge to inform their career-life choices with flexibility as opportunities and challenges arise. In Grades 10 to 12, students explore and research a multitude of education, work-related, and life opportunities to develop the knowledge and the personal and social competencies to manage the next steps in their career-life journeys.

**Career-Life Education:** This course will help students to develop the skills they need to become self-directed individuals who set goals, make thoughtful decisions, and take responsibility for pursuing their goals throughout life. The course encourages students to explore a range of pathways beyond secondary school, develop health and wellness goals, and polish their employability and financial planning skills.

**Fitness and Conditioning 11:** Students will learn how personal fitness can be maintained or enhanced through participation in a variety of activities at different intensity levels. Students will learn how the body moves and functions to stay safe, follow proper training guidelines, and make healthy choices that can help them reach their health and fitness goals.

**Fitness and Conditioning 12:** Students will learn how personal fitness can be maintained or enhanced through participation in a variety of activities at different intensity levels. Students will learn how the body moves and functions to stay safe, follow proper training guidelines, and how personal choices can help them reach their health and fitness goals.

**Physical and Health Education 10:** Students will try a variety of physical activities that can help improve their personal fitness and encourage an active lifestyle. Students will learn about their strengths, weaknesses, and personal preferences when planning and achieving goals. Students will learn how healthy choices influence, and are influenced by physical, emotional, and mental well-being.

#### Science & Mathematics

**Anatomy and Physiology 12:** Students will learn about human anatomy and physiology by exploring the concepts of homeostasis, gene expression and the organ systems.

**Chemistry 11:** A student with an interest in chemistry and how it is applied in today's world will enjoy Chemistry 11. A lab-oriented course requiring no previous chemistry background, Chemistry 11 involves the study of atoms, molecules and matter, chemical reactions, solution chemistry and organic chemistry. The course may deal with optional topics such as environmental chemistry, nuclear chemistry and how chemistry concepts are relevant in everyday life.

**Chemistry 12:** This course builds on students' experience in Chemistry 11 and has an emphasis on the many ways in which atoms, molecules and ions interact. Many interesting experiments help students to understand the rates of chemical reactions, chemical equilibrium, analysis of ions in solution, acid base chemistry and electrochemistry.

**Foundations of Math and Pre-Calculus 10:** This course covers the following areas of study: Numbers and number operations-rationals and irrationals; data analysis-organizing and interpreting data; geometry-similarity, reasoning, and analytic geometry; trigonometry; algebra; expressions and equations.

**Physics 11:** The course is intended to provide students with insight into the scope, nature, relevance, and limitations of physics (physical science). In this introductory level course, the topics covered include the study of kinematics (mathematics of motion), vector diagrams, gravity, the fundamental forces (electrical, gravitational, and nuclear), and nuclear and quantum physics.

**Physics 12:** In Physics 12, a problem-solving approach is taken with various topics that include kinematics, vectors, equilibrium forces, circular motion, work and kinetic energy, collisions/momentum, gravitation, electric charges/fields, electric potential, current and resistance, magnetic fields and magnetism, electromagnetism, and quantum physics.

**Pre-Calculus 11:** This course focuses on topics that include relations and functions, trigonometric, polynomial functions and graphing. This course fulfills the Ministry of Education's mathematics requirement for graduation.

**Pre-Calculus 12:** This course includes the following topics: combinatorics, binomial expansion, composite functions, transformations of graphs, exponential and logarithmic functions, polynomial factoring, radical and rational functions, trigonometry, equations and identities. This is a demanding and challenging course. Students not only require mathematical ability but also solid and consistent work habits.

**Science 10:** This course entails fact, theory and skills and processes from the three primary areas of science: biology, chemistry, and physics. In Science 10 students are encouraged to have a personal, practical, and investigative approach to the learning of science. Critical thinking abilities are stressed along with presenting information required for the acquisition of knowledge. Science 10 is designed to help students acquire the skills and knowledge that they will need to make decisions about many of the complex technological matters affecting our world.

### Social Sciences

**Comparative Cultures 12:** Comparative Cultures 12 examines cultures and societies from around the world. During this course students will be expected to demonstrate an understanding of the following:

- Definitions of culture and how these have changed over time
- The belief systems, social organization, languages and artistic expressions of cultures
- How geographic and environmental factors influenced the development of cultures
- How value systems and belief systems shape cultures
- The Systems of power, authority, and governance of various cultures
- Conflicts within and between cultures

**Explorations in Social Studies 11:** The course will focus on exploration of themes to Political Studies, Social Justice, and the intentional destruction of peoples and their cultures. Students will

learn to use Social Studies inquiry processes and skills to ask questions; gather, interpret, and analyze ideas; and communicate findings and decisions.

**Social Studies 10:** Students will gain factual information regarding Canadian geography, history and government while developing writing skills and discussion skills which will enable them to competently express opinions and give reports on course content.

**Physical Geography 12:** This course will investigate the physical earth and the complex relationships that exist between humans and nature. Students will learn how natural processes impact the landscape and options for human settlement and how human action can affect the atmosphere, hydrosphere, lithosphere, and biosphere.

### EARNING CREDITS FOR OTHER LEARNING

Students can earn credit for other learning in the Dogwood Diploma and Adult Graduation programs by earning credit through equivalency, challenge, external credentials, post-secondary credit and independent directed studies.

#### Course Challenge

A student can challenge a Senior Secondary course if he or she:

1. is currently enrolled at the College.
2. has not completed the course through previous enrollment.
3. can give compelling evidence that he or she will succeed in the challenge.
4. shows that the challenge is linked to his or her student learning plan.

Procedures:

1. meet with counsellor and subject instructor.
2. determine eligibility for process.
3. the challenge process will provide the school mark.

#### Equivalency

Students who complete high school courses outside of British Columbia may receive credit for a comparable course in BC through equivalency.

Equivalency will be granted for courses taken at another institution or in an education jurisdiction outside the regular BC school system. When a student presents a final percentage from an institution outside the regular BC school system, Coquitlam College will assign the appropriate credits.

International students whose educational program was not instructed in either English or French for at least two years prior to arriving in British Columbia must earn credits through instruction from a British Columbia-certified instructor (not through Equivalency review or Challenge process) for the following courses:

- Language Arts 11
- Language Arts 12
- A Science 11 or 12
- A Mathematics 11 or 12
- A Social Studies 11 or 12
- Career-Life Education

International students must earn graduation credit in Career-Life Connections under supervision of a board of education or an independent school authority.

### External Credentials

Students can earn external credentials in courses, programs, and assessment that are developed outside the BC school system and taken either inside or outside the regular classroom setting.

It is the student's responsibility to present the documentation from the external institution as proof of successfully completing the course. The Counsellor will need to examine the credential, and should verification be required, the Counsellor will need to contact the external institution.

Only those external credentials in the British Columbia Ministry of Education Course Information for the Graduation Programs can be applied toward graduation.

### External Dual Credit Post-Secondary Courses

Students who successfully complete a course at Coquitlam College or present an official transcript from an institution which is a member of the British Columbia Transfer System are entitled to have the course count towards secondary school graduation. All such completed post-secondary courses count as elective Grade 12 level courses and are assigned four credits. Courses that qualify must lead to a post-secondary credential, including courses in certificate programs of one year or less, two-year diploma programs, and full degree programs.

### Independent Directed Studies (IDS)

Students must demonstrate the ability to work independently to participate in IDS. They do not need to complete the approved classroom course curriculum before they pursue IDS in that course. An IDS must be based on the learning outcomes of a Ministry-Developed Ministry-Approved Language Template or Board/Authority Grade 10, 11 or 12 courses. IDS courses can only count towards the elective courses in the Dogwood Diploma and cannot count towards the Adult Graduation Diploma.

Teachers and students need to develop an IDS plan that includes:

- A process for ongoing facilitation and assessment.
- Criteria for determining successful completion of the IDS.
- A credit value (one, two, three or four credits) for the proposed IDS.



The Principal needs to approve the IDS arranged between the teacher(s) and student(s).

Students can refer to the below guidelines set by the British Columbia Ministry of Education and Childcare regarding Earning Credit through Equivalency, Challenge, External Credentials, Post Secondary Credit and Independent Directed Studies.

[Earning Credit through Equivalency, Challenge, External Credentials, Post Secondary Credit and Independent Directed Studies](#)

Students can also refer to the International Student Graduation Credit guidelines.

[International Student Graduation Credit](#)

#### Registration at Other Institutions

Students on the Dogwood Diploma wishing to register in courses at other institutions, night school, summer school, other continuing education or adult education programs are required to obtain prior permission from the counselling department. This permission will normally only be granted if the student cannot take the course at the College because of a scheduling conflict and/or requires the course for graduation in that semester. Students are advised that they may be required to provide to the other institution official picture identification as well as an official letter of permission from Coquitlam College. The student is also responsible for supplying the College office with the results of any authorized courses completed elsewhere.

### **STUDENT RESPONSIBILITIES AND CONDUCT**

#### Attendance and Lateness

Students are expected to attend all classes regularly. Instructors record attendance each day. Full attendance is essential to school success. Students who have missed a class for valid reasons will not be penalized for missed tests or quizzes. Although, missing classes even for a valid reason, is likely to unfavourably affect a student's academic standing. Instructors will assist students who have missed classes; however, instructors are not responsible for making up lost time.

Students who are late for class are expected to enter quietly and politely to avoid disruption. Consistent lateness may also cause academic problems.

Prolonged absences for underage students will result in contacting parents to determine the problem; adult students will result in meeting with the counsellor and/or instructor.

#### Code of Conduct

Students are expected to maintain a responsible standard of conduct, behavior and dress.

Students must conduct themselves in a manner that is respectful of the rights, well-being and property of others, and that facilitates a safe and effective learning and working environment. Honesty, mutual respect, civility, and good citizenship are promoted and expected at the College.

Students are encouraged to report breaches of student conduct to their instructor or another College staff member.

The College may impose disciplinary measures for the code of conduct and actions may include a warning, a reprimand, suspension, or expulsion. For students under the age of 19 who have breached the standards of conduct, the College will inform the parents/guardians of the conduct and disciplinary action. International students who have breached the standards of conduct may not be eligible to receive a study permit renewal letter when their study permit expires.

All members of the school community “shall not discriminate against others based on race, colour, ancestry, place of origin, family, or marital status, physical or mental disability, age, sex, or sexual orientation, or for any other reason set out in the Human Rights Code of British Columbia, nor shall anyone publish or display anything that would indicate an intention to discriminate against another or expose them to contempt or ridicule based on any such grounds.” All reasonable steps will be taken to prevent retaliation against anyone who has made a complaint of a breach.

#### Student Academic Responsibility

Students are expected to present their own work in class and homework assignments.

Academic integrity may take many forms. For example, the unacknowledged use of the ideas or published material of others constitutes plagiarism. While much academic work must involve the consideration of ideas and material originally conceived or made accessible by others, there is a significant difference between an acknowledged restatement of such ideas and materials after intelligent assimilation, and the intentional unacknowledged reproduction of them. Other examples of academic integrity are cheating on exams, aiding, and abetting cheating, using essays prepared by other persons, falsifying laboratory results, impersonating another student at an examination, misrepresenting information on academic records and the falsifying of academic records.

Sanctions imposed by the College for academic integrity may include a warning, reassessment of the work, failure in the course, denial of admission or readmission, suspension, or expulsion from the College. Students under the age of 19 who have breached the standards of student academic responsibility, parents/guardians will be informed of the conduct and outcome.

Students are responsible to be aware of policies and procedures which are in effect during his/her attendance at the College. This information is printed on the website, in the calendar and other College publications.

## STUDENT LIFE

### Counselling

All students are encouraged to seek the advice of a counsellor in both academic and personal matters. Counsellors may refer students to confidential services to those individuals who may find themselves in a critical situation dealing with sexual, physical or emotional abuse, bullying and extortion as well as other concerns. The College encourages students not to suffer through these situations alone, and counsellors are able to address these issues or act as a liaison with appropriate trained individuals in the area of concern.

### Field Trip

All students participating in a field trip require medical insurance. Students participating in school field trip activities which require them to leave the College, the student and/or parent/guardian must sign a waiver.

All students must adhere to college policies whether the curricular or extra-curricular field trip is on campus or off-campus.

### Homestay

The College has an excellent homestay program that promotes friendship and language acquisition with Canadian Families.

Canadian Immigration laws state that students under 19 years old must have a guardian in British Columbia. The College homestay program includes a notarized custodianship document when requested.

Students interested in homestay are advised to apply well before commencement of their studies. Homestay applications are available in the office and on our website.

### Medical Insurance

The College provides initial medical coverage through a private plan for students not eligible for coverage through the British Columbia Medical Plan. The current cost of the private plan is \$47.00 per month. It is mandatory that all students have medical coverage to participate in curricular and extra-curricular activities.

### Parking

Underground public parking is available to students for a fee, and it is recommended to park in the designated area for building 2920 for easy entrance into the campus.

### Student Identification Cards

Student I.D cards can be obtained at the bookstore Monday to Friday from 9:00 a.m. to 4:30 p.m. Students must provide a valid government photo identification to obtain a student I.D. card.

Students who are 14 to 18 years of age in the Senior Secondary and English Studies programs may be eligible for a concession compass card. Students need to be full-time and attend classes

regularly. Students will need to provide their Coquitlam College student I.D. card to purchase a concessions compass card.

## STUDENT SAFETY

### Bullying and Harassment

Coquitlam College has zero tolerance to bullying and harassment. Students with any complaints should advise the staff immediately. The Principal and/or Counsellors will discuss the situation with the victim and according to the information received, appropriate action will be taken.

- Discussion with the perpetrator of his/her actions
- Verbal warnings
- Dismissal from the College
- Parental contact if a student is under the age of 19
- Police intervention

The College has zero tolerance for any type of violent behavior, physical or non-physical. Students displaying this type of behavior will be required to follow the same protocol as found in the [3.1.4 Harassment and Bullying Prevention](#) policy.

### General Personal Safety

- Do not walk alone at night – take a friend or call a friend. Even if your destination is only a block or two away, be safe.
- Avoid short cuts, remote areas, and poorly lit locations.
- Be aware of your surroundings. Walk with your head up.
- When you take a taxi, ask the driver to wait until you are safely inside your building.
- Let family or friends know your plans and expected time to return. A phone call saying you will be late will prevent unnecessary worrying.
- Trust your intuition. If a situation or person make you feel uncomfortable for whatever reason, go with your feelings. Immediately remove yourself from the area or person.
- If someone threatens you, run away and scream loudly.
- Call 911 about any suspicious activity or behaviour you witness. (Know your location)
- Never get into a car with someone you don't know.
- Do not ride with friends who drive dangerously.
- Be cautious with strangers. Try to meet people through mutual friends.

### Fire Drill Regulations

Periodic fire drills will be held throughout the semesters to give students practice in exiting the building orderly and quickly.

Students who are responsible for pulling a fire alarm for any reason other than reporting a fire may be charged a fee to cover the cost of resetting the alarm. Subsequent violations will result in a fine plus suspension or expulsion.

Students must realize that pulling an alarm may take an emergency service away from a life-threatening situation.

Smoking and Vaping Regulations

In compliance with the British Columbia Tobacco and Vapour Products Act, Coquitlam College is a “tobacco and vapour free” campus. Students who ignore the policy will receive a warning. A second violation will result in a formal report in the student’s file, and a third violation may result in suspension for (5) school days.