



2018-2019 Student Handbook

Student Rights, Responsibilities,
Policies & Regulations

CarltonTrail
College.
discover your future

Carlton Trail College strives to provide a positive and safe learning environment that supports students in achieving academic success as well as personal and professional development. Carlton Trail College expects all members of its community to act toward each other in a manner that encourages high standards of personal and professional conduct, academic integrity and personal accountability. Disregard for these values is viewed as jeopardizing the effectiveness of the learning environment and the College will take action to restore or protect the learning environment.

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.

Student Rights & Responsibilities

Learning is a lifelong endeavour. As an adult learner, we recognize that you, along with all of our students, are individuals with varying motivation, goals, abilities, social roles, life experiences and learning styles. As a student, you have specific rights and responsibilities.

You have the right to:

- Be treated with dignity and respect
- Learn in an environment that is free from fear, harm, discrimination, harassment and intimidation
- Confidentiality and privacy as outlined in our Student Rights, Responsibilities, Policies & Regulations
- Access Carlton Trail College's support services
- Access reasonable accommodations if you have a documented disability
- Receive quality instruction
- Be informed of the course content and methods of evaluation
- Be evaluated in a fair, competent, professional and timely manner
- Appeal a decision regarding your academic progress or conduct

You have the responsibility to:

- Treat others and their property with dignity and respect
- Contribute to creating a learning environment that is free from fear, harm, discrimination, harassment and intimidation
- Conduct yourself in a responsible, honest and socially acceptable manner and assume responsibility for your behaviour
- Allow others to learn without interference and distraction
- Familiarize yourself with Carlton Trail College Student Rights, Responsibilities, Policies & Regulations and adhere to them
- Become knowledgeable about the expectations of the program or class you are enrolled in
- Learn about your obligations if you have accepted student financial assistance, Provincial Training Allowance or a student loan
- Be in class and be on time
- Demonstrate academic progress
- Abstain from the use of alcohol, cannabis (marijuana) and illegal substances prior to and while attending class or participating in College activities
- Ask for help when you need it

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, the College staff can help you create a plan for success; 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.

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 Administration 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
- Expulsion at the prerogative of the VP Administration

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.*

Attendance

Good attendance and punctuality are 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.

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 or failing mark in that class.

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.

Student Discipline 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 may 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.

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

<p>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.</p>

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.

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.

Deferred Examinations

The writing of deferred or supplemental examinations will be granted based on the policies of the College's academic partner* or the following:

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

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

** The academic partner, such as Sask Polytechnic or Ministry of Education policies will supersede the above.*

HEALTH AND SAFETY

Harassment, Violence and Sexual Violence

Every student and employee of Carlton Trail College is entitled to a learning and work environment that is free of harassment and discrimination, and any form of violence or sexual violence.

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. **(See Policy 3.12 - *The Saskatchewan Human Rights Code takes precedence over existing policy*).**

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.
(See Policy 3.13)

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.
(See Policy 3.34)

We are committed to providing you with detailed information and support, referral to counselling and medical care, and provision of appropriate academic and other accommodations. We will ensure that there are on-campus investigation procedures available (see relevant Policies 3.12, 3.13, & 3.34) even if you choose not to report it to the police. If you need to talk about your options, please contact Student Services.

Class Closure Due to Weather (See Policy 6.13)

Carlton Trail College wishes to ensure the safety of students; however, only under “severe weather conditions” will a decision be made to cancel classes. You will be notified if your class has been cancelled.

“Severe weather conditions” are considered as follow:

- 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.

GENERAL INFORMATION

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 applicable. 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 Administration may make special 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 be 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, 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.

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.

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, and therefore may differ if the program is delivered through another post-secondary institution.

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 on or before the third 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

Withdrawals from programs after the third scheduled day will be refunded as follows:

Program Type (non-semester)	<i>Withdrawal date on or before 25% completion point of program</i>	<i>Withdrawal date after 25% completion point of program</i>	<i>Withdrawal from subsequent semesters not started yet</i>
Applied Certificate	25% refund of tuition and program fees	No refund of paid tuition or program fees	Not Applicable

Program Type (semester)	<i>Withdrawal date on or before 25% completion point of program</i>	<i>Withdrawal date after 25% completion point of program</i>	<i>Withdrawal from subsequent semesters not started yet</i>
Certificate	25% refund of paid tuition and program fees for the semester	No refund of paid tuition or program fees for the semester	Full refund of paid tuition and program fees
Diploma			

Program Type (non-semester)	<i>Withdrawal date on or before 25% completion point of program year</i>	<i>Withdrawal date on or between 26% and 50% after completion point of program year</i>	<i>Withdrawal date after 50% completion point of program year</i>
Certificate	60% refund of paid tuition and program fees	50% refund of paid tuition and program fees	No refund of paid tuition or program fees
Diploma			

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 is smoke and tobacco free and promotes a healthy working and learning environment.

The use of tobacco, including cigarettes, cannabis (marijuana), 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.

Internet and Email (See Policy 4.6, Procedures 4.6.8 & 4.6.9)

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 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"

Social Media

Be respectful. Be aware that any misuse of social media might attract complaints from other students, which may result in disciplinary action up to and including discontinuation.

- Always respect the dignity of others and engage in civil and thoughtful discourse of opposing ideas
- Post meaningful, respectful comments-don't spam, troll 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
- Maintain confidentiality
- Do not post confidential or proprietary information about Carlton Trail College, its students, its alumni, or its employees or you may be at risk of disciplinary action up to and including discontinuation

Personal Information, Privacy & Confidentiality (See Policy 6.5)

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
- Determining appropriate programs and services offered at both the regional and provincial levels
- Disclosing identifiable information 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.

Use of Personal Images, Video, Audio Recordings & Limited Personal Information

Carlton Trail College uses its students, instructors, staff and members of the public to help promote its programs and services. We are proud of our students, our instructors, our staff, and the people who attend our events.

We may use your personal image, video and audio recording(s), testimonial(s) and limited personal information such as name, location, program, and year of enrolment for marketing and promotional purposes related to Carlton Trail College. The use may include, but is not limited to, printed and electronic materials and advertisements, media releases, newsletters, multimedia productions, presentations, websites, and social media. In addition, we take group class photos that are printed and given to the students and instructor(s) in your class or may be hung on the walls of the College. The College does not provide compensation for the use of your image, video or audio recording, testimonial or limited personal information as described above.

If you do not want your image, video and audio recording(s), testimonial(s) or limited personal information (name, location, program, and year of enrolment) used, it is YOUR RESPONSIBILITY to remove yourself BEFORE the image, recording or testimonial is taken. Please advise the person taking the photo, recording, or testimonial that you DO NOT want to participate.

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.

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

Carlton Trail College Policies can be found on our website at
www.carltontrailcollege.com under About Us / Our Policies and Procedures