

Important

Students are required to earn a final grade of “C” or better in BIOL-2203, HLSC-2214, HLSC-2215, HLSC-2216 and HLSC-2299 courses in order to pass. Students who earn a final grade of “C-” or lower will be required to repeat the course.

Students are required to earn a final “Pass” grade in the CRES-1150 course.

For details, please see above, check the course outline, or ask the instructor, once the course has started.

FINAL GRADE APPEALS

Students who believe that their final grade in a course is wrong or unfair should review the JIBC’s [Final Grade Appeal Policy](#) and [related Procedures](#). Students are expected to be aware of all relevant course requirements and seek out information in a timely manner when they become aware of any concerns or discrepancies regarding their grades. It is expected that students first discuss their concerns with their instructor and attempt to resolve their concerns informally before commencing a formal appeal. Students who wish to formally appeal an academic decision may do so under the process outlined in the procedures section. Students are expected to participate fully in the appeal process to ensure full consideration by the Institute.

COURSE WITHDRAWALS AND TUITION REFUNDS

- If a student withdraws prior to the start of the course they receive a 100% refund less any required deposit or commitment fee.
- If a student withdraws within the first two weeks of course they will be eligible for 80% refund less any required deposit or commitment fee with no notation on their transcript.
- After the second week of classes there is no refund for semester based courses.
- Application fees are non-refundable.
- Please contact [JIBC Registration](#) immediately if you wish to **withdraw from a course**. The time limits for withdrawals and refunds are described in JIBC’s [academic calendar](#), [refunds policy](#), and [fees and refunds policy](#).
- Important Links
 - <https://www.jibc.ca/registration/fees-refunds>
 - <https://www.jibc.ca/procedure/refunds>
 - <https://www.jibc.ca/policy/tuition>
 - <https://www.jibc.ca/academic-calendar>

RECOGNITION OF PRIOR LEARNING

Students accepted into certificate, diploma, and degree programs at JIBC are required to complete at least 50% of the program at JIBC. Therefore, for this Diploma in Health Sciences (EMS) program, that equates to 30 credits.

Important

Students are encouraged to apply for recognition of prior learning shortly after being accepted into the program and before the end of their first semester of study. Students may not pre-apply before they are accepted into the program. Students with questions should review the links below and contact the program area with any further questions.

Please read the FAQ's on the [EMS-Diploma webpage](#) for more information if you have PCP certification from a non-accredited institution.

PRIOR LEARNING ASSESSMENT (PLA)

JIBC is committed to meeting the career development and learning needs of its unique and diverse student population. JIBC recognizes that valuable learning often results from work experience or learning outside of the traditional post-secondary system and that valid and reliable prior learning assessment and qualifications recognition can benefit students.

<https://www.jibc.ca/policy/prior-learning-assessment-and-recognition>

<https://www.jibc.ca/procedure/prior-learning-assessment-and-recognition>

Students applying for PLA credits are required to complete and submit the Prior Learning Assessment Application form, with applicable fees, and arrange for the submission of supporting documents. The completed form should be submitted to the registration office. PLA assessment will not commence until all required fees have been received.

Learners are required to show the learning acquired through work experience and/or professional development courses is equivalent to the learning resulting from a course in the JIBC program. As part of this assessment, learners will be asked to complete a challenge process that measures learning through a variety of written evaluation methods such as portfolio review, exams, projects, and/or assignments.

Applicants will be charged a non-refundable one-time fee of \$120 per credit requested (subject to change without notice, please review the current fee on the webpage listed above prior to application for PLA).

TRANSFER OF CREDIT (TOC)

To help students attain their academic and employment goals, JIBC welcomes credit transfer from other post-secondary institutions and other organizations where course or program equivalencies have been established. JIBC works toward developing courses and programs that will be accepted by other post-secondary institutions and other organizations for credit transfer or course equivalency.

<https://www.jibc.ca/procedure/transfer-credit>

<https://www.jibc.ca/policy/transfer-credit>

<https://www.bctransferguide.ca/>

Equivalencies may be established on a course-to-course basis or as a block transfer of credits. Students can submit the TOC application and have official post-secondary transcripts sent from the issuing institution (if not already on file with your program application) directly to JIBC admissions for credit evaluation.

Students may also need to provide detailed course descriptions, it is helpful if these are included with your TOC application when it is sent to JIBC. Students submitting documents from institutions outside Canada may be required to have their documents evaluated by an accredited international credential evaluation service such as <https://www.bcit.ca/ices/>. It is recommended that students choose the option for the most comprehensive credit evaluation to ensure the program area has enough information to review the TOC application.

In order to be eligible for transfer credit, the course(s) or program from other post-secondary institutions must meet the following requirements:

- Courses or programs completed in a ten year period from the date the application and all supporting documentation was received by JIBC. Courses or program past this date may be eligible for PLA.
- Be at the same academic level or higher than the equivalent JIBC course.
- Primary Care Paramedic (PCP) programs must have been accredited through Accreditation Canada at the time a student completed the program. Students who attended unaccredited institutions may apply for PLA. For the program area to assess program or course equivalency for PLA the student will need to provide detailed program information from their PCP training provider for portfolio review and/or successfully complete a written and practical challenge exam.

THOMPSON RIVERS UNIVERSITY - BACHELOR DEGREE PATHWAY

Graduates from the JIBC Diploma in Health Science (EMS) who completed all of the diploma program (current PCP and academic component) courses at JIBC may be eligible to receive transfer credit towards completion of Thompson Rivers University's (TRU) Bachelor of Health Science Degree based on an existing articulation agreement. Up to 57 credits may be awarded for diploma program graduates with an additional 30 credits awarded for completion of the JIBC ACP program (that's almost three-quarters of the TRU degree program!). Students are encouraged to contact TRU for more information about the TRU degree program and articulation pathway.

CONTINUING EDUCATION CREDITS WITH EMALB

The BC Emergency Medical Assistants regulation requires that all licensed BC paramedics complete continuing education (CE) credits each year. Many of the courses in the diploma program are eligible for CE and have been submitted to EMALB by JIBC for preapproval. Students can print a copy of their unofficial transcript through the JIBC student registration system (myJIBC.ca) or request an official transcript through the JIBC registration office to provide to EMALB for proof of course completion. JIBC does not provide letters of course completion or certificates for individual EMS Diploma program courses. More information on this and a list of approved courses and activities can be found on the EMALB website.

STUDENT SERVICES

We believe that effective and supportive student services are fundamental to helping students achieve their educational goals and career aspirations. JIBC student services staff is ready to help students with a wide variety of needs, such as: financial aid, disability services, and counselling.

If students require additional learning support, such as adaptive technology, tutoring, or extra time for exams for a medically-diagnosed reason, please contact Disability Services at 604.528.5884 or 1.877.275.4331 or email disability@jibc.ca. If students require additional support, it is strongly recommended that they contact Disability Services as early in their program as possible in order to ensure they receive the services you need.

The JIBC has a number of services available to online students. This includes services to support students with technology, research, and academic writing skills.

More information is available at www.jibc.ca/student-services.

LIBRARY

The JIBC Library has an extensive collection, both print and online. Visit www.jibc.ca/library for more information on what the Library has to offer students.

ACADEMIC POLICIES & PROCEDURES

Please read the JIBC website (<http://www.jibc.ca/about-jibc/governance/policies>) for additional policies and procedures related to Student Code of Conduct, Academic Integrity, and Final Grade Appeals (among others).