

HOLLAND COLLEGE

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QUALITY PROCEDURES LIST

Holland College Quality Procedures are categorized under six headings—[A](#), [B](#), [C](#), [D](#), [E](#) & [F](#). Access to a pdf copy of each procedure is through the links in the column to the left.

<https://sam.hollandcollege.com/shared/QMS/Procedures/D/D03.pdf>Recent revisions have the revision number shown

in red.

[QMS Homepage](#)

ID #	TITLE	REVISION (Issue Date)
A	PROGRAM DESIGN, ORGANIZATION & DELIVERY	
A01	Program & Curriculum Development	THIRTEEN (Sep 29/16)
A02	Student Accidents and Injuries	SEVEN (Jun 10/09)
A03	Contract/Customized Training	SIX (Jan 22/03)
A04	Program/Course Planning and Delivery	SIX (Apr 29/16)
A05	Student Orientation	FIVE (Aug 18/05)
A06	Program-Related Meetings	FOUR (Jul 14/06)
A07	Academic Progress	NINE (Jul 15/15)
A08	Student Attendance	SEVEN (Jun 6/16)
A09	Student Misconduct	EIGHT (Jul 15/15)

<u>A10</u>	Student Appeals	TWELVE (Oct 27/16)
<u>A10-WI-1</u>	Category 2 Student Appeals (Work Instruction)	SEVEN (Jun 29/16)
<u>A11</u>	On-the-Job Training	ELEVEN (Jan 8/14)
<u>A12</u>	Customer Supplied Facilities, Equipment and Materials	ONE (Feb 13/03)
<u>A13</u>	Implementation of Prior Learning Assessment & Recognition (PLAR) in College Programs and Courses	ONE (Nov 26/14)
<u>A14</u>	Control of Program/Course Related Documentation	THREE (Jul 14/11)
<u>A15</u>	Development, Approval and Delivery of Continuing Education Courses	SIX (Jan 29/07)
<u>A16</u>	APA In-Service Training	TWO (Feb 11/03)
<u>A17</u>	Production of Program/Course Materials	THREE (Feb 14/03)
A18	Adult & Community Education Program Planning and Delivery Rescinded April 9, 2015; Procedure was merged with B09	RESCINDED
A19	Procedure Rescinded Aug , 2005	
A20	Procedure Rescinded Aug , 2005	
A21	Procedure Rescinded Aug , 2005	
<u>A22</u>	Satisfactory Academic Progress (SAP) – U.S. Federal Student Aid Recipients	ONE (Mar 19/15)
B	STUDENT ENTRY AND EXIT	<u>Top A</u>
<u>B01</u>	Control of Program Information and College Marketing Material	SEVEN (Nov 4/10)
<u>B02</u>	Student Recruitment	THREE (Jul 25/08)
<u>B03</u>	Student Admissions and Registration in Post-Secondary Programs and Courses	NINE (Jan 8/15)
<u>B04</u>	Student Grading, Exit and Change of Status in Post-Secondary Programs and Courses	TEN (Aug 22/16)
<u>B05</u>	Academic Exchange	NEW (Aug 22/16)
<u>B06</u>	Graduations, Recognitions & Closing Ceremonies	SEVEN (Dec 1/16)

<u>B07</u>	Request for Transcripts and Release of Student Information	SEVEN (Jul 18/11)
<u>B08</u>	Continuing Education Student Registration, Exit and Issuing of Certificates	SIX (Jan 30/07)
<u>B09</u>	Adult Education	SIXTEEN (Apr 9/15)
<u>B10</u>	Block Release Courses	TWO (Feb 18/03)
<u>B11</u>	Prior Learning Assessment & Recognition (PLAR) Application Processes	NEW (Nov 26/14)
<u>B12</u>	Marine Training Centre - Student Registration, Exit, and Issuing of Certificates	THREE (Apr 9/15)
<u>B13</u>	Application & Admission Process for Police Science Program	TWO (Dec 4/14)
<u>B14</u>	Language Instruction	NEW (Apr 9/15)
C	SUPPORT SERVICES	<u>Top A</u>
<u>C01</u>	Equipment Purchasing	FOUR (Jan 18/12)
<u>C02</u>	Storage and Control of Firearms and Ammunition	ONE (Mar 22/13)
<u>C03</u>	Student Support Services	FOUR (Jul 18/11)
	C03 - <u>A Faculty & Staff Guide to Helping Students</u>	
<u>C04</u>	Equipment Maintenance and Repairs	ONE (Feb 18/03)
C05	Procedure Rescinded November 25, 2005	
<u>C06</u>	Accommodations List	TWO (Feb 22/13)
<u>C07</u>	Transportation	EIGHT (Oct 21/10)
<u>C07-WI-1</u>	Work Instruction for College Staff Renting Vehicles from the College's Preferred Rental Company	
<u>C08</u>	Students and Off-Campus Activities/Events	TWO (Sep 16/02)
<u>C09</u>	Student Access to Computing and Networking Resources	TWO (May 11/10)
<u>C10</u>	Establishing, Implementing & Monitoring Agreements for Accommodating Learners with Disabilities	THREE (Jun 12/07)

<u>C11</u>	Holland College Assessment Services	THREE (Dec 4/14)
<u>C11-WI-1</u>	Internal Referrals for Career Assessment Inventory - Work Instructions for College Counsellors	TWO (Dec 4/14)
<u>C11-WI-2</u>	External Referrals to Holland College Assessment Services (Clients 17 years of age and older)	THREE (Dec 4/14)
<u>C11-WI-3</u>	External Referrals to Holland College Assessment Services (Clients 16 years of age and younger)	THREE (Dec 4/14)
<u>C11-WI-4</u>	Academic Testing of Applicants to Holland College Programs	FOUR (Dec 4/14)
<u>C12</u>	Out-Of-Province Student Travel	SEVEN (Oct 21/10)
	Student Travel Guide - Out of Province/Country Travel	
<u>C13</u>	College Fundraising Activities	ONE (Aug 18/05)
D	QUALITY ASSURANCE AND STRATEGY	<u>Top A</u>
<u>D01</u>	Program/Course Monitoring, Evaluation and Review	SEVEN (Apr 9/15)
<u>D02</u>	Complaints Procedure	THREE (Jan 29/07)
<u>D03</u>	Receiving and Investigating Complaints of Sexual Assault, Sexual Violence, Harassment and Discrimination	SIX (Jan 19/17)
<u>D04</u>	Document and Data Control	FOUR (Apr 6/09)
<u>D05</u>	Management Review	Ten (Apr 18/16)
<u>D06</u>	Staff Roles and Responsibilities	TEN (Apr 4/09)
<u>D07</u>	Concession Procedure	ONE (Mar 1/03)
<u>D08</u>	Continual Improvement	FIVE (Jan 23/09)
<u>D09</u>	Control of Quality Records	FOUR (Sep 09/09)
<u>D10</u>	Internal Quality Audits	NEW (Aug 17/1998)
<u>D11</u>	Performance Indicators	TWO (Feb 25/03)

<u>D12</u>	Academic Partnerships	NEW (Aug 17/1998)
<u>D13</u>	Overview of the Main Educational Process	ONE (Jul 14/2005)
E	HUMAN RESOURCES	<u>Top Δ</u>
<u>E01</u>	Staff Recruitment	THREE (Nov 6/08)
<u>E02</u>	Staff Orientation	FIVE (----/17)
<u>E03</u>	Employee Achievement and Success	TWO (May 24/12)
<u>E04</u>	Staff Training and Development	SEVEN (Nov 4/09)
<u>E04-WI-1</u>	Work Instruction – Application for Educational Development Assistance	
<u>E04-WI-2</u>	Instructions for Completing QF042 (Application for University/College Courses)	
<u>E05</u>	Contract Instructor Evaluation	FOUR (Apr 9/15)
<u>E06</u>	Instructional Development	EIGHT (Jan 12/17)
<u>E07</u>	Rescinded April 9, 2015	RESCINDED
<u>E08</u>	Rescinded Aug 2, 2009	RESCINDED
<u>E09</u>	Rescinded April 9, 2015	RESCINDED
<u>E10</u>	Adult & Community Education Staff Orientation	TWO (Jul 19/11)
<u>E11</u>	Rescinded April 9, 2015	RESCINDED
<u>E12</u>	Employee Exit Process	NEW (Dec 8/05)
<u>E13</u>	Procedure Rescinded - Jan 09, 2004	
<u>E14</u>	Approval & Delivery of Staff Professional Development Courses	FOUR (Nov 4/09)
F	MISCELLANEOUS	<u>Top Δ</u>
<u>F01</u>	Reporting of Incidents & Staff Workplace Accidents	SIX (Jan 19/17)
<u>F02</u>	Miscellaneous Forms	THREE (Dec 14/16)

<u>F03</u>	Promotion, Planning and Hosting Events Where Alcoholic Beverages will be Sold or Consumed	THREE (Sep 12/08)
F04	Interactive Multimedia Assistantships	Rescinded (July 16/12)
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Quality Forms		
Policy, Regulations & Operational Procedures		