



ISO 9001:2008 Certified

Quality Management System Documents for Students

The following are groupings of Holland College Policies, Regulations, Guidelines, Quality Procedures and Quality Forms that may be of interest to future and current students of Holland College. For access to the complete Quality Management System documentation follow this link—[QMS](#).

The following legend is used to identify the type of document: BP (Board Policy), BR (Board Regulation), AR (Administrative Regulation), OG (Operational Guideline), QP (Quality Procedure) and QF (Quality Form). To view the individual document in PDF format click on the document ID #.

Groups:

- [Student Rights and Responsibilities](#)
- [Privacy \(PIPEDA & Release of Information\)](#)
- [Student Access to Computers and Networks](#)
- [Student Progress, Discipline & Appeals](#)
- [Student Admissions, Tuition, Fees & Admissions Related Forms](#)
- [Application Forms](#)
- [Medical Forms](#)
- [Accommodating Students With Disabilities](#)
- [Respectful Learning and Work Environment](#)
- [Student Athletics - Holland Hurricanes](#)
- [Student Assistance, Awards and Credentials](#)
- [Student Accommodations/Residences](#)
- [Health, Safety & Environment](#)
- [Student Travel & Off-Campus Activities](#)
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Student Rights and Responsibilities

BR-10-02-2	Appointments to the Board - Student
BP-50-01	Student Rights, Responsibilities & Conduct
BR-50-01-1	Student Rights & Responsibilities
BR-50-01-2	Student Code of Conduct
Handout	Student Rights & Responsibilities and Code of Conduct
AR-50-01-2	Student Attendance, Progress, Discipline & Appeals
BP-30-08	Personal Information Protection & Electronics Documents Act (PIPEDA)
BP-30-06	Intellectual Property (IP)
AR-30-06-1	Ownership of Intellectual Property

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Privacy (PIPEDA & Release of Information)

BP-30-08	Personal Information Protection & Electronics Documents Act (PIPEDA)
QP-B07	Request for Transcripts & Release of Student Information
QF043 (On-line form)	Student Authorization Pertaining to the Release of Information by Program Staff to Potential Employers
QF069	Release of Student Information to a Third Party

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Computers and Networks

BP-30-07	Information Technology Resources
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AR-30-07-1	Acceptable Use For Computing Resources At Holland College
AR-30-07-2	Holland College Website - Privacy Policy, PIPEDA & Terms of Use
QP-C09	Student Access to Computing and Networking Resources (Includes the Computer Lab Code of Practice)
pdf	Holland College Computer & Network Acceptable Use Policy For Students (This document contains the entire policy for students in one document.)
QF100 (On-Line Form)	Computer Lab Code of Practice - Student Acceptance Form
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Student Progress, Discipline & Appeals	
BP-50-02	Student Progress
BP-50-01	Student Rights, Responsibilities & Conduct
BR-50-01-1	Student Rights & Responsibilities
BR-50-01-2	Student Code of Conduct
Handout	Student Rights & Responsibilities and Code of Conduct
AR-50-01-2	Student Attendance, Progress, Discipline & Appeals
QP-A07	Academic Progress
QP-A08	Student Attendance
QP-A09	Student Misconduct
QP-A10	Student Appeals
012.pdf	Student Misconduct Notice

013.pdf	Student Request for Appeal
014.pdf	Student Progress Concern Notice
AR-50-07-1	On-the-Job Training
QP-A11	On-the-Job Training

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Student Admissions, Tuition, Fees & Admissions Related Forms

BP-50-03	Admission
BR-50-03-1	Admissions
BP-50-08	Providing Accommodation for Learners with a Disability
AR-50-03-2	Collection of Student Fees and Refunds
AR-50-03-3	International Student Tuition Fees
AR-50-03-1	Admissions Procedures
AR-50-03-5	International Student Admission Criteria
AR-50-08-1	Accommodating Learners with a Disability
QP-B03	Student Admissions and Registration
QP-B08	Continuing Education Student Registration, Exit and Issuing of Certificates
QP-B09	Adult & Community Education - Registering, Exiting & Transferring Students
QP-B12	Marine Training Centre - Student Registration, Exit & Issuing of Certificates
QP-C10	Establishing, Implementing and Monitoring Agreements for Accommodating Learners with a Disability

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		APPLICATION FORMS
		Holland College Full-Time Application
		Police Science (Cadet) Program Application
	QF075	Adult Education Application Form
	QF182	Application for Course Repeat
	QF202	Credit Transfer Application Form
	QF095	Application for Marine Training Centre Programs/courses
	QF111 (pdf)	Intra Oral Dental Assisting - Statement of Understanding, Agreement & Release Form
	QF163 (pdf)	Intra Oral Distance Orthodontics - Theory - Statement of Understanding, Agreement & Release Form
	QF264	Intra Oral Distance Orthodontics - Practicum - Statement of Understanding, Agreement & Release Form
		MEDICAL FORMS
	QF057	Medical Form for Holland College Programs (Paramedicine, Practical Nursing & Resident Care Worker Programs)
	APA_VIS (QF190)	Atlantic Police Academy - Police Science Visual Examination Form (QF190)
	APA_MED (QF189)	Medical Form for Atlantic Police Academy Programs (QF189)
		Check the College Website for Basic FireFighting

		Program Forms
	CRC Info	Criminal Records Checks - Information for Prospective Students
	QF055	Medical Form for Wind Turbine Technician Program
	222.pdf	Immunization Verification Form for Holland College Healthcare Programs
	223.pdf	Immunization Verification Form for Atlantic Police Academy Programs

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Accommodating Students With Disabilities

	BP-50-08	Providing Accommodation for Learners with a Disability
	AR-50-08-1	Accommodating Learners with a Disability
	QP-C10	Establishing, Implementing and Monitoring Agreements for Accommodating Learners with a Disability
	215.pdf	Alternative Format Request - Consent to Disclosure, Acknowledgement and Agreement
	216.pdf	Audio-Recording of Lectures and Other Classroom Activities - Statement of Understanding and Agreement
	226.pdf	Video-Recording of Program Activities

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Respectful Learning & Work Environment

	BP-30-01	Respectful Learning and work Environment
	BP-30-02	Sexual Assault and Sexual Violence Policy

	BR-30-02-1	Sexual Assault and Sexual Violence Protocol
	AR-30-01-1	Sexual Assault, Sexual Violence, Harassment, & Discrimination
	QP-D03	Receiving and Investigating Complaints of Sexual Violence, Harassment & Discrimination
	QF004	Harassment/Discrimination Complaint Form
	QF016	Sexual Violence Report Form
	Presentation in pdf format	Promoting a Respectful Learning & Working Environment
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Holland Hurricanes		
	pdf copy	Holland College Hurricanes Policy & Procedure Manual
	pdf copy	Holland College Hurricanes Student Athlete's Handbook
	QF146	Holland Hurricanes Athletic Program - Under 18 Student Consent and Assumption of Risks/Responsibilities and Release Form
	QF147	Holland Hurricanes Athletic Program - Student Consent and Assumption of Risks/Responsibilities and Release Form
	QF214-A	Holland Hurricanes Football Club - Student consent and Assumption of Risks/Responsibilities and Release Form
	QF214-B	Holland Hurricanes Football Club - Non-Registered Football Athlete Consent and Assumption of Risks/Responsibilities and Release Form
	QF214-C	Holland Hurricanes Football Club - Release For Publication Form

	QF214-D	Holland Hurricanes Football Club - Coach and Support Staff Information & Release Form
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Student Assistance, Awards and Credentials		
	BP-50-04	Assistance and Awards
	AR-50-04-1	Guide for Handling Scholarships, Bursaries, Awards and Awards Night
	BP-70-03	College Credentials
	BR-70-03-1	Credentials for Diploma/Certificate Programs/Courses
	AR-70-03-1	Graduation Diplomas/Certificates
	AR-70-03-2	Continuing Education Certificates
	QP-B07	Request for Transcripts & Release of Student Information
	QF033	Student Transcript Request
	QF047	Request for Replacement Diploma/Certificate
	QF069	Release of Student Information to a Third Party
	QP-C03	Student Support Services
	QF208	Application for a Change of Name on Holland College Student Records
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Accommodations/Residences		
Visit the Accommodations Webpage for more information and to access the residence handbooks and Rules & Regulations - On-site Student Accommodations		
	QF140	Application for Student Accommodations

		(Charlottetown Accommodations Facility)
	QF141	Student Accommodations Agreement (Charlottetown Accommodations Facility)
	QF094	International Student Homestay - Host Family Application Form (MsWord copy)
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Health, Safety & Environment		
	BP-30-09	Tobacco & Smoke Free Environment Effective
	AR-30-09-1	Creating and Maintaining a Tobacco & Smoke Free Environment
	BP-30-04	Institutional Safety
	AR-30-04-1	Occupational Health & Safety
	OP-30-04-1-P1	Workplace Violence & Working Alone—Risk Assessment
	AR-30-04-3	Crisis Management
		Crisis Management Response Plan Institutional Safety – Emergency Response Information
	AR-30-04-3-MEC-D1	Management Directive - Weapons on Campus
	OP-30-04-3-P1	Emergency Evacuations & Bomb Threats
	OP-30-04-3-P2	Campus / Centre Lockdown
	BP-30-05	Environmental Policy
	AR-30-05-1	Environmental Sustainability and Resource Utilization

BP-40-03	Health & Wellness
BR-40-03-1	Alcohol on Campus
AR-40-03-1	Alcohol on Campus
QP-A02	Student Accidents and Injuries
QP-F01	Reporting of Incidents and Staff Workplace Accidents
QF023.pdf (023.docx)	Accident & Incident Report
QF016	Sexual Violence Report Form
QF184.pdf (184.docx)	Violent Incident Report
QF193.pdf (193.docx)	Workplace Risk Assessment – Individual Worker(s)
QF194.pdf (194.docx)	Holland College Site Specific Working Alone Safety Plan

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STUDENT TRAVEL & OFF-CAMPUS ACTIVITIES

BP-50-09	Student Travel
BR-50-09-1	Student Travel
AR-50-09-1	Student Travel
QP-C07	Transportation
QP-C12	Out-of-Province Student Travel
QP-C08	Students and Off-Campus Activities/Events
QP-C12	Travel Related Forms - see section 3 of the procedure

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RESEARCH		
BP-60-05		Research
AR-60-05-1		Research Administration
Appendix A		Research Integrity Code of Practice
Appendix B		Research Advisory Council Terms of Reference
Appendix C		Research Ethics Board Terms of Reference
Appendix D		Code of Practice for Research Involving Human Subjects
Appendix F		Student Participation in College Research Projects
Appendix G		Student Research Projects
AR-60-05-1		Links to Research Related Forms
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Miscellaneous		
BP-60-04		Quality Policy
BR-10-01-4		Defined Terms
BP-40-01		Fundamental Principles (Human Resources)
BR-40-01-1		Code of Ethics and Conduct (Employees)
AR-40-01-1		Code of Ethics & Conduct (Employees)
QP-D02		Complaints Procedure
QF003		Complaint Form
QF069		Release of Student Information to a Third Party
AR-60-02-1		College Ring

AR-60-02-3	College Symbols and Colors
QP-C13	College Fundraising Activities
QF127	Fundraising Activity - Request for Approval
Holland College Organizational Structure	