



Carlton Trail College Student Handbook 2018-2019

Carlton Trail
College.
discover your future

If you are a Carlton Trail College Student, there are specific policies, guidelines and procedures that pertain to you. They are outlined in this document, and can be found online at:

www.carltontrailcollege.com/succeed/student-policies-guidelines-and-procedures

Academic Standards

As a post-secondary or adult basic education student, you must satisfy minimum standards of academic performance and comply with the academic regulations, as set out by the College, instructors and/or academic partners, such as Saskatchewan Polytechnic.

If you do not meet the expected performance standards, we will try to help you; however, you may be placed on academic probation or required to discontinue your program or course.

If you are having difficulty, please talk to your instructor and/or contact our Student Services department for help.

Attendance

Good attendance and punctuality is important for student success and are essential skills for employability. Students are responsible for their attendance and for completing course work and assignments to the satisfaction of the instructor if an absence occurs.

Attendance requirements may vary from program to program, along with the consequences for not complying with the requirements. Students will be advised of the attendance requirements at the beginning of each program or course.

If you fail to maintain acceptable attendance or if you are persistently tardy, you will be subject to disciplinary procedures and may be required to discontinue from a course or program.

Students must report absences to the instructor or other person designated by the program for this purpose. Excessive absences will be reported by the instructor or designate to the Program Manager.

In the case of an absence due to illness, you may be asked to submit medical documentation. Medical and dental appointments should be made outside of regular class hours, whenever possible.

Poor attendance may affect your ability to continue to receive funding from sources such as student loans, Provincial Training Allowance, or a program sponsor.

Class Closure Due to Weather

Carlton Trail College wishes to ensure the safety of students who do not live in the community where classes are held; however, only under “severe weather conditions” will a decision be made to cancel classes.

“Severe weather conditions” are considered as follows...

- Temperature: -45 degrees with wind chill factor or -35 degrees air temperature
- Visibility and Road Conditions: travel is not advised or roads are closed according to the highway hotline

You will be expected to make up the time and assignments missed. Ensure that you contact your instructor if this occurs.

Assignments

All assignments in all classes must be completed and handed in. You will receive a zero for any missed documents (unless you have made specific arrangements with your instructor) and may receive an incomplete in that class.

Deferred Examinations

The writing of deferred or supplemental examinations will be granted based on the policies of the College or College’s academic partner.

If you are absent from an exam through no fault of your own, i.e., medical or other extenuating circumstances, you may apply for a deferred exam.

Your application, along with documentary evidence, must be made within three days of the missed examination.

Requests for deferred exams will not be considered if you write an exam and later report extenuating circumstances.

Academic Honesty

Academic honesty is extremely important and all forms of academic dishonesty, including cheating and plagiarism, are treated very seriously.

Carlton Trail College views the unauthorized use of material or information by students during any evaluative procedure as a serious offence, incompatible with the high standards of personal integrity and responsibility expected by educational institutions and required by employers in the workplace.

Cheating includes, but is not limited to, dishonest or attempted dishonest conduct during tests or examinations by using books, notes, diagrams, or other aids not authorized by the examiner. It includes communicating with others for the purpose of getting information, copying from the work of others, and giving information to other students who are taking the test or examination.

Plagiarism includes, but is not limited to, the presentation or submission of the work of another person, without citation or credits, as your own work.

In matters of dishonesty, the instructor will write a brief report of the incident and submit, it along with all relevant supporting documents, (test papers, “crib” notes, essays, etc.) to the appropriate Program Manager who shall, in consultation with the VP Academic and when necessary, the brokering institution, determine appropriate disciplinary action.

Disciplinary action may include but is not limited to...

- mark penalties in courses such as a zero grade on the assignment, exam, or in the class,
- written reprimand,
- suspension,
- withholding of grades or certification, and
- expulsion at the prerogative of the VP Academic.

Not all decisions will be the same; penalties will vary according to the circumstances of the incident and the individual.

If you disagree with the decision, you have the right to appeal.

Copyright

You are asked to comply with Copyright regulations. Copyright is the legal protection of literary, dramatic, artistic and musical works, sound recordings, performances, and communications signals. Copyright protects only the way information is expressed, not the information itself. Copying ideas, facts, or information in your own words is not copyright infringement.

Further information can be found at CANCOPY's website located at www.accesscopyright.ca

Academic Discontinuation

You may be discontinued from your program as a result of unsatisfactory academic performance, issues of academic dishonesty or disruptive or threatening conduct or behavior with or without being previously placed on probation.

If you are discontinued, you will be required to wait one full academic year before re-applying to any post-secondary or adult basic education program at Carlton Trail College.

Withdrawal

If you withdraw from a course or program, you **must** notify the College of your intention to withdraw to be eligible for a refund. Non-attendance is **not** considered notification of intent to withdraw for refund purposes.

You also must submit a completed Discontinuation Form to the local programming staff, settle all accounts with Carlton Trail College, and return College property.

Student Conduct

Rules for student conduct are based on common sense and courtesy. Good conduct infers personal safety; the maintenance of learning effectiveness for all; the protection of facilities, equipment and resources; intellectual honesty; and respect for the rights and privileges of students and staff.

If you do not accept this responsibility or exhibit improper conduct towards staff and other students, you may be subject to disciplinary action, up to and including, discontinuation from the program.

There are specific policies relating to...

Harassment, in any form, will not be tolerated. Harassment is defined as any unwanted or unwelcome comments, suggestions or physical contact that a student finds objectionable or offensive, and which causes her/him discomfort while participating in any course-related activity.

Violence, attempted violence or threats of violence in any form will not be tolerated. "Violence" means the attempted, threatened, or actual conduct of a person that causes or is likely to cause injury, and includes any threatening statement or behaviour that gives an individual reasonable cause to believe that he or she is at risk of injury.

If you have experienced violence, attempted violence or threats of violence while on College property or are concerned about someone inflicting harm on you or another member of the Carlton Trail College community, please report it to the appropriate authorities and to a member of the College staff.

Sexual violence, of any form, will not be tolerated. All members of the Carlton Trail College community have the right to work and study in an environment that is free from any form of sexual violence. If you have experienced or witnessed sexual violence, we encourage you to get the help you need.

We are committed to providing you with detailed information and support, including provision of and/or referral to counselling and medical care and appropriate academic and other accommodations. We will ensure that there are on-campus investigation procedures available, even if you choose not to report it to the police. If you need to talk about your options, please contact Student Services.

Disruption of Instructional Activities

Student conduct that makes it difficult or impossible to proceed with scheduled classes, laboratory sessions, discussion group meetings and related activities may lead to disciplinary action up to and including discontinuation from the program.

Cell Phones

The College prohibits the use of cell phones for personal use during classroom hours. Cell phone usage is allowed only during designated breaks, lunch periods, and where instructors encourage usage in the classrooms. Cell phones shall be turned

off or set to silent/vibrate mode during classroom hours and kept with other personal belongings. If you are in violation of this policy, you may be subject to disciplinary action up to and including discontinuation from the program.

Smoking

The College *Smoke and Tobacco Free* policy promotes a healthy working and learning environment. The purpose of this policy is to reduce harm from second-hand smoke and provide an environment that encourages people to be tobacco-free.

The use of tobacco, including cigarettes, cigars, pipes, chewing tobacco, and electronic cigarettes is prohibited within College buildings, parking areas, walkways and entry ways, in College fleet vehicles, and on College-owned or leased property.

Social Media

Be respectful.

- Always respect dignity of others and engage in civil and thoughtful discourse of opposing ideas.
- Post meaningful, respectful comments - don't spam or make remarks that are off-topic or offensive.
- Consider all comments and responses carefully in light on how they would reflect on you or the College. Be aware that any misuse of social media might attract complaints from other students, which may result in disciplinary action.

Maintain confidentiality.

- Do not post confidential or proprietary information about Carlton Trail College, its students, its alumni, or its employees.

Internet and Email

For some of the courses offered by the College, internet access is available. Discretionary use is encouraged. Unauthorized use shall be subject to disciplinary action.

The following policy is in place regarding internet and email...

- All computer communications may be subject to monitoring by the instructor, student advisor, and/or staff.
- As it is imperative to provide a harassment-free environment, it is expressly forbidden to access or download any materials from the internet that may be considered offensive or inappropriate.
- The internet shall not be utilized as a method of communicating any slanderous or threatening material against another entity.
- All those utilizing the Internet must remain cognizant of copyright laws and not copy for distribution any original works accessed without the author's permission.
- All students will sign an "Electronic Mail and Internet Usage Agreement."

Insurance

The College carries a comprehensive insurance policy. Coverage includes all education and training activities, including related travel. In addition, if you are placed on an approved work placement, you are covered under the Workers' Compensation Act.

Student Complaint Process

You have the right to fair and equitable procedures for the presentation and hearing of complaints.

Informal communication can often resolve the matters of concern. Talking to an instructor makes the instructor aware of your particular interests and concerns and can often solve problems.

Avoid a confrontational approach, as this will tend to reduce your chances of a positive outcome.

If you would like to take the process further, you are encouraged to raise questions and concerns informally with the program manager or the student advisor before seeking formal procedures.

If a dispute cannot be resolved informally, you may need to utilize the formal appeal process.

Discipline Report Process

You will be advised of acceptable standards of attendance, punctuality, progress, conduct, etc. during orientation to the program/course. If your behaviour does not meet the College's expectation, the College will communicate the issues/concerns to you.

The process is as follows...

1. Issue or concern is identified.
2. The instructor will speak to you.
3. If the issue is not resolved, the instructor will notify you in writing. You and the instructor or advisor will develop a plan of action.
4. If the concern continues, the instructor or program staff will notify you in writing and then you will meet with the instructor and program staff to develop a further plan of action.
5. If the concern continues, the program staff will recommend to the VP Administration that you be discontinued.

You have the right to appeal.

Student Appeal Process

To ensure fair treatment at Carlton Trail College, the appeal procedure details the course of action to be followed by any student with a concern.

1. You shall discuss the matter thoroughly with the instructor or staff member concerned. It is anticipated that in most instances the problem can be resolved at this level. If mutual agreement cannot be reached, you are encouraged to proceed to Step 2.
2. You shall discuss the matter with the program staff and at that time file a written appeal. The written appeal must be made within fourteen (14) calendar days of having received the warning or disciplinary action. This appeal must be signed by you.
3. The program staff will investigate the matter within ten (10) calendar days and try to resolve the problem to your satisfaction. The program staff will make a ruling on the appeal and notify you.

4. If the matter is not yet resolved, you may appeal, in writing, to the VP Administration. This must be done within fourteen (14) days from the date of the original appeal ruling. The VP Administration will rule on the appeal within ten (10) days and notify you and the College's President and CEO. Beyond these steps, you may meet directly with the President and CEO and ultimately, where the President and CEO does not support your appeal, you may meet with the Board of Directors and President and CEO at an in-camera session of a regularly scheduled Board meeting.

You may choose to drop the appeal at any point in the process.

Registration

Once you have been formally accepted into your program, you will need to complete the registration process. This involves completing a series of forms and paying for your tuition, fees, books, materials and/or equipment. If you are sponsored by an agency, you will also need to submit a letter from the sponsoring agency.

Registration needs to be done on or prior to the first day of classes.

Registration is not complete until the signed registration forms have been received by our College and the tuition and other fees have been paid in full.

If your funding has been delayed, the VP Finance (if applicable) or the VP Academic may make special payment arrangements regarding payment plans.

Fees and Tuition

Carlton Trail College accepts the payment of fees and tuition by cash, cheque, debit, Visa or MasterCard. Payment may be made in person, by mail or online (credit card payments only.)

Application Fee

Carlton Trail College requires that a non-refundable \$45 application fee is submitted with each post-secondary program application. This application fee must accompany the application form. If you are applying to a post-secondary program and will be taking courses on a part-time basis, this application fee will be applicable for up to 5 years.

Tuition Deposit

If you have been granted conditional or final acceptance into a program, you are required to provide a tuition deposit to reserve your seat in the program within 30 days of the date of the acceptance letter. The deposit to reserve your seat in the program is \$125.

Tuition*

Carlton Trail College's tuition fee policy reflects the tuition policy of the Ministry of Advanced Education.*

Books/Materials/Equipment*

The costs of book, materials, equipment, etc. will be charged to the student.

Student Fee*

This fee is levied to assist with costs of the student association, graduation activities, class pictures, planners, internet, computer access, etc.

Lab Fee*

This fee is levied to cover a portion of the costs associated with the maintenance, repair, replacement and calibration of equipment; consumables; and a technology enhancement component to ensure that hardware and software are current.

*Tuition, fees and books/materials/equipment costs are due and payable on or prior to the first day of classes and will be deducted from Canada Student Loans where applicable. Students must pay for their books, materials and equipment prior to receiving them.

If you have not paid for your tuition and fees, a hold will be placed on your marks with the accrediting institution. This hold will prevent you from receiving the necessary academic credit for your course or program.

Refunds

Refunds for post-secondary credit programs are based on the academic partner's refund policy. The following pertains to programs brokered from Saskatchewan Polytechnic.

Cancellation of a program or course by Carlton Trail College will result in a full refund of paid fees.

Non-attendance is not considered a notification of intention to withdraw from a program or course.

If you discontinue, or are discontinued, you are entitled to a refund of tuition and program fees (not including books, materials and equipment) under the following regulations and withdrawal deadlines:

Students who withdraw up to and including the sixth scheduled day of their program are entitled to a full refund of paid tuition and program fees including the tuition deposit. A withdrawal fee of \$125 will be withheld.

Refund penalties will be waived if student funding is denied from an external agency (including student loans) after the withdrawal deadline.

For students who discontinue after the sixth scheduled day (semester one) of a **semester-delivered certificate**, or **diploma program**, the following will apply to each semester:

Refund of 25 percent of tuition and program fees for the semester if the student discontinues on or before 50 percent completion of the semester length

- No refund for the semester beyond 50 percent completion of the semester length
- Full refund of tuition and program fees for subsequent semesters not yet started

For students who discontinue after the sixth scheduled day of an **applied certificate program**:

- Refund of 25 percent of tuition and program fees if the student discontinues on or before 50 percent completion of the program length
- No refund beyond 50 percent completion of the program length

For students who discontinue after the sixth scheduled day of a **non-semester certificate program**:

- Refund of 60 percent of tuition and program fees if the student discontinues on or before 25 percent completion of the program length
- Refund of 50 percent of tuition and program fees if the student discontinues between 26 - 50 percent completion of the program length
- Refund of 15 percent of tuition and program fees if the student discontinues between 51 - 75 percent completion of the program length

- No refund after 75 percent completion of the program length

Personal Information, Privacy & Confidentiality

Personal information is information about an identifiable individual that is recorded in any form as described in *The Local Authority Freedom of Information and Protection of Privacy Act*.

Access to personal information is restricted to College staff responsible for the provision of programs and services necessary to meet your needs, and to educational institutions and other agencies that need the information in order to provide services to students/clients of the College. Disclosure of personal information is governed by *The Local Authority Freedom of Information and Protection of Privacy Act*.

Carlton Trail College collects and maintains your personal information for the purpose of...

- evaluating your individual needs and administering the program or service requested,
- determining your eligibility for the program or service delivered by the College,
- determining your eligibility for financial support for the program,
- administering the program or service being requested and on behalf of the credit granting institution from which a program is brokered, and
- determining appropriate programs and services offered at both the regional and provincial levels.

Identifiable information may be disclosed to another local authority or government institution to support your application and eligibility, or in a summative form, to secure program and funding approvals or for statistical purposes.

To protect your privacy, the College must acquire your written consent prior to release of any personally identifiable information not consented to in your application form. Exceptions will also be made in emergency situations involving perceived danger to persons.