



**Quest University Canada**  
**Academic Calendar**  
**Operating Principles, Services**  
**and Regulations**  
**2019–2020**

**[questu.ca](http://questu.ca)**

# 2019-2021 TERM CALENDAR

- Block 1 ■
- Block 2 ■
- Block 3 ■
- Block 4 ■

- Commencement ■
- Orientation ■
- Degree Conferral Date ■
- Statutory Holidays ■

Quest University Canada operates under the authority of the Sea to Sky University Act proclaimed into law by the British Columbia Legislative Assembly in 2002.

This program is offered under the written consent of the Minister of Advanced Education in effect since 2006, renewed in 2011 and 2016, having undergone a quality assessment process and been found to meet the criteria established by the Minister. Prospective students are responsible for satisfying themselves that the program and the degree will be appropriate to their needs (e.g. acceptable to potential employers, professional licensing bodies or other educational institutions).

The Academic Calendar is the official guide to operating principles, services and regulations of the University. The official academic year begins on September 3, 2019. Changes in Academic Calendar normally take effect at the beginning of the fall term each year unless otherwise stated. The University reserves the right to revise or cancel, at any time, any rule, policy, regulation or schedule published in this manual or its supplements.

## 2019-2020 ACADEMIC YEAR

	S	M	T	W	T	F	S	
<b>2019 FALL TERM</b>	SEP	1	2	3	4	5	6	7
		8	9	10	11	12	13	14
		15	16	17	18	19	20	21
		22	23	24	25	26	27	28
	OCT	29	30	1	2	3	4	5
		6	7	8	9	10	11	12
		13	14	15	16	17	18	19
		20	21	22	23	24	25	26
	NOV	27	28	29	30	31	1	2
		3	4	5	6	7	8	9
		10	11	12	13	14	15	16
	DEC	17	18	19	20	21	22	23
	24	25	26	27	28	29	30	
	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
JAN	29	30	31	1	2	3	4	
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	31	1	
FEB	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
MAR	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
APR	29	30	31	1	2	3	4	
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	1	2	
MAY	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
JUN	31	1	2	3	4	5	6	
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
JUL	28	29	30	1	2	3	4	
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
AUG	26	27	28	29	30	31	1	
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	

## 2020-2021 ACADEMIC YEAR

	S	M	T	W	T	F	S
AUG	23	24	25	26	27	28	29
SEP	30	31	1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
OCT	27	28	29	30	1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
NOV	25	26	27	28	29	30	31
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
DEC	29	30	1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
JAN	27	28	29	30	31	1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
FEB	31	1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
MAR	28	1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
APR	28	29	30	31	1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	1
MAY	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
JUN	30	31	1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
JUL	27	28	29	30	1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
AUG	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28

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# WELCOME TO QUEST UNIVERSITY CANADA

## History

Canada is a place where history and tradition are respected, but where experimentation and change are embraced. Quest University Canada serves as the standard of excellence in creating new and innovative ways to educate students to meet the emerging demands of the 21st century.

Quest was spearheaded by Dr. David W. Strangway, one of the most renowned educators, scholars and administrators of his generation. The planning for this new independent, secular, not-for-profit liberal arts and sciences university took a decade. His vision of an innovative undergraduate university was first actualized by the proclamation of the Sea to Sky University Act in the British Columbia Legislative Assembly in 2002, followed by the acquisition of a 240-acre parcel of land in the Garibaldi Highlands area of Squamish in 2003.

With a newly constructed \$100 million state-of-the-art campus and a unique curriculum based on the one course at a time Block Plan, Quest opened its doors in 2007. Since then the University has expanded the size of its student body, faculty and staff, to create a truly invigorating and innovative educational experience.

Quest was accredited by the British Columbia Degree Quality Assessment Board in September 2006 and was renewed in 2011 and 2016. The DQAB has the sole legal authority to accredit universities in British Columbia.

In September 2007, the inaugural class of students enrolled in the Bachelor of Arts and Sciences (BA&Sc) Foundation Program. Our first graduation ceremony took place in April 2011. The April 2018 graduation ceremony marked a milestone in that alumni numbers now surpass student numbers.

## Traditional Territory Acknowledgment

We would like to acknowledge that the land on which we gather is the traditional, ancestral and unceded territory of the Skwxwú7mesh peoples (Squamish). Quest sits on the Squamish traditional territory, and we are grateful to have the opportunity to work, learn and live in this blessed territory.

# Mission, Vision and Values

## Welcome from the President

Welcome to Quest University Canada. This is our calendar for the upcoming academic year. It represents vital knowledge about our University and how we are governed. I thank our many valued staff and faculty who contributed to this edition. I am sure you will find it a valuable resource in planning your academic year at Quest. If you are considering our University as your choice to continue your education, I sincerely hope you will decide to join us. Quest is unique. Our dedication to supporting your intellectual pursuits and passions, one course at a time in the Block Plan, will make your experience here a rewarding one. Please visit us, and experience what the contents of this Academic Calendar represent.

George Iwama  
President and Vice-Chancellor

## Mission

Our mission is to transform how our students think, question and engage with the world through a revolutionary educational model that sparks personal growth and intellectual development.

To fulfill this mission, Quest seeks to:

- Inspire curious minds to develop their own questions in response to complex problems and global issues
- Encourage independent thinkers to take charge of their education through active, experiential learning and a personalized course of study
- Teach intellectually daring students to integrate ideas across disciplines and cultures in an academically rigorous, intensive Block system
- Foster collaborative communities among a select group of diverse, international individuals, who share a passion for discovery
- Equip compassionate graduates to make a meaningful impact on people's lives, the environment, and society through ethical engagement and the communication of evidence-based knowledge

## Vision

Guided by the principles of our Founder, Dr. David W. Strangway, our students, faculty and staff pursue knowledge without boundaries; investigate different cultures and ways of knowing; strive for a more environmentally sustainable and equitable world; practice informed, evidence-based questioning; and embark on a shared quest to exemplify the future of undergraduate learning in Canada.

## Values

Exploration without boundaries in a uniquely designed learning environment.

Our revolutionary curriculum, intentionally designed campus, world-class faculty and staff, dynamic student life structures, and diverse social communities encourage interactions between ideas and people who love to learn.

Empowerment of all to take risks and continually learn.

The ability to experiment and learn from failure in a safer space builds competence and confidence. Students are challenged to think broadly and consider multiple ways of knowing, as they delve into complex issues through research and present arguments cogently using sophisticated rhetorical means and quantitative reasoning. In addition, the academic and co-curricular programs build the emotional resilience, social skills, and awareness of global and environmental issues necessary for students to pursue productive lives and a sustainable future.

Balance between autonomy and collaboration.

Inquiry-based education in a personalized, interdisciplinary setting provides exceptional opportunities for a diversity of creative learners. Collaborative methods, community partnerships, and an inclusive campus culture remind us that education is a shared endeavor.

Understanding place as a touchstone of knowledge.

Quest's location shapes who we are and how we learn—situated in the unceded territory of the Squamish First Nation, nurtured by the verdant ecosystem of the Pacific Northwest, enriched by the cultural vibrancy of Vancouver and proximity to Asia. Place is instrumental to our production of knowledge.

Celebration of interdependent connections across campus and the globe.

Close, collaborative relationships evolve among our diverse learning communities that change how we think, feel and view the world. The most significant learning, growth and successes come from testing ideas and solving problems together.

# University Governance

## The President

The current President of Quest is Dr. George Iwama. The President is the Chief Executive Officer of the University and its representative to the outside world, simultaneously holding the office of Vice-Chancellor. The President formally recommends the appointment and reappointment of all Quest Faculty to the Board, but acts on the recommendation of the Chief Academic Officer and the elected Faculty Performance Review Committee or relevant faculty search committees. The President is responsible for overseeing development of annual and long-term budgets and presents them to the Board for approval. The President is responsible for decisions on major capital investments and other long-term management issues. The President is the appeal of last resort for various situations and constituencies as specified in university policies.

## The Board of Governors

The Board of Governors is the entity ultimately responsible for the operation of the University. The Sea to Sky University Act specifies that the Board will consist of from 3 to 11 members who serve for five-year terms and can be re-elected once; following which, at least one year of non-membership must elapse before they can resume a position on the Board. The Board is self-perpetuating, meaning it elects its own members. The Board also elects its own Chair for a two-year term. The Board has fiduciary responsibility for the Institution and formally approves all faculty appointments, the University budget, and all University policies. A list of current members is available online at [questu.ca](http://questu.ca).

## The Chancellor

The Chancellor is the ceremonial head of the University, formally grants degrees, and can represent the Institution in other capacities. The Chancellor is elected by the Board, serving for a three-year term, and is simultaneously a member of the Board of Governors. The Founding Chancellor of Quest was Dr. David W. Strangway, FRSC, OC.

## Office of the Ombudsperson

The Ombuds Office at Quest works with students, faculty and staff to ensure all members of the community are treated fairly. The focus of the Ombudsperson is to ensure that everyone at Quest can learn, work and live in a fair, equitable and respectful environment. Reporting to the President, the Office is an independent, impartial, informal and confidential resource for all members of the Quest community. More information about the role of the Ombudsperson and how to request support or guidance is available at [questu.ca](http://questu.ca).

## Academic Leadership

The Academic Leadership Team at Quest manages the planning, coordination and day-to-day operations of the academic and co-curricular programs. The team consists of the Chief Academic Officer, who oversees all aspects of the academic program at Quest, and the Dean of Student Life, who is responsible for the co-curricular program. The Chief Academic Officer is supported by Administrative Chairs. Students are sometimes asked to consult with members of this team when proposing changes to their degree requirements.

For the 2019–2020 academic year, the academic leadership team consists of the following individuals:

Interim Chief Academic Officer: Dr. Jamie Kemp  
Interim Dean of Student Life: Krista Lambie  
Curriculum Committee Chair: Dr. Marjorie Wonham  
Visiting Tutor Chair: Dr. Ian Picketts

# DEGREE PROGRAM OUTCOMES

By encouraging the personal and intellectual development of its students, Quest aims to prepare them for the challenges of the 21st century. We strive to educate engaged, creative and thoughtful leaders, fostering the skills that will guide our students to rewarding careers or advanced studies after graduation. We have designed the curriculum with the following learning outcomes in mind. These outcomes serve as benchmarks by which to measure student success, inform our own self-assessment and guide our efforts to continually improve the Quest program of study.

## Communication

Communication is the successful exchange of ideas and information. Quest graduates will be able to transmit thoughts using a variety of different media with consideration of their audiences; to listen to others with respect and discernment; and to facilitate effective dialogue.

Quest graduates will be able to:

- Identify excellence in writing and compose good English prose, and express themselves in various disciplinary settings and genres
- Effectively present their ideas orally to peers and more general audiences
- Use visual media such as physical models or technologies to aid
- Listen effectively in one-on-one and larger discussions
- Operate well in teams, building consensus and facilitating the exchange of ideas among members of a group
- Recognize and treat with sensitivity gender and cultural differences

## Critical Thinking

Critical thinking is the ability to develop a sequence of arguments using linguistic, rhetorical, logical, mathematical and other tools; to evaluate the work of others; to apply creativity, analogy, knowledge, modeling and judgment to solve problems; and to reflect on one's performance and the steps needed to improve.

Quest graduates will be able to:

- Evaluate texts and other works of the imagination
- Analyze problems and contexts by breaking them down into their constituent parts, revealing elements, meanings and relationships
- Marshal evidence and develop arguments that build towards a thesis
- Devise solutions to complex problems, applying knowledge, judgment and imagination in the process
- Apply quantitative reasoning skills where appropriate

## Ethics

The process of articulating beliefs and values, and making responsible decisions in a reasoned manner—in short, living the examined life—is at the heart of a sound education.

Quest graduates will be able to:

- Give an account of their ethical principles
- Analyze and discuss their own and others' ethical practices, applying critical thinking skills
- Use ethical principles and processes as a basis for action on global and local issues
- Act with academic integrity, follow the Quest Honour Principle, and justify their academic decisions

## Integration/Breadth

Issues in the complex modern world demand the ability to think and work with many distinct methods; and to make connections across disciplinary boundaries.

Quest graduates will be able to:

- Operate with the tools and approaches of a diversity of disciplines, including the Arts and Humanities, Social Sciences, Life Sciences, Physical Sciences and Mathematics
- Form and articulate connections between disciplines, phenomena, cultures and societies
- Bring a variety of perspectives to bear on a single problem
- Incorporate experiential learning into their outlooks and decision-making
- Understand and implement the processes of team building and the role of leadership
- Understand the effect of human activity on the natural environment and recognize the implications of our place in it

## International Perspectives

We are increasingly a global community; good world citizens should therefore respect, understand and be able to work with communities different from their own.

Quest graduates will be able to:

- Identify and work with the central ideas and practices of at least one culture or social group different from their own
- Gain familiarity with a foreign language
- Understand the importance of deliberation in the conduct of democracy
- Identify and articulate their civic rights and commitments

## Research

In a world characterized by the unprecedented availability of information, good research implies the ability to find what is relevant; to assess its reliability; and to process data to reach meaningful conclusions.

Quest graduates will be able to:

- Use available search mechanisms (such as online databases) to find relevant data, opinion, or scholarly work on a subject
- Make informed judgments concerning the value of sources
- Synthesize acquired information, for example by writing a review paper, leading a seminar discussion, or preparing a presentation on the subject
- Identify areas of uncertainty or unexplored questions that could lead to fruitful lines of inquiry
- Recognize different approaches to inquiry in different disciplines, and plan and execute investigations within and across disciplinary boundaries



# GENERAL INFORMATION

## Academic Terms

Quest University Canada offers a fall term (September to December) and a spring term (January to April), each consisting of 4 Blocks, and a summer term (May to August) of 2 or 3 Blocks. Refer to the 2019–2020 Term Calendar for further detail regarding the precise dates for each Block and term for the academic year.

## Categories of Students

### Degree Student

A student admitted to credit Blocks as a candidate for a degree. Normally, each student takes 4 Blocks per term, and not fewer than 3 Blocks to be classified as a full-time student.

### Non-degree Student

A student admitted to credit Blocks, but not as a candidate for a degree.

### Full-time/Part-time

A student enrolled in a minimum of 3 Blocks per term or 6 Blocks per year is considered full-time. A student registered in fewer than 3 Blocks per term is considered part-time.

## Classification of Students by Year

Students are classified according to the number of Blocks successfully completed:

- First Year: 0 to 7 credits awarded
- Second Year: 8 to 15 credits awarded
- Third Year: 16 to 23 credits awarded
- Fourth Year: 24 or more credits awarded

Note: Non-degree students are not classified by year.

## Student Compliance

While enrolled at Quest, a student agrees to abide by the legislation, by-laws, policies, codes and procedures of the University, which may be amended from time to time.

## Instructional Hours

A Block typically consists of 54 hours of scheduled instruction and normally meets for a minimum of three hours per day, Monday to Friday, over a 3.5-week period. Additional activities, such as field trips, labs or group projects, may be scheduled at other times of the day. Please consult the course syllabus for further information regarding course requirements.

## Block Break

At the conclusion of each Block, students are granted a break from studies, typically four days in length. Block Break officially begins at 5 p.m. on the last day of the Block and ends at 5 p.m. on the day prior to the first day of the following Block. No mandatory coursework will be assigned during Block Break.

## Program Planning

Students are assigned Faculty Advisors to assist with planning and to monitor their progress towards graduation. Students are ultimately responsible for the completeness and accuracy of their registration and for fulfilling the requirements of their degree. Students who plan to enter a graduate or professional program at another institution upon graduation from Quest are encouraged to consult their Faculty Advisor and the appropriate individual(s) at the receiving institution to ensure they meet the requirements for entry.

# ADMISSION, REGISTRATION AND GRADUATION

## Admissions

For the most up-to-date admissions information, refer to [questu.ca](http://questu.ca).

## Applying to Quest

To be considered for admission, all prospective students must:

- Complete Quest's online Preliminary Application form, or apply using the Common Application.
- Use the provided registration details (sent by email) to login to Quest's applicant portal in order to submit the following documents:
  - The most recent available secondary school transcript. Admission decisions can be made with interim marks but may be deferred until updated marks are available. Like all application documents, transcripts should be submitted through the online applicant portal. If this is not possible, transcripts may be submitted by email or mail. While applicants themselves may submit transcripts for the purposes of the application, an official final secondary school transcript must be mailed or email directly from the guidance office of the student's secondary school before the student starts classes at Quest. Final transcripts are also accepted directly from a state-, provincially-, or internationally-approved electronic transcript system.
  - A long and short essay according to the provided prompts.
  - A scholarship application in which students complete the required information or opt-out of the scholarship program.
  - A bursary application in which students complete the required information and submit appropriate supporting documentation or opt-out of the bursary program.
- Interview with a Quest Admissions Counsellor. If the application is deemed eligible upon review of the materials listed above, an Admissions Counsellor will contact the applicant to schedule the interview, which may be conducted in person, by phone or video call.

Some applicants may be required to submit the following documents:

- English language proficiency exam results (more details on this requirement in the English Language Requirements section below);
- Post-secondary (college or university) transcripts if the applicant has completed any schooling at the post-secondary level.

Applicants are also encouraged to submit any of the following optional documents:

- An original project that demonstrates their interests and abilities, such as a portfolio, photography samples, artwork, video, research projects, musical recording, or extended essay

- SAT/ACT test scores
- Recommendation letters
- A resume of the student's achievements
- An additional writing piece (e.g. an assignment prepared in the context of a class)

All documents should be uploaded by the student to Quest's applicant portal. Students will receive login information for this portal by email after submitting the first portion of their application, whether through the Preliminary Application or the Common Application.

Alternately, documents may be submitted to Quest Admissions by one of the following methods:

- Email: [admissions@questu.ca](mailto:admissions@questu.ca)
- Mail: Office of Admissions, Quest University Canada, 3200 University Blvd, Squamish BC, Canada, V8B 0N8
- Fax: +1.604.815.0829 (Attn: Admissions)

## Important Dates

### December 1: Early Action Deadline

Prospective students wishing to receive an early admission decision must create their application, submit their supporting documents, and interview with a Quest Admissions Counsellor prior to December 1. Early Action admission decisions are non-binding and will be released before January 1.

### December 1: Early Decision Deadline

Prospective students for whom Quest is their first-choice university may apply under our binding Early Decision (ED) plan. If admitted to Quest under the Early Decision plan, students are expected to withdraw all EA and RD applications to other institutions and to initiate no new applications. In addition to the required documents listed above ED applicants must also submit an Early Decision contract, signed by themselves, their guidance/college counsellor, and a parent/guardian, which outlines the binding terms of the application. ED applicants must confirm their enrolment no later than February 1.

### February 15: Regular Decision Deadline

Students are encouraged to complete their Admissions Application by February 15. Regular Decision admissions decisions are released before April 1, generally in mid-March. After this deadline, admission applications will be reviewed weekly on a rolling basis until enrolment is full.

### February 20-22, March 19-21, April 2-4: Admitted Students Events

Admitted students are invited to attend an on-campus event where they have a chance to meet current students, engage with faculty and staff, attend classes, stay in residence and have their questions answered. Space is limited.

### May 1: Enrolment Confirmation Deadline

Students must pay the enrolment deposit before this date to secure their enrolment in the fall term. This deposit is non-refundable after May 1. Enrolment deposits will be accepted after this date only if space remains in the incoming class.

### May 1: Deferral Deadline

Students wishing to defer their fall enrolment for one year must pay their enrolment deposit and submit a Deferral Request Form before May 1. Scholarships are deferrable to the following fall, but need-based aid must be reapplied for annually. Admission offers cannot be deferred to the spring term.

## English Language Requirements

The substance of Quest Blocks and the style in which they are taught demands a high degree of proficiency in reading, writing, speaking and oral comprehension of English. Applicants whose native language is not English are required to submit the results of a TOEFL (Test of English as Foreign Language), IELTS (International English Language Testing System), or Duolingo English Test:

- Students who achieve at least 580 (paper-based) or 90 (internet-based) with a score of 21 in each of 4 testing sections (internet-based) on TOEFL, or an IELTS score of 6.5 in each of the four areas (reading, speaking, listening, writing), are strongly encouraged to apply. Please ensure that Quest's institution code 8341 is included on the TOEFL sheet.
- Students who receive a score of 70 or higher on the Duolingo language test are encouraged to apply. Applicants should submit their results directly through the online or app-based service.
- Students who have completed schooling in English are exempt from English proficiency test requirements. Their transcript must indicate they have completed at least two years of full-time study at a high school, university or college at which English is the official language of instruction for at least 50% of their course work.
- If a student considers their English ability sufficient for study at Quest, and has not met the above requirements, they may challenge the English requirement by submitting an English Language Proficiency Exemption Request Form through their applicant portal.
- More comprehensive English Language Requirements, including country-specific information and requirements, may be found here.
- International Baccalaureate, Advanced Placement, CEGEP and A-Levels
- Students may receive up to 4 Blocks of credit for IB, AP, CEGEP or A-Levels courses. Transfer credit is subject to final approval by the Transfer Credit Evaluation Committee. The Committee evaluates each course on a case-by-case basis, and there is no guarantee that a course will receive transfer credit.
- When approved, IB, AP, CEGEP and A-Levels credits will count towards elective credits. Credit for Foundation or Concentration courses is normally not given, but will be considered on a case-by-case basis.
- To be considered for transfer credit, a course must meet the following minimal requirements:
  - IB – Final grade must be 6 or 7 in a “higher level” (i.e. not standard) IB course
  - AP – Final grade must be 4 or 5 in a discipline offered at Quest University Canada
  - CEGEP – Final grade must be a ‘B’ or better, and the course must be a second-year course
  - A-Levels – Final received an ‘A’ mark, and the course must be full A-Levels (not AS-Levels)
- Please consult the section Transfer Credit from Other Institutions for details on procedures

## Transfer Admission from Another College or University

- Transfer students from other universities and colleges are encouraged to apply for admission. Given the unique nature of the Quest curriculum and course of study, the previous coursework done by transfer students will be evaluated individually to determine its applicability and transferability to the Quest degree. Normally, only credits with a grade of ‘B’ or higher will be considered.
- 50% of all coursework counting toward graduation requirements must be completed at Quest University Canada; this includes credits earned on exchange or academic leave while enrolled at Quest.
- Students entering Quest with prior university experience may be granted at most 8 Blocks (one year) of transfer credit at time of entry.
- Please consult the section Transfer Credit from Other Institutions for details on procedures.

## Mature Applicants

- Mature applicants are those who have not attempted full-time studies in the last four years. While they may not meet all general admission requirements, Quest will consider their application based on their likelihood of success at the University.

## Official Transcripts

- Transcripts must be forwarded directly from the high school, college or university to the Office of Admissions.
- International Baccalaureate students must arrange for final official IB results to be sent from the IB organization to Quest.
- AP results must be sent directly to Quest from the College Board.
- Students who choose to submit SAT or ACT results must arrange to have these results sent directly from the testing organizations (Quests SAT code is 4798; its ACT code is 5293).

## Deferred Enrolment Requests

Admitted students wishing to defer their offer of admission must submit a Deferred Admission Request Form to the Office of Admissions prior to May 1. Requests received after this date will not be processed. Deferrals will be granted only until the following fall term and only to students who have confirmed their enrolment by means of an enrolment deposit. The granting of deferral requests is not guaranteed and is based on the sole discretion of the Office of Admissions. Students who are granted a deferral will be required to submit a Deferral Contract confirming their intention to matriculate at the deferred date. This contract is co-signed by a parent/guardian. Any awarded scholarships are transferrable to the following fall term if a deferral is granted. Need-based aid must be reapplied for annually. If a student is granted a deferral but breaks the Deferral Contract and does not ultimately matriculate at Quest, the enrolment deposit is not refundable.

## Applicant Privacy

Quest is committed to protecting the privacy and confidentiality of personal information. All information collected by the Office of Admission is managed according to the BC Freedom of Information and Protection of Privacy Act ("FIPPA") and applicable University policies. Accordingly, the Quest Office of Admission does not share student or application information with anyone other than the student to whom it pertains without consent.

## Leaders in Elite Athletics & Performance (LEAP) Program

The Leaders in Elite Athletics & Performance (LEAP) Program at Quest University Canada is structured to accommodate the special needs and scheduling requirements of accomplished student athletes and performers. Because of the Block Plan scheduling structure utilized at Quest, all students benefit from a high degree of scheduling flexibility. This flexibility is particularly well-suited for students seeking to balance rigorous academics with the pursuit of sport, performance or art at a highly competitive or professional level.

### Applying for LEAP

Prospective students wishing to apply for the LEAP program may do so through their applicant portal. To be considered for entrance into the program, applicants must submit:

- A sport or performance resume listing accomplishments, awards, sponsors and results etc. covering the past three years;
- A list of personal and professional goals;
- An outline of their annual training/performance schedule; and
- A recommendation letter from a coach or mentor.

LEAP applications are considered only after a student has been admitted into Quest's academic program.

### Scholarship

Students accepted into the LEAP program are eligible for an automatic \$5,000 scholarship, comprising the first portion of the Presidential Scholarship. Receipt of this award does not exclude students from eligibility of other financial aid. Full details about this award are contained in the Scholarship section of this document below.

## Program Benefits

- Quest provides LEAP students with priority block registration beginning at 9:00 am as opposed to 4:30pm, ahead of their year cohort. Registration priority will not be provided with respect to course waitlists or field courses.
- LEAP students are given preferential block leave request opportunities when the leave is related to the student's involvement in a LEAP-associated activity and documentation is provided. LEAP students may submit leave requests a minimum of one business day before a block start date to receive a credit of their net tuition, which must be used within the same academic year it is issued.

## Participant Agreements

By accepting the LEAP scholarship and enrolling at Quest, students agree to use best efforts to promote Quest and LEAP during the Academic Year. This includes:

- Represent Quest as a world-class post-secondary educational institution;
- Use best efforts to display and promote the Quest LEAP brand, including during competition, performances, in all social media activities and other public appearances;
- Maintain a profile on social media channels, including Facebook, Twitter and Instagram, and use best efforts to promote the Quest LEAP brand through such channels including through the use of any reasonably requested links, tags, or hashtags;
- Provide a link to the LEAP website from any blog or website maintained by the student;
- Use best efforts to clearly indicate, in all press statements and public relations appearances, that the student benefits from the Quest LEAP program;
- Provide, and update from time to time, an activity related profile and photos (including at minimum one portrait and one action photo) for use by Quest on the LEAP website;
- Keep Quest apprised of the student's activity-related participation, accomplishments, and future schedule;
- Upon request, provide Quest with written updates about the student's pursuits related to the activity; and
- At the request of Quest, and upon reasonable notice, attend and participate in up to four full days of promotional or marketing activities for the benefit of Quest, which activities may include fundraising, student recruiting activities, trade shows, focus groups, photo shoots, filming, presentations and other public appearances.

## Continuing Student LEAP Eligibility

The University may, at any point, request documentation or other proof from a LEAP participant to show that the student remains engaged in their LEAP-associated activity at or above the level at which they were accepted into the program.

More information regarding the LEAP program can be found on the Quest website here.

## Registration

Registration, or change of registration, is the process of formally recording the enrolment of a student by the Registrar. Registration requires agreement by the student to be bound by the bylaws, policies, codes and procedures of Quest, and acknowledging these may be changed from time to time. The registration process validates the student's intent to participate in courses for each term of the academic year.

### Block Registration & Registration Periods

Incoming first-year and transfer students will be automatically registered in Cornerstone as their first Block and Rhetoric as their second Block. They will register for the remainder of their Blocks during the next registration period.

Returning students select their courses online during the registration period held in the prior term. During this period, students meet with their Faculty Advisors to plan their academic programs for the next term and complete the registration process.

### Registration Periods

Registration typically opens mid-April for the fall term, mid-October for spring term and mid-February for the summer term. Registration priority is based on class level and opens for fourth-year students first, followed in 48 hours by third-year students, followed in 48 hours by second-year students and followed in 72 hours by first-year students.

Students cannot register for subsequent terms, or make changes to their current term, if they have an outstanding balance on their account and are placed on an Outstanding Balance Stop. Students who have not paid the re-enrolment deposit will be placed on a No deposit stop and will not be able to register for subsequent terms or make changes to their current term.

## Change of Enrolment Status

All students accepted into the University are expected to enrol on a full-time basis and to make satisfactory progress toward their degree unless arrangements for an exception are made with the Registrar's Office.

Satisfactory academic progress (SAP) toward a degree is defined as earning credits for at least 3 Blocks per term, with 6 Blocks completed per academic year, typically in the fall and spring terms (see Academic Terms). Failure to make satisfactory progress may result in academic suspension. Students should also be aware that maintaining full-time status is frequently necessary for maintaining both outside and institutional financial aid.

## Leave of Absence

It is assumed that all students are registered full-time for 4 Blocks per term at Quest, for a total of 8 Blocks per academic year (September to April). While 3 Blocks per term is considered full-time for enrolment purposes, any student registered in fewer than 4 Blocks must complete a Leave of Absence Request Form (all leave-related forms can be found on the Portal under Academic Forms). Any Block in which a student is not registered must be recorded as "On Leave" and must be reviewed and/or approved by their Faculty Advisor, the Dean of Student Life, Financial Aid Office and the Registrar's Office. A student on leave is not permitted to remain in residence unless express permission has been given by the Dean of Student Life or the Housing Office. Students may take up to one year of non-academic leave after which they must enrol in on campus courses. Students who do not re-enrol or formally withdraw will be administratively withdrawn from the University after a term of inactivity.

If leave is not requested, tuition will be charged even if the student did not attend classes. Approved submissions for retroactive leave requests will incur a \$200 administration fee.

### Types of Leaves

Personal Non-academic Leave:

- Student wishes to take a leave from studies for personal reasons.
- Student must submit a Non-academic Leave Request three weeks prior to the start of the first Block away to receive a net-tuition credited to be used within that same academic year.
- If non-academic leave is not requested, tuition will be charged even if the student did not attend classes. Approved submissions for retroactive leave requests will incur a \$200 administration fee.
- Student is not permitted to stay on campus unless express permission is given by the Dean of Student Life or Manager of Campus Life.
- Students may take up to one year of non-academic leave, after which the student must re-enrol in on-campus courses or withdraw from the University.
- Once re-enrolled, students are expected to maintain normal academic progress and are not permitted to take another term or year of non-academic leave.
- Students who do not re-enrol or formally withdraw will be administratively withdrawn from the University after a term of inactivity.
- Please consult the Scholarships and Financial Aid section for policies governing awards and bursaries in the eventuality of a non-academic leave.

LEAP student Non-academic Leave:

- LEAP student wishes to take a leave from studies for involvement in a LEAP-associated activity - Documentation must be provided by the student's coach or by an association or competition representative.
- LEAP students must submit a Non-academic Leave Request a minimum of one business day before a block start date to receive credit of their net tuition, which must be used within the same academic year it is issued.

#### Pre-Approved Accessibility Leave:

- Student has pre-approval from Accessibility Services to take two or fewer courses per term.
- Student must submit a Pre-Approved Accessibility Leave form for every block in which they are not enrolled in a class.
- Student must request this leave in advance of tuition payment deadline in order to have their billing proactively adjusted to reflect their block(s) off.
- If the student has not done the above, the student must submit a Pre-Approved Accessibility Leave form three weeks prior to the start of the first Block away to qualify for tuition credit.
- If a Pre-approved Accessibility Leave form is not completed, tuition will be charged.
- Student is permitted to stay on campus during leave.
- If a student is living in a single room and wishes to move off campus for their leave, they may qualify for a housing credit.
- Please consult the Scholarships and Financial Aid section for policies governing awards and bursaries in the eventuality of a leave.

#### Academic and Language Immersion Leave:

- Student applies to study at a different institution that is not an Exchange Partner with Quest (exchange programs have a separate policy).
- Student must submit an Academic Leave or Language Immersion Request Form three weeks prior to the start of the first Block away. Forms can be found on the Portal under Academic Forms.
- Academic leave will be considered for Study Abroad programs, or for admission to other academic programs that are complementary to a student's Concentration Program, for courses not available at Quest or our partner institutions.
- All academic leaves must be approved by the Chief Academic Officer or their delegate.

#### Medical / Emergency Leave:

- Student finds it necessary to withdraw from a Block, inside the three-week deadline, for medical or personal emergency reasons.
- Student must submit a Medical or Emergency Leave Form (found on the Portal under Academic Forms) along with the required documentation.

Emergency/medical leave is reviewed on a case-by-case basis evaluating the student's grade options and tuition charges; no refund or credit is available for housing. Tuition credit is evaluated on an individual basis. No tuition credit will be given for leaves requested after day 10 of the Block or for leaves that do not include the required documentation.

### Deadlines For Requesting Leaves:

Leave	Term	Block 1	Block 2	Block 3	Block 4
Non-Academic (Personal)	Fall 2019	August 12th	September 9th	October 7th	November 4th
	Spring 2020	December 16th	January 13th	February 10th	March 9th
Non-Academic (Medical / Emergency)	Fall 2019	September 16th	October 11st	November 8th	December 6th
	Spring 2020	January 17th	February 14th	March 13th	April 13th

Note: Leave Forms (found on the Portal under Academic Forms) must be submitted a minimum of three weeks prior to the start of the first Block away or the student forfeits their tuition. Refer to section on Refund of Fees and Charges for more details.

If leave is not requested, tuition will be charged even if the student did not attend classes. Approved submissions for retroactive leave requests will incur a \$200 administration fee.

## Withdrawal from the University

All students who decide to end their education at Quest, or who apply for but do not qualify for a leave of absence, or who wish to transfer to another institution, are expected to formally withdraw from the University. Normally a student cannot stay on campus during a period of absence from their studies. For extenuating circumstances that require a student to stay on campus, the student must apply for permission from the Dean of Student Life.

A student who leaves the University without formally withdrawing, or being approved for a leave of absence, and after a term of in-activity, will be considered withdrawn without permission and will be administratively withdrawn at the discretion of the Registrar.

A student may withdraw from the University by submitting a completed Notice of Withdrawal (found on the Portal under Academic Forms) to the Registrar. The date the completed forms are postmarked, emailed, or received in the Registrar's Office shall be considered the effective date of the withdrawal unless a later date is noted on the forms. Once withdrawn, a student's access to their Quest email account will be terminated and they will no longer have access to the Self-Serve and Portal platforms.

Tuition for courses dropped in the process of withdrawal will be refunded according to the Refund of Fees and Charges policy of the University. Refer to Refund of Fees and Charges for more details.

If the student is receiving student loans from Canada or the United States, Quest is required by law to give notification to the appropriate bodies indicating the change in enrolment status. This may impact the loan disbursements already received as well as the student's ability to receive further loan funding. Students are responsible for reviewing their lenders' policies. Further information for Canadians can be found at each provincial student assistance website, and at [studentloans.gov/myDirectLoan](http://studentloans.gov/myDirectLoan) for US students.

## Re-admission to Full-time Status

Students who wish to return to Quest after withdrawing formally, or without permission, must reapply for admission, scholarship, and financial aid. Students who are readmitted must follow the academic regulations, degree program and curriculum requirements in effect at the time of readmission.

Students who have been suspended must apply to the Chief Academic Officer for reinstatement and must reapply for scholarships and financial aid. The academic record of the student remains unchanged upon reinstatement except under special circumstances approved by the Chief Academic Officer. Exceptions may be made based on medical or personal circumstances that are supported by a written statement from an appropriate health or social service professional citing the issue, the treatment plan undertaken, and any recuperative or adjustment factors that might reasonably support the exception.

Application and Requirements to Graduate

Application to Graduate

Quest confers degrees at the end of every term, normally each April, August and December. The Graduation Ceremony is only held in the spring.

Students must submit a formal application to graduate by the beginning of the Spring term of the year they anticipate graduating in, e.g. beginning of 2020 Spring Term to graduate the end of 2020 Spring, Summer or Fall Term. This will prompt a degree audit so graduation status can be confirmed. The Graduation Application is found on the Student Portal under Academic Forms.

Students who are not enrolled at Quest in the year they expect to receive their degree must notify the Registrar's Office of their intention to graduate. Transcripts of work taken at other schools must be received by the Registrar a minimum of two weeks prior to the end of the term in which the degree is to be conferred.

## Eligibility for Spring Commencement (Graduation) Ceremony

- Students must submit their graduation application by the beginning of the Spring term. Late applications will incur a \$60 administration fee.
- Applications submitted less than two weeks prior to the spring Graduation Ceremony date will not be eligible to take part
- Students must have paid, in full, the balance on their Quest account.

## Non-graduate Commencement Participation Requirements

Students who have earned at least 30 Block credits with only Keystone and Experiential Learning credits remaining, have a GPA of 2.0 or higher, and have paid in full the balance on their Quest account may participate in the Commencement (Graduation) Ceremony along with their cohort. The student will receive a blank diploma and is not considered a graduate.

The diploma will be conferred on the degree conferral date at the end of term following the completion of any remaining Experiential Learning degree requirements. Students who participate in the Commencement (Graduation) Ceremony as non-graduates do not participate again when their diploma is conferred.

Students who elect to participate in the Commencement Ceremony as non-graduates do so with the understanding that:

- They will not be ranked within the graduating class of that or any other year and may not be eligible for certain honours conferred on seniors scheduled to graduate in the spring. A student who believes that he or she may qualify for such honours should postpone graduation until the following spring and thereby retain their eligibility.
- They have 12 months in which to complete their final Experiential Learning requirements. Students will be withdrawn if the Experiential Learning requirements are not completed within the 12-month period. Withdrawn students wishing to complete their degree must reapply for admission, scholarships and financial aid and must follow the academic regulations, degree program and curriculum requirements in effect at the time of readmission.
- They will notify the Registrar's Office when they have completed their final Experiential Learning requirements in order to have their degree audit completed and a diploma ordered.

## Graduation Requirements

Graduation requirements for the Bachelor of Arts and Sciences degree include the successful completion of the 32 Blocks described below; any exceptions must be approved by the Chief Academic Officer. A minimum of 50% of these courses must be completed at Quest.

In addition to achieving the specified GPA for each term (see Satisfactory Academic Performance), a student must attain a cumulative GPA of at least 2.0 to be eligible to graduate.

Potential graduates must pay all outstanding fees. Students with outstanding fees will not graduate or receive their diploma, nor can transcripts be issued, until all fees are paid in full.

Students normally complete the degree program within four years; however, they may have up to six years from registering as a full-time student to complete the degree.

## Foundation Program — 16 Blocks (normally the first two years of study)

- Cornerstone — 1 Block
- Rhetoric — 1 Block
- Arts and Humanities, Social Sciences, Mathematics, Life Sciences, Physical Sciences — 12 Blocks
- Language Study — 1 Block
- Question — 1 Block of directed research in preparation for the Concentration Program
- A minimum grade of 'D' is required for all Foundation Courses ('Pass' for Cornerstone and Question)
- Where a Foundation Block is a prerequisite for a Concentration Block, a minimum grade of 'C' is required to enrol in the Concentration Course

## Concentration Program — 16 Blocks (normally the last two years of study)

Focus courses: minimum of 6 and maximum of 12 Blocks

- The Concentration Program consists of focus courses chosen by a student in consultation with their Faculty Mentor and is aimed at investigating a Question related to the student's academic and career aspirations.
- A minimum grade of 'C' is required for all Concentration Courses (exceptions may be made for specialty courses studied at an approved institution outside Quest).
- Normally, Foundation Courses may not be counted toward a student's Concentration Program.

Electives — a minimum of 1 and maximum of 8 Blocks

- Electives are courses chosen by students to complement their area of focus or to enable them to pursue other academic interests.
- These courses usually receive a letter grade, but students may request to be assessed on a Pass/No Pass basis (see Grading section for details).

Experiential Learning — minimum of 1 and maximum of 4 Blocks

- Experiential Learning is a hands-on, supervised experience where a student explores a question that cannot be typically answered in a classroom setting (e.g. work experience, an internship, volunteer work or research in a lab).

Keystone — 1 Block

- The culmination of the Concentration Program, this Block consists of participation in the Keystone seminar and culminates in a paper, report, lab project, art project, etc. presented to the campus and larger community.
- Students cannot graduate until a copy of their Keystone Project has been received by the Quest Library.

# FEES AND FINANCIAL INFORMATION

## Services of the Finance Office

The Finance Office manages all finance and accounting functions at Quest University Canada. This includes the collection, recording and reporting of all revenues of the University, and receipt of donations when applicable. This office is also responsible for the payment, recording and reporting of all expenses and payroll of the University.

The Finance Office manages all student account information and billing. This includes issuing student statements and the collection of student fees (tuition, room and board). The Finance Office is also responsible for issuing annual T4s and student T2202As, T4As & RL8 (for Quebec Students only).

Estimated Cost of Attendance

Estimated Cost of Attendance 1 (2 Terms, 8 Blocks). Actual cost varies depending on each student's selection of room, meal plan and individual expenses.

	<b>Canadian</b>	<b>Non-Canadian</b>
<b>Tuition</b>	\$ 35,000	\$ 35,000
<b>Room and Board</b>		
Single Room	8,000	8,000
Meal Plan - Full	5,680	5,680
<b>Books</b>	350	350
<b>Student Association Fee</b>	200	200
<b>Medical Insurance <sup>2</sup></b>	-	650
<b>Subtotal</b>	\$ 49,230	\$ 49,880
<b>Personal Travel</b>	0 - 2,500	0 - 2,500
<b>Personal Expenses <sup>3,4</sup></b>	2,000	2,000
<b>Total billed and unbilled costs</b>	<b>\$ 51,230 - 53,730</b>	<b>\$ 51,880 - 54,380</b>

(Table 1. Estimated Cost of Attendance)

(1) All costs are listed in Canadian dollars. Any Quest scholarship or bursary is not factored in this calculation.

(2) The Medical Insurance fees for the year will be charged to students from outside of Canada and must be paid in full with the fall term fees

(3) All students are required to have a tablet or laptop computer.

(4) Students who bring a vehicle to campus should plan for additional related expenses, including a fee for parking per term.



## Payment of Fees for Tuition, Room and Board

Students are required to pay all fees (including tuition, room and board) prior to the payment due date listed on their billing statement for each term in which they are registered. The payment due date for each term is listed in the table below.

Term	Enrollment Deposit	Statement Issued	Fees Due
Fall	April 1	June 1	August 1
Spring	October 1	October 31	December 15
Summer	February 1	February 28	April 30

(Table 2. Billing and Payment Deadlines)

Any students who register for classes after the term fees payment deadline has passed, must pay their balances, by the earlier of:

- 7 calendar days after registration, or
- 2 business days prior to the start of the block.

### Late Payments

Any unpaid balances will be assessed a 1.5% monthly (19.5% annually) interest charge beginning the 1st of the following month.

Students cannot check-in to residences or begin classes until fees are paid for the term. Students will not receive grades or any official transcripts, nor will they be able to access course registration for future terms, until fees have been paid in full.

## Enrolment Deposit

All students are required to submit a \$500 deposit to secure their enrolment in each academic term and to be eligible for online course registration. The enrolment deposit deadline for returning students is stated in "Table 2 – Billing and Payment Deadlines."

New students who are admitted to the University for the fall term will be required to submit the deposit by May 1 (or within two weeks of admission for those admitted after this deadline). Students who apply through Quest's Early Decision application plan must pay this deposit no later than February 1. The enrolment deposit will be applied as a payment to subsequent term fees.

Requests for enrolment deposit refunds must be made in writing and received by Quest or postmarked by the deposit deadline. Enrolment deposits are typically non-refundable.

All students are required to pay the enrollment deposit by the due date regardless of tuition funding sources (e.g. student loans, scholarships or external sponsorship).

## Residence Damage Deposit

All students living in campus residences are required to submit a \$500 damage deposit prior to move-in. Upon graduation or withdrawal, the deposit, less the costs of any required cleaning or damage repairs, is refundable, barring any other outstanding charges on the student's account.

## Fees and Charges

University fees and charges indicated are as of the date of publishing. The University reserves the right to make changes to the regulations, fees, and charges. Any questions concerning fees and charges should be directed in writing to [student.billing@questu.ca](mailto:student.billing@questu.ca) or by telephone at 604.898.8075.

### 1. Tuition and Course Fees

- 1.1. All students will be billed tuition for 4 Blocks per term for the academic year (fall term and spring term).
- 1.2. Students planning to enrol in fewer than 4 Blocks in a term must notify the University by submitting the relevant leave form (found on the Portal under Academic Forms) prior to the fee due date\* in order to have their billing proactively adjusted to reflect their block(s) off.
- 1.3. All students registered in Blocks with a field-trip and/or materials fee must pay the fee prior to the deadline (outlined in the course description) to maintain enrolment.

### 2. Housing Fees

- 2.1. All students living in residence will be billed for one term (four months) of housing each term (fall term and spring term).
- 2.2. Occupancy in Riverside is billed for the entire term (four months).
- 2.3. Occupancy in the Peaks is month by month, even though billing is per term.
- 2.4. Students intending to enrol in fewer than 4 Blocks in a term are advised to consider living in the Peaks.

### 3. Meal Plan Fees

- 3.1. All students with matric date of September 5, 2017 or later, are required to have the Unlimited Meal Plan each term.
- 3.2. Students with matric date before September 5, 2017 may choose to have a partial Meal Plan.
- 3.3. Students residing in Riverside are not required to have a meal plan.
- 3.4. Meal plan funds must be used within the term with the exception of the Flex Dollars. Unused flex dollars can carry forward to the following term but not beyond the academic year the meal plan was purchased in.

### 4. Student Association Fees

- 4.1. All students are required to pay a student association fee (\$100/term) to the Quest University Students Association (QUSA). The fee is collected by Quest and forwarded to QUSA on the student's behalf.

## 5. Payment of Fees and Charges

- 5.1. See “Table 2 – Billing and Payment Deadlines” for due dates by which the fees must be paid by.
- 5.2. Students who have approved Canadian government student loans confirmed through an official notification of assessment and/or approved U.S. Federal Student Aid (Direct Loans/ Direct PLUS) and/or Sallie Mae U.S. loans and/or external (non-Quest) awards and/or approved Aboriginal band funding all payable direct to Quest may be permitted to have a portion of their tuition fees left outstanding until funding has been received by Quest. A student is required to complete and sign a Quest Fee Payment Deferral Form associated to the term and payment period that funding is to be received.
- 5.3. Students who have not paid all fees or arranged for fee payment with the Student Billing prior to the first day of classes, as stated in the University calendar, may have their registration cancelled at the discretion of the University. Such students will then be required to re-register.

## 6. Outstanding Accounts

- 6.1. Outstanding accounts, including accounts outstanding pending the receipt of a scholarship, bursary, or similar award, must be paid in full. Students with outstanding accounts will:
  - a. be ineligible to register for courses for a subsequent term
  - b. not be permitted to check in to residence
  - c. not be issued an academic transcript
  - d. not be awarded a degree
  - e. not permitted to participate in any university events or activities
- 6.2. Accounts outstanding by the fees payment deadline will be charged interest at 1.5% per month. The interest will apply effective the first day of month following the fees payment deadline.

## 7. Methods of Payment

- 7.1. Quest accepts payment of fees and charges via the following methods:
  - Telephone and online banking
  - Debit card
  - Cheque
  - Credit card

## Refund of Fees and Charges

A student may withdraw from a course, a term, or the university by notifying the Registrar’s Office (registrar@questu.ca) by submitting the appropriate form (found on the Portal under Academic Forms). The date of the withdrawal is the date the form is received by the Registrar. Students ceasing their studies without written notification are not eligible for refund of any fees or charges. Any questions concerning withdrawal or leaves should be directed in writing to registrar@questu.ca, or by telephone at 604.898.8084.

If leave is not requested, tuition will be charged even if the student did not attend classes. Approved

submissions for retroactive leave requests will incur a \$200 administration fee.

## 1. Refund of Tuition and Block Fees

- 1.1. A student who withdraws from the University no later than one week prior to the start of any term will be eligible to receive a full refund of any tuition paid for that term, with the exception of the enrolment deposit.
- 1.2. A student who withdraws from the University during the first course of the term, up to and including two days after the Block ends, is eligible for a refund of the tuition for the last 2 Blocks of that term.
- 1.3. A student who withdraws from the University after the beginning of the second Block of the term will normally not be eligible for a refund of tuition.
- 1.4. A student who withdraws from a Block, and submits the appropriate leave form, at least three weeks prior to the beginning of that Block, is eligible for a credit of their net tuition, which must be used within the same academic year it is issued.
- 1.5. Block payment deadlines are driven by costs to third parties. Block payments are non-refundable after the payment deadline when third-party costs have been incurred.

## 2. Refund of Housing Fees

- 2.1. A student who withdraws from the University no later than one week prior to the start of any term is eligible for a refund of their housing fees.
- 2.2. A student who withdraws from the University, less than one week prior to the first day of a term is eligible for a refund of their housing fees, less three weeks.
- 2.3. A student who withdraws from the University after the first day of a term is eligible for a refund of their housing fees prorated to three weeks after they vacate their housing.
- 2.4. A student who is required to leave campus for academic purposes may be eligible for a partial credit of their housing fees.
- 2.5 A student who has an active housing reservation but fails to notify the University at least 3 weeks prior to the beginning of the block will not be eligible for a housing refund or credit.

## 3. Refund of Meal Plan Fees

- 3.1. A student who withdraws from the University no later than one week prior to the start of any term will be eligible to receive a full refund of their meal plan fees.
- 3.2. A student who withdraws from the University, less than one week prior to the first day of a term is eligible for a refund of their meal plan fees, less three weeks.
- 3.3. A student who withdraws from the University after the first day of the term is eligible for a refund of their Meal Plan fees prorated to three weeks after they vacate their housing.
- 3.4 Students who are required, for academic or non-academic reasons, to be away from the campus for at least 1 Block will receive a reduction in the price of their meal plan.

## Credit for Medical or Emergency Leave

A student who cannot complete a Block due to a documented medical emergency may be considered for a tuition, housing and meal plan credit. If approved, the tuition credit must be used within the same academic year it was issued in.

The student must submit the Medical/Emergency Leave Form along with the mandatory medical documentation to the Registrar's Office within one week\* of withdrawing from class. Forms can be found on the Portal under Academic Forms. If a medical note is not provided within one week of the beginning of the Leave, tuition credit will not be considered.

Medical leave requests made after day 10 of the Block will not be considered for tuition credit. Requests made after day 10 will still be considered for grade review ('W' for 'Withdrawn' vs. an 'F') provided all required information and forms are submitted.

\* Specific leave deadline dates can be found in the Leave of Absence section – Deadline for Requesting Leave.

# FINANCIAL ASSISTANCE: GOVERNMENT STUDENT AID, QUEST SCHOLARSHIPS AND BURSARIES

Quest is committed to helping make its unique education accessible and affordable to all qualified students. To lessen the difference between a student's resources and the cost of attending Quest, the University provides scholarships, bursaries and a Student employment program Program. Quest is also an approved institution to administer several government student-aid programs that assist eligible students with the cost of attendance.

The value of a Quest financial aid package (Quest scholarship and bursary combined) will not exceed that of full tuition in any academic term. Quest requires that students take advantage of external funding opportunities (e.g. government student-aid programs) to support their cost of attendance. In addition to tuition, all students applying to Quest should demonstrate an ability to pay for room, board and additional expenses (e.g. books, travel).

## Definitions

**Financial Aid:** Money that is given or lent to students to help pay for post-secondary education.

**Scholarship:** Non-repayable (grant) funding awarded to a student who meets defined criteria for a variety of achievements that may include academic excellence, leadership, volunteerism and other accomplishments.

**Bursary:** Non-repayable (grant) funding awarded to students who demonstrate unmet financial need, assessed through an application process.

## Scholarships

All Quest scholarships are entrance awards and must be applied for when initially applying for admission to Quest and not later. The value of a Quest scholarship will not exceed that of full tuition. If a continuing Quest student wishes to apply for funding from Quest, only Quest bursary applications are accepted.

In addition to Quest's scholarships, students should research external awards. Several online resources are available for this purpose. High school guidance offices can also be a good source of information.

## Quest Entrance Scholarships

### David Strangway Award for Excellence Full Tuition

Named for the University's first President and Founding Chancellor, the David Strangway Award for Excellence honours the extraordinary career of Dr. David W. Strangway and his vision that created Quest. The award provides full tuition for four years, and is available only to Canadian citizens and permanent residents. The recipients of this award will have achieved very high levels of academic excellence combined with an outstanding record of leadership and service. Students with a high school average above 90% (3.75 GPA or equivalent) are encouraged to apply. Prospective students applying for the David Strangway Award for Excellence must submit an application specifically for this award along with their application for admissions. Up to six David Strangway Awards for Excellence are awarded each year. This entrance scholarship is renewable for up to four years or 32 Blocks, up to and including graduation, so long as the lifetime limit of 32 Blocks is not exceeded. A continuing student must meet the eligibility requirements as per Quest's scholarship renewal policy. See the Quest website for information on how to apply.

### Canadian Academic Performance Scholarship \$10,000/year

The Canadian Academic Performance (CAP) Scholarship is automatically awarded to prospective students who apply with an 80% average or greater in grades 11 and 12. Students must be Canadian citizens or permanent residents to qualify. CAP Scholarship assessment takes place at the point of application, and considers the average of all academic courses from grades 11 and 12. Career education courses, physical and health education courses, faith-based courses, skills-based courses, or courses in applied design and technology are not considered in this calculation. Full details of academic course criteria by province and territory can be found on the Quest website. Students who are awarded the CAP Scholarship upon admission but who drop below the minimum 80% average in their official final transcript may have their award removed based on the sole discretion of the Office of Admissions. Transfer applicants are eligible for this award, but students applying with a post-secondary GPA below 3.0 may not be eligible based on the sole discretion of the Office of Admissions. This entrance scholarship is renewable for up to four years or 32 Blocks, up to and including graduation, so long as the lifetime limit of 32 Blocks is not exceeded. A continuing student must meet the eligibility requirements as per Quest's scholarship renewal policy.

### Presidential Scholarships \$2,000 to \$8,000/year

The Quest program is rigorous. While an applicant's academic record is a key consideration for awarding a Presidential Scholarship, this award is not evaluated on strict numerical parameters. Quest is more impressed by students who have done well in highly challenging courses than by students who have achieved the highest grades in easier ones. We are also interested in extracurricular activities—

not the number of different clubs a student joined, but the passion with which they pursued non-academic interests and the impact made on classmates, the community, or others. Possible areas include community service, leadership, theatre, clubs, volunteering, or a notable talent in a particular skill or craft. Presidential Scholarships are awarded to those who have demonstrated an eagerness to learn, an ability to lead, a willingness to contribute, and a passion for excellence: all students are eligible to apply for and receive this award, regardless of nationality. Prospective students must opt-in to be considered eligible for the Presidential Scholarship on their initial application to Quest. The Admissions and Financial Aid Committee will consider all aspects of a student's application when awarding this scholarship. Although optional, it is strongly suggested that applicants submit reference letters and a resume of personal achievements to support their Presidential Scholarship application. This entrance scholarship is renewable for up to four years or 32 Blocks, up to and including graduation, so long as the lifetime limit of 32 Blocks is not exceeded. A continuing student must meet the eligibility requirements as per Quest's scholarship renewal policy. See the Quest website for information on how to apply.

### LEAP Scholarships \$5,000/year

LEAP scholarships are entrance awards and are automatically awarded to students who are accepted into Quest's LEAP program. The Leaders in Elite Athletics & Performance (LEAP) program allows eligible candidates to complete a world-class education while simultaneously pursuing excellence in their athletic or artistic careers. The program caters to athletes and performers pursuing their sport or art at a professional or elite level. Applicants must indicate within their online admissions application that they plan to apply for the LEAP program, and a separate LEAP Application must be submitted and approved. LEAP applications are not reviewed until a student has received an offer of admission for Quest's academic program, and the review process considers past achievements as well as future potential. The LEAP entrance scholarship is considered part of the Presidential Scholarship (see above), and recipients are effectively guaranteed the first \$5,000 of a maximum \$8,000 Presidential Scholarship amount. All students are eligible to apply for and receive this award, regardless of nationality. LEAP scholarship recipients are eligible to apply for and receive additional Presidential Scholarships, other entry scholarships, and Quest bursary funds. This award is renewable for up to four years or 32 Blocks, up to and including graduation, so long as the lifetime limit of 32 Blocks is not exceeded. To renew this scholarship, students must submit a LEAP reapplication form each spring term which outlines their training plan, goals, and any progressions made in their sport or performance in the previous year. See the Quest website for more information on how to apply.

### Gap Year Scholarships \$5,000/year

In recognition of completion of select gap-year programs, students accepted into Quest's academic program will be awarded a \$5,000 annual scholarship. The up-to-date list of partner programs are listed on the Quest website here. Gap Year scholarships are considered part of the Presidential Scholarship (see above), and recipients are effectively guaranteed the first \$5,000 of a maximum

\$8,000 Presidential Scholarship amount. All students are eligible for this award, regardless of nationality. Gap Year scholarship recipients are eligible to apply for and receive additional Presidential Scholarships, other entry scholarships, and Quest bursary funds. This award is renewable for up to four years or 32 Blocks, up to and including graduation, so long as the lifetime limit of 32 Blocks is not exceeded. A continuing student must meet the eligibility requirements as per Quest's scholarship renewal policy. See the Quest website for more information on how to apply.

## Scholarship Renewal

Quest scholarships are renewable each Academic Year (which includes all three terms - Fall, Spring, & Summer Terms) provided a continuing student maintains scholarship-specific eligibility criteria each year.

Scholarship Terms & Conditions are as follows:

- Quest scholarships are valid for up to four years or 32 Blocks, up to and including graduation, so long as the lifetime limit of 32 Blocks is not exceeded.
- Quest scholarships are pro-rated based on the number of eligible Blocks in which a student is enrolled. The annual scholarship value is based on eight Blocks of enrolment within a standard Academic Year (normally September to April). For example, if a student receives an annual Presidential Scholarship valued at \$8,000 and only enrolls in six eligible courses, the total amount of scholarship awarded is \$6,000, typically posted in two installments for Fall Term and Spring Term.
- Scholarships are only applicable to eligible courses at Quest or a Quest designated Exchange Partner.
- Students must maintain Satisfactory Academic Progress (See "Academic Operating Principles" for details on SAP).
- Students must meet all scholarship criteria specific to each scholarship type.
- There must be no outstanding fees or a balance owing on the student's account.
- To retain their LEAP scholarship, recipients must remain qualified for, and part of, the LEAP program.
- A continuing student must not exceed 18 months of continuous non-enrolment at Quest, with the first month following from the last date of enrolment. For example, if the last date of enrolment is May 11, the 18-month countdown begins June 1. A student who exceeds 18 months of non-enrolment will have their Quest scholarship revoked.
- A student seeking Quest scholarship re-instatement after an extended period of non-enrolment must appeal for Committee decision using the Quest scholarship renewal appeal form, available through the Financial Aid Office. Enrolment, upon returning, must be in courses at Quest, on campus.

## Scholarship Probationary Status

Students not meeting Satisfactory Academic Progress (SAP) as defined by this document will be put on scholarship probation for the following term of Quest enrolment. During this term, students on SAP may be granted this one 'grace' period (one term) without a reduced or revoked scholarship to help support their rehabilitation into good standing. During this term, a student will have an interview

with a member of the Financial Aid Office to review the scholarship probation. If satisfactory academic progress is not achieved, the Financial Aid Office may revoke the Quest scholarship.

## Bursaries

Quest administers its own bursary program which provides non-repayable (grant) funding to students who demonstrate unmet financial need through a Quest bursary application process. Bursaries, for entrance students, can be applied for when initially applying for admission to Quest and must be reapplied for prior to each Academic Year. Continuing students must apply prior to each Academic Year by the published deadlines. There is no automatic renewal and bursary amounts awarded may fluctuate. Students receiving funding from government student aid programs, a student line-of-credit or a similar funding source to support their cost of attendance will be considered in greater financial need. Students are expected to use external funding options.

## Bursary Reapplication

Quest bursaries must be applied for each Academic Year (which includes all three terms - Fall, Spring, & Summer Terms).

## Bursary Terms & Conditions are as follows:

- Bursaries must be applied for each Academic Year.
- Quest bursaries are valid for up to four years or 32 Blocks, up to and including graduation, so long as the lifetime limit of 32 Blocks is not exceeded.
- Quest bursaries are pro-rated based on the number of eligible Blocks in which a student is enrolled. The annual bursary value is based on eight Blocks of enrolment within a standard Academic Year. For example, if a student receives an annual bursary valued at \$4,000 and only enrolls in six eligible courses, the total amount of bursary awarded is \$3,000, typically posted in two installments for Fall Term and Spring Term.
- Bursaries are only applicable to eligible courses at Quest or a Quest designated Exchange Partner.
- Students must maintain Satisfactory Academic Progress (See "Academic Operating Principles" for details on SAP).
- There must be no outstanding fees or a balance owing on the student's account.
- A continuing student must not exceed 18 months of continuous non-enrolment at Quest, with the first month following from the last date of enrolment. For example, if the last date of enrolment is May 11, the 18-month countdown begins June 1. A student who exceeds 18 months of non-enrolment will have their Quest bursary revoked.
- A student seeking Quest bursary re-instatement after an extended period of non-enrolment must appeal for Committee decision using the Quest bursary renewal appeal form, available through the Financial Aid Office. Enrolment, upon returning, must be in courses at Quest, on campus.
- Quest reserves the right to reassess a student's bursary application and request additional

information at any point during the student's enrolment at Quest.

## Bursary Probationary Status

Students not meeting Satisfactory Academic Progress (SAP) as defined by this document will be placed on Bursary Probation for the following term of enrolment at Quest. During this term, students on probation may be granted this one 'grace' period (one term) without a reduced or revoked bursary to help support their rehabilitation into good standing. During this term, a student will have an interview with a member of the Financial Aid Office to review their bursary probation. If satisfactory academic progress is not achieved, the Financial Aid Office may revoke the Quest bursary.

Students can appeal a bursary amount after the Financial Aid Office decision if they can demonstrate a significant, unexpected change in financial resources that directly impacts their ability to attend the University. Contact [financial.aid@questu.ca](mailto:financial.aid@questu.ca) to request an appeal application.

### Quest Bursary Application Deadlines

Quest bursaries must be applied for each Academic Year (which includes all three terms - Fall, Spring, & Summer Terms).

The bursary reapplication deadline for continuing students is normally mid-April. The reapplication process will normally open mid-March. Announcements will be made via email, the Quest Portal, and other appropriate media.

Reapplications submitted after the deadline will not be considered. The bursary application deadline for entrance students is normally March 1. NOTE: Entrance students may apply for a Quest Bursary after this deadline, but priority is given to those who submit by March 1.

## Government Student Aid

Government student aid is financial assistance for eligible students provided by federal and/or provincial/territorial/state governments. Funding may consist of loans, grants, awards, or a combination of these. Some government student aid programs are offered to students in both full-time and part-time study.

Each government student aid program has its own rules and policies which supersede those of Quest. It is the borrower's (student, parent, guardian etc) responsibility to understand the agreement with the loan program and how its policies will relate to one's studies at Quest. Students and borrowers should pay particular attention to government policies around leaves-of-absence, study abroad programs, and course reduction.

## Canada

Within Canada, each province or territory has its own program, such as StudentAid BC or OSAP. The Quest website contains a list of Canadian government student aid programs that Quest administers.

## United States of America

Quest is a Title IV Eligible Institution and participates in William D. Ford Federal Direct Loan Program through the US Department of Education's Federal Student Aid program. This program offers Direct Subsidized and Direct Unsubsidized loans to students as well as Direct PLUS loans for parents of dependent students.

US students apply through the FAFSA (Free Application for Federal Student Aid) online. Following the submission of a FAFSA application and a signed Master Promissory Note (MPN), the applicant must complete an additional online interview for each FAFSA application year because Quest is a foreign school and additional questions must be answered. More information can be found at [questu.vfao.com](http://questu.vfao.com).

The Quest University Canada institution code for this program is G40753. Quest's Consumer Information Disclosures are found at [questu.ca](http://questu.ca).

NOTE: Grants such as the PELL Grant under the William D. Ford Federal Direct Loan Program are not available to students enrolled at a foreign school. It is strongly recommended that you check with FAFSA if assessed for a PELL Grant or other benefit as it may not actually be awarded.

It is strongly recommended that students applying for Government student aid submit their application at least eight weeks before the start of classes.

## Student Employment Program

Quest's Student Employment Program provides students with the opportunity to work in a variety of areas on campus during the academic year. Students who are receiving a Quest Bursary are given priority in the hiring process but are not guaranteed a position as there are a limited number of positions on campus.

All student employment positions pay an hourly wage (+ 4% vacation pay)\*. Some positions have regularly scheduled hours, while others are project-based. Student employees report to a staff or faculty supervisor who will oversee their employment; students who fail to show up for scheduled work shifts, or fail to perform satisfactorily, may lose their position and are not guaranteed a replacement position. A limited number of opportunities to work in a full-time or part-time capacity may be available beyond the standard academic year following the end of spring term.

\*Subject to change in accordance with Provincial Minimum Wage Policy and Canada Revenue Agency Policy

Additional information about Quest's Student Employment Program is available on the Quest website and Quest Portal.

## Leaves of Absence and Financial Assistance

A leave of absence of any type (academic or non-academic) and of any duration, can impact a student's financial aid, such as (e.g.) government loan eligibility, loan interest-free status, scholarships, student employment program eligibility, scholarships and bursaries, whether issued by Quest or another entity. Government financial aid programs are governed by their own policies that both the student and Quest's Financial Aid Office must adhere to. Government policies supersede Quest's 'in-house' policies.

Before taking any type of leave, students are strongly urged to contact their government financial aid provider (eg SABC, FAFSA, OSAP etc) to discuss the impact of taking a leave of absence. Quest's Financial Aid Office is also available to meet and discuss options with the student. Students are advised to gather this information at least one Block (4 weeks) before beginning leave. If a student does not consult the Financial Aid Office, the Office must still follow financial aid program policies, which normally includes reporting the student's lack of enrolment.

## Financial Aid Office Appointments

The Financial Aid Office is open Monday to Friday, 9:00am to 5:00pm. Contact [financial.aid@questu.ca](mailto:financial.aid@questu.ca) to book.

Due to privacy regulations within Canada and the USA, Quest's Financial Aid Office (FAO) cannot share government financial aid information with anyone other than the student to whom it pertains. Although students may choose to share their Quest financials (tuition statement, residence fees, etc.) this does not apply to government student aid. Government student aid policy is set by the relevant government and Quest must adhere to these regulations.

# THE BACHELOR OF ARTS AND SCIENCES CURRICULUM

## Overview

The Bachelor of Arts and Science degree (BA&Sc) requires the completion of 32 Blocks of instruction, divided evenly between the Foundation and Concentration Programs. A full Block consists of 54 hours of classroom time. Each Block contains 18 days of instruction, and each day includes a minimum of three hours of formal meeting time. The Block format allows for flexibility to accommodate a range of additional class activities, including field trips, laboratories, study groups and peer tutoring. Normally, a student completes 4 Blocks of courses in an academic term, and attends two terms per calendar year, but could attend a portion of a third term as well.

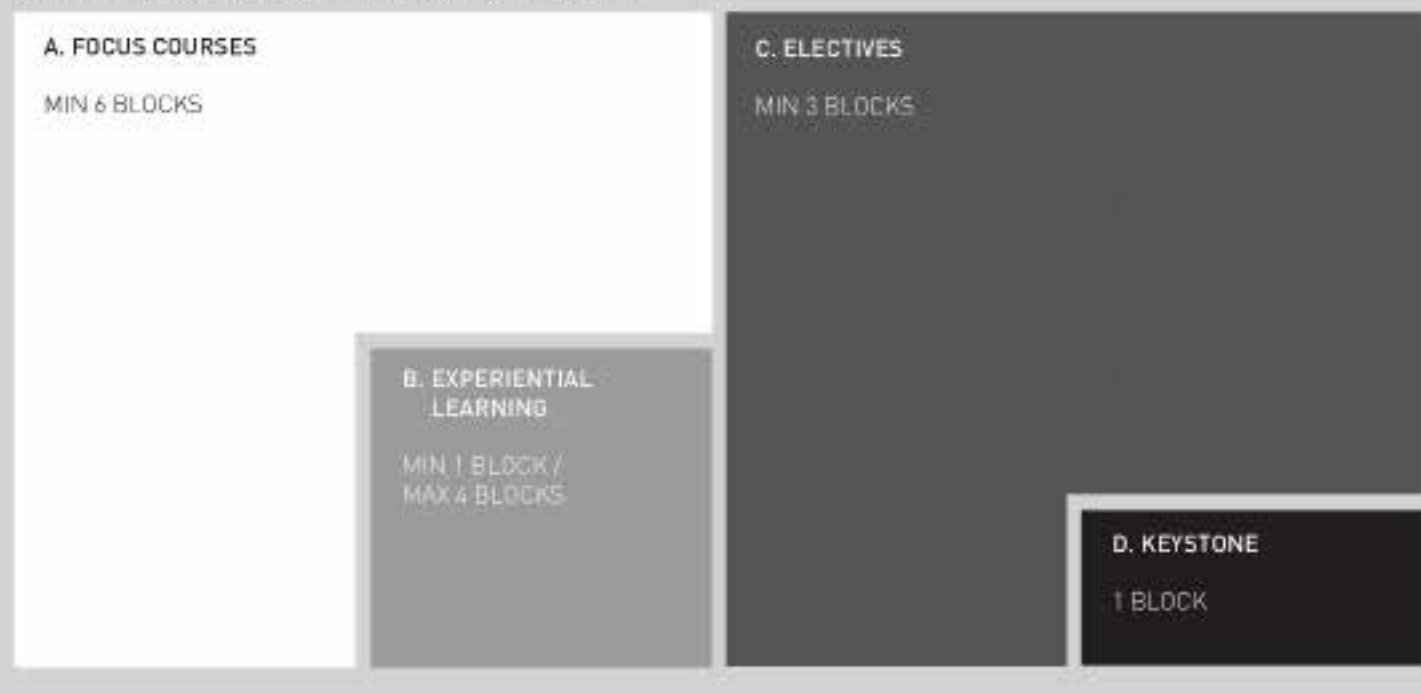
**1. FOUNDATION PROGRAM REQUIREMENTS**

This program is comprised of **16 BLOCKS** across the disciplines, and is meant to introduce students to the breadth of human knowledge while imparting essential skills.

<b>CORNERSTONE</b> IND 2100	<b>SOCIAL SCIENCES</b> Select 3 of the 4: Political Economy SOC 2100 Democracy & Justice SOC 2200 Global Perspectives SOC 2300 Self, Culture, Society SOC 2400	<b>LANGUAGE</b> Any level 2 or above French, Spanish, or Chinese offered at Quest Ancient Greek 1 and Classical Latin 1 Any approved language at level 2 or above at another institution	<b>LIFE SCIENCES</b> Select 3 of the 4: Evolution LIF 2110 Biodiversity of British Columbia LIF 2210 What is Life? LIF 2310 Science of Health & Wellness LIF 2410
<b>RHETORIC</b> IND 2200	<b>HUMANITIES</b> Text HUM 21XX Scholarship HUM 22XX Culture HUM 23XX	<b>MATHEMATICS</b> MAT 20XX Students who successfully complete two MAT 31XX, or two MAT 32XX at Quest (but not at another institution), may be exempted from the Foundation Mathematics requirement.	<b>QUESTION</b> IND 2300
<b>ENERGY &amp; MATTER</b> PHY 21XX Students who successfully complete Physics 1 (PHY 2101) or Chemistry 1 (PHY 3201) may be exempted from the Energy & Matter requirement.			
<b>EARTH, OCEANS, SPACE</b> PHY 22XX			

## I. CONCENTRATION PROGRAM REQUIREMENTS

In the Concentration Program, students work with faculty to devise a personalized course plan to pursue their Question and major topics of interest.



## Foundation Program

The Foundation Program is a set of 16 Blocks that provide students with a broad base of knowledge, skills and perspectives from across the liberal arts and sciences. The Foundation Program, typically comprising the first two years of study, gives students a solid intellectual base from which to build their Concentration Program in their final two years. The Foundation begins with two specific Blocks.

### Cornerstone Block

Cornerstone is the first course students take at Quest. As with all Quest Blocks, each section is limited to 20 students. The question guiding the current Cornerstone Block is, “What is knowledge?” To foster critical thinking on this question, Quest faculty have collectively designed the course to incorporate the insights and methods of disciplines including philosophy, literature, history, anthropology, psychology, mathematics and science. Students reflect on their assumptions about knowledge; evaluate knowledge claims in the experimental and theoretical sciences; consider what knowledge is; and engage in field research and outdoor activities in the spectacular natural surroundings of our campus.

Cornerstone Block is not a first course in a traditional field of study. It is a preparation for the unique educational journey provided by Quest.

This essential building course serves as:

- An introduction to the fast-paced and intensive one-Block-at-a-time curriculum model
- An orientation to the requirements of university-level study
- An expansive investigation into the depths and subtleties of the course question
- An exposure to the range of knowledge and skills students develop throughout their studies at Quest
- A microcosm of the Quest education as a whole, built on multidisciplinary, integrative, inquiry-based learning and questioning

### Rhetoric Block

All scholars read and write, make presentations of their findings, and engage in other rhetorical pursuits in academic and public conversations. These conversations require different kinds of compelling arguments—written, verbal, and visual—for particular audiences. Rhetoric Block is designed to help students become better participants in these scholarly and community interactions.

Students who complete Quest’s Rhetoric Course should be able to:

- Demonstrate an awareness of the conventions of academic discourse by using a particular style to create citations
- Develop strategies to overcome research-related barriers
- Write a Rhetoric Action Plan for incorporating feedback into their drafts and revisions
- Diverge from the five-paragraph essay model
- Develop critical strategies to engage with academic readings



- Incorporate diverse resources into a variety of arguments:
  - (1) demonstrate the ability to summarize and paraphrase;
  - (2) use quantitative information as evidence; (3) and incorporate, interpret or analyze images

## Foundation Curriculum

Building on Cornerstone and Rhetoric, the Foundation Program has students acquire a breadth of skills and knowledge appropriate to a liberal education, not merely as an inherited tradition but as actively applied to the modern world. Students “learn how to learn” through exposure to and the application of modes of thought used by a wide range of academic disciplines. Quest considers it essential that students confront and work seriously in fields of knowledge outside of their personal specialty or area of comfort. The aim is not for students to merely “get by,” but to challenge themselves in disciplines they may initially prefer to avoid.

The Foundation Program has 6 Blocks set aside to examine major ideas in the natural sciences and mathematics. Students will learn to understand the structure of mathematical proofs, conduct research in the field and lab, model complex systems and test theories. They will develop basic familiarity with foundational theories, such as evolution and conservation of energy. These Blocks will help students become scientifically and mathematically literate.

The Foundation Program has 6 Blocks devoted to the study of the arts, humanities and social sciences. Students will learn to read closely, use qualitative and quantitative methods to understand their societies, and interrogate the political structures of Canada and other nations. They will also read major philosophical and literary works as well as scholarly landmarks. These Blocks will help students become rigorous critics of themselves and their societies.

Intercultural questions emerge in a variety of courses and through a diverse student body. Students develop global civic skills by becoming familiar with a new language, either at Quest or through study at language immersion destinations abroad. The Language Study requirement asks students to successfully complete a course in a language that is not native to them at an intermediate level (Level 2 or equivalent), or to take two introductory-level courses in classical languages such as Latin or Ancient Greek. Students for whom English is a second language may take one Quest Concentration Block in literature in English to meet this requirement. Please consult the Language Study section of the Calendar (under Principles Governing Specific Courses) for details on policies governing this requirement.

The Foundation Program aims to be integrated and interdisciplinary, while respecting the individual strengths of different disciplinary approaches to uncovering and constructing knowledge. Liberally educated students need to be aware of these different modes of seeking knowledge and respect the value of that diversity. They must know enough about them to be able to apply more than one mode of academic investigation to a question. In the Foundation, students learn from a variety of faculty members so that they can better choose an academic direction of focus and mentor for the Concentration Program. Thus, the Foundation Program prepares students for the advanced work they encounter in the Concentration Program of their final four terms.

## Question Block

Students shift from the Foundation Program to the Concentration Program by forming a Question that will frame their direction of study. The Question is formed during Question Block, which is one of the final courses in the Foundation Program. With the help of the Question Block Tutor and Faculty Mentor, students use Question Block to structure their Concentration Program for their third and fourth years of study. Question Block considers the totality of the student’s Foundation courses, experiential learning, co-curricular programs, language study, study abroad, and research methods to develop each student’s plan for their final years at Quest.

## Concentration Program

In the Concentration Program, students shift from breadth of knowledge to depth of understanding. Depth is defined as sustained attention over a number of Blocks to a question of personal importance to the student. Attaining depth means knowing what a good question is and how to pursue its inquiry. It is a skill for life and a preeminent achievement of the liberal arts and sciences education at Quest.

The Concentration Program, which usually spans the last two years at Quest, consists of individualized Focus Blocks, Experiential Learning, Electives, and the Keystone Block. Concentration Blocks begin with the number 3 or 4.

## Principles Underlying the Selection of Concentration Blocks

Over a minimum of 6 Blocks, students work on a focused academic inquiry of their own creation, based on their Question. Building from the broad base of disciplinary approaches encountered in the Foundation Program, each student designs a Concentration Program that highlights and focuses their academic interests, approved and supervised by a Faculty Mentor. The student’s Concentration Blocks investigate one topic or theme (phrased as a question), either in a single discipline or across disciplinary boundaries.

Each student’s Concentration Program, designed during Question Block and approved by at least two faculty members, consists of four elements:

1. Statement of the Question
2. Concentration Plan
3. List of key readings, called “Touchstones”
4. Keystone Project

Depending on the nature of the individual program, it may also include experiential learning components (e.g. service learning, internship) or a semester abroad with an exchange partner school or a pre-approved academic leave at a non-partner school. In principle, nothing limits the variety of Concentration Programs that students develop at Quest.

## Statement of the Question

The Question, created during Question Block, is formalized in a proposal outlining the area of inquiry, a Concentration Plan and a list of Touchstone works. Faculty expects Questions to reflect the unique interests of each student; consequently, students have the opportunity—and the obligation—to shape their own education.

The proposal serves as the focal point for an ongoing conversation between student and mentor over the next two years, and for the student's design and implementation of a Keystone Project. Close, one-on-one work between the student and their mentor is often the most demanding and rewarding aspect of the Quest experience.

## Concentration Plan

The Question acts as a lens through which students select the Focus Blocks they intend to take in the Concentration Program. The program should include a minimum of 6 Concentration Blocks, called Focus Blocks, directly relevant to the Question, and at least three elective Blocks that provide interesting sidelights on the student's topic. A minimum grade of C is required in all Focus Blocks.

Quest's interdisciplinary approach aims to develop students' curiosity about the world. To do justice to the complexity of a good Question, we encourage students to develop a Concentration Plan that crosses boundaries of traditional disciplines, takes advantage of relevant exchange opportunities at partner institutions, and includes experiential learning components. It must also remain coherent and rigorous, and provide both depth and breadth in the area of the Question.

## Touchstones

As part of the Concentration Program, the student and their mentor will identify at least five Touchstone works that deepen their inquiry into their Question. These may be books, sets of articles or works in other media. They represent essential, definitive works that both educated members of the public and experts in a field might be expected to consult. The works may be studied as part of Focus Blocks, or they may be extracurricular materials that a student studies independently. The Touchstones provide students with a broader context for the issues underlying their Question and forms the basis of their continuing discussion with their mentors. By introducing students to the language and concepts used by experts in the field, the Touchstones prepare students to enter comfortably into an informed conversation about their topics of interest.

Although a good Question may never be definitively answered, the Question proposal allows each student to design a self-guided education and craft a meaningful, nuanced response.

## Keystone Project and Block

The Question provides a springboard for the Keystone Project—an advanced and carefully planned expression of a student's work on their Question (akin to an advanced undergraduate or honours thesis). A Keystone Project can take many forms (e.g. a documentary film, a research paper presented at a symposium, the results of lab research, a policy brief, a poster presentation at a professional conference, or a work of creative writing).

In Keystone Block, the final Block taken at Quest, students reflect on their education and prepare for the public presentation of their Keystone Project. The course itself counts as a single Block but work on the Keystone Project will be spread out over time. The Keystone Project draws upon the methods and knowledge acquired in the Concentration Program. It includes a public presentation that not only displays mastery of content, but also the skills to communicate the importance of the work to a group of external assessors. The presentation offers students a chance to describe their Question as well as the research and analysis behind the final work. It should demonstrate an ability to think independently, critically, and creatively. The Keystone Project is the culmination of a Quest education and should reflect that the Quest curriculum's purposes have been achieved: personal development, profound intellectual inquiry, social engagement, preparation for employment or further study, and a basis for a lifetime of learning.

## Experiential Learning

Experiential Learning is part of Quest's focus on an integrated education. It allows a student to pursue their Question beyond the classroom, emphasizing direct experience. The goal is to link knowledge with practical application.

The "extended classroom" of experiential learning helps students with:

- Insight into how experts in a particular field live and work
- Preparation for employment or further study in a field
- Learning about the composition and development of diverse communities
- An opportunity for personal growth, networking and civic engagement
- Exposure to different cultures and travel

Experiential learning can take varied forms, including:

- Working in a field related to the student's area of Concentration, whether in the private sector, non-profit, government, or other area
- Exploring a career via internships or volunteer work
- Studying within the framework of a community-based project
- Engaging in political activity or supporting a political organization
- Conducting research as part of a scientific, practical or artistic project

Career services are available to students who need support finding opportunities.

Listings of opportunities are available on the Portal under Career and Grad Studies, as well internship guides are available in the Library.

Please see Principles Governing Specific Courses for details on the policies governing Experiential Learning.

## Rhetoric and Quantitative Reasoning Across the Curriculum

### Rhetoric Across the Curriculum

The Rhetoric Block at the beginning of the Foundation Program is simply an introduction to Rhetoric. Quest's Rhetoric Across the Curriculum Program engages students with rhetorical opportunities throughout their degree, and emphasizes communication within academia and beyond. Not only do all Quest students learn how to participate in professional and academic conversations, they are empowered to engage in public discourse. What makes this cross-curricular program innovative is that it builds connections amongst all parts of an individual's rhetorical process, including research, critical reading and writing, the analysis and creation of images, and the sharing of ideas. Students and faculty participate in a process of reflective adjustment based on concrete, discrete and measurable program outcomes that are evaluated on a rolling basis.

What kind of rhetorical assignments do students do at Quest? In addition to traditional forms of writing such as essays, lab reports, book reviews and expository responses to exam questions, students engage in a variety of shorter writing assignments. These may include learning journals, action plans, exit summaries, problem analyses and peer dialogues. Presentations often involve slide shows, reports on group work, or even short documentary films. Because Quest encourages students to remain inquisitive, special attention is paid to conceptualizing and expressing questions.

Peer Tutors in the Learning Commons are trained to collaborate with students at all levels on rhetorical thinking, presentation skills, assignment analysis and project completion. All students are invited to drop in and discuss their rhetorical work and personal communication goals.

### Quantitative Reasoning Across the Curriculum

What is Quantitative Reasoning? A quantity is something which can be counted or measured. Quantitative Reasoning (QR) is about understanding and using quantitative information. Numbers constitute a principal foundation of modern life and decisions in science, economics, politics, and daily life rely on statistics, graphs and quantitative analyses. The power of numbers to inform, and to mislead, means that Quest graduates must be able to recognize and critique quantitative arguments and to construct valid analyses of their own.

Quest students will find multiple opportunities throughout the curriculum to develop their ability to understand, question and communicate quantitative information effectively. They will analyze and use quantitative evidence in a variety of contexts from scientific research to political debate to historical perspectives. Depth of understanding in all disciplines can be enhanced by exploring QR through estimation, computation, and consideration of the underlying assumptions and limitations of quantitative arguments. Students will learn to create effective visual representations of data, interpret

and make statistical inferences, and consider notions of probability when formulating judgments. All of these opportunities and experiences make up Quest's Quantitative Reasoning Across the Curriculum Program, a program that sees students using quantitative reasoning throughout their whole degree, beginning to end.

The Quantitative Skills Program (Q Skills) is the first step in Quantitative Reasoning Across the Curriculum. In Q Skills, students review some of the fundamental language, skills and techniques of QR specifically selected for the needs of Quest's Foundation courses. Different disciplines use quantitative information in different ways and so the skills are divided into four strands: Number, Graphs, Algebra, and Measurement. About half the Foundation courses require Q Skills strands as prerequisites and students complete the strands by demonstrating a reasonable fluency with the material during a diagnostic assessment.

To finish the Q Skills program in a timely manner we recommend working through the materials provided before arriving at Quest. Students have the option to write a diagnostic during the orientation weekend. Those who do not complete all strands at this stage will be guided and supported through the Q Skills Program as they attend review sessions, small-group tutoring, and if appropriate take the Introduction to Quantitative Reasoning course.

# ACADEMIC OPERATING PRINCIPLES

## Course Change/Add/Withdrawal (Leave) and Waitlist Policies

### Course Change/Add

Course selection and changes may be completed online through Self-Serve until the end of day 1 of a Block. Requests for changes after day 1 must be submitted to the Registrar's Office no later than 4:30 p.m. on the second day of the Block.

Students should be aware that changes are subject to space limitations. There should be minimal disruption to the start of a Block. Exceptions must be authorized by affected faculty members and the Chief Academic Officer.

A student who will be dropping a Block and not enrolling in another must submit an Academic or Non-academic Leave Form for the period of leave and will not receive a tuition credit unless three weeks' notice is given.

### Withdrawal (Leave)

Student-initiated withdrawal (leave)\* from a Block is normally allowed only until 4:30 p.m. on day 6 of the Block and will result in a 'W' on the student's transcript. A grade of 'W' does not affect the student's GPA. Withdrawal after day 6 will only be permitted in extraordinary circumstances, such as serious illness, and requires supporting documentation as well as review and/or authorization of the Tutor, the student's academic advisor and the Registrar's Office.

\*The student must complete the Non-Academic Leave Form along with the required verification documentation found on the Portal under the Registrar's Office.

A student who withdraws from a Block without authorization (does not complete the leave form) automatically receives a grade of 'F', which will affect the student's GPA.

A student who withdraws from a Block forfeits the tuition for that Block. In the case of Emergency/Medical Leave, tuition credit will be considered if the leave is requested prior to day 10 of the Block. After day 10, tuition credit will not be considered, although the student may request to have their grade reviewed for a 'W'. Students should be aware that course withdrawals may affect their financial aid eligibility.

Refer to section 6.7, Refund of Fees and Charges for more details.

### Waitlist

Courses at Quest are normally capped at 20 students. The Self-Serve registration system allows students to join a waitlist for courses that are full.

If a waitlist spot becomes available, the first student on the waitlist will receive an automated email and will have 48 hours to accept the spot. If they do not accept the spot within the 48 hours the automated system will drop them to the bottom of the waitlist and will send an email to the next person. Given the intensity and rapid pace of courses on the Block schedule, it is imperative that students on waitlists pay close attention to their Quest email in order to not miss a waitlist available opportunity.

On the first day of the Block, students should attend the course in which they are enrolled. Attendance is necessary to maintain their seat. Students will not advance on the waitlist by attending a course for which they are waitlisted.

If a student enrolled in a course has contacted the Tutor before 3:30 p.m. on the first day of the Block and has a legitimate reason why they could not make it to campus on day 1 (e.g. illness or other emergency), they will remain enrolled and their spot will not be given away to a waitlisted student.

After 4:30 p.m. on day 1 of the Block, all waitlists become null and void and an Add/Drop session is held by the Registrar's Office. Students interested in a spot in a waitlisted course must meet with the Registrar to see if space has become available. Available seats will be filled on a first come, first served basis until the maximum allowable number of students is reached.

When a student is added on, or after, day 1 of the course, they must immediately notify both the Tutor of the course they dropped and the Tutor of the new course. It is the responsibility of the student to obtain details of any missed assignments in the new course. The Academic Advisor approval system is also in effect (see below).

## Faculty Advisors and Mentors

First-year students are arbitrarily assigned a Faculty Advisor to help with course selection, transfer credits and academic advice. Faculty Advisors also monitor student progress, as outlined in the Academic Review Process section. In addition, they must approve each course selection made by a student on Self-Serve.

Each student is ultimately responsible for seeking help when needed and managing the requirements for degree completion. Students are free to switch Faculty Advisors at any time, but must submit an Advisor/Mentor Change Request Form to the Registrar.

Students in Question Block must find a Faculty Mentor to replace their Advisor for the Concentration years. Mentors are chosen based on the student's area of interest. Mentors and mentees work closely together to develop the Question and select appropriate courses and reading materials. Students must fill out an Advisor/Mentor Change Request Form to change mentors.

## Grading

The majority of courses receive a standard letter grade ranging from 'A' to 'F' (Quest does not have an A+). Each letter grade is assigned a GPA (see the GPA table below). Grades are assigned after the end of each Block and can be viewed by students on Self-Serve.

A grade of 'D' is the minimum grade to pass and receive credit for a Block. However, it is not considered sufficient when the Block is a prerequisite or part of a student's Concentration Program. A grade of 'C' or higher is normally required for Blocks intended to satisfy prerequisites and Concentration requirements.

Quest tutors are not required to use a percentage system and many will assign letter grades to assessments based on rubrics or grading standards. Blocks that do use percentage grades will normally convert them to letter grades using the scale below. Instructors who choose a different scale must indicate the scale they are using in their syllabus.

### Grade Point Average (GPA)

GPA is calculated by dividing the total number of grade points earned for each course by the number of courses carrying grade points. Excluded from the GPA calculation are all courses for which an 'I', 'W', 'AU', or 'P' grade is awarded. Quest uses the 4.0 grade point system.

Grade points are assigned to letter grades according to the following scale:

Grade	Grade	Point	Percentage
A		4.0	94-100
A-		3.7	90-93
B+		3.3	87-89
B		3.0	84-86
B-		2.7	80-83
C+		2.3	77-79
C		2.0	74-76
C-		1.7	70-73
D		1.0	60-69
F		0.0	0-59
P		N/A	N/A
NP		0.0	0-59
W		N/A	N/A
I		N/A	N/A
AU		N/A	N/A

In addition to standard letter grades, certain notations may appear on a student's transcript. Below is an explanation of these notations as well as information on Narrative Evaluations.

### P/NP (Pass/No Pass)

The Cornerstone, Question and Keystone Blocks are automatically assessed by means of a Pass (P) or No Pass (NP) grade. Students wishing to have other Blocks, such as electives, receive a 'P' or 'NP' must complete the Change of Grading Option Request Form on the Portal I. These requests are subject to the approval of the course Tutor and the student's Faculty Advisor. The grading option request must be submitted by 4:30 p.m. on the 6th day of the Block. A grade of 'P' is not factored into a student's GPA. A grade of 'NP' is calculated as a zero, affecting the student's GPA in the same way as a grade of 'F.'

### I (Incomplete)

If a student is unable, because of illness, family emergency or other circumstance beyond their control to complete the work in a course, a temporary grade of 'I' (Incomplete) may be awarded by the Tutor until unfinished course requirements are completed. The student has until the date agreed upon with the Tutor (not to exceed 2 Blocks from the end of the course) to complete all remaining course work; otherwise the student will be awarded a letter grade, which may be an 'F', based upon the work completed by the deadline. The student must fill out an Incomplete Grade Request Form. The signed request form must be submitted no later than 4:30 p.m. on the last day of class.

### W (Withdrawal)

A grade of 'W' (Withdrawal) is issued for a student-initiated withdrawal from a course (normally only within the first six days of a Block) and does not affect the student's grade point average.

### AU (Audit)

In some cases, a student may, with the permission of the Tutor, audit a course. Prior to the third day of the Block, the Tutor and the student should determine the requirements for attendance and participation, and whether the audit is to be recorded on the student's transcript. Audited courses, whether recorded or unrecorded, may not be used to satisfy graduation requirements.

### Narrative Evaluation

For any course, a student may request, in addition to a grade, a narrative evaluation, which Tutors may give either orally in person or in writing. Written evaluations will become part of the student's record, but will not appear on the student's transcript. Students wishing to receive a narrative evaluation must request this option by using the Narrative Evaluation Request Form which is found on the Registrar's Office page on the Portal by 4:30 p.m. on the sixth day of the Block. Students automatically receive a narrative evaluation for Cornerstone Block.

## Grades for Foundation Blocks

All Foundation Program Blocks, except for Cornerstone and Question, are assigned a letter grade. Cornerstone and Question are assigned a Pass (P) or No Pass (NP) grade.

## Grades for Concentration Blocks

Focus Blocks that constitute a student's Concentration Program must be assigned letter grades. A minimum grade of 'C' is required to satisfy the Concentration requirements. Normally, Elective courses receive a letter grade, but students may request that electives be assessed on a 'P' or 'NP' basis.

## Grades for Experiential Learning and Independent Study Blocks

Experiential Learning and Independent Study courses may be assigned either a letter grade, or a 'P' or 'NP' grade. The assessment type is at the academic advisor's discretion and must be noted in the Experiential Learning Plan or Independent Study Form before the start of the course.

## Grades for Keystone Block

The Keystone Course is assigned a 'P' or 'NP' grade.

## Course Syllabus

Tutors shall provide written guidelines to all students at the beginning of the Block regarding assignments and the determination of grades. Any information about assessment practices, including make-up requirements for missed examinations because of short-term illness or other emergencies, must be clarified. If Tutors are using a percentage-score to letter-grade conversion scale that differs from Quest's usual scale, this scale must be indicated in the syllabus. This information may be provided through Moodle.

## Attendance

Students who expect to miss course activities because of religious or family considerations are advised to contact their Tutors well in advance, or as soon as possible in cases of an unanticipated absence. Quest is committed to supporting student learning when absences are unavoidable.

Because of the intensity of the Block Plan, missing excessive amounts of class may result in a failing grade. Each Tutor decides how many unexcused absences will constitute an automatic Fail.

## Retaking Courses

Students may retake a course in which they did not receive a passing grade. This may be required if a student receives a 'D' or lower in a prerequisite or Focus Course. Students may also elect to retake a course in which they received a passing grade. Credit will be awarded only once, and the higher grade will be used in calculating the GPA. However, all courses that are retaken will be recorded on the student's transcript.

## President's List

Each term, Quest recognizes its best students by bestowing Presidential Honours on a group not to exceed 10% of the student body. The President awards this honour on the basis of outstanding academic achievement. Evaluation includes the GPA earned in that term as well as contributions to the life of the University and progress toward a position of leadership in the student's chosen field. Only full-time students (with three or more graded Blocks) in good standing (as determined by Offices of Finance, Registrar and Student Life) are eligible for this award.

## Satisfactory Academic Progress (SAP)

Satisfactory academic progress toward a degree is defined as earning credits for at least 3 Blocks per term, with six Blocks completed per academic year, typically in the fall and spring terms. The successful completion of 32 Blocks is required for graduation.

Satisfactory academic progress is assessed on these criteria:

- Attainment of a cumulative GPA of 2.0
- Normally, completion of the degree within six years of registering as a full-time student
- A minimum GPA in each term, as follows:

Term	Term GPA
1	1.6
2	1.8
3	2.0
4	2.0
5	2.0
6	2.0
7	2.0
8	2.0

The student's Faculty Advisor, Chief Academic Officer or the Registrar's Office reviews each student's SAP at the end of each term. Failure to make satisfactory progress may result in academic suspension. Students should also be aware that maintaining full-time status is often necessary for maintaining both external and institutional financial aid.

## Academic Standing

Academic standing refers to how well a student is meeting expectations toward the fulfillment of their degree. There are several categories of academic standing, listed below. For those other than Good Standing, there may be consequences and requirements placed upon the student. The procedure is outlined in the Student Progress Group section that follows.

### Good Standing

Students who are making satisfactory academic progress (SAP) at the University, who are not on academic warning, probation, suspension, or dismissal, who are not on probation or suspension for non-academic misconduct, and who are in good standing financially, are considered in Good Standing. Only students in Good Standing may participate in off-campus programs for credit, including study at a partner university, language immersion or Experiential Learning outside Squamish.

### Academic Warning

This is usually the first level of intervention for students who are not making satisfactory progress toward their degree for academic or other reasons. It is intended to make the deficiencies in academic performance clear, to put forward concrete proposals and requirements, and to allow students a reasonable amount of time to correct those deficiencies according to the terms of their Academic Warning Learning Contract. Students who fulfill all the requirements of their Learning Contract may be removed from academic warning.

Once placed on Academic Warning, a student who is receiving US Title IV financial assistance may continue receiving assistance for one payment period, or one term.

### Academic Probation

This is the second level of intervention. It is intended to make students aware that the gravity of the deficiencies in their academic performance puts them at risk of losing the opportunity to study at Quest, either temporarily (suspension) or permanently (dismissal). Students who fail to meet all the requirements of their Academic Warning Learning Contract may be placed immediately on Academic Probation. A student on Academic Warning who does not meet the minimum GPA for the term, or who receives an 'F' or 'NP' in 1 or more Blocks, may also be immediately placed on Academic Probation. When one of the required conditions is not met—triggering a move from Academic Warning to Academic Probation—a Student Progress Group (see below) will meet to review the terms of the original Learning Contract, revising it as required, and re-submitting it if appropriate with new recommendations to the Chief Academic Officer (CAO) for implementation. While on Academic Probation, a student must achieve a 2.0 GPA for the term, and pass all courses with a 'C' or better. Students who fulfill all the requirements of their Learning Contract may be removed from Academic Probation.

A student receiving US Title IV funding who fails to meet their Academic Warning Learning Contract is still eligible to receive this aid during the following term they are on Academic Probation. Unless a student achieves Satisfactory Academic Progress at the end of this term, or fulfills all the requirements of their Learning Contract, they will be unable to receive additional Title IV funding.

### Academic Suspension

A student on Academic Probation who fails to fulfill all the requirements of their Learning Contract, or fails to meet the minimum GPA and pass all courses, may be placed on Academic Suspension. Suspensions are entered on the student's transcript as part of their academic record. The suspended student must meet with the CAO, who establishes the conditions that the student must meet prior to returning to the University. A student who is suspended must move off campus within 24 hours, unless they receive an exemption from the Dean of Student Life or their delegate. While on suspension, a student may not visit the Quest campus, unless with permission from the CAO or Dean of Student Life for the purposes of attending relevant meetings.

After an absence of at least two terms from the University, a student may apply for re-admission. The student must include with their application for re-admission a letter that addresses the conditions imposed at the time of the Suspension. The re-admission decision is made by the CAO in consultation with the appropriate members of faculty and staff. Suspended students must re-apply for all types of institutional financial aid (scholarships and bursaries).

If a suspended student is receiving student loans from Canada or the US, the University must notify the relevant bodies of a change in enrolment status. This may impact loan disbursements already received, the student's ability to receive further loan funding, and more. The student is responsible for reviewing the policies of their lender. Further information can be found at each Canadian provincial student assistance website and studentloans.gov for US students.

### Dismissal

A student is subject to Dismissal from the University if the CAO decides that the student's academic performance is unsatisfactory to such a degree that it makes completion of the degree unlikely.

### Appeal of SAP Decision

A student not making, or in danger of not making, SAP should take the opportunity to state their case during the Student Progress Group meeting that normally precedes any SAP decision (Warning, Probation, Suspension, Dismissal). The student may appeal the decision by submitting a letter of appeal, either in hard copy or email, to the Registrar's Office. The Registrar's Office will present the letter to the Chief Academic Officer for review. The decision made after the appeal is final.

If a student successfully appeals an SAP decision, they may, at the discretion of the Financial Aid

Office, be allowed to receive Title IV aid for one academic year while on financial aid probation. Should a student be allowed to continue receiving Title IV aid while on probation, SAP must be reached by the end of the academic year or aid eligibility will be lost until the provisions outlined by SPG are met. All decisions made by the Financial Aid Office are final and are not appealable.

## Student Progress Groups (SPG)

Students meet with their Faculty Advisors on a regular basis to review their progress and receive advice as needed. At the end of each term of each academic year (or every 4 Blocks), the Registrar reviews all students' academic records. There are instances in which individuals beyond the Faculty Advisor should be involved:

- When the student fails a course, or when their performance is such that it meets the criteria for academic warning, probation, suspension, or dismissal
- At the end of the Foundation Program, when the student's Question Plan needs to be approved
- When either the student or the Faculty Advisor feel it would be useful to solicit opinions on the student's progress or plans with a larger group

In these cases, the appropriate faculty member(s) will call a Student Progress Group meeting. An SPG will usually consist of at least two faculty members familiar with the student's situation, typically including the academic advisor, and the student. In situations where non-academic issues are affecting the student's academic performance, staff members who may have useful input will be asked to join the SPG meeting. This may include the Dean of Student Life or their delegate, or a co-director of the Learning Commons.

The SPG reviews how many Blocks the student has completed in each academic year (fall, spring, summer).

If poor academic performance triggers the SPG, and the group decides that action needs to be taken, it will:

- Recommend to the CAO whether the student should be placed on academic warning, probation, suspension or dismissal
- Develop a Learning Contract with the student to address their academic deficiencies, which will normally include a requirement for a minimum GPA for the term of the contract. It may also recommend specific actions which may include a schedule of mandatory meetings with the Faculty Advisor, a counsellor or other staff members, or a follow-up meeting of the SPG

Upon recommendation from the SPG, the CAO may alter a student's academic standing and take steps to implement the Learning Contract with the student.

If the issue which has triggered the SPG is approval of the student's Question Plan, the SPG will approve, defer with suggested changes, or reject the Plan. In case of the non-approval of the Question Plan, the SPG will offer comments and suggestions to the student, set a reasonable deadline for rewriting the Question Plan, and meet again after the student has resubmitted their revised Question Plan.

If the SPG was called simply to solicit opinions, no formal action is needed.

Records of the SPG meetings, especially any decisions taken, should be recorded by the Faculty Advisor (or relevant faculty member) during the meeting and made available for future meetings. They will be available to the student, members of the SPG, the Registrar and the CAO.

## Appeals of Final Course Grades

A student who wishes to dispute a grade in a course should first discuss the matter with the Tutor.

If the matter remains unresolved, the student may file an appeal as follows:

- The student must file a Review of Final Grade Request with the CAO within seven days of release of the grade
- After collecting all relevant information from the student and Tutor, the CAO will arrange for an independent evaluation of the grade
- The grade determined after this evaluation shall be the final grade, regardless of whether it is higher, lower, or the same as the original grade
- In cases concerning the interpretation of a course policy, the CAO will defer to the course syllabus whenever possible, and otherwise make a final ruling on the matter

## Academic Dishonesty

If a Tutor finds that a student has committed an act of academic dishonesty, the Tutor will submit a report of the incident to the CAO. Should the matter require further investigation, the CAO will consult all relevant parties before making a final determination. A first incident of academic dishonesty usually results in an 'F' on the assignment, a second incident results in an 'F' in the course, and a third incident results in dismissal from the University.



# PRINCIPLES GOVERNING SPECIFIC COURSES

## Foundation Program Principles

To ensure that students obtain maximum benefit from our curriculum, students take Foundation and Concentration Blocks at particular times:

- During their first 8 Blocks, students may normally take at most one Concentration Block (a course starting with a 3 or 4 number)
- May take no more than 4 Concentration Blocks before completing the Foundation Program
- All Foundation Blocks must be completed by the end of the third year of full-time study
- Students must usually complete at least one Foundation Block from each academic division (Humanities, Social Sciences, Mathematics, Physical Sciences and Life Sciences) before taking Question Block

From time to time, the faculty reviews the academic content of the Foundation Program and may change individual courses or the program requirements. All entering students are expected to fulfill the requirements in place in September of the academic year in which they matriculate. In the case of courses being added to, or dropped from, the curriculum, class equivalencies between the former and new program requirements will be advertised to ensure that students can complete their Foundation Program in 16 Blocks. Students who have successfully completed at least one term of study at Quest when a program change is made may fulfill either, in full or part, the old or the new requirements, contingent on course availability or other limits.

## Foundation Requirement Substitutions

In some cases, students may take a Concentration Block in place of a Foundation Block (see list of applicable courses below). Students must obtain the approval of the CAO, and fill out a Foundation Requirement Substitution Form (found on the Registrar's Office Page on the Quest Portal).

### Energy & Matter Exemption

Students who successfully complete Physics 1 (PHY 3101) or Chemistry 1 (PHY 3201) may be exempted from the Foundation Energy & Matter requirement.

### Mathematics Exemption

Students who successfully complete two MAT 31XX, or two MAT 32XX at Quest (but not at another

institution), may be exempted from the Foundation Mathematics requirement.

### Political Economy Exemption

Students who successfully complete Microeconomics (SOC 3001) and Macroeconomics (SOC 3002) may be exempted from the Markets: Theory and Practice (SOC 2100, formerly Political Economy) Foundation requirement.

## Study at an Exchange Partner University

Quest has a growing number of partner universities around the world. These institutions provide an opportunity to study abroad for regular course credit.

Students must apply to be nominated to an exchange program at one of Quest's participating partner universities for one or two terms and can apply for up to 4 or 8 Block credits for qualifying courses. To be nominated, students must fill out the Exchange Nomination Form, available on the Portal under Academic/Registrar's Office/Off-Campus Blocks. The review committee selects candidates based on number of blocks completed, GPA and learning objectives. Students must have completed 1.5 years at Quest before attending an exchange. Only students in good academic, non-academic and financial standing are eligible.

Exchange students are required to pay a \$400 exchange deposit and are exempt for paying the \$500 reenrollment deposit. Exchange students pay Quest tuition and receive Quest financial aid. Exchange students are responsible for their own room and board, visa fees, health insurance, travel costs, incidentals, and any costs associated with submitting the application. Some partner universities will require students to live on campus.

Students will be charged for a full term (four blocks) and are required to complete a full-time course load at the partner school.

If a student is registered with Accessibility Services and approved for accommodations, Quest will provide the appropriate accommodations in the exchange application process and/or assist the student in liaising with the appropriate office at the host organization, upon request.

The student must have their course selection approved by their Faculty Advisor through the Transfer Credit Pre-Approval Form. After completion of the exchange, the student must submit an official transcript to the Registrars Office. If course selection changes after this application is approved, the new course titles and number of credits must be submitted to their Faculty Advisor and New and International Student Services Coordinator for approval before classes begin. If students do not get course pre-approval, they risk not being eligible for transfer credit. In order to receive a transfer credit from Quest, you must achieve a grade of at least C / 65% in each course.

If the student is receiving US Federal Student Aid, they may only study abroad at a Quest partner

university that is also approved for Title IV funding by the US Department of Education and cannot study at a partner university in the US. For more information please email [financial.aid@questu.ca](mailto:financial.aid@questu.ca).

## Language Study

All students must take the equivalent of one course in a language not native to them at Level 2 or higher, or two Level 1 courses of a classical language. Classical language means a language of antiquity with a significant body of literature, including Ancient Greek and Latin.

Students who have studied a language and wish to continue must take the appropriate diagnostics to determine level (for French and Spanish) or must receive permission from the instructor (for Chinese, Latin or Ancient Greek).

Students for whom English is not a native language may take 1 Block of a literature (or similar) course in English at the Concentration level. Students must submit the Language Requirement Substitution Form, have it approved by a member of the language faculty, and submit it to the Registrar.

Credits taken at another university before a student enrolls at Quest will be reviewed by the Transfer Credit Committee. Language credit may be granted for successful completion of one university-level course beyond Level 1. All transfer requests must be made in a student's first term at Quest.

Students may study a language at Quest, at a partner institution while on exchange, or at an approved institution in an immersion destination. The current list of approved institutions is available on the Portal under Academics/Off-Campus Blocks. Additional options can be discussed with the Coordinator, New and International Student Services. The purpose of the list is to protect students from fraudulent providers and to ensure academic rigour. This list may be updated without notice.

### Foreign Language Study Abroad

Language study at other institutions is governed by the same policies as study at a Quest partner university.

For a course taken outside Quest, the first 48 class hours (minimum three weeks) of a Beginning Course constitute Level 1. If that course exceeds 96 hours and is at least six weeks long, the student is considered to have completed a Level 1 and a Level 2 course. Students may transfer up to two language courses from a program at an immersion destination, with one counting as the language requirement and the other as an elective. Students are responsible for paying all fees to the other program/institution (e.g. room and board, travel expenses, support, health insurance). Quest tuition and financial aid will not apply for language study at another institution or program, unless it is undertaken at a partner university.

Students must petition for language credit before attending the course by submitting the online Language Immersion Application Form available on the Portal under Academics/Registrar's Office/Off-campus blocks/Language, at least 30 days before the course. The application requires the approval of the Faculty Advisor, Financial Aid Office, and Coordinator, New and International Student Services. Eligible students will have a minimum 2.5 GPA and be in good standing—academically, non-

academically and financially. To receive credit for the program students must send a copy of the official transcript to Quest. The language requirement is satisfied only by a course at the equivalent of Level 2 or higher. To obtain credit for a non-Quest language program, students must earn a minimum grade of 'C' (65%), but the transfer credit is registered as credit only.

If the student is receiving student loans from either Canada or the US, there are limitations as to when and where language course may be taken. For Canadian and US loan recipients the student must undertake their language immersion course at US and Canadian government-approved institutions, or take their language course(s) during a month(s) that will not impact their financial aid. For more information refer to the Scholarships and Financial Aid section.

## Experiential Learning

Students must take a minimum of one block, and may take up to four blocks, of Experiential Learning as part of their degree. They are encouraged to integrate Experiential Learning as part of their Question proposal. Students may take no more than one Experiential Learning block before completing their Question proposal.

Each Experiential Learning block must be approved and supervised by the Faculty Advisor or, as appropriate, another Quest tutor. Students must complete an Experiential Learning Application Form and submit an approved Experiential Learning Plan three weeks prior to the block in which the Experiential Learning is to be taken. For example, students intending to complete an Experiential Learning Block during the October Block would be required to submit their signed learning contract three weeks in advance of the first day of that Block. Students who fail to complete an Experiential Learning Plan, sign a Block Agreement and Release of Liability waiver will not be considered enrolled for the Experiential Learning blocks.

The form and instructions for developing the Learning Plan are available on the Portal under Academic/Registrar's Office/Off-Campus Blocks. The host supervisor, Faculty Advisor and student must sign the Block Agreement. Additionally, the Faculty Advisor, student and the Manager of Career Development and Experiential Learning must sign the Experiential Learning Application after review to ensure completion of all forms and application. For students doing their Experiential Learning outside of Canada, they are required to complete an Off-campus Logistics Form and indicate all travel advisories, medical insurance policy numbers and travel logistics.

The Faculty Advisor supervising the Experiential Learning indicates whether the Experiential Learning will be graded or Pass/No Pass.

Only students in good academic, non-academic and financial standing may take Experiential Learning Blocks beyond the required minimum.

Students receiving US Federal Student Aid are not able to pursue their Experiential Learning in the US. Details are available from the Financial Aid Office.

## Independent Studies

Independent Studies (IS) are Concentration-level courses that one or more students in Good Academic Standing may design with a tutor to study a specific topic. Students often design an IS to pursue a topic related to their Question, to delve into a key theme of their Touchstone readings, or to conduct in-depth work for their Keystone project. Independent Studies must differ from regularly scheduled courses: they are not a mechanism by which to take a standard course at a different time. A maximum of four IS blocks may be counted toward a student's graduation requirements. IS blocks may be offered only by continuing faculty tutors, and both the student and tutor must be on campus during the block. Normal tuition, fees, scholarships, and bursaries apply. Students submit IS proposals through the Registrar's Office (available on the Portal under Academic/Registrar's Office). All IS proposals are reviewed and approved by the Curriculum Committee.

## Transfer Credit from Other Institutions

Students entering Quest who were previously enrolled at other institutions of higher education may request transfer credit. Students with AP, IB, CEGEP or other advanced high school courses may likewise apply for Quest credit. Students normally cannot receive more than a total of eight courses of credit upon admission. Only four of those may be from advanced high school courses. At least 50% of a student's total credits must be taken at Quest.

For a course to transfer, it must be in a discipline, or closely aligned to a discipline, taught at Quest (e.g. a course in marine biology would be acceptable while a course in scuba diving would not, or a course in geology would be acceptable but a course in rock climbing would not). It must have been graded for credit (e.g. a non-credit art course would not count), and the student must have received a high mark in the course, which typically translates to a 'B' or equivalent. Finally, the course must have been at the college level (remedial work is not transferable).

Students must apply for transfer credit from previous institutions by the end of their first term at Quest. Please fill out a Transfer Credit Application Form (available on the Portal under Academic/Registrar's Office) and submit that form along with course syllabi and/or AP/IB scores (4 or 5 for AP courses; 6 or 7 for IB HL). Transfer credit applications will not be considered after the end of the student's first term at Quest.

Courses generally transfer over as either general elective or concentration electives. In rare cases, a course may be counted for a specific Foundation or Concentration course credit.

Student may appeal to have their original Transfer Credit Application re-reviewed for Foundation credits through the Registrar's Office. The Curriculum Committee may, in consultation with the relevant faculty, may ask for additional evidence (e.g. graded work from the course to be transferred, an essay to demonstrate mastery over the material) to determine if the course corresponds with the relevant Foundation course.

Experiential Learning completed before a student's enrolment at Quest is not accepted as transfer

credit.

The following AP and IB Higher Level exam scores transfer as Foundation Credits, on a score of 4 or 5 for AP or a 6 or 7 for IB HL:

- AP Language (excluding AP English Language/English Literature) = Language Requirement fulfilled
- IB HL Language A = Language Requirement fulfilled
- AP/IB HL Biology = credit for What is Life? or for Evolution
- AP Environmental Science = Credit for Biodiversity of British Columbia

For other courses (e.g. AP/IB HL Chemistry, Calculus, Physics), students are awarded elective credit, and are invited to consult with the appropriate faculty regarding placement into more advanced courses.

Only Quest courses will appear on a student's official transcript and be included in the GPA calculation. If transfer credit has been awarded for coursework done elsewhere, only the name of the institution and the number of credits awarded will appear on the Quest transcript. If a student applies to graduate school or for external scholarships, those organizations may require the student to provide a transcript from the other institution(s).

## Pre-Approved Academic Leave for Transfer Credits

With permission from their Faculty Advisor and the Chief Academic Officer a student may take up to eight (8) blocks of academic leave to attend another institution to pursue coursework not available at Quest but related to their

Question—for example, if students need a laboratory course for which Quest does not have the facilities.

No transfer credit will be awarded for coursework that has not been pre-approved. Approval must be obtained no later than three weeks prior to the first day of the course of the anticipated leave, by completing the Academic Leave Form found on the Portal.

During a leave, a student is not considered enrolled at Quest. This may affect the student's full-time status and eligibility for institutional or government aid. Students should check the Federal and Provincial State policies regarding leaves or a break in study before considering a leave.

In no cases shall Quest be responsible for tuition, financial aid or fees at these institutions. Approval will be granted only in cases of demonstrated and exceptional need.

# ACADEMIC SUPPORT SERVICES

Academics → Library → Bookstore) and also posted on the Bookstore's Facebook page:  
<https://www.facebook.com/questuniversitycanadabookstore>

## Library

The Quest Library facilitates learning and discovery by providing access to online and print academic resources, English and foreign language media items, local and national newspapers and print periodicals. The staff provides knowledgeable and personal assistance through individual help, group instruction and general academic support. The library accommodates individual study at tables and standing work areas; provides access to desktop computers, scanners and printing; and offers a flex area and fireplace nook for leisure reading. There is also a reserved desktop and private work area for Accommodation Programs.

## Learning Commons

The Learning Commons is a learning space where students can work with each other and peer tutors to discuss course concepts, quantitative reasoning and rhetoric. The two rooms, located on the first floor of the Library Building just off the Atrium, and on the fourth floor of the Academic Building, can be used as a study area 24/7. In addition, peer tutors are available in the Library Building room during evening drop-in hours, and the Academic Building room can be booked by peer tutors to work with small groups at any time during a Block.

The Learning Commons staff is committed to helping all students become effective, confident and independent learners:

- Our trained, supportive undergraduate peer tutors work one-on-one with students at all levels and across all the disciplines
- Our course guides are peer tutors who have course-specific knowledge and collaborate with the Tutor to offer the most appropriate support
- We offer non-credit workshops about rhetoric and quantitative skills
- Reference materials about rhetoric and quantitative skills and reasoning are available for students and faculty

Students are encouraged to contact the Learning Commons Directors if they would like to arrange a meeting to discuss support for their academic learning.

## Bookstore

The Bookstore sells readings and other materials for Quest Blocks including office supplies and sundries and is the main outlet for Quest logo merchandise including hoodies, t-shirts, mugs, hats, toques and many other items.

Students can access a listing of required readings for upcoming Blocks on the Portal (under

# STUDENT LIFE

The Student Life team coordinates the programs, services, resources and activities that contribute to the student experience at Quest. The team is led by the Dean of Student Life and includes professional staff and live-in Residence Coordinators and Assistants. The team is responsible for providing health and wellness services and programs (e.g. counselling, campus clinic) and resources for student success (e.g. accessibility, international student support, career development). The team also oversees all aspects of life on campus (e.g. residence life, student conduct, food services).

## Health and Wellness

### Counselling

A team of counsellors works closely with Student Life and with professionals in the local community to provide support services to students. Confidential short-term counselling is available by appointment at no charge. Students who require ongoing or long-term counselling may work with the counsellors or Dean of Student Life for a referral to an appropriate professional in Squamish.

### Campus Clinic

Quest operates a health clinic on campus. The clinic is staffed part-time by general practitioners and other healthcare professionals (e.g. dental hygienist, dietician, massage therapist). Appointments must be scheduled in advance (no walk-ins available).

### CARE Team

The CAmpus REsponse Team promotes health and safety at Quest. Any member of the Quest community, member of the public, or family member may make a referral to the CARE Team regarding a student displaying concerning behavior, indicating serious distress, creating a disruption to campus, or posing a safety concern. The CARE Team is designed to assist those students in need. For more information, visit <https://questu.ca/student-life/health-and-wellness/counselling/>.

### Emergency Medical Services

Quest has a 24-hour, student-run, emergency first-aid team that responds to students who are injured or ill.

Members of the team have a minimum of 80 hours of training in emergency response and advanced first aid. This service is confidential.

## Fitness and Recreation

Quest offers students a range of opportunities in outdoor recreation and fitness activities. The University has a recreation complex that includes a bouldering wall, gymnasium, squash courts, a weight room, an all-season artificial turf soccer field, tennis courts, and indoor basketball court. All students must complete a Recreation Informed Participation form before using the recreation facilities and must abide by all posted or stated rules and guidelines when using the Recplex and/or participating in Recreation Programs.

## Student Success

### New Student Welcome Experience

The Welcome Experience supports students transitioning into Quest. The Welcome Page on our website includes information about housing selection, course selection, fee payment, health insurance, immigration, move-in dates and all other processes that must be completed by the student before their arrival. All incoming students must arrive on campus on the Friday before classes start for mandatory Orientation activities.

### International Student Services

Quest offers a range of services to students from outside Canada.

International students are responsible for maintaining their immigration status and complying with immigration regulations while they are studying at Quest.

Typically, international students require a valid:

- Passport from their country of citizenship
- Study permit
- Co-op work permit (if completing Experiential Learning inside Canada)
- Temporary Resident Visa and Electronic Travel Authorization (only citizens of certain countries)

Quest must provide bi-annual reports to Immigration, Refugees, and Citizenship Canada on the enrolment status of international students. The information helps IRCC identify students who may not be complying with their study-permit conditions.

It is mandatory for all students to have comprehensive health insurance while enrolled at Quest University Canada. Canadian students are typically covered through their provincial insurance. All non-Canadian students are automatically enrolled in a health insurance plan provided by Guard.Me. The Guard.Me plan costs \$650 per academic year and is included in the fall term billing. Students with comprehensive alternative coverage may opt-out of Guard.me Health Insurance. Returning students must opt out by April 20th of the previous academic year and incoming students by July 1st (summer

prior to arrival). Opt-out forms are on the Portal under Services/Student Life/International Students/Guard.ME.

## Accessibility

Quest is committed to equity and strives to create an environment that is accessible from the onset. We also recognize that certain aspects of the learning and physical environment may still provide barriers to the success of some students. Students experiencing chronic medical conditions, mobility limitations, disabilities, learning exceptionalities, allergies, mental health concerns and other protected characteristics may qualify for special adjustments (accommodations) to the academic and non-academic programs at Quest.

Quest works with the student to establish reasonable and appropriate accommodations that address documented functional limitations. Quest

More information about Accessibility Services and how and when to register is available on the Portal. Read the Student Accommodation Policy.

## Career Services

Quest supports the career development of our students. The Manager, Career Development and Experiential Learning is responsible for developing and maintaining relationships with businesses and organizations to provide meaningful job and career prospects for our students. Career related learning is integrated into Question and Keystone Blocks, and students can access one-to-one support and workshops on an ongoing basis. These services include support with resume and cover letter writing; graduate school applications; job search strategies; interview preparedness; career counselling and advising; networking, and more.

## Residence Life

### Clubs and Groups

Student-initiated and operated clubs and groups are encouraged and supported by the Quest University Students' Association and the University. Club and group activities include outdoor pursuits, academic interests, social or environmental concerns, hobbies, or other recreational pursuits. Some of the more active groups include The Mark (the student newspaper), the Adventure Club, and the Rugby Club.

Quest is a true living and learning community where learning opportunities exist beyond the classroom and throughout the campus. The Residence Life Team, which consists of student leaders (Resident Assistants) and part-time, live-in professionals (Residence Coordinators) deliver a variety of social,

educational, and recreational programs that enhance the students' experience. The Residence Life team also function as a first line of support for students experiencing any of life's challenges, including health and wellness, academics, and being away from home.

## Community Living Guide and Sanctions

The Quest Community Living Guide outlines the expectations that Quest has for students on campus. The Guide is not just a list of rules, but includes information about the residences, Emergency Response, and how students may contribute to keeping our community safe.

The Guide also outlines the Sanction Process that may follow a breach of the Community Living Guide. Educational sanctions are designed to encourage the individual to reflect upon their behaviour and to consider perspectives and information that they did not previously have. Sanctions could include writing an introspective paper, researching and delivering a community presentation, preparing a poster or informational handout, participating in a resolution process. The Student Life staff members overseeing a sanction will create a written report/agreement that details the occurrence/incident and outlines any sanctions. This report/agreement will be sent to the Quest student by means of their Quest e-mail address, a letter with a note added to your file on StarRez. This information is stored within Student Life's records and does not go onto your official student record unless escalated to the point of suspension or expulsion.

Cases of repeated or egregious misconduct are handled by progressively more senior and experienced staff. Such cases may result in suspension or expulsion from Quest at the discretion of the Dean of Student Life, in consultation with the President.

## Student Housing

Student housing at Quest includes single occupancy bedrooms, with a semi-private washroom, in the residence hall style buildings (the Peaks), and double occupancy bedrooms in the apartment style building (Riverside). All the residences are within walking distance of the other campus facilities, including the RecPlex, the Library, and the Meal Hall. Students self select their room and building on-line through our StarRez portal.

## Food Services

Food Services on campus are provided by Dana Hospitality and include 'All You Care to Eat' buffet style dining in the Meal Hall. A small café in the Atrium (Library Building) offers speciality drinks, baked goods, and limited meal items.

All students living in the residence hall style buildings (the Peaks) are on our 'room and board' plan that includes an Unlimited Meal Plan, which provides unlimited dining 7 days a week, for the entire term. Students living in the Riverside apartments can opt to purchase a meal plan.

## On-campus Housing Requirement

Living on the campus is an essential aspect of the Quest experience. Quest's residence community provides many social, recreational, and educational activities that greatly contribute to student development. Students are normally required to live in on-campus housing while enrolled at Quest.

Quest may, in certain circumstances, waive this requirement. Students must submit requests in writing to the Coordinator of Campus Services and include supporting documentation. Each request will be considered on a case-by-case basis, weighing the reason for the requirement against the student's reasons for an exemption. Any and all decisions to waive the requirement will be considered exceptions, and conditions may be specified.

## Occupancy Agreement

Students living in the residences must abide by the Occupancy Agreement and the Community Living Guide. By accepting admission to Quest and the Occupancy Agreement, students agree to reside on campus for the full academic year, unless they are participating in an approved Study Abroad or Experiential Learning Block outside of Squamish.

## Check-in and Check-out

Students are permitted to move into their residences on the designated check-in day at the start of each term, or block. Students are required to vacate the residences by 12 p.m. on the day following the last day of classes.

## Breaks

Regular campus operations cease between the end of the December Block and the beginning of the January Block (the Winter Break), and students are normally not permitted to remain in the residences during this time. Students seeking permission to remain during the break must submit a request to the Coordinator of Campus Services and include supporting documentation. Each request will be considered on a case-by-case basis. Any and all decisions to waive this requirement will be considered exceptions, and conditions may be specified. Students are not normally permitted to have guests stay in the residences with them during the break.

The residences close at the end of the April Block for the week prior to the beginning of the May Block. Students wishing to remain on the campus during this break must submit a request to the Coordinator of Campus Services

## Accommodations for Housing and Food Services

Students who have a protected characteristic (e.g. mental health concern, medical condition, physical limitation) may request a non-academic accommodation (e.g. accessible housing, access to a kitchen, reduction or exemption of the meal plan) for on-campus housing and meal plans.

Students must submit requests for a non-academic accommodation to Accessibility Services and provide supporting documentation. More information about requesting non-academic accommodations can be found on the Quest Portal.

Requests that pertain to the meal plan should be submitted as follows:

Returning/Enrolled Students: Fall Term, July 1; Spring Term, November 15; Summer Term, April 1

Incoming Students: Fall Term, at time of StarRez profile creation (typically June/July)

Meal plan related requests may be made in tandem with a request for special housing accommodations. In those cases, requests by returning students should be made two weeks in advance of the housing selection deadline (typically early March), to allow Quest to assess the request and, if appropriate and reasonable, place the student in an appropriate unit in advance of the general housing process.

Students seeking non-academic accommodations pertaining to housing and meal plans must submit an Accessibility Services Request Form for each academic year that they wish to receive accommodations. New documentation may not always be required for each request, as previously submitted documentation for permanent, chronic, and ongoing functional limitations typically do not expire from year-to-year. Read the Student Accommodation Policy.

## Campus Events and Activities

Quest is a lively campus community with many student-coordinated activities including film screenings, charity craft fairs, theatrical productions, the recording and production of music, an international-affairs speaker series, and an active campus garden and beehive. Annual events including the Dancing Bear Music Festival and Cabaret are planned by students and funded by the Quest University Students' Association (QUSA). Any student wishing to organize an on-campus event must apply to the Ancillary Services department and must follow all of Quest's policies, procedures and guidelines if the event is approved.

## Clubs and Groups

Student-initiated and operated clubs and groups are encouraged and supported by the Quest University Students' Association and the University. Club and group activities include outdoor pursuits, academic interests, social or environmental concerns, hobbies, or other recreational pursuits. Some of

the more active groups include The Mark (the student newspaper), the Adventure Club, and the Rugby Club.

## Quest University Students' Association (QUSA)

The Quest University Students' Association (QUSA) is a separately incorporated organization that represents the collective interests of the student body at Quest and liaises with the University administration, faculty, the Board of Governors, and external organizations. QUSA also oversees and provides support for various student clubs, organizes student run events, funds initiatives, and provides services that promote artistic, social, charitable and recreational experiences. More information is available on the QUSA Website: [www.qusa.ca](http://www.qusa.ca).

# ADMINISTRATIVE SERVICES

## Campus Card

All members of the Quest community are issued a Campus Card, which provides access to the buildings, including the residences, and serves as the meal card, library card, printing and photocopying card, and official Quest identification. Campus Cards are issued by the Student Life Office (for students) and Tech Support (for staff and faculty). Quest community members should keep their Campus Card on themselves at all time while on the campus and treat it as they would other forms of identification, credit, or cash. Punching a hole, excessive bending, or exposure to excessive heat may damage the card and render it inoperable. Lost Campus Cards can compromise campus safety and therefore must be promptly reported to Campus Security so the card can be deactivated. There is a \$25 fee for replacing a lost or damaged Campus Card.

## Campus Security

The Quest campus is small and walkable with most buildings connected by well-lit paths. Access to most of the facilities, including the residences, requires a Campus Card, and security personnel provide regular patrols of the campus 24 hours a day, 365 days a year. Quest community members should not give access to any secured campus buildings to unknown visitors.

## Parking on Campus

Quest is a small, low-traffic, pedestrian-friendly campus. Walkways connect the main buildings, including most of the residences, and reduce the need for vehicular traffic around the campus. Members of the Quest community are permitted to park personal vehicles on campus in the designated parking lots. All vehicles parked on the campus must be registered with the University. There is a low monthly fee for parking a vehicle on the campus. More information about parking on the campus and vehicle registration is available on the Quest Portal.

## Information Technology

Quest's IT Services provides a technical support helpdesk for students, and offers support for faculty, staff and visitors. IT Services is responsible for the day-to-day operation of the campus networks, internet access via a campus-wide wireless network, email system, the internal and some external service websites, student printing services, campus-wide security systems and more. IT also provides loaner pools of equipment for students and staff. The campus network provides high-speed connectivity (wired and wireless) from all University buildings. Students are assigned a login ID that is maintained for the duration of active enrolment and that provides access to the internet, email and various software applications.



Quest uses IT tools to facilitate online access to student records, class data and collaboration information. SelfService allows students to register for classes, review grades, request transcripts, check current account balance, and share pertinent data with their parents and guardians. Moodle serves as a course management system, facilitating information sharing between students and Tutors. The Portal allows students and staff to inform the campus community about events, provide documentation (forms, procedures, and policies), and respond to surveys; it also allows students to request items such as loaner laptops.

All students are required to bring a laptop to campus that meets or exceeds Quest's minimum performance specifications. Each student should be the sole user of their laptop, which should be protected via a personal software-based firewall and antivirus suite.

# UNIVERSITY POLICIES AND OPERATING PRINCIPLES

A full, List of Policies can be found on the Quest Portal → Home → University Policies. The most up-to-date versions of policies and documents can be found on the Quest Website under Academics on the Catalogue, Calendar & Policies page.

## Academic Freedom

The fulfillment of the mandate of Quest University Canada is dependent upon its academic community having the protection of academic freedom. The common good of society depends upon the search for knowledge, and its free exposition and application. Academic freedom is essential to these purposes in the teaching, learning, research and service functions of the University.

## Human Rights Policy

Quest is an academic community dedicated to the pursuit of truth through teaching, research and service. Quest has a profound commitment to every person's value, dignity and potential, and believes these can only be achieved in an environment that recognizes and supports every person's human rights. The Quest Board of Governors developed and adopted a Human Rights Policy, updated in April 2014.

## Personal Information Protection Policy

At Quest, we are committed to providing individuals who belong to or seek to join the academic community, whether as students or employees, with the opportunity to enjoy the benefits of participation in a vibrant and innovative academic environment. Providing this opportunity requires Quest to collect, use and disclose personal information about members and prospective members of this academic community. Protecting such personal information is one of Quest's highest priorities. Accordingly, Quest manages the collection, use and disclosure of personal information using best practices derived from British Columbia's Personal Information Protection Act (PIPA).

## Notice of Disclosure of Personal Information to Citizenship and Immigration Canada

Citizenship and Immigration Canada requires colleges and universities to report annually on students who are not Canadian citizens or permanent residents, and who are studying at a Canadian post-secondary institution on a study permit. Quest will report on continued enrolment and academic

status for each student to Citizenship and Immigration Canada. Further details are available at the Citizenship and Immigration Canada website.

## Research Ethics Board

Quest Research Ethics Board ensures that all research and projects involving human participants conducted by employees or students complies with the Government of Canada's Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans (revision 2). The REB meets on the last Monday of each Block. Applications for consideration at that meeting must be submitted to reb@questu.ca no later than 5 p.m. the previous Monday. Prior to submission of a proposal to the REB, researchers must complete the TCPS 2 online tutorial using their institutional email to register for the online course (tcps2core.ca/welcome). Exemption Requests must be submitted no later than 5 p.m. on the second Monday of the Block; the online tutorial is not required for Exemption Requests. Individuals interested in doing research at Quest are encouraged to send questions to the Chair of the Research Ethics Board (REB) at reb@questu.ca.

## Limit of the University's Responsibility

Quest accepts no responsibility for the interruption or continuance of any class or course of instruction as a result of nature and natural causes, fire, riot, strike or any cause beyond its control.

## Quest Honour Principle and Protocol

### Honour Principle

Quest is an educational community committed to the fundamental principles of honesty, trustworthiness, fairness and respect as they apply to both academic and non-academic endeavours. As members of this community, students, faculty and staff accept personal responsibility for the integrity of their work and the consequences of their behaviour. Each member agrees to behave honourably and to uphold the highest standards of intellectual and social conduct in the interests of sustaining a vibrant and supportive environment in which to live, learn and work.

With respect to academic integrity, the Quest Honour Principle charges students to:

- Submit for credit only that work which is their own, unless authorized to do otherwise
- Acknowledge the use of others' work by documenting sources in acceptable ways (e.g., using footnotes and bibliographies)
- Avoid submitting substantially the same assignment for credit in more than one course unless explicitly permitted to do so
- Conduct themselves in a manner wholly consistent with the principle of academic integrity when completing assignments, tests and examinations
- Discourage academic dishonesty in others

With respect to social conduct, the Quest Honour Principle charges students to:

- Treat others with fairness and respect
- Respect the property of others
- Accept and uphold the rights of others to an environment conducive to living and learning
- Avoid behaviours that could endanger or harass others
- Discourage inappropriate social conduct in others
- Respect established civil and criminal statutes

### Honour Principle Foundations

1. Quest's primary purpose for governing academic and other non-academic behaviour is to promote the personal, educational and social development of our students.
2. Quest is committed to the principle of academic integrity, itself grounded in the fundamental values of honesty, trust, fairness, respect and responsibility in all academic work.
3. With the pursuit of learning comes the expectation that individuals will develop high standards of personal conduct. Consequently, we hold students accountable for violations of Quest regulations, and apply the principles of restorative justice to ensure the orderly functioning of Quest and to protect the Quest community and its integrity.
4. The Honour Principle establishes for members of the Quest community the general obligation to maintain the highest standards of academic honesty and to conduct themselves according to standards of respectful and responsible behaviour.
5. Quest values the rights and freedoms of the individual and protection against discrimination or harassment for each person. Accordingly, Quest fosters and promotes the following rights, freedoms and values:
  - a. Legal Rights: Students enjoy the rights and freedoms recognized by law subject only to such reasonable restrictions on those rights and freedoms as are necessary to ensure the advancement of the community values inherent in the Honour Principle.
  - b. Freedom from Discrimination: Discrimination at Quest on the basis of race, national or ethnic origin, colour, religion, gender, age, physical disability, marital status, place of origin, gender, family status, source of income, and sexual orientation is prohibited, as are all other unjust forms of discrimination.
  - c. Freedom from Harassment and Sexual Harassment: Quest strives to create an atmosphere free from behaviour which is reasonably interpreted as offensive, including, but not limited to, remarks, jokes, or actions which demean another person or deny individuals their dignity and respect.
  - d. Positive Academic Environment: Quest students participate in an environment that supports intellectual inquiry as well as the exchange and examination of diverse ideas. These activities are to take place in and outside of the classroom and in a respectful environment.
  - e. Discipline: Contraventions of this Honour Principle and other relevant documents will be dealt with in a timely manner under the policies and procedures determined by the governing bodies of Quest.

## Honour Principle Applications

2. In the best interest of Quest and the community, Quest may require that the conduct of students be governed by policies, rules and regulations in addition to the Honour Principle.
  - a. Students with special responsibilities established by Quest (e.g. residence and club leaders, students participating in international exchanges) may also be governed by additional policies.
  - b. While such additional policies may govern additional behaviours and resulting sanctions, all associated processes must be congruent with governing legislation and institutional policies which address the fundamental rights accorded to a student member of the Quest community.
3. As a clear understanding of academic honesty is fundamental to good scholarship and as high standards of personal conduct contribute to a positive learning environment, faculty members have the general responsibility to foster acceptable standards of academic and personal conduct in the classroom.
4. Quest reserves the right to apply the Honour Principle to all social conduct which has a real and substantial link to Quest in order to discourage conduct that is prejudicial or likely to be prejudicial to the interests or the reputation of Quest or any member of the Quest community.

For more information or for questions about the Honour Principle, contact the Dean of Student Life.