



# Program Guidelines and Procedures for:

Advanced Care Paramedic (ACP) Program  
Primary Care Paramedic (PCP) Extended Program

January 2025

Scope.....	1
Academic Progression.....	1
Retests.....	1
Final Grade Appeal.....	2
Academic Attendance.....	2
Student Withdrawal.....	2
Refunds.....	2
Audit.....	3
Re-admission.....	3
Program Timelines.....	4
Practice Education.....	4
Practice Education Evaluation.....	5
Related Documents:.....	6

## Scope

The JIBC Health Sciences Division (HSD) follows JIBC policy with the following approved exceptions, detailed in these program guidelines, for the Advanced Care Paramedic program and Primary Care Paramedic program.

## Academic Progression

Students are required to:

- Achieve a final course mark of 75% in all courses.
- Achieve a minimum of 75% on all formal evaluations and assignments.
- Achieve a “pass” rating on all classroom and practice education requirements.

Students in the PCP or ACP programs are continuously monitored by program faculty to identify opportunities for additional learning support to foster student success. Students who are unsuccessful in any formally assessed component of the PCP or ACP program will be offered the opportunity to meet with program faculty to receive constructive feedback and support prior to completing a retest. All students who are successful in a retest will be required to meet with program faculty to develop an individual education plan to support their ongoing development.

Student performance in the practical components of the PCP or ACP program is continuously assessed. Students demonstrating trends of unsatisfactory or marginal performance are identified and supported to develop with individualiz

### **Final Grade Appeal**

If the student disagrees with the final grade awarded, they are to discuss their concerns first with the Program Manager in an attempt to resolve their concerns informally within the program area and by agreement, before commencing a formal appeal.

3. After the second week of classes there is no refund for semester-based courses.

<https://www.jibc.ca/procedure/refunds>

## **Audit**

Prior to re-entering the program, a student may request to audit one or more previously completed courses. Permission to audit will only be granted to students who have already been given permission to re-enter the program, after a withdrawal and only for courses the student has previously completed and obtained credit for.

Auditing a course means that a student participates in the course, but learning is not evaluated for that student and no credit is achieved for the course. The course will appear on the student's transcript with an "Audit" designation in place of a grade.

The student is not required to submit any coursework or write exams. Attendance and participation in activities is to be mutually agreed upon by the student and Lead Instructor.

Audit students are expected to adhere to scheduled class times except as authorized by the Lead Instructor.

Audit students must pay full course fees.

Practice Education courses are not available for audit.

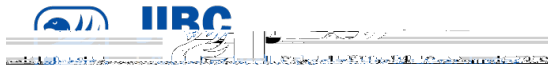
## **Re-admission**

Students who choose to or are required to withdraw from the PCP or ACP program may apply to re-enter the program once. Students must notify the program of their intention to re-enter a minimum of three months prior to their re-entry date, this date will be provided to students as part of the withdrawal process.

Students must re-enter the program with the next cohort (approx. 1 year) at their original campus. This may be extended to the subsequent cohort with Program Manager approval.

Returning students will not be required to retake courses in which they have previously passed all





## Program Guidelines and Procedures

Practice education placements are scheduled in partnership with PHSA Provincial scheduling and by the Health Sciences Division Practice Education Team. Students are not permitted to schedule their own placements, doing so may result in removal from the program.

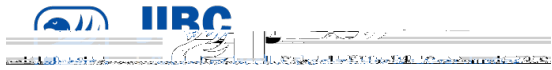
Where possible practice education placements will be scheduled in the student's training region. However, students will be expected to travel to other regions for placements where capacity is available.

In the event of illness, injury or exceptional circumstances students are required to contact their Practice Education Lead (ACP program) or Regional Training Coordinator (PCP program), as soon as possible.

Students are required to follow the absence process, which can be found at

<https://pe.jibc.ca/paramedicine/student/>. Please complete all necessary documentation required

out387ioTJ8 (:(.3 (t0 0 1/TT1reTf5 .001 Tc 05.946.D 3 ÆDC d(w8-5.8 (le80.7 (i)89)5.2 (o)h(-4.3 (b)w 8.96(E)-5.1 ()-5.8 (le)-3



## Program Guidelines and Procedures