COLLEGE POLICY

Policy No. & Title: **A-115 Third-Party Program Enhancements**
Policy Sponsor: Vice-President, Academic
Reference Cmtee: Policy & Procedure Committee
Effective: 2023-07-01
Next Review: 2027-01-29

Purpose
The College strives to provide students with a full learning experience. The College works with organizations, associations, and specialized skills providers to enhance the learning experience, and provide students with industry related certifications or memberships in support of their career path.

The College is committed to supporting its employees in the classroom by providing additional learning tools through approved memberships to third-party organizations.

This policy describes the purpose and intent of providing third-party program enhancements, and the process of providing students with such enhancements in support of their career path.

Scope
This policy applies to all College students, employees, delivery partners, affiliates, volunteers, and contractors.

Definitions
Third-Party Enhancement: An offering of membership, goods/services, specialized workshops and or training provided by an organization/association/specialist in the field, to enhance the learning experience.

POLICY
General
1) The College endorses the use of third-party program related enhancements to further the learning experience.
2) Third-party enhancements ('opportunities') may be subject to additional fees, payable by the employee and or student.
3) Employees or students may be required to meet eligibility requirements and/or self-register to take advantage of certain opportunities.
4) Third-party enhancements are subject to change; therefore, the College reserves the right to modify opportunities provided to employees and students at its discretion.
5) The College will offer, where applicable, vouchers to students to participate in industry certification exams as part of the learning experience and career preparation.

6) The College will offer, where applicable, approved memberships to third-party tools to enhance the classroom learning experience.
7) In addition to the eligibility requirements, employees and students are subject to the terms and conditions of the third-party provider (*e.g.,* voucher process, non-disclosure, record check, *etc*.).

Vouchers for IT Certification Exams

8) The College recognizes the importance of current IT industry certifications for our IT students.
9) Students who have met all the requirements for successful completion of the in-class modules and whose final grade has been posted to their student record shall be provided by the College with a specific number of certification vouchers.
10) The College strongly recommends students write all certification exams during their program of study or shortly after graduation.
11) The College cannot guarantee the owners of the certification (*e.g.,* Microsoft, CompTIA) will continue to make any certification exam available for any period.
12) Students are eligible to receive only those vouchers listed on their course outlines.
13) Vouchers may only be requested through the student's home campus and may only be used to schedule the specific exam that corresponds to the student's successfully completed module.
14) If the campus houses a Testing Centre, College staff will book the exam and the voucher number will not be released to the student.
15) If the campus does not house a Testing Centre, the College will contact the local Test Centre to book the exam for the student and release the voucher number to the student.
16) Responsibility for ensuring the exam is written before the expiry date of the voucher rests solely with the student.
17) Students with a voucher who do not take the certification exam before the expiration date or do not pass the exam are responsible for purchasing a second voucher.
18) Students must provide the campus with the exam results before a second voucher will be released.

Practice Tests for IT Certification Exams.

19) The College may provide IT students with access to practice test software for some courses and aid them in preparing for certification exams.
20) The number and type of practice tests the student is eligible to receive depends on the student's program and if practice test codes are available for the specific module.
21) Students may only request a practice test through their home campus and can only for the specific exam corresponding to their program.

22) Students may request their practice test at the beginning of the module or two days prior to the new module beginning.
23) Students must be in good financial standing to receive the practice test.
24) Instructors shall advise students to contact the Program Administrator two days before a new module starts to request the required practice test.
25) Students starting their program with a module requiring a practice test must request it from the Program Administrator on the first day of class.
26) The Program Administrator must be aware of all potential new students beginning in a module requiring a practice test and have the appropriate number of practice test codes available.
27) Responsibility for downloading practice tests before the expiry date rests solely with the student.
28) Students who allow a practice test to expire are responsible to purchase a replacement practice test.
29) Students are responsible to select the correct test to practice.

Related Policies
A-111 Academic Progression

Supporting Documents/Forms
A-115p Third-Party Program Enhancements - Procedure