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## 1 Welcome

The *OPME Guide to Distance Education at RMC* (the *Guide*) is produced by the Division of Continuing Studies (DCS) and designed to give students enrolled in the Officer Professional Military Education (OPME) programme an overview of the policies, procedures, and operations regarding distance education courses, and to highlight services provided by the Division of Continuing Studies.

DCS strongly encourages you to contact the office if you require more information or clarification of any information contained in the *Guide*. Contact Programme Support Services:

### OPME

(613) 541-6000, ext. 6940, 6979

CSN 271-6940, 6979

[opme@rmc.ca](mailto:opme@rmc.ca)

OPME students can take courses at RMC through *distance education*. For those unfamiliar with the term *distance education*, it describes any course where the instructor and the student function at a distance from one another. Traditionally, these courses were referred to as correspondence courses and were paper-based. However, with the introduction of the Internet, the Web, teleconferencing, etc., this new term – *distance education* – has been brought in to capture the varied ways courses can now be offered at a distance.

DCS extends a warm welcome to all students and hopes their academic and professional pursuits will be both successful and challenging.

## 2 The Structure of the OPME Programme

The OPME Programme is designed to cover the academic elements of the Officer Professional Development Periods (OPDP) 1 and 2. As a combined programme spanning two stages in the development of officers, OPME brings together basic knowledge acquisition of the Canadian Forces with more advanced study of military operations, management, decision-making, history, and leadership.

### Basic Personnel Management

According to the *Officer Professional Development System Document* (1997), the basic aim of Developmental Period (DP) 2 is to provide "junior officers with the general military knowledge they need to perform basic personnel management functions in the performance of their leadership responsibilities." These requirements are dealt with in OPME's professional-level courses, and should be the first courses in which you enroll if you are just beginning the programme.

DCE 001 - [Introduction to Defence Management](#)

DCE 002 - [Introduction to Military Law](#)

### Advanced Courses

Beyond basic requirements for understanding management functions in the CF, the aim of DP2 covers a wider range of advanced topics and is designed to "broaden and deepen [students'] knowledge and understanding of the military profession beyond the confines of occupational development." This means that the advanced courses in OPME cover a core curriculum for all officers of the CF regardless of environment to produce a broad and common body of knowledge.

The Royal Military College of Canada is the educational body responsible for developing and delivering OPME to CF members across Canada and around the world, and its Principal, Dr John Cowan, has identified the subjects considered "essential for officership" as:

- the application of military technologies to military operations,
- leadership,
- ethics,
- psychology,
- Canadian history,
- Canadian civics and politics, and
- military history.

These subjects filter through all the courses required for OPME, producing an integrated programme that will enrich your experience in and knowledge of the CF, and help prepare you to make decisions as a leader in war and peacetime operations.

There are four advanced-level courses in OPME, which should be taken in the following order:

HIE 208 - [Canadian Military History: A Study of War and Military History, 1867 to the Present](#)

POE 206 - [The Canadian Forces and Modern Society: Civics, Politics and International Relations](#)

HIE 475 - [Technology, Society and Warfare](#)

PSE 402 - [Leadership and Ethics](#)

These subjects filter through all the courses required for OPME, producing an integrated programme that will enrich your experience in and knowledge of the CF, and help prepare you to make decisions as a leader in war and peacetime operations.

### Leadership

The *Officer Professional Development System Document* (1997) states that "leadership is the key to effective officership," and thus it is the core of the OPME programme. There are in turn three important keys to effective leadership: knowledge of institutional structures and organization, familiarity with situations and examples from the past, and effective decision-making skills. OPME's professional-level courses, [DCE 001](#) and [DCE 002](#), are designed to give you comprehensive knowledge of the principles and practices of management within a Canadian Defence setting, the structure of the Canadian legal system and how it relates to the CF, and the legal structure within the CF and your role as

an officer within it. [POE 206](#) introduces you to the political and social elements of Canadian society and its international relations, and explores the role the Canadian Forces plays within that matrix. [HIE 208](#) and [HIE 475](#) provide examples and situations from Canadian and international history in which decisions were made or not made and examines their consequences, giving you a window into the evolution of military decision-making and the historical responsibilities of leadership. [PSE 402](#), the final course in the programme, emphasizes decision-making, ethics, and critical thinking: knowledge and skills that will help you to define and refine your own principles of leadership and to accept the increasing responsibilities that come as your career progresses. Points of contact for each course can be found on the [Professors in Charge table](#).

## Ethics

Ethics lie at the centre of sound decision-making and are thus the emphasis in [PSE 402](#). In increasing your awareness of the importance of ethics to the CF, you will incorporate your knowledge of CF structures from [DCE 001](#) and [DCE 002](#) into your own environmental experience and style of management [HIE 208](#), [HIE 475](#), and [POE 206](#) introduce you to historical and current events in which significant decisions were made; use this shared experience to understand and define how your own leadership role fits into the CF Code of Ethics.

## Psychology

Leadership depends upon the creation and maintenance of a strong relationship between the leader and his or her troops, and psychology plays a large part in this relationship. As a leader you will be expected to know not only the institutional rules of behaviour and governance, but also the emotional implications of war and peacetime activities. No matter what your position, you will be called upon to help your members, their families, or their colleagues in times of stress, and you will be responsible for maintaining morale, loyalty, and productivity in your subordinates. [PSE 402](#) encourages you to draw on your own experiences to formulate your personal style of leadership within the parameters of the CF. IT gives you a background in psychology to help you understand the myriad perspectives that will confront you in your role as leader.

## Canadian History

The CF is a relatively recent institution in Canada, but the military has had a central role in building Canada as a nation from its first colonies to the present. Canadian history is intimately tied to the CF; the events that forged our nation, from Confederation and early conflicts to the establishment of national laws and identity, have all helped shape the societal values that determine the role the CF has in Canada and around the world. [HIE 208](#) introduces you to Canadian history from a particularly military perspective, allowing you to draw on the last 150 years of Canada's political and social evolution to understand the institution in which you have chosen to serve. [POE 206](#) serves a complementary role in

offering an overview of the Canadian political system, giving you a holistic picture of Canadian society, its values, and its past and future.

## Canadian Civics and Politics

[POE 206](#) has as its focus the dynamic relationship between the CF and the culture it both serves and represents. As an officer in the CF, you have a complex role to play in domestic and international relations: you serve your country but also act as its representative - in many ways, you are an ambassador of Canadian values wherever you work. [POE 206](#) gives you the background in Canadian domestic, international, civil and military relations to allow you to make informed decisions about your role as a military officer, and your position as an emissary for Canada. The university-level material in [POE 206](#) builds on the information about CF and Canadian governmental structures from [DCE 001](#) and [DCE 002](#), encouraging you to think critically about your place within the larger system.

## Military History

In order to decide how to approach the future, our most valuable lessons come from our past. In addition to studying our national military history in [HIE 208](#), as an officer you are required to be familiar with the general history of arms, both as a profession and as a series of decisions: the decisions that military and political leaders have made in the past have shaped the way we wage war and conduct ourselves as a national and international force today. [HIE 475](#) concentrates on the historical and continuing confluence of technology, society, and military innovation. The course encourages a critical awareness of how decisions of procurement and innovation are made, and how decisions in the past continue to shadow the events and decisions of the present.

OPME students who have never taken university courses before would be well advised to take the professional-level courses first (DEC001 & 002), then the junior university courses (POE 206 & HIE 208), and finally the senior level courses PSE 402 & HIE 475).

It should also be noted that RMC has integrated the OPME university-level courses into the core of all of its undergraduate programmes offered through the Division of Continuing Studies, including the Bachelor of Military Arts & Sciences.

## 3 Concept of Delivery

The courses are classified as either Professional-level or University-level and incorporate the body of professional knowledge in subject areas identified at the DP1 and DP2 levels. The Professional-level courses are Introduction to Military Law and the Introduction to Defence Management; the remaining four courses, Canadian Military History, The CF & Modern Society: Civics, Politics and International Relations,

Science and War: The Impact of Military Technology, and Leadership & Ethics are at the University-level.

A Professional-level course is based on a depth of knowledge required of a professional officer and students can expect to allocate 5-7 hours per week to studying.

A University-level course is based on a depth of knowledge commensurate with undergraduate instruction and is designed to provoke independent thought and to enhance an officer's base for decision-making. Such courses are either junior level (equivalent to a first or second year university course) or senior level (equivalent to third or fourth year university course), and students can expect to allocate 9-12 hours per week to studying.

Please note that OPME courses have been developed in a modular format. A module covers a portion or subset of the course content and normally includes at least one assignment. The number of modules varies depending on the course. Students are expected to complete the modules in a specific sequence. Completion of a module occurs when the student successfully completes the assignment. This format develops flexibility within the programme to account for the operational tempo of units and personnel.

## 4 Military Certification and University Credit

1. Professional-Level OPME courses are considered passed (for military credit) when the student gets a passing grade in both modules and a passing grade at the final exam.
2. University-Level courses are considered passed (for military credit) when:
  - a) all the required assignments or elements of evaluation have been handed in; and
  - b) the cumulative mark for the whole course is over 50%. Thus, a student may fail one or more modules, yet pass the course, provided the student handed in all assignments.
3. So long as an assignment or any other element of evaluation is missing, the course is not considered to have been completed, and hence is not passed.
4. Students who have received PLAR credit for some modules must successfully complete (achieve a mark over 50% in) all the remaining modules to be considered as having passed the course for military credit. Students who have received PLAR credit for some modules, but who wish to receive a university credit for an OPME University-level course must complete all the modules as described above.

If you are enrolled in an undergraduate programme of studies at RMC and have successfully completed all of the modules of one or several university-level OPME courses, you may request the transfer of the applicable credits to your undergraduate programme. Fill out the applicable **form** and

send it to the Division of Continuing Studies at the address indicated on the form. If the undergraduate programme to which those credits will be applied is offered by RMC, there is no charge for this service. Should the OPME student want to obtain an official transcript from RMC to have those credits applied to a programme offered by another university, transcript fees may be applicable.

## 5 Prior Learning Assessment & Recognition (PLAR)

The Division of Continuing Studies Assessment Services Centre reviews one type of prior learning assessment or recognition request relative to the OPME programme:

Request for military equivalencies for CFMSP (OPME) courses: CF members applying for OPME courses may request that university and college courses and military training which they have completed be reviewed for military equivalencies resulting in exemptions from certain modules or courses in the OPME Programme. Military equivalencies granted in the OPME programme result in military credit toward the completion of the OPME programme. They are not academic credits and do not result in academic credit at RMC.

For more information on Assessment services, please refer to **section 3.3** of the section of the RMC Undergraduate Calendar produced by the *Division of Continuing Studies*.

Requests for military equivalency must be directed in writing to:

Prior Learning Assessment Services (PLAR)  
[Division of Continuing Studies](#)  
 Royal Military College of Canada  
 PO Box 17000, Station Forces  
 Kingston, ON  
 K7K 7B4

Email: [plar@rmc.ca](mailto:plar@rmc.ca)

## 6 Course Registrations

The following are some of the conditions for registration in OPME courses offered through the Division of Continuing Studies.

### 6.1 Registration Periods

Registration periods for OPME distance courses:

**Registration for the fall semester is from June 1 to July 31; for the winter semester, from October 1 to November 30; and for the summer semester, from February 1 to March 31.**

## 6.2 Registration for OPME Courses

OPME students have the option of registering online via the Officer Professional Military Education / Canadian Forces Military Studies Program (CFMSP) website, provided that they access this site from a computer linked to the Defence Information Network (DIN), at the following address: [http://www.opme.forces.gc.ca/frgraph/home\\_e.asp](http://www.opme.forces.gc.ca/frgraph/home_e.asp)

OPME students can also register for OPME courses by completing the [OPME Course Registration form](#) and mailing or faxing it to DCS; the Division's address and fax number appear on the form. DCS does not accept course registrations over the phone or by email.

## 7 Withdrawal from a Course and Course Extension

### 7.1 Withdrawal from an OPME course

Students registered in the OPME programme may drop an OPME course at any time before the end of the course. However, they must inform DCS of their intention to drop their OPME course through the CFMSS or by filling out the [Course Withdrawal form](#) and sending it to the following address:

Programme Support Services  
Division of Continuing Studies  
Royal Military College of Canada  
P.O. Box 17000 Station Forces  
Kingston Ontario K7K 7B4

or by faxing it to the following number: (613) 541-6706

Failure to inform DCS of the intention to drop an OPME course before the end of the course may result in a failure for the course.

### 7.2 Course Extension

DCS will reject requests for an Extension in OPME courses. However, OPME students may discuss the possibility of an extension for their assignments with their instructor.

## 8 Course Material

At present, OPME courses offered at RMC are either paper-based, WebCT-based or on CD-ROM.

Students should allow a maximum of two weeks from the date of course registration confirmation to receive course materials.

If materials appear to be delayed, a student should verify that the mailing address and contact information provided to DCS are correct.

If students have neglected to update their current personal information and have noted an incorrect shipping address, an update can be made by using the internet-based application available on the OPME website or by completing the [Student Information Update form](#) and faxing or mailing it to the address and fax number indicated on the form. IN ADDITION students must contact Production Services by email at: [DCSShippingServices@rmc.ca](mailto:DCSShippingServices@rmc.ca) or by telephone at 613-541-6000 ext. 3906 or ext. 3752, to ensure that DCS ships the course materials to the new address.

## 8.1 Course Package

A course package includes both administrative and/or academic material needed by the student to complete the course. In general, a course package includes the following documents developed specifically for DCS students in OPME programmes:

- **Course Manual\*** provides administrative information specific to a course and includes a detailed list of course materials.
- **Course Notes** contains the academic material of a course.
- **Assignment File** contains course assignments.
- **Instructor Information Sheet** includes biographical and contact information for the course instructor.

In addition, most courses may require a commercially published textbook or a *Course Reader* selected to complement the *Course Notes*.

## 8.2 Textbooks and Readers

**OPME students receive textbooks as part of their course package at no charge. They are expected to return their textbooks to DCS at the end of the course using the return envelope included in their Course Package. They should not omit to mention their name, OPME Student Number (P####) and return address on the envelope.**

**Non-OPME students registered in OPME courses are required to purchase their own textbooks. These students should consult the *RMC Guide to Undergraduate Distance Education* to find out how to order their textbooks.**

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♦ Some courses have no *Course Manual*; in these cases, the information usually found in the *Course Manual* is included in the *Course Notes*.



## 9 Assignments

### 9.1 General Instructions on Submitting Assignments

1. **Make sure that DCS can track your assignment.**
  - a. If you send an assignment directly to the instructor by e-mail, make sure that a carbon copy is sent to DCS ([dcsassignments@rmc.ca](mailto:dcsassignments@rmc.ca)), so that it can be saved and monitored.
  - b. Do not send multiple copies of an assignment by any other means. That is, after e-mailing an assignment, do not send it by fax or mail.
2. **Attach a cover sheet to the assignment.** The cover sheet must include the course number, assignment number, student name and telephone number, and student number. DCS uses this information to track assignments. A sample [Assignment Cover Sheet](#) can be found in this *Guide* or on the DCS website under [Forms](#).
3. **Record your name, student number, course number, and page count** on each page of the assignment. For example,
 

Sally Smith	Student #E1111
PHE XXX	Page 1 of 5
4. **Scan your electronic assignments for viruses.** Please ensure that your virus definitions are current and that you scan your assignments for viruses before submitting them via email.
5. **Indicate if there is any change to your mailing address, telephone number, or email address.** If there is, please fill out and send a [Student Information Update Form](#). This form can be found in this *Guide* or on the DCS website under [Forms](#).
6. **Keep a copy of all your assignments until you receive your final mark.** Problems can occur when transmitting by email, mail or fax, and assignments may need to be re-submitted.
7. For alternative methods of submission, contact DCS Assignments at (613) 541-6000, ext. 6871.

### 9.2 Submitting an Assignment via the DCS website

The preferred method of submitting an assignment is through the on-line submission form that can be found on the DCS website at the following URL:

[http://www.rmc.ca/academic/continuing/email\\_e.htm](http://www.rmc.ca/academic/continuing/email_e.htm)

Follow the instructions. The submission will automatically be scanned for viruses. The assignment will automatically be sent to the instructor and a copy will automatically be saved on our server. Also, a confirmation of receipt will automatically appear

on your screen upon submission of the assignment using this method of transmission.

### 9.3 E-mailing an Assignment

If an insurmountable problem arises in the submission of the assignment through the DCS website, please use the following alternate method of transmission. E-mail the assignment directly to the instructor while making sure that you c.c. DCS ([dcsassignments@rmc.ca](mailto:dcsassignments@rmc.ca)), so that it can be saved and monitored.

**Unless otherwise specified, your assignment must be in a Microsoft-based programme to be received successfully.**

DCS generates an e-mail reply to confirm receipt of all assignments. Please allow 48 hours (weekends excluded) for a reply before resubmitting your assignment. If there is a problem with an assignment you will be contacted within 48 hours (weekends excluded). Unless otherwise specified, there will be no late penalty if a problem is found with an assignment submitted on time.

### 9.4 Requesting an Extension or Submitting a Late Assignment

You must notify the instructor if an assignment is going to be late: failure to do so may result in a penalty. If the instructor is unreachable, contact DCS and a message will be forwarded to the instructor. In the event that a late assignment impacts the delivery dates of future assignments, you must submit a "revised assignment due date list" to the instructor and to DCS at [dcsassignments@rmc.ca](mailto:dcsassignments@rmc.ca).

### 9.5 Returning Graded Assignments

The time required to return graded assignments varies from course to course. While DCS stresses that assignments should be returned within two weeks of their due date, instructors may take as long as **three weeks**. Therefore, you might have to submit an assignment *before* the previous one has been returned. Do not expect that submitting an assignment before the due date will result in early grading. Similarly, assignments submitted late can experience delays in grading.

**Note:** Do not send the bulk of your assignments near the end of the course. This may create delays in grading, result in a loss of marks or rejection of the assignments, or mean you have to prepare for a final examination without feedback on assignments. **If all assignments are not sent before the end of a course, no final exam will be sent. In accordance with RMC Undergraduate Academic Regulations, all assignments must be handed in before the final exam, otherwise the student may not be allowed to take the final exam, and if he or she takes the final exam without having handed in all assignments, the instructor may not grade the final exam.**

## 10 Final Exam Registration

OPME students (for the courses DCE 001 & DCE 002) must request to write a final exam. *Please read this section on final examination procedures carefully.* You should have a clear understanding of the exam procedures to avoid any unnecessary stress surrounding exams, and to ensure smooth operations of final examinations. Do not hesitate to contact DCS if the procedures are unclear or if you have any questions. Contact numbers of the **Exam Coordination Services** are located on the first page of this document.

### 10.1 Guidelines

1. **If applicable, consult the *Important Academic Dates*** to find out the deadline for your final exam registration and the final exam date.
2. **Complete and submit all assignments AT LEAST THREE (3) WEEKS PRIOR TO YOUR INTENDED EXAM DATE**, unless you have other deadlines agreed to by the instructor. In any case, all assignments must be submitted prior to writing the final examination.
3. **Contact DCS to declare your intention to write a final exam, and to select your preferred location for the exam. Final Exam Registration must be completed AT LEAST FIVE (5) WEEKS PRIOR TO THE EXAM SESSION.** Failure to complete Final Exam Registration by this deadline may result in no exam being sent.
4. Unless you request that your exam be taken outside of the prescribed exam session and/or at a location other than a CF Base, you may register by email. You then do not have to submit an [Exam Registration Form](#). Simply send an email to [dcsexams@rmc.ca](mailto:dcsexams@rmc.ca) mentioning your name, student number, course code and title of your course, and the closest CF Base. DCS will then process the registration and contact an approved exam proctor (i.e., Base/Wing/Garrison Personnel Selection/ Education Officer) to supervise the final examination.
5. **If you are unable to write your exam during the prescribed exam session and/or at a CF Base, you need to complete and submit the [Exam Registration Form](#)** (found in this *Guide* or on the DCS website under [Forms](#)) to DCS, Student Services (Exams), either by fax or by using the postal address indicated on the form. Upon receipt of the *Exam Registration Form*, DCS will process the registration. For exams written at a CF Base, DCS will contact an approved exam proctor (i.e., Base/Wing/Garrison Personnel Selection/ Education Officer) to supervise the final examination. For exams at a location other than a CF Base, read section below.
6. **Contact your Base/Wing/Garrison Personnel Selection/ Education Officer once your registration is confirmed by DCS.** You must contact the Officer who will act as an exam proctor to establish

a precise date, time, and location for your exam (see *List of Proctors* found in this *Guide* or on the DCS website for the address and telephone number of approved proctors). Contacting the Officer will allow for a certain measure of flexibility in determining a mutually agreeable date.

7. Exams are closed book unless otherwise specified by the instructor.
8. Do not bring laptops to the exam session. Their use is prohibited.

### 10.2 Request to Re-schedule a Final Examination

The Student enrolled in an OPME course who has a confirmed Final Exam Registration, submitted in time all required assignments and is suddenly confronted with an unforeseen situation (sudden increase of workload, pressing family obligations, short illness etc.), such that it would make it difficult or impossible to take the final exam at the prescribed date, time and location and thus to complete his/her course within the prescribed time, may apply for a deferral of his/her Final Exam. To do so, the student must fill out the Exam Registration Form, indicating that this is an amendment to the original registration, and send it by fax or mail to DCS Exam Coordination Services, at the number or address indicated on the Form, **IF AT ALL POSSIBLE, BEFORE THE PRESCRIBED DATE OF THE FINAL EXAM.** In such cases, a new exam must be prepared. The deferred Final Exam must take place no later than at the end of a four month period following the end of the course.

Please contact DCS at the earliest possible time for any questions about requests for special arrangements at [dcsexams@rmc.ca](mailto:dcsexams@rmc.ca).

### 10.3 Other Special Circumstances

If you are on operational tour or outside the area of a Base with an Education Officer, contact DCS Student Services at [dcsexams@rmc.ca](mailto:dcsexams@rmc.ca). You must suggest a possible exam proctor; candidates include

- An officer whose name is on the List of Proctors published by DCS and available in this *Guide* or on the DCS and OPME website
- A Troop or Company Commander, embassy military attaché, or in-theatre Education Officer (if on operational tour)
- A Militia officer such as the Education Officer or the Adjutant of a militia unit (if reserve personnel or spouse living outside the immediate Base area) or a faculty member of a post-secondary institution
- An officer who has completed or obtained a credit for the subject OPME course.

**NOTE: DCS must approve all exam proctors.** To facilitate this, please provide DCS with the candidate's full name, rank, unit, mailing address, and civilian phone number (for courier



purposes). Any candidate with material or familial ties is disqualified from supervising an exam.

**Please note that no exams will be sent without an assigned proctor.**

DCS staff is committed to a “maximum flexibility” policy in order to help you achieve your educational goals. However, DCS requires your cooperation. If you anticipate any problems, please contact the office as soon as possible. You will find that DCS can accommodate most needs if given the opportunity to address them.

## 11 Student Cards and Library Services

Students enrolled in the OPME programme will receive a student card upon request. In order to request a Student card, students must complete and submit to the Division of Continuing Studies the [Application for Library Services form](#).

All RMC students have access to all learning resources and documents available online through the RMC Portal. It should be noted however that the RMC Portal is not at present accessible through the DWAN.

RMC students also have borrowing privileges at the RMC library, as well as at certain other universities with whom RMC has an agreement in place. Contact your local university to ensure that you have access to local learning resources through this RMC agreement.

## 12 Choice of Official Language in Assignments and for the Final Exam

RMC offers all OPME courses at a distance every term in both official languages. Students registered in these OPME courses have no reason to want to write their assignments or their final exam in a language other than the one in which their chosen course is given.

However, OPME courses are often offered on-site at a Canadian Forces base in one language, but not simultaneously in the other. In such cases, students having to take an OPME course given in a language that is not their preferred official language have the option of requesting to write their assignments in their preferred official language. RMC will grant such a request provided the student informs the instructor of his or her preference before or at the beginning of the course. Should the instructor feel insufficiently competent in that language to grade the assignments, he or she should immediately forward the student’s request and student’s assignments, to the Professor in Charge of the course at RMC.

The Professor in Charge of the course will ensure that these assignments are competently graded and handed back to the student in a timely fashion.

RMC is a bilingual institution committed to offer all of its programmes of study in both official languages. The students who, in some circumstances, have no other option but to take a university-level course in a language that is not his or her official language should rest assured that his or her request to write the assignments in the official language will be granted. However, it would not be advisable for the student taking the professional-level courses DCE/DEF001 – Introduction to Defence Management and DCE/DEF002 – Introduction to Military Law to write the assignments and the final exam in a language other than the language of instruction because of the technical language and many acronyms used in these courses.

## 13 Complaints, Grievances, Appeals and Re-reads of Examinations

A student with a complaint or issue that is academic in nature should first communicate the concern to the involved instructor in an informal manner. This should be done as soon as possible after the student first becomes aware of the issue. The student must ensure that the instructor is aware of all of the facts that the student believes have a bearing on the issue, and which could affect the instructor’s reconsideration of the issue, but which may not have been considered in the instructor’s initial decision. The instructor will examine the issue again, reconsider the decision on the basis of the information that the student has provided, and will provide a response to the student as quickly as is practicable, and normally within 7 calendar days.

If the student is not satisfied with the instructor’s decision, the student should take up the issue with the chair of the department or programme of study concerned in an informal manner. The student must ensure that the chair of the department or programme of study is made aware of all the relevant facts having a bearing on the issue. The chair of the department or of the programme of study concerned must provide a response to the student as quickly as is practicable, and normally within 7 calendar days.

If the student is not satisfied with the decision, a formal Appeal may be made to the Dean of the division responsible for the programme. This Appeal must be made in writing and submitted, through the appropriate Department Head or Programme Chair, as soon as practicable, but not later than 21 calendar days after the student was informed of the instructor’s decision. The student should attach to the Appeal copies of all relevant documents in order to provide the correct information, and when copies are not available, provide clear references to other documents that the student feels are relevant. The responsible Dean will inform the student in writing of the decision with respect to the Appeal, normally within 14 calendar

days of the date of receipt of the completed Appeal from the student.

If the student is not satisfied with the decision reached by the Dean, an Appeal may be made to Faculty Council. The student must submit the Appeal in writing, within 21 calendar days of receiving the decision of the Dean. The student must submit the Appeal to Faculty Council through the Registrar, and should attach to the Appeal copies of all relevant documents in order to provide the correct information. When copies of documents are not available, the student must provide clear references to those documents that the student feels are relevant. Appeals to Faculty Council will normally be considered at the next scheduled meeting of Faculty Council, provided that the Registrar received the Appeal at least four working days before the scheduled meeting of Faculty Council. The Registrar will inform the student in writing of the decision about the Appeal that was made by Faculty Council.

If the student's complaint or grievance pertains to the marks awarded on a final exam and cannot be resolved in an informal manner, the student may make a formal request to have the exam re-evaluated. This request is to be made in writing to the Registrar. The Registrar will forward the request for re-read to the Head of the appropriate department, who will decide how the re-read will be conducted. The result of the final exam re-read will be used to determine the student's final course grade.

To ensure that such matters are addressed with due diligence, a request for re-read must normally be submitted not later than 30 days after the student has been made aware of the result. A request for re-read will address only one exam, and normally will not be entertained for assignments, tests, or any other work that has been removed from the custody of the instructor after being marked and recorded.

A student wishing to make a complaint on an academic issue which is not related to a specific course has to take it directly to the person responsible, whether the programme chair, the head of department or the dean. The complaint or grievance will then follow the process within the delays as prescribed above which apply to the other types of complaints or grievances.

#### **NOTE FOR OPME STUDENTS:**

The preceding is an excerpt from the RMC Undergraduate Academic Regulations (Regulation 21). This regulation applies to the OPME programme and to all of the OPME courses, INCLUDING Professional-level courses. The dean responsible for the programme is the Dean of Continuing Studies.

In case of a conflict with an instructor in DCE/DEF001 – Introduction to Defence Management, the department head or programme chair responsible is the Vice-Dean of Continuing Studies.

In case of a conflict with an instructor in DCE/DEF002 – Introduction to Military Law, the department head or programme chair responsible is the Director of the Office of Military Legal Education.

In case of a conflict with an instructor in HIE/HIF208 – Canadian Military History: A Study of War and Military History, 1867 to the Present and HIE/HIF475 – Technology, Society and

Warfare, the department head or programme chair responsible is the Head of the Department of History.

In case of a conflict with an instructor in POE/POF206 – The Canadian Forces and Modern Society: Civics, Politics and International Relations, the department head or programme chair responsible is the Head of the Department of Politics & Economics.

In case of a conflict with an instructor in PSE/PSF402 – Leadership and Ethics, the department head or programme chair responsible is the Head of the Department of Military Psychology & Leadership.

For current point of contact information, refer to the [RMC Faculty Directory](#).

## **14 Academic Misconduct**

1. The three categories of academic misconduct are as follows:

a. *Cheating, some examples of which are the following:*

- (1) An act of attempt to give, receive, share or utilize unauthorized information or assistance before or during a test or examination;
- (2) Deliberate failure to follow rules on assignments, presentations, exercises, tests, or examination;
- (3) Tampering with official documents, including electronic records;
- (4) Falsifying research data;
- (5) The inclusion of sources that were not used in the writing of the paper or report;
- (6) The impersonation of a candidate at an examination.

b. *Plagiarism, which includes the following:*

- (1) Deliberately and knowingly using the work of others and attempting to present it as original thought, prose or work. For example, this includes failure to appropriately acknowledge a source, misrepresentation of cited work, and misuse of quotation marks or attribution; and
- (2) Failure to acknowledge adequately collaboration or outside assistance.

c. Other violations of academic ethics, including the following:

- (1) Deliberately not following ethical norms or guidelines in research;
- (2) Failure to acknowledge that work has been submitted for credit elsewhere; and

- (3) Misleading or false statements regarding work completed.

2. *Penalties* are imposed upon students found guilty of academic misconduct in consideration of mitigating or aggravating circumstances. Academic sanctions for such misconduct may range from the award of a zero grade for the work involved to a recommendation for expulsion from the College, in cases of *aggravated or repeated academic misconduct*.

3. In cases of repeated or aggravated academic misconduct, when the student is a member of the Canadian Forces, the student's Commanding Officer shall be notified by the Commandant of the Royal Military College of Canada of the infractions. In any instance of academic misconduct by a Canadian Forces member further administrative action may be taken, as deemed appropriate by the member's Commanding Officer.

4. Students who are found guilty of *repeated or aggravated academic misconduct* and, as a consequence, are expelled from RMC may not apply for a degree from RMC nor to be admitted again in any Programme of Study nor apply to attend any course offered by RMC.

For current point of contact information, refer to the [RMC Faculty Directory](#).

#### **NOTE TO OPME STUDENTS:**

The preceding is an excerpt from the RMC Undergraduate Academic Regulations (Regulation 22). This regulation applies to the OPME programme and to all of the OPME courses, INCLUDING Professional-level courses. All OPME students are expected to have read and understood this regulation. A student may not argue ignorance or misunderstanding of this regulation in the case an allegation of academic misconduct is directed against the student by an instructor.

Once an allegation of academic misconduct is made against a student by an instructor, the Professor in the Charge of the course, the programme chair or the department head designates an impartial person to investigate the incident. The student or students accused of academic misconduct will be asked to give their account of what happened. It is of the utmost importance that the students suspected of academic misconduct be truthful and forthcoming with the designated investigator. Untruthfulness towards or unwillingness to collaborate fully with the investigator could well result in a finding of Aggravated Misconduct and have the most serious career implications for a member of the Canadian Armed Forces.

Links to examples of plagiarism:

<http://www.princeton.edu/pr/pub/integrity/pages/plagiarism.html>

[http://www.depts.drew.edu/composition/Avoiding\\_Plagiarism.htm](http://www.depts.drew.edu/composition/Avoiding_Plagiarism.htm)

## **15 Request to Transfer OPME Credits**

If you have successfully completed all of the modules of one or several university-level OPME courses, you may request the transfer of the applicable credits to an undergraduate programme at RMC you have been enrolled in. All you need to do is to fill out the [Request for Transfer of OPME Credit](#). Send it to the Division of Continuing Studies at the address indicated on the form. There is no charge for this service.

Should you want to obtain an official transcript from RMC to have those credits applied to a programme offered by another university, you need to fill out and send the **Academic Transcript Request Form**. Fees, indicated on the form along with the mailing address, are applicable.

## **16 Work Strategies**

Taking a distance-education course can be a very rewarding experience. Here are some strategies that can help you achieve your goals:

1. Ensure that you have all the materials necessary to get started on your course, including academic material, textbooks, readers, and learning aids the instructor has determined necessary. Your course should come with a Course Materials List, which lists all required and optional items.
2. Allot a specific amount of time each day, or each week, to study in a quiet place away from distractions.
3. Pay close attention to the assignment due dates. Working back from the assignment due date, plan a schedule to complete the work and to submit the assignment on time.

Some distance-education students find that their grades are lower than initially anticipated. This is not unusual, since it takes a little time to become familiar with the instructor's expectations. It is important to be aware of this and not to become discouraged. Contact DCS or speak to your instructor if you encounter difficulties.

### **16.1 Writing an Essay**

A student's anxiety level can increase at the thought of writing an essay. Dr. Irwin Streight has recently developed DCE050 - Essentials Writing Skills for students of distance learning who wish to improve their writing skills. A student may inquire about this opportunity with a professor or contact DCS for more information.

Also, there are a number of very helpful reference books available at most university bookstores to aid students in writing. The following books are just a few suggestions:

1. Buckley, Joan. *Fit to Print: The Canadian Student's Guide to Essay Writing*. Toronto: Harcourt, Brace, Jovanovich, 1998. ISBN 0774735856: ≈\$18.15.
2. Casson, Leslie E. *A Writer's Handbook: Developing Writing Skills for Canadian University Students*. Kingston: The

Writing Centre, Queen's University, 2000. ISBN 0889119228:  
≈\$7.00.

## 17 If You are Moving

It is very important that DCS have accurate information on a student's mailing address, telephone number, email, etc. Throughout the duration of a course, DCS often needs to contact students regarding final exam arrangements, course updates, and so on.

Please update your personal information using the [Student Information Update Form](#).

## 18 Forms

**Undergraduate and OPME Programmes:** These forms are found in this *Guide* and on the DCS website under [Forms](#).

Throughout the academic year, you may also require the following DCS forms. How and when these forms are used is described below:

- ❑ [Application for Library Services](#). This form is used to request inter-university library privileges.
- ❑ [Assignment Cover Sheet](#). This form is used when submitting an assignment (*Undergraduate* and *OPME* only).
- ❑ [Course Registration Form-OPME](#). This form is used to register in a Continuing Studies OPME course (*OPME* only)
- ❑ [Course Withdrawal Form](#). Use this form to withdraw from a course(s).
- ❑ [Exam Registration Form](#). This form is used to notify DCS of a student's intention to write a final examination, and to indicate the session choice.
- ❑ [List of Proctors](#). This is a list of locations and individuals available for proctoring a final examination.
- ❑ [Request for Transfer of OPME Credit](#). This form is used to request the transfer of applicable OPME courses to an undergraduate programme at RMC.
- ❑ [Student Information Update Form](#). This form is used to notify DCS of any changes in your mailing address, permanent address, telephone number, email, etc.
- ❑ [Academic Transcript Request Form](#). This form is used by DCS students to request academic official or unofficial transcripts, course descriptions, letters relating to statements of studies, and certificates of graduation.

# Application for Library Services

Send form to:  
**DIVISION OF CONTINUING STUDIES**  
Royal Military College of Canada  
PO Box 17000, Station Forces  
Kingston, ON K7K 7B4  
bmasc@rmc.ca  
(613)541-6000, ext 6797 (UG), 6940 (OPME)  
1-800-352-8979  
CSN 271-6797, 6940



Envoyez le formulaire à :  
**DIVISION DES ÉTUDES PERMANENTES**  
Collège militaire royal du Canada  
CP 17000, Succursale Forces  
Kingston, ON K7K 7B4  
bmasc@rmc.ca  
(613)541-6000, poste 6797 (PC), 6940 (PEMPO)  
1-800-352-8979  
RCCC 271-6797, 6940

**NOTE:** Available to RMC distance education students living in British Columbia, Alberta & Quebec.

<b>Student Number</b>	<input type="text"/>	<b>Programme of Study e.g., BMASc</b>	<input type="text"/>
<b>Mailing Address</b>			
Rank	Surname	Given Name(s)	
Street Address			
City	Province	Postal Code	
Phone ( )	Day	( )	Evening
Email Address	Fax		
<b>TERMS AND CONDITIONS</b>			
<ol style="list-style-type: none"><li>Use of Inter-University Borrowing Programme (IUBP) Borrowing Card and Form<ol style="list-style-type: none"><li>Books may be borrowed on IUBP Borrowing Card only.</li><li>The IUBP Card is not transferable; only the person to whom it was issued may use it to borrow library material.</li><li>Collateral identification of a borrower may be required.</li></ol></li><li>Fines will be imposed for material not returned by date due, and for material not returned by the new due date after a recall notice has been issued.<ol style="list-style-type: none"><li>The fine schedule for overdue books in operation at each university library will apply to all borrowers.</li><li>IUBP cards held by borrowers with outstanding fines will not be renewed.</li></ol></li><li>Material may be borrowed for the loan period specified by the lending library. Borrowers will abide by the rules and regulations of the lending library, (including recall policy, fine policy. Renewal policy and reserve/hold privileges).</li><li>Damaged or lost books.<ol style="list-style-type: none"><li>A borrower is responsible for library material borrowed in his name. Lost books should be reported promptly to the Head of Circulation at the borrower's own institution.</li><li>Borrowers losing or failing to return books, or returning them in a damaged condition are subject to repayment and reprocessing charges as determined by the lending institution.</li></ol></li><li>The IUBP borrowing procedure applies to catalogued monographs only as defined by the lending library.</li><li>All photocopies made at a host library must be on a cash basis or via self-service coin-operated photocopiers as determined by rules of the host library.</li><li>Sanctions<ol style="list-style-type: none"><li>Academic sanctions (suspension of the right to graduate or register) shall be applied against any student who has abused the borrowing privileges – through failure to return a book, pay a fine, etc. - - at another library participating in IUBP.</li><li>Withdrawal of library privileges from any student or faculty member who abuses IUBP borrowing system. Such privileges would include borrowing, interlibrary loan, assignment of carrel or study, etc., within his/her own or the IUBP participant libraries.</li></ol></li></ol>			
<b>I have read the IUBP inter-university borrowing regulations. I understand that failure to observe them will result in the loss of borrowing privileges in all libraries holding memberships in the inter-university borrowing project and that sanctions will be applied as outlined above.</b>			
Student signature		Date	

# Application for Library Services

Send form to:  
**DIVISION OF CONTINUING STUDIES**  
 Royal Military College of Canada  
 PO Box 17000, Station Forces  
 Kingston, ON K7K 7B4  
 bmasc@rmc.ca  
 (613)541-6000, ext. 6797 (UG), 6940 (OPME)  
 1-800-352-8979  
 CSN 271-6797, 6940



Envoyez le formulaire à :  
**DIVISION DES ÉTUDES PERMANENTES**  
 Collège militaire royal du Canada  
 CP 17000, Succursale Forces  
 Kingston, ON K7K 7B4  
 bmasc@rmc.ca  
 (613)541-6000, poste 6797 (PC), 6940 (PEMPO)  
 1-800-352-8979  
 RCCC 271-6797, 6940

UNIVERSITY REGION	SERVICES TO RMC DCS STUDENTS	NOT OFFERED TO RMC DCS STUDENTS	REMARKS
University of Victoria*	Undergraduate: to register as community users. \$20 (4mos); \$40 (8 mos.); \$50 (12 mos.) Grad: Letter of introduction from RMC libraries. Borrowing and use of library only.	No special services such as inter-library loans, bibliog., searching are offered	Special services to be offered by RMC Libraries.
University of British Columbia  (IUBP card will help)	Borrowing and use of the library's privileges. Have to be introduced by RMC Library; enroll as community user. Total of \$150/yr. (varying rates check).	No special services such as inter-library loans, bibliog. searching, are offered	Special services to be offered by RMC Libraries.
University of Alberta	External borrower's card at \$25/term (\$75/yr). Consult library and borrow most material according to local rules.	No special services such as inter-library loans, bibliog. searching, are offered.	Special services to be offered by RMC Libraries.
University of Calgary*	Community Reader Card for \$60/yr for regular use and borrowing.	Special services may be provided on special rates.	Special services to be offered by RMC Libraries.
University of Manitoba*	External borrower card issued to any adult resident of Manitoba. Borrowing and use of all libraries.	No special services such as inter-library loans, bibliog. searching are offered.	Special services to be offered by RMC Libraries.
University of Winnipeg*	Special borrower's card for \$25/yr. Consult library and borrow most material according to local rules.	No special services such as inter-library loans, bibliog. searching are offered.	Special services to be offered by RMC Libraries.
Ontario Universities (all except Univ. of Toronto). Present RMC card*	Complete reciprocity for direct borrowing according to the local rules.	No special services such as inter-library loans, bibliog. searching are offered.	Special services to be offered by RMC Libraries.
Québec Universities (all). Present IUBP card issued by RMC libraries.	Complete borrowing privileges according to the local rules.	No special services such as inter-library loans, bibliog. searching are offered.	Special services to be offered by RMC Libraries.
University of New Brunswick, Fredericton *	Letter of introduction with details of programme and level needed. Mention the period required.	No mention of special services such as inter-library loans, bibliog. searching are offered.	Special services to be offered by RMC Libraries.
Nova Scotia (all universities or academic Libraries.)*	A community users card of \$254/yr for borrowing and lib. Use privileges according to individual library.	No special services such as inter-library loans, bibliog. searching are offered.	Special services to be offered by RMC Libraries.
* IUBP card not specified as necessary			



# Assignment Cover Sheet

## Page de couverture des travaux

**TO/À :**

**DIVISION OF CONTINUING STUDIES**

Royal Military College of Canada  
 PO Box 17000, Station Forces  
 Kingston, ON K7K 7B4  
 (613)541-6000 ext 6797 (UG), 6940 (OPME)  
 CSN 271-6797, 6940



**DIVISION DES ÉTUDES PERMANENTES**

Collège militaire royal du Canada  
 CP 17000, Succursale Forces  
 Kingston, ON K7K 7B4  
 (613)541-6000 poste 6797 (PC), 6940 (PEMPO)  
 RCCC 271-6797, 6940

**Assignment TEL # / N° de TÉL:**

**613-541-6000 ext 6871 (CSN/RCCC 271-6871)**

**Email address/Adresse de courriel:**

**dcsassignments@rmc.ca**

**FROM/ DE:**

Student Number / N° d'étudiant	Programme of Study / Programme d'études
Course Number / Numéro du cours	Assignment Number / Numéro du travail
No. of pages faxed / No. de pages envoyées	Instructor's Name / Nom de l'enseignant
Surname / Nom de famille	Given Name / Prénom

**Current Address / adresse postale courante:**

Street / N° et rue		Apt
City / Ville	Province / Province	Postal Code / Code postal
Phone No. / Numéro de téléphone <i>Day / Journée:</i> (    )		<i>Evening / Soir:</i> (    )
Fax/ Télécopieur	E-mail address / Adresse de courriel <i>Personal / Personnelle :</i>	

**COMMENTS/ COMMENTAIRES:**

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# Course Registration Form – OPME

Send completed form and tuition to:

## Division of Continuing Studies

Royal Military College of Canada

PO Box 17000, Station Forces

Kingston, ON K7K 7B4

**Fax (613) 541-6706 or (613) 542-3421**



Queries:

## OPME Services

Email: [opme@rmc.ca](mailto:opme@rmc.ca)

CSN 271-6979 or 6940

Tel.: (613) 541-6000 ext 6979 or 6940

Toll free: 1-800-721-3901

**Student Number:**  
**SN/PRI: (mandatory)**

### Student Status (circle one)

MOC \_\_\_\_\_ Reg Force      Res Force      Civilian

Element:    LAND    AIR    SEA

### Mailing Address during Semester

Rank                      Surname                      Given Name(s)

Street Address

City                      Province                      Country                      Postal Code

Phone: Evening (    )                      Day (    )

Email Address                      Fax

### Home Address (if different from Mailing Address)

Rank                      Surname                      Given Name(s)

Street Address

City                      Province                      Country                      Postal Code

Phone: Evening (    )                      Day (    )

Note: HIE/HIF208, POE/POF206 & HIEHIF475 are now offered in both paper and web-based formats. If you register in one of these courses, please indicate under "Distance Learning" which delivery method you prefer: "paper" or "web."

Course Code	Course Name	Semester (Check one)			Course Type (Check one)		Modules (see Web page for description)							
		Fall	Winter	Summer	On Site (base)	Distance Learning	Circle "All" or the number of the modules you wish to complete							
<b>PSE 402</b>	<b>Leadership &amp; Ethics (example)</b>	✓			Comox		All	1	2	3	4	5		
DCE001	Introduction to Defence Management						All	1	2					
DCE002	Introduction to Military Law						All	1	2					
HIE208	Canadian Military History						All	1	2	3	4			
POE206	The Canadian Forces and Modern Society						All	1	2	3	4	5		
HIE475	Technology, Society and Warfare <b>(Prerequisite required)</b>						All	1	2	3	4			
PSE402	Leadership and Ethics						All	1	2	3	4	5		

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

### Tuition Rates 2005-2006 Academic Year

Any CF member who has not already completed the OPME programme or a previous OPDP or CFMSP programme will NOT be charged for tuition or textbooks.

Office Use Only

\_\_\_\_\_ Initials of staff verifying registration

# Course Withdrawal

Send form to:  
**DIVISION OF CONTINUING STUDIES**  
 Royal Military College of Canada  
 PO Box 17000, Station Forces  
 Kingston, ON K7K 7B4  
[bmasc@rmc.ca](mailto:bmasc@rmc.ca), [opme@rmc.ca](mailto:opme@rmc.ca)  
 (613)541-6000, ext 6797, 6734 (UG)  
 6940 (OPME)  
 Toll free 1-800-352-8979  
 CSN 271-6797, 6734 (UG)  
 271-6940 (OPME)



Envoyez le formulaire à :  
**DIVISION DES ÉTUDES PERMANENTES**  
 Collège militaire royal du Canada  
 CP 17000, Succursale Forces  
 Kingston, ON K7K 7B4  
[bmasc@rmc.ca](mailto:bmasc@rmc.ca), [opme@rmc.ca](mailto:opme@rmc.ca)  
 (613)541-6000, poste 6797, 6734 (1<sup>er</sup> cycle)  
 6940 (PEMPO)  
 Sans frais 1-800-352-8979  
 RCCC 271-6797, 6734 (1<sup>er</sup> cycle)  
 271-6940 (PEMPO)

Student Number

Programme of Study e.g., BMASc

## Mailing Address

Rank	Surname	Given Name(s)
Street Address		
City	Province	Postal Code
Phone <i>Day</i> ( )	Phone <i>Evening</i> ( )	
Email Address	Fax	

## I WOULD LIKE TO WITHDRAW FROM

COURSE NUMBER	COURSE NAME	TERM	PROFESSOR'S NAME

**NOTE:** 1. If you request a withdrawal after the deadline (normally 28 days after the start date of the course), due to operational or medical reasons, you must attach substantiation (e.g., posting message or course message).  
 2. You are not allowed to withdraw from a course after 49 days after the start date of a course, except for operational or medical reasons with supporting documentation.

### For Office Use Only/Réservé au personnel

Course registered in: \_\_\_\_\_

Course carryover to: \_\_\_\_\_

- Email to professor
- cc Exam Coordinator
- CRT

Reimbursement: \$ \_\_\_\_\_

PA to Student File

Extension Student, Registrar notified

Date: \_\_\_\_\_

# Exam Registration Form

Send form to:

**DIVISION OF CONTINUING STUDIES**

Royal Military College of Canada

PO Box 17000, Station Forces

Kingston, ON K7K 7B4

dcsexams@rmc.ca

(613)541-6000, ext. 8770 (UG), 3855 (OPME)

CSN 271-8770, 3855



Envoyez le formulaire à la :

**DIVISION DES ÉTUDES PERMANENTES**

Collège militaire royal du Canada

CP 17000, Succursale Forces

Kingston, ON K7K 7B4

dcsexams@rmc.ca

(613)541-6000, poste 8770(1er Cycle), 3855 (PEMPO)

RCCC 271-8770, 3855

**PLEASE FAX THIS FORM AT LEAST FIVE (5) WEEKS BEFORE THE FIRST EXAM PERIOD.**

Student Number

Original

Amendment

Rank

Surname

Given Name

Phone Day

Phone Evening

Fax

( )

( )

( )

Email Address

Closest military base:

Instructor Name:

**COURSE CODE:**

**EXAM SESSION/Date requested:**

## If you live far from a military base, designate a potential proctor

Proctor's Name

Rank

Service Number

Work/Unit Address

City

Province

Postal Code

Phone Day

Phone Evening

Fax

( )

( )

( )

Email Address: Personal

DWAN

## Payment Information (see page 2 to determine if fees are applicable)

Payment options: Cheque ("Payable to Receiver General of Canada"), VISA or MasterCard

Charge to:

VISA

MasterCard

**OR**

I will mail a Cheque

Credit Card number:

Expiry Date (MM/YYYY)

Name on Credit Card:

Signature:

Date

See page 2 for proctor rules.

## Fee rules

Exam re-scheduling fee (does *not* apply to OPME)

A fee for the re-scheduling of a final exam will be applied in accordance with the fee schedule (found on the DCS website) under the following circumstances:

- i. a request for an exam to take place outside of the normal exam period; or
- ii. a request to change any exam registration within five weeks from the start of the exam period.

The fee will be waived if the special request is for reasons of illness or deployment. In that case, **submit supporting documentation along with your exam registration form to the DCS Exam Coordinator**. Acceptable supporting documentation includes a signed note from a doctor indicating your incapacity to fulfill your course requirements in the case of an illness, or a copy of the deployment message or a signed note from your commanding officer confirming your deployment.

Invigilation fee

If you write an exam on a military base using a DCS-designated proctor (a list is available in the Guide to Distance Education), there is no invigilation fee. If you write your exam with a proctor of your choice, it is possible that the invigilator will charge a fee. It is the responsibility of the student to find out if an invigilation fee will apply and to pay the fee directly to the invigilator's organization. For example, many universities charge an invigilation fee – if you choose to write your exam at one of those universities, you will be responsible for paying the fee directly to the invigilating university. It is also possible that an invigilation fee will be applied if DCS is forced to *hire* an invigilator for your exam.

## Proctor rules

For OPME Exams

Proctors for OPME exams shall be, in order of preference:

1. a person that is listed in the proctors list found in the Guide to Distance Education (available on the DCS Website); or
2. an officer who has completed or obtained a credit for the subject OPME course. Note that the following credit conversion for OPDP, ODP-2 and OPME is in effect: an officer who has completed and passed OPDP 2 (General Service Knowledge) or O-DP2A (Defence Organisation and Establishments) should have received a credit for DCE001 (Intro to Defence Management) from the DCS PLAR section; and an officer who has completed and passed OPDP 4 (Military Law) or O-DP2C (Military Law) should have received a credit for DCE002 (Intro to Military Law) from the DCS PLAR section.

For Undergraduate Exams

Proctors for UG exams shall be, in order of preference:

1. a person that is listed in the proctors list found in the Guide to Distance Education (available on the DCS Website);
2. a Base/Wing/Formation Education Officer or a Standards Officer in a CF School;
3. a Commanding Officer;
4. a Base/Wing/Formation administration officer; or
5. an officer who has no familial link to the student, and who has either completed the subject course or is not registered in an academic programme that could eventually make him/her a student in the subject course.

Note that submissions for proctors will be evaluated and approved by RMC DCS.

## List of Proctors / Liste des surveillants d'examen

### **ALASKA, USA**

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Education Officer  
Elmendorf AFB  
6900 9th Street, Suite B125  
Anchorage, AL 99506 USA  
Tel : (907) 552-6174

### **AVIANO, ITALY**

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Chief-Clerk Op Echo Roto 2  
Aviano, Italy  
PO Box 4057, Stn Forces  
Belleville, ON K8N 5W6  
Fax : 011-39-0434-66-8854

### **BAGOTVILLE, QC**

---

Officier de sélection du personnel  
de l'escadre  
3<sup>e</sup> Escadre Bagotville  
CP 5000, succursale Bureau-chef  
Alouette, QC G0V 1A0  
Tél : CSN 661-8590  
Fax : (418) 677-4456

### **BARRIE, ON**

---

The Grey & Simcoe Foresters  
C/O The Adjutant  
37 Parkside Drive  
Barrie, ON L4N 1B7  
Tel : CSN 270-3371 or 3370  
Tel : (705)737-6784

### **BORDEN, ON**

---

BASE EDUCATION OFFICE  
CFB Borden  
PO Box 1000, Stn Main  
Borden, ON L0M 1C0  
Tel : (705) 424-1200 ext 3815  
Fax : (705) 423-3535

### **COLD LAKE, AB**

---

Wing Personnel Selection Officer  
4 Wing, Cold Lake  
Box 6550, Stn Forces  
Cold Lake, AB T9M 2C6,  
Tel : CSN 690-8212  
Tel : (780) 690-8212  
Fax : (780) 840-7322

### **COLORADO SPRINGS, USA**

---

Commanding Officer  
Canadian Forces Support Unit (C)  
- NORAD  
675 Suffolk Street  
Peterson AFB, Colorado 80914-  
1115  
Tel : (719) 556-8251  
Fax : (719) 556-8246

### **COMOX, BC**

---

Wing Personnel Selection Office  
19 Wing Comox  
PO Box 1000, Stn Main  
Lazo, BC V0R 2K0  
Tel : CSN 252-8293  
Tel : (250) 339-8293  
Fax : CSN 252-8299

### **EDMONTON, AB**

---

Garrison Personnel Selection  
Office  
Garrison Edmonton  
PO Box 10500, Stn Forces  
Edmonton, AB T5J 4J5  
Tel : (780) 973-4011 ext 5819  
Tel : CSN 528-5819  
Fax : (780) 973-1620

### **EDMONTON, AB (OPME/PEMPO)**

---

Training Support Company  
Area Support Unit  
Garrison Edmonton  
Edmonton, AB T5J 4J5  
Tel : (780) 973-4011 ext 5804

### **ESQUIMALT, BC**

---

Base Personnel Selection Officer  
CFB Esquimalt  
PO Box 17000, Stn Forces  
Victoria, BC V9A 7N2  
Tel : (250) 363-4091  
Tel : CSN 255-4091  
Fax : (250) 363-5602

### **GAGETOWN, NB**

---

Base Personnel Selection Office  
CFB Gagetown  
PO Box 17000, Stn Forces  
Oromocto, NB E2V 4J5  
Tel : (506) 422-2000 ext 2621  
Tel : CSN 432-2621  
Fax : CSN 432-

### **GOOSE BAY, NF**

---

Wing Admin Officer  
5 Wing Goose Bay  
PO Box 7002, Postal Station A  
Happy Valley, Goose Bay  
Labrador, NF A0P 1S0

### **GERMANY**

---

SO Coord  
Canadian Forces Support Unit (E)  
PO Box 5053, Stn Forces  
Belleville, ON K8N 5W6

### **GREENWOOD, NS**

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WPSO/WITO 14 Wing  
Greenwood  
Box 5000, Stn Forces  
Greenwood, NS B0P 1N0  
Tel : CSN 568-5528  
Tel : (902) 765-1494  
ext 5528/5058  
Fax : (902) 765-1707

### **HALIFAX, NS**

---

CFB Halifax  
FCOL Bldg S90, Room 131  
PO Box 99000, Stn Forces  
Halifax, NS B3K 5X5  
Tel : (902) 427-0550 ext 8151  
Fax : (902) 427-1275

### **HALIFAX, NS (OPME/PEMPO)**

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Base Library Stadacona  
Bldg 21  
CFB Halifax  
Halifax, NS B3K 5S5  
Tel : (902) 427-0550 ext 1241

### **HMCS VANCOUVER**

---

Senior Ship's Writer  
PO Box 17000, Stn Forces  
Victoria, BC V9A 7N2  
Tel : (250) 363-5266  
Fax : (250) 363-5265

### **KINGSTON, ON**

---

Base Personnel Selection Officer  
CFB Kingston  
Bldg A23, 1 Byng Ave  
PO Box 17000, Stn Forces  
Kingston, ON K7K 7B4  
Tel : (613) 541-5010 ext 5043  
Fax : (613) 541-4518



## List of Proctors / Liste des surveillants d'examen

### **KUWAIT**

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CCUNIOKOM – Military Attaché  
C/O Canadian Embassy Kuwait  
PO Box 500, Stn A  
Ottawa, ON K1A 8T7  
Tel : (613) 476-1709 ext 2910  
Fax : (613) 965-7353

### **MCCHORD AFB, USA**

---

Commanding Officer  
Canadian Component  
Western Air Defense Sector  
852 Lincoln Blvd.  
McChord AFB, WA 98438-1317  
USA

### **MOOSE JAW, SK**

---

Wing Admin Officer  
PO Box 5000, Stn Forces  
Moose Jaw, SK S6H 7Z8  
Tel : (306) 694-2222 ext 2263

### **NORTH BAY, ON**

---

WING PSO COORDINATOR  
CFB North Bay  
Hornell Heights, ON P0H 1P0  
Tel : CSN 628-2092  
Tel : (705) 494-2011 ext 2092  
Fax : (705) 494-2139

### **OTTAWA, ON**

---

Personnel Development Section  
Canadian Forces Support Unit  
Ottawa 222 Queen St., 6th Floor  
Ottawa, ON K1A 0K2  
Tel : (613) 996-1400/ 995-8335  
Fax : (613) 992-4361

### **PETAWAWA, ON**

---

Base Personnel Selection Officer  
CFB Petawawa  
PO Box 9999, Stn Main  
Petawawa, ON K8K 2X3  
Tel : (613) 687-5511 ext 5986  
Tel: CSN 677-6986  
Fax : CSN 677-6700

### **PETAWAWA, ON** **(OPME/PEMPO)**

---

Learning Centre, Bldg L 106  
CFB Petawawa  
Petawawa, ON K8H 2X3  
Tel : (613) 687-5511 ext 7597

### **SHEARWATER, NS**

---

WGTO  
12 Wg, HQ Shearwater  
PO Box 5000, Stn Main  
Shearwater, NS B0J 3A0  
Tel : (902) 460-1011 ext 1054  
Tel : CSN 479-1054  
Fax : (902) 460-2238

### **ST-JEAN, QC**

---

Bureau de sélection du personnel  
Garrison St-Jean,  
St-Jean sur Richelieu, QC  
J0J 1R0  
Tél : (450) 358-7099 ext 7308

### **ST-JEAN, QC (OPME/PEMPO)**

---

Division des Études permanentes  
CMR Campus St-Jean  
15 rue Jacques-Cartier nord  
Pavillon De Léry, Salle  
St-Jean-sur-Richelieu, QC  
J3B 8R8  
Tél : (450) 358-6777 ext 5553

### **SAULT STE. MARIE, ON**

---

Adjutant  
49th Field Regiment RCA  
Box 309  
Sault Ste-Marie, ON P6A 5L8  
Tel : (705) 541-5226  
Fax : (705) 541-5249

### **SHILO, MB**

---

Base Personnel Selection Officer  
CFB Shilo  
PO Box 5000, Stn Forces  
Shilo, MB R0K 2A0  
Tel : (204) 765-3000 ext 3086  
Fax : (204) 765-3093

### **TORONTO, ON**

---

Area Support Unit  
1Yukon Lane, Denison Bldg,  
Third Floor  
PO Box 5000  
Downsview, ON M3M 3J5  
Tel : (416) 633-6200 ext 3754

### **TRENTON, ON**

---

Wing PSO 8 Wing Trenton  
PO Box 1000, Stn Forces  
Astra, ON K0K 3W0  
Tel : (613) 392-2811 ext 3615  
Tel : CSN 827-7011 ext 2497  
Fax : (613) 965-7353

### **VALCARTIER, QC**

---

Sélection du personnel  
Unité de soutien du secteur  
Valcartier  
Edifice 534  
C.P. 1000, Succ. Forces  
Courcelette, QC G0A 4Z0  
Tél : (418) 844-5000 ext 7705  
Fax : (418) 844-6651

### **VALCARTIER, QC** **(OPME/PEMPO)**

---

Centre d'instruction  
Secteur de Quebec  
CSIQFT Edifice CSEM 2,  
Salle 325  
Courcelette, QC GOA 1R0  
Tél : (418) 844-5000 ext 5363  
CSN 666-5363

### **WAINWRIGHT, AB**

---

Assistant-Adjutant  
CFB Wainwright  
Denwood, AB T0B 1B0  
Tel : (780) 842-1363 ext 1413  
Tel : CSN 530-1578  
Fax : (780) 842-1808

### **WASHINGTON, USA**

---

HTVO  
501 Pennsylvania Ave NW  
Washington, DC 20001 USA  
Tel : (202) 682-7648  
Fax : CSN 251-7614

### **WINNIPEG, MB**

---

Base Ground Training Officer  
17 Wing, Winnipeg  
PO Box 17000, Stn Forces  
Winnipeg, MB R3J 3Y5  
Tel : (204) 833-2500 ext 5394  
Fax : CSN 257-2611

## REQUEST FOR TRANSFER OF OPME CREDIT

Send completed form to:  
**DIVISION OF CONTINUING STUDIES**  
 Royal Military College of Canada  
 PO Box 17000, Station Forces  
 Kingston, ON K7K 7B4  
 Facsimile (613) 541-6706 or (613) 542-3421



Envoyez le formulaire à :  
**DIVISION DES ÉTUDES PERMANENTES**  
 Collège militaire royal du Canada  
 CP 17000, Succursale Forces  
 Kingston, ON K7K 7B4  
 Télécopieur (613) 541-6706 ou (613) 542-3421

<b>OPME Student Number</b>		<b>UNDERGRADUATE Student Number</b>	
<b>Current Undergraduate Programme of Study (DCS)</b>			

**Mailing Address**

Rank	Surname	Given Names(s)
Street		
City	Province	Postal Code
Phone	Day	Evening
Email Address		Fax

**I would like to apply the following courses towards my degree. It is understood that I have completed all the modules of these courses.**

Course Code	Title	Completed (i.e., Sum 2004)
<input type="radio"/> HIE 208/HIF 208	<b>Canadian Military History: A Study of War and Military History, 1867 to the Present / Histoire militaire du Canada : Une étude de la guerre et de l'histoire militaire, de 1867 à nos jours</b>	
<input type="radio"/> POE 206/POF 206	<b>The CF and Modern Society: Civics, Politics and International Relations / Les Forces canadiennes et la société moderne: la politique, l'instruction civique et les relations internationales</b>	
<input type="radio"/> HIE 475/HIF 475	<b>Technology, Society and Warfare / Technologie, société, et conduite de la guerre</b>	
<input type="radio"/> PSE 402/PSF 402	<b>Leadership and Ethics / Leadership et éthique</b>	

**Additional Information**

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\_\_\_\_\_ Date

\_\_\_\_\_ Student Signature

<b>For internal use only:</b>	Transfer credit granted	Yes	No
Comments	_____ Initial	_____ Date	



# Student Information Update Form

Send form to:  
**DIVISION OF CONTINUING STUDIES**  
 Royal Military College of Canada  
 PO Box 17000, Station Forces  
 Kingston, ON K7K 7B4  
[bmasc@rmc.ca](mailto:bmasc@rmc.ca), [opme@rmc.ca](mailto:opme@rmc.ca)  
 (613)541-6000, ext 6797 (UG), 6940 (OPME)  
 Toll free 1-800-352-8979  
 CSN 271-, 6797, 6940



Envoyez le formulaire à :  
**DIVISION DES ÉTUDES PERMANENTES**  
 Collège militaire royal du Canada  
 CP 17000, Succursale Forces  
 Kingston, ON K7K 7B4  
[bmasc@rmc.ca](mailto:bmasc@rmc.ca), [opme@rmc.ca](mailto:opme@rmc.ca)  
 (613)541-6000, poste 6797(PC), 6940 (PEMPO)  
 Sans frais 1-800-352-8979  
 RCCC 271- 6797, 6940

<b>Student Number</b>		<b>Programme of Study e.g., BMASc</b>	
1. Surname	2. Given Name	3. Rank	
4 a. Status	4 b. Air <input type="radio"/> Sea <input type="radio"/> Land <input type="radio"/>	5 a. Occupation Title _____	
Reg <input type="radio"/>	4 c. PRI _____	5 b. MOC _____	
Res <input type="radio"/>	SN _____		
Civ <input type="radio"/>			
6 a. Unit Name	6 b. Unit Address Street City Province Postal Code	6 c. Unit Phone ( ) _____ - _____ ext _____	
7 a. Home Address Street City Province Postal Code	8 a. Work Address Street City Province Postal Code		
7 b. Home Phone ( ) _____ - _____ ext _____	8 b. Work Phone ( ) _____ - _____ ext _____		
9. Fax number	10. Email Address		
<b>CHECK ONE BOX ONLY</b>			
<input type="radio"/> Send mail to home address		<input type="radio"/> Send mail to work address	

**For Office Use Only**  
**Information Updated**  
 Initials of Database Administrator \_\_\_\_\_



# Academic Transcript and Document Request Form

Send completed request form to:

Office of the Registrar, Royal Military College of Canada  
PO Box 17000, Station Forces, Kingston, ON, K7K 7B4  
Tel: 613-541-6000 ext.6365 Fax: 613-541-6357



**Student Number <b>Undergraduate:</b>	College Attended (RRMC-RMC-CMR)	Programme of Study
<b>Graduate:</b>		<b>Undergraduate:</b>
		<b>Graduate:</b>

**\*\* OPME Students:** Please contact the Division of the Continuing Studies at 1-800-352-8979

Rank	Surname (When you were last enrolled at College)	Given Name(s)	
E-mail Address:		Phone (day) : Phone (evening):	
<b>1</b>		<b>2</b>	
<b>No. of copies</b>	<b>Document requested</b>	<b>No. of copies</b>	<b>Document requested</b>
	Official Transcript (\$15 each)		Official Transcript (\$15 each)
	Unofficial Transcript (\$15 each)		Unofficial Transcript (\$15 each)
	Course descriptions (\$10 for each year for which course descriptions are requested - please attach page #3 of this form)		Course descriptions (\$10 for each year for which course descriptions requested - please attach page #3 of this form)
	Other: (\$10 each: Letters relating to statement of studies, Certificate of Graduation) Please specify: _____		Other: (\$10 each: Letters relating to statement of studies, Certificate of Graduation) Please specify: _____
<b>Send my request to:</b>		<b>Send my request to:</b>	
Name:		Name:	
Address:		Address/Adresse:	
City:		City/Ville:	
Province:	Postal code:	Country :	
Province:	Postal code:	Country :	
Tel:		Tel:	
Fax:		Fax:	
Student signature:		Student signature:	

Additional Information:

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Use additional form if more than 2 destinations



## Method of Payment

Student Number: \_\_\_\_\_

Please indicate your method of payment:

- Credit Card
- Cheque\*
- Money order\*

\*(Cheque and Money order are to be made payable to “The Receiver General For Canada”)

Payment by credit card	
Name:	
Phone #:	
Name of Cardholder:	
Card: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	Account Number:
Expiry date:	
Amount of payment:	
Signature of Cardholder:	

