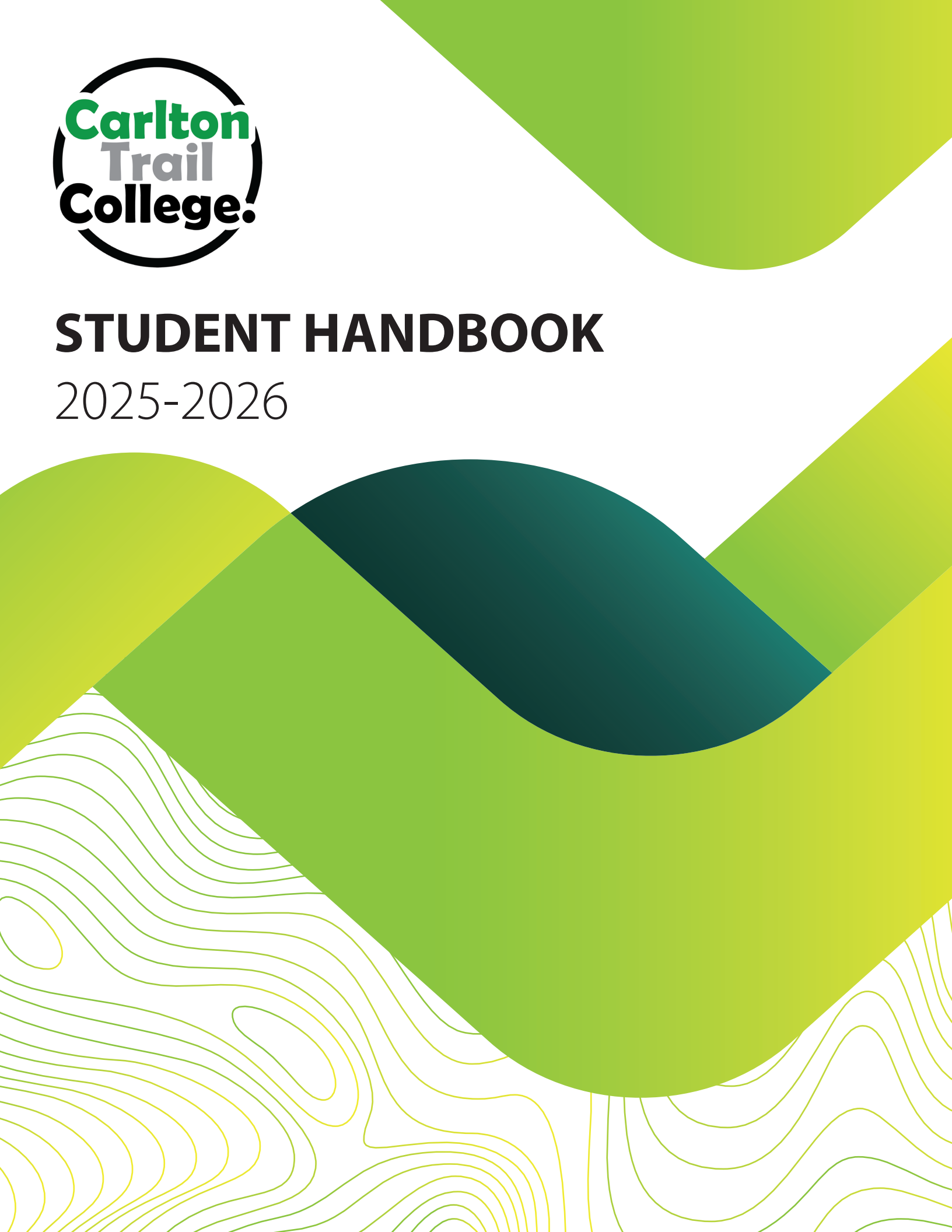




# **STUDENT HANDBOOK**

2025-2026





# Welcome to Carlton Trail College

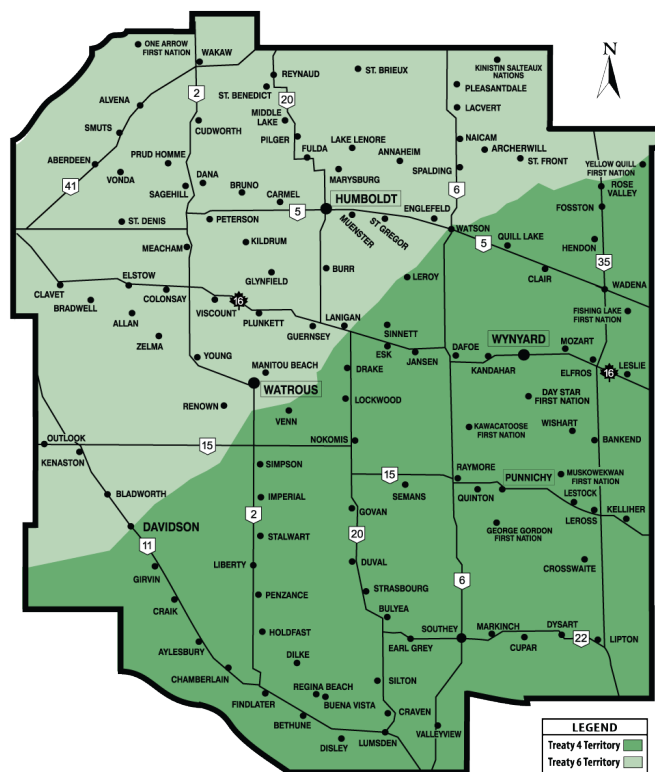
On behalf of our Board of Directors and staff, I am delighted to welcome you to our College! Thank you for choosing us as your post-secondary institution to further your education and career.

At Carlton Trail College, we strive to provide a positive and safe learning environment for our students. You can anticipate being part of a supportive, stimulating, and diverse learning community, filled with many rewarding and empowering opportunities. Staff and instructors at the College are committed to leading and living by our shared values of being *Respectful, Inclusive, Accountable, and Innovative* in everything they do. I encourage you to do the same.

I hope that you enjoy this exciting new chapter in your life and all of the learning experiences, ideas, and challenges that await you.

Best wishes,

Amy Yeager, President & CEO



This Map Does Not Represent Official or Legal Boundaries of Any Indigenous Nations

## Acknowledgement of Traditional Territories

Carlton Trail College serves the communities of east-central Saskatchewan.

We respectfully acknowledge that we do so within Treaty 4 and 6 territories, traditional lands of the Cree, Saulteaux, Dene, Dakota, Lakota, Nakota and Métis Nations.

We honour and respect these Treaties and are committed to working in partnership with all Nations in the spirit of reconciliation and collaboration.

# Table of Contents

<b>Student Rights and Responsibilities .....</b>	<b><a href="#">Page 4</a></b>
<b>Academic Policies .....</b>	<b><a href="#">Page 5</a></b>
<ul style="list-style-type: none"> <li>• Registration</li> <li>• Student Awards and Financial Support</li> <li>• Cell Phones and Other Devices</li> <li>• Smoking/Vaping/Cannabis Use</li> <li>• Internet and Email Use</li> <li>• Online Conduct and Behavior</li> <li>• Personal information, Privacy and Confidentiality</li> <li>• Use of Personal Images, Video, Audio</li> </ul>	
<b>Your Health and Safety .....</b>	<b><a href="#">Page 6</a></b>
<ul style="list-style-type: none"> <li>• Illness/Emergencies</li> <li>• Class Closures</li> <li>• Harassment and Violence</li> <li>• Insurance</li> <li>• Student Health and Wellness Coverage</li> <li>• Accommodations for Students with Disabilities</li> <li>•</li> </ul>	
<b>Student Code of Conduct.....</b>	<b><a href="#">Page 8</a></b>
<ul style="list-style-type: none"> <li>• Academic Conduct, Standards and Support</li> <li>• Assignments and Deadlines</li> <li>• Missed Exams and Deferrals</li> <li>• Attendance</li> <li>• Non-Academic Conduct</li> <li>• Performance Improvement Process</li> <li>• Discontinuation</li> <li>• Student Dispute Resolution and Appeal Process</li> <li>• Dispute Resolution and Appeal Procedure</li> <li>• Withdrawal</li> </ul>	
<b>Post-Secondary Program Fees and Refunds .....</b>	<b><a href="#">Page 11</a></b>
<ul style="list-style-type: none"> <li>• Fees and Tuition</li> <li>• Application Fee</li> <li>• Tuition Deposit</li> <li>• Tuition, Fees and Materials</li> <li>• Student Health and Wellness Fee</li> </ul>	
<b>2025 – 2026 Academic Calendar .....</b>	<b><a href="#">Page 13</a></b>
<b>Student Services .....</b>	<b><a href="#">Page 14</a></b>
<b>Confidential Supports .....</b>	<b><a href="#">Page 15</a></b>



# Student Rights and Responsibilities

*Learning is a lifelong journey. As an adult learner, we acknowledge that you—like all of our students—bring unique motivations, goals, abilities, life experiences, social roles, and learning styles to your education.*

## **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 and 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 and 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
- Be in class and be on time
- Be prepared for and engaged in your learning
- 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 support when you need it

# Academic Policies

## Registration

Once you are formally accepted into your program, you must complete registration by submitting all required forms and paying tuition, fees, and any applicable costs for books, materials, and equipment. Sponsored students must submit a letter from their sponsoring agency.

Registration must be finalized on or before the first day of classes. Registration is not considered complete until signed registration forms are received by the College and full payment has been made. If your funding is delayed, contact your program manager to discuss potential payment plans or deferrals. Students who fail to complete the registration process may not be permitted to attend class.

## Student Awards and Financial Support

Carlton Trail College offers various scholarships, bursaries, and awards to recognize academic excellence and to assist students in financing their education. Full details are available on our [Financial Aid and Awards page](#).

For personalized support, book an appointment with a [Student Advisor](#).

## Cell Phones and Other Devices

Devices must be turned off or set to silent during class.

Use is allowed only during breaks or when permitted by instructors for learning purposes. Unauthorized use during class may lead to progressive disciplinary action, including potential suspension from the program.

## Smoking/Vaping/Cannabis Use

Carlton Trail College promotes a healthy learning environment and is a smoke/vape and cannabis-free campus.

The use of tobacco, cannabis (in any form), and vaping products is prohibited in all College buildings, outdoor spaces, walkways, College-owned vehicles, and parking areas.

Any violation of this policy is taken seriously and may result in disciplinary measures as outlined in the [Non-Academic Conduct policy \(6.17\)](#), up to and including program removal.

## Internet and Email Use

Internet access and College-issued email accounts are for program-related use only.

- All College-related electronic accounts may be monitored.
- Downloading or accessing offensive, explicit, or inappropriate material is not permitted.
- Cyberbullying and inappropriate use of social media are strictly prohibited.

Students must sign the Electronic Mail and Internet Usage Agreement, and those using College-issued laptops or tablets must complete the Electronic Device Borrowing Agreement.

College policies/procedures [4.6](#), [4.6.6](#), [4.6.8](#), [4.6.9](#) and [6.17](#) pertain to internet and email use.



## Online Conduct and Behavior

Carlton Trail College reminds everyone in our learning community that the Student Code of Conduct applies to all interactions with other individuals including those online. Please review our [Netiquette, Manners and Non-academic Misconduct guide](#) for further information.

## Personal Information, Privacy and Confidentiality

Your personal information is protected under The Local Authority Freedom of Information and Protection of Privacy Act.

The College will not disclose your personal data without your written consent, except in emergency situations where there is an immediate concern for your safety or the safety of others. See [Policy 6.5](#).

## Use of Personal Images, Video, Audio and Limited Personal Information

The College may capture photos, videos, or testimonials of students for promotional and informational purposes.

If you do not want your image, voice, name, or testimonial to be used, it is your responsibility to remove yourself before the image, recording or testimonial is taken and/or inform the person collecting the media that you do not want to participate.

# Your Health and Safety

## Feeling Unwell?

If you're not feeling well, please stay home to reduce the risk of spreading illness. You can call Health Line at 811 for medical guidance. Continue to monitor your symptoms and return to class only when it is safe to do so.

## Class Closure Due to Weather

You will be notified if classes are cancelled due to extreme weather. You are still responsible for all missed coursework.

## Harassment and Violence

Carlton Trail College is committed to providing a safe and respectful learning environment free from all forms of harassment, discrimination, and violence.

Harassment in any form will not be tolerated. It is defined as any unwanted or unwelcome comments, suggestions, or physical contact that is objectionable or offensive, and that causes discomfort during any course-related activity. The College upholds [Policy 3.12](#) in alignment with the Saskatchewan Human Rights Code and will respond to all allegations accordingly.

Violence, attempted violence, or threats of violence will also not be tolerated. Violence refers to the attempted, threatened, or actual conduct of a person that causes—or is likely to cause—injury. This includes any

statement or behaviour that leads an individual to reasonably believe they are at risk of harm. Violence includes sexual violence.

If you experience or witness violence, attempted violence, or threats on College property—or have concerns about the safety of yourself or others—report the situation to appropriate authorities and a member of College staff immediately.

The College is committed to providing appropriate information, support, referrals, and accommodations. Investigation procedures are available on campus (see Policies [3.12](#), [3.13](#) and [3.34](#)) even if you choose not to report the matter to the police.

If you need to explore your options or talk to someone in confidence, please contact [Student Services](#).

## Insurance

All students are covered under a general College insurance policy while participating in school-related activities, including travel. Students completing approved work-based learning assignments are also covered through the Saskatchewan Workers' Compensation Board.

## Student Health and Wellness Coverage

Students in **full-time post-secondary programs** are automatically enrolled in a health and dental benefits plan. The plan includes coverage for prescription drugs, dental care, vision, mental health support, and more. Students may opt out of this plan if they have comparable existing coverage. Family coverage can also be added at an extra cost. For more information on claims, plan details, or opting out, [visit our website](#) or contact [Student Services](#).

## Accommodations for Students with Disabilities

Disability accommodations are adjustments or supports that help ensure students have equal access to education. These may include extended time on tests, note-taking assistance, or inclusive, assistive technology - depending on individual needs.

Accommodations allow students with physical, mental health, or learning challenges to fully participate in their coursework and succeed academically.

To request accommodations, please [schedule a meeting with a Student Advisor](#) and complete the **Request for Accommodation** form. For more information, see [Policy 6.4](#).



# Student Code of Conduct

## Academic Standards and Support

Students are expected to achieve and maintain satisfactory academic performance, follow program guidelines, and meet course requirements. Failure to do so may result in academic probation or discontinuation. Support is available—talk to your instructor or [Student Services](#) to help you develop a success plan.

## Academic Conduct ([Policy 6.16](#))

Academic misconduct means being dishonest to gain an unfair advantage in your studies. This kind of behavior damages the fairness of learning and makes it hard for the College to properly measure your progress. Examples include:

- Copying someone else's work or ideas without citation (plagiarism)
- Using unauthorized materials or assistance during tests (cheating)
- Submitting work completed by another person
- Using AI tools when not permitted
- Fabricating or falsifying information or documents
- Misrepresenting your identity or credentials

All suspected cases will be investigated. Penalties will vary according to the circumstance, up to and including program dismissal. You have the right to appeal any decision.

## Assignments and Deadlines

- It is your responsibility to submit assignments on or before the date and time set by your instructor.
- Late submissions are subject to a 10% penalty per day.
- Assignments more than 7 days late will receive a grade of zero.
- To pass a course, you must submit all the required coursework. Missing assignments may result in an "Incomplete" or failing grade.
- Failure to meet assignment requirements may lead to further disciplinary action.

## Missed Exams and Deferrals

If you are unable to write an exam or meet a deadline due to illness or other valid reasons, contact your instructor in advance, or within 2 working days if advance notice isn't possible. Documentation may be required.

The instructor, in consultation with the Program Coordinator, will determine if the absence is excused and if alternate assessments can be arranged.

Consequences for missing exams or other assessments may vary by program, and the details will be outlined at the beginning of the program or course.

## Attendance ([Policy 6.21](#))

Consistent attendance is critical for success. Students are responsible for catching up on any missed



work. Each program may have its own attendance expectations and related consequences, which will be communicated at the beginning of the program.

Notify your instructor or Program Coordinator in advance if you must be absent. Repeated absences or tardiness may affect your grades, funding, and enrollment status. For illness-related absences, a doctor's note may be required.

When attendance becomes a concern, the issues will be addressed using the Performance Improvement Process (see below).

### **Non-Academic Conduct** ([Policy 6.17](#))

Students must conduct themselves responsibly both in and out of the classroom, including online. Behavior that disrupts the learning environment, threatens safety, or damages College property may result in disciplinary action.

Violations of non-academic misconduct may include:

- Harassment or bullying
- Vandalism or theft
- Misuse of College resources
- Actions that disrupt the community or violate policies

### **Performance Improvement Process**

When your behaviour or performance does not meet expectations, the College will address the issue with you using the following process:

1. **Identification of Concern** – Instructor or program staff identifies a concern.
2. **Initial Discussion and Support** – A conversation is held to discuss the concern and work toward a resolution. A Student Learning Contract may be issued and will outline specific expectations and support strategies.
3. **Written Notification and Action Plan** – Unresolved issues will result in written notice and the development of a Plan of Action
4. **Continued Concerns** – May result in discontinuation from the program.

### **Discontinuation**

A student may be discontinued from their program due to academic failure, misconduct, or ongoing concerns about behavior or attendance. You have the right to appeal.

If you are required to discontinue, re-admission is at the discretion of the Program Manager and the decision may not be appealed.

### **Student Dispute Resolution and Appeal Process** ([Policy 6.19](#))

Students have the right to a fair and equitable process and to challenge concerns. Whenever possible, students are encouraged to resolve issues informally with their instructor or program staff. If a resolution cannot be reached, a dispute resolution and appeal process is available.

## Dispute Resolution and Appeal Procedure

### Step 1: Informal Resolution

Discuss the issue directly with the instructor or staff member involved. Many concerns can be resolved at this stage. If not, proceed to Step 2.

### Step 2: Submit a Written Appeal

If the issue is not resolved, discuss it with program staff and submit a written appeal within 14 calendar days of receiving the warning or disciplinary action. The appeal must be signed and submitted to the Program Manager.

### Step 3: Program Manager Review

The Program Manager will review and investigate the appeal within 10 calendar days and provide a written decision.

### Step 4: Appeal to Director

If you are not satisfied with the decision, you may appeal in writing to the Business and Skills Training Director within 14 calendar days of receiving the Program Manager's decision. The Director will respond within 10 calendar days and notify you and the College President and CEO.

### Step 5: Final Appeal

If the concern remains unresolved, you may request a meeting with the President and CEO. If the President does not support the appeal, you may then request to present your case to the Board of Directors and the President at an in-camera session during a regular Board meeting. You may withdraw your appeal at any point in the process.

## Withdrawal

To officially withdraw from a course or program:

- Notify your Program Coordinator
- Submit and sign the Withdrawal or Academic Status form
- Return College property
- Settle any outstanding accounts

Non-attendance is not considered a valid form of withdrawal and may impact refund eligibility.



# Post-Secondary Program Fees And Refunds (Domestic Students)

The following information applied to domestic students. International students should refer to the [International Student Guide](#) for details specific to their situation.

## Fees and Tuition

Payment methods include: cash, cheque, debit, e-transfer, Visa, MasterCard.

Tuition, fees, and costs for books, materials, and equipment are due on or before the first day of classes and will be deducted from Canada Student Loans, if applicable.

If tuition and fees are unpaid, a financial hold will be placed on the student's account, which will prevent the release of grades and academic credit.

## Application Fee

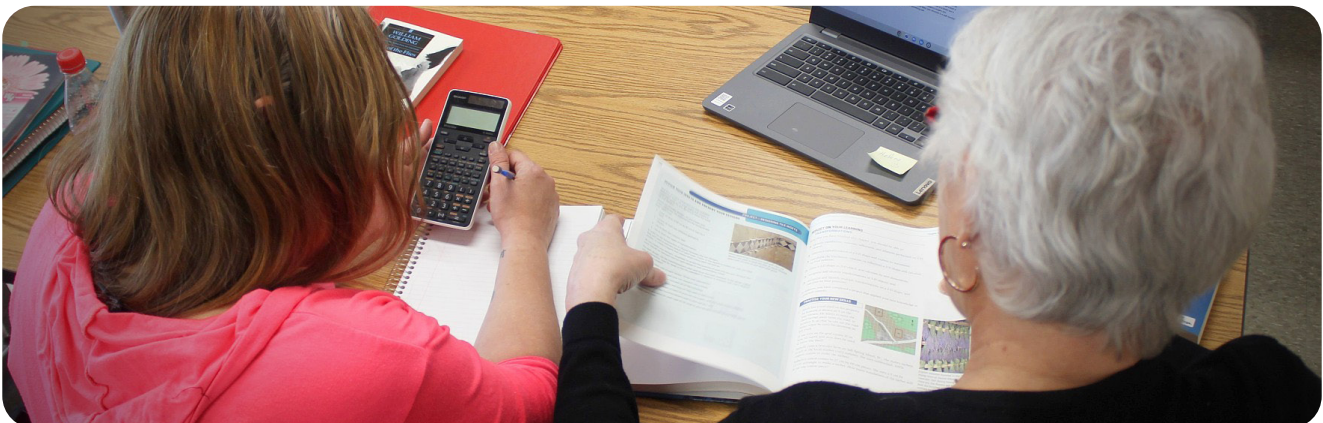
The \$50 (non-refundable) application fee must be submitted with each post-secondary program application form. If you are applying to a post-secondary program and will be taking courses on a part-time basis, you will not be required to pay new application fees for the same program for up to 5 years.

## Tuition Deposit

The \$125 tuition deposit reserves your seat in the program and is due within 30 days of the date of the acceptance letter.

## Tuition, Fees and Materials

- Carlton Trail College's domestic tuition fee policy reflects the tuition policy of the Ministry of Advanced Education.
- A student fee is levied to assist with student activities, including graduation, and computer and internet access.
- A lab fee is levied to help maintain equipment and technology and program related consumables.
- Students are responsible for covering the cost of books and materials required for their program, in addition to tuition and fees.



## Student Health and Wellness Fee

Students in full-time post-secondary programs are automatically enrolled in a health and dental benefits plan. An annual fee (\$252 for a 12-month period) will be charged, which is student loan eligible.

Students may only opt out of this plan if they have comparable existing coverage. Family coverage can also be added at an extra cost.

## Refunds

Refunds will be processed using the original payment method. Refund policies are based on the type of program and academic partner (e.g. Saskatchewan Polytechnic).

## Refund Conditions

- A full refund is provided if the College cancels the program
- A refund request requires that you notify the College of your intention to withdraw and provide a completed withdrawal form
- Non-attendance is not a valid withdrawal notice
- You must settle all accounts and return College property

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

- Students who withdraw on or before the fifth scheduled day of their program are entitled to a refund of paid tuition and program fees. A deposit 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.

Domestic Students withdrawing from programs or individual program courses after the fifth scheduled day of the program will be refunded as outlined below:

Program Type (Non-Semester)	Withdrawal date on or before 25% completion point of program	Withdrawal date after 25% completion point of program	Withdrawal from subsequent semesters not started yet
Applied Certificate	25% refund of tuition and program fees	No refund of paid tuition or program fees	Not Applicable
Certificate of Achievement			

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

Program Type (Non-Semester)	Withdrawal date on or before 25% completion point of program year	Withdrawal date on or between 26% and 50% after completion point of program year	Withdrawal date after 50% completion point of program year
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			



# Carlton Trail College.

## Academic Calendar 2025-2026

Graduation for Punnichy and Area Programs	Wednesday, May 27, 2026
Graduation for Humboldt and Area Programs	Thursday, May 28, 2026

*\* This does not include the Practical Nursing Program*

## Statutory Holidays

Canada Day	Tuesday, July 1, 2025
Saskatchewan Day	Monday, August 4, 2025
Labour Day	Monday, September 1, 2025
National Day for Truth & Reconciliation/Orange Shirt Day	Tuesday, September 30, 2025
Thanksgiving Day	Monday, October 13, 2025
Remembrance Day	Tuesday, November 11, 2025
Christmas/Boxing Day	Thursday/Friday, December 25/26, 2025

## Holiday Campus Closure

**Mon/Tues/Wed, December 29/30/31, 2025**

New Year's Day	Thursday, January 1, 2026
Family Day	Monday, February 16, 2026
Good Friday	Friday, April 3, 2026
Easter Monday	Monday, April 6, 2026
Victoria Day	Monday, May 18, 2026

*Note: No SGEU Floater day in the 25/26 Academic Calendar*

## Days to Celebrate & Recognize

Bell Let's Talk Day	Wednesday, January 28, 2026
Green Shirt Day	Tuesday, April 7, 2026
Pride Day/Week	Tuesday-Saturday, June 9-13, 2026
National Indigenous Peoples Day	Sunday, June 21, 2026
Indigenous Veterans Day	Sunday, November 8, 2026



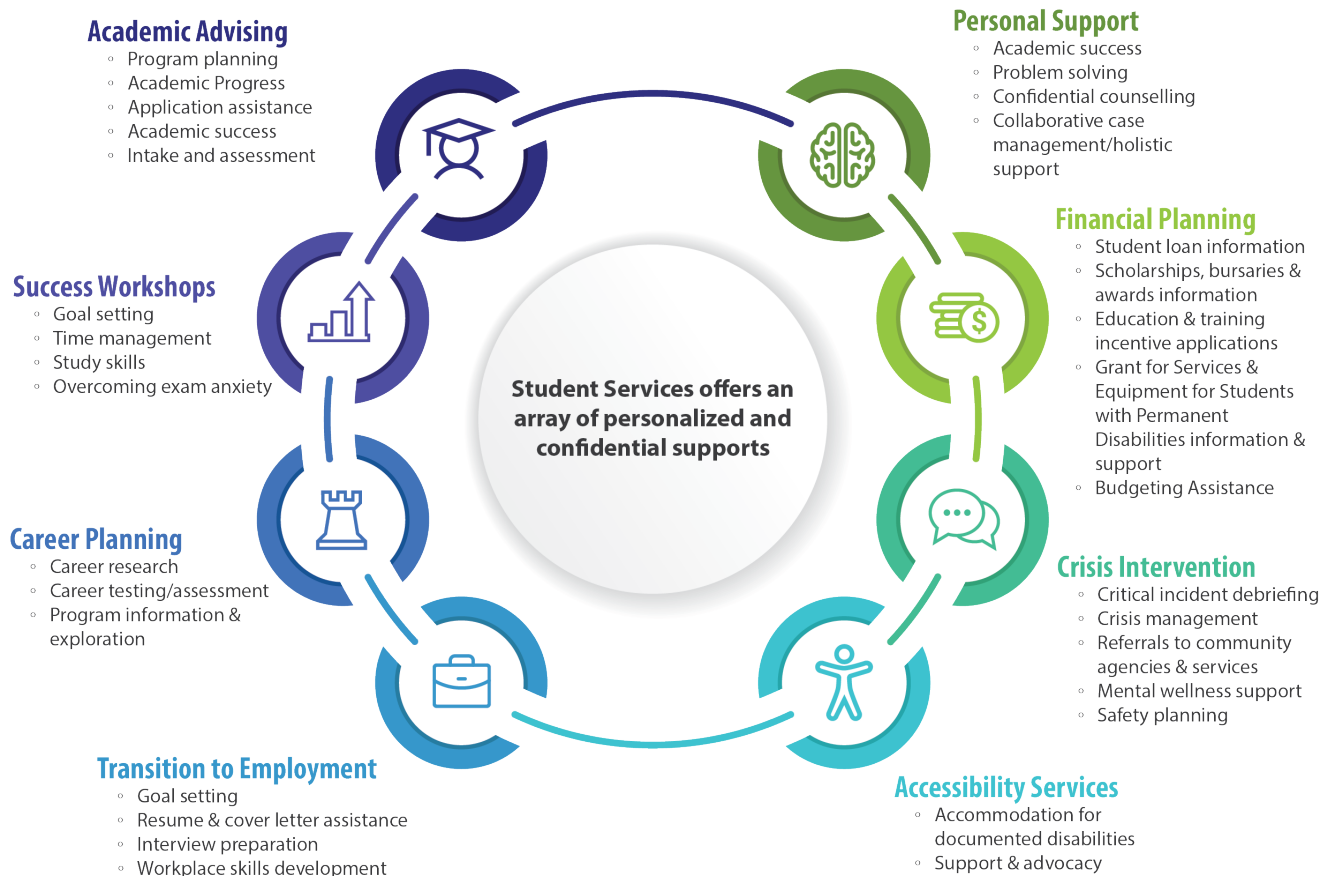
# Student Services

Carlton Trail College's [Student Services](#) team plays a multi-faceted and integral role in facilitating learner success and improving program outcomes, from pre-application to graduation. Our Student Services Department includes Registration, Indigenous Initiatives and our Student Advising team, ensuring learners have the supports they need, as they need them, throughout their student journey.

Our Student Advising Team uses an array of methods to ensure they are able to equitably meet the needs of learners to:

- Assist with transition to academic and employment success;
- Provide proactive intervention and/or prevention services to address personal and academic barriers; and
- Offering holistic and collaborative supports through resources, referrals, and connections to community-based and cultural services.

## Student Services Circle of Support



## Free Confidential Supports

<b>Community Resource Search</b>		www.sk.211.ca
<b>HealthLine (Health and Mental Health Support)</b>	Call 811	
<b>Crisis Services Canada</b>	1-833-456-4566	
<b>White Raven Healing Centre</b>	1-866-748-8922	<a href="http://fhqtc.com/white-raven/">http://fhqtc.com/white-raven/</a>
<b>Kids Help Phone</b>	1-800-668-6868	Text CONNECT to 686868
<b>Wellness Together Canada</b>	1-855-585-0445	
<b>Hope for Wellness Help Line</b>	1-855-242-3310	Help for all Indigenous People in Canada
<b>Saskatoon Mobile Crisis</b>	1-306-933-6200	24/7 confidential crisis line and consultation
<b>Regina Mobile Crisis</b>	1-306-757-0127	
<b>Northeast Crisis Line</b>	1-800-611-6349	
<b>PA Mobile Crisis</b>	1-306-764-1011	
<b>PARTNERS Family Services</b>	1-306-682-4135	
<b>Empower Me - Mental Health Resources</b>	1-833-628-5589	Available 24/7

# CarltonTrailCollege.

**Email:** [information@carltontrailcollege.com](mailto:information@carltontrailcollege.com)

**Toll Free:** 1.800.667.2623

## **Humboldt**

611 – 17th Street, PO Box 720  
HUMBOLDT, SK S0K 2A0

Tel: (306) 682-2623

Toll Free: 1-800-667-2623

Email: [humboldt@carltontrailcollege.com](mailto:humboldt@carltontrailcollege.com)

## **Four Winds Learning Centre Punnichy**

406 Main Street, PO Box 190  
PUNNICHY, SK S0A 3C0

Tel: (306) 835-4000

Email: [punnichy@carltontrailcollege.com](mailto:punnichy@carltontrailcollege.com)

## **Wynyard**

400A Avenue D West, PO Box 716  
WYNYARD, SK S0A 4T0

Tel: (306) 554-3767

Email: [wynyard@carltontrailcollege.com](mailto:wynyard@carltontrailcollege.com)

## **Watrous**

202A - 6th Avenue East, PO Box 459  
WATROUS, SK S0K 4T0

Tel: (306) 946-2094

Email: [watrous@carltontrailcollege.com](mailto:watrous@carltontrailcollege.com)

**Visit us Online**  
**[CarltonTrailCollege.com](http://CarltonTrailCollege.com)**

