



NORTHERN COLLEGE

STUDENT HANDBOOK 2009-2010

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All students at Northern College have the same rights and responsibilities. This document outlines the basic responsibilities that a student must fulfill and the rights that each student has.

It reflects the College's intention to respect the rights of students and to require students to observe the rules and regulations set out by the College.

Fundamental to these rights are the processes of appeal that are open to students. Northern College has three (3) main avenues through which conflicts can be reviewed:

- Academic-related issues through the Academic Appeals Procedure (see Academic Policy #A-5);
- Non-academic issues as outlined in this handbook;
- Human Rights Policy.

In addition to the above avenues, Northern College has other policy information related to students' rights which can be obtained from Student Services at each of our campuses. In the event of a challenge, the actual wording of the Academic Policy shall prevail.

Message from the President

To all new and returning students, welcome to Northern College. I hope your holidays were enjoyable and restful!

We at Northern College have been busy preparing for your arrival and are pleased to see the halls alive with your presence. We are looking forward to helping you meet your educational goals. Please do not hesitate to ask for assistance at any time throughout the year – it really is our pleasure to have the opportunity to be a part of your success.

Best wishes for a memorable and successful learning experience.

*Fred Gibbons
President*

Message from the Registrar

On behalf of the Student Services and the Registrar's Office staff, we are delighted to welcome you to Northern College and sincerely wish you to have an outstanding year with us!

We are committed to help you succeed in your program of choice. We have devoted faculty and staff who will support you in your quest to realize your personal, academic and career goals. To facilitate your success, we offer an array of services to support you. From Student Success Centres and peer tutoring to financial aid and student employment, Northern has truly built a reputation for student success.

All of us look forward to making your experience here both enjoyable and rewarding. Take a moment to familiarize yourself with all that Northern has to offer.

Best wishes for a fulfilling and productive year!

*Lynn Berthiaume
Registrar*

SECTION 1 – GENERAL INFORMATION

Notice to All Students

It is the student's responsibility to ensure that he/she is registered in the proper courses in the correct program. Failure to have corrections made by the dates appearing in the Academic Calendar may result in the student being responsible for additional assessment, not receiving credit, or receiving a failing grade.

The most recent version of our policies is available through our website at www.northernc.on.ca

1.1 Freedom of Information and Protection of Privacy Act

The confidentiality of all student records and documents is protected under the Freedom of Information and Protection of Privacy Act, 1987. Students have access to their college records and documents.

A special request for release of information to third parties may be directed, in writing, to the Registrar for consideration. For more information, refer to the Act or contact the Registrar's Office.

Forms requesting transcripts and other documents are available in Student Services.

1.2 Student Academic Records Freedom of Information

Academic records of the students are the property of the College. Students' academic records are considered confidential and will be released to other parties only on the students' written request or consent. It is understood that administrative staff and the Registrar's Office have access to student records. A student's right to privacy in relation to his/her records is safeguarded as far as both internal College access and external public access is concerned.

1.3 Students' Responsibilities for Accurate Registration

Students are responsible for ensuring that course registrations identified on the Confirmation of Registration Form are accurate and complete. College policy stipulates that NO changes to course registrations will take place after the tenth day of classes in any semester. After these dates, an academic penalty of W (Withdrawn) or F (Failed) will apply depending upon the actual date of withdrawal. (See Academic Calendar.)

Students should verify their Confirmation of Registration Form to confirm that all courses are listed correctly. Any discrepancies should be reported immediately to the Program Coordinator.

If a student is incorrectly registered in courses he or she is not attending and fails to officially withdraw in writing prior to the stated deadline, the student will receive an "F" on his or her transcript. If a student attends classes without being registered, he or she will not receive credit for the course(s).

Withdrawal forms are available from the Campus Student Advisor and/or Student Services.

1.4 Student Card

All students receive an official Confirmation of Registration form during registration indicating their program and course selection which will be used to obtain a College photo ID card. This card must be presented in order to use the services of the Learning Resources Centre (Porcupine Campus), gym facilities as well as to attend college social functions such as pubs. Each replacement card costs \$10.00.

1.5 Timetables

Timetables may be obtained after registration from the program department and/or from Student Services.

Each student is responsible for verifying his or her timetable and to ensure he or she is registered in the proper courses and program of study. To rectify any problems, the student must contact his or her Program Coordinator. (See section 1.3)

1.6 Change of Address

As the College mails a variety of materials to its students, it is important that addresses be correct. It is the student's responsibility to inform Student Services immediately upon a change of address. The College cannot accept responsibility for delays or loss of materials due to an incorrect or outdated mailing address.

1.7 International Students

Northern College welcomes all international students; however, it is the student's responsibility to ensure that all immigration matters are in order.

International students who have questions and problems relating to Canadian immigration regulations may direct all inquiries to: Citizenship and Immigration of Canada, Federal Building, 19 Lisgar St., Room 327, Sudbury, Ontario P3E 3L4; or they may call their office at 1-888-242-2100.

For information, contact the Admissions Office at 705-235-7222.

SECTION 2 – FEES AND WITHDRAWALS (Refer to Academic Policy #A-20)

2.1 Payment of Fees

Fees should be paid in full at the time of registration. Students must make their certified cheque or money order payable to Northern College. Cash should not be sent in the mail. Fees may also be paid by Visa, MasterCard, Debit Card, telephone, or Internet banking.

Students must complete, sign and return to Student Services a Payment/Registration Form along with the Balance of Fees-Payment Schedule provided in the registration package.

A surcharge of \$50.00 as well as a signed Fee Deferral Form will be required of students who pay their fees after the due date (please refer to the Academic Calendar). Fees still outstanding after the start of the Winter semester will result in a further late fee assessment of \$25.00.

Students wishing to defer payment until receipt of funding must pay the \$100 minimum confirmation fee by June 15 and contact the Financial Aid Office. Funding sources may include Ontario Student Assistance Program (OSAP); Service Canada (HRSDC), Workplace Safety Insurance Board (WSIB), or sponsorship from a Native Band. For OSAP recipients, the OSAP application must be on file in the Office by June 15 before any consideration can be made. Students sponsored by an agency such as Workers Safety Insurance Board (WSIB), Native bands, etc., should present their admission letter to their agency counsellor. The counsellor or representative must in turn provide the College with a sponsorship letter outlining the costs for which his or her organization is prepared to pay. Failure by a sponsor to honour the terms of the sponsorship letter places the burden for payment upon the student.

Non-payment of fees may affect student status and result in the student not obtaining a transcript of marks, not being eligible to register for the subsequent semester or not being able to graduate.

2.2 Additional Fees

Additional fees will be assessed for each course in which a student is registered over and above his or her regular course load in a program of studies. Please contact Student Services for further details.

2.3 Withdrawal (Refer to Academic Policy #A-20)

Tuition fees (with the exception of confirmation and non-related fees) will be refunded if the student officially withdraws within the first ten (10) scheduled class days of the semester.

Students who officially withdraw within the first ten (10) class days of the scheduled start of the semester will not incur academic penalties.

Students who officially withdraw after ten (10) class days but prior to the next semester will be entitled to receive a refund in full of any fees paid in advance for subsequent semesters.

Withdrawal without academic penalty (all courses removed; no grade assigned) must be made prior to the date specified in the Academic calendar; a grade of “W” will appear on the transcript. A grade of “F” will appear on the transcript for withdrawal after the date specified in the Academic Calendar.

Withdrawal forms are available from the Campus Student Advisor and/or Student Services.

2.4 Graduation (Refer to Academic Policy #A-7)

An Application to Graduate must be completed by the first month of the student's final semester and details about ceremonies, invitations, etc., will be distributed at that time. *A non-refundable fee of \$40 is assessed in the first semester of a program. An additional fee of \$40 will be applied to the third year of technology and business programs for their second credential.*

In order to attend graduation and receive the official transcript and College diploma or certificate, all debts owing to the College must be fully paid, all College property returned, and the student must have successfully completed his/her program of study. There is a fee of \$40.00 (plus G.S.T.) to replace a certificate or diploma.

The College reserves the right to withhold a certificate or diploma if money is owing to the College.

Northern College has one graduation in each campus location, generally May/June in each year.

Note: Students graduating prior to August 31 in a given year, may be invited to attend the convocation ceremony scheduled in the Spring/Summer prior to their actual graduation date.

Students enrolled in a program in progress and where final grades are not available at the time of convocation will be allowed to participate in the convocation ceremonies; however, they will be deemed provisional graduates.

2.5 Fieldwork/Clinical Placements

An essential component of many college programs is experiential learning through clinical or field practice relevant to the program. To be eligible for clinical or field practice, students must have successfully completed all program courses. Furthermore, to be eligible for participation in fieldwork practice, students must not have been convicted of any criminal offence for which that person has not been pardoned. An unpardoned criminal record may result in inability to participate in clinical practice courses and could prevent the student from graduating.

Students who do not comply with the immunization requirements may not be allowed into the field work setting and as such, may not be able to complete the placements required for graduation from the program. Please refer to departmental policies for specific immunization details.

Although there is a shared responsibility between the faculty member and the student to find placements, the final decision regarding the clinical or field practice lies with the faculty member and the Program Coordinator. Suitability of the placement is based on objectives outlined in the clinical or fieldwork manual, and the specific learning needs of student. Faculty are responsible to support the candidate's efforts to secure a placement. Due to community agency autonomy, the college cannot guarantee to directly secure a clinical or fieldwork placement on behalf of the student.

Although every effort is made to maximize use of local agencies, a need may arise to place students away from the College community.

OSAP (Ontario Student Assistance Program) does not grant additional financial aid to students who may be required to do an out-of-town placement.

The limited availability of fieldwork placements and various mandatory placement settings, especially in the human services area, does not always permit all students to do their placements in their home setting. For example, for Early Childhood Education students, placements must be completed in a minimum of three different settings, at least one of which will be out of town. This may double the students' rental expenses for those periods of time.

Please note that students pursuing a double diploma, where field placement is a requirement of each program, must complete both placements and pay the prevailing fees.

SECTION 3 - POLICY AND PROCEDURES ON THE FAIR USE OF INFORMATION TECHNOLOGY RESOURCES

3.1 Northern College Information Resources

Northern College makes computing and other information resource facilities available to its faculty, staff, students, and authorized external users. The goal of the facilities offered to these users is to provide an open and effective information technology infrastructure for instructional, development, and administrative use. Users have the right to expect that their rightful access to information technology, their use of network and equipment authorized to them, and their use of any other resources connected with their authorized access to services will be protected by the College to a degree that is reasonable and technically feasible. In order to preserve the integrity of the facilities against accidents, failures or improper use, Northern College reserves the right to limit, restrict or terminate a user's access, and to inspect, copy, remove or otherwise alter any data, file, or system resource within the limitations set out below.

The use of Northern's information technology resources is extended to members of the College community (students, faculty and staff) to help them meet the objectives of their studies, research or job-related tasks.

Northern College makes no warranty, expressed or implied, regarding the computing services offered, or their fitness for any particular purpose. The computing facilities provided will be designed to serve the broad base of users in the community, but will be exercised to ensure high uptime and usage within resource limits of Northern College.

3.2 The Proper Use of Information Resources, Information Technology and Networks

It is the policy of Northern College to maintain access for its community to local, national and international sources of information and to provide an atmosphere that encourages access to knowledge and sharing of information.

It is the policy of the College that information resources will be used by members of its community with respect for the public trust through which they have been provided and in accordance with policy and regulations established from time to time by the Board and Executive. The College works to create an environment in which students, staff and faculty may feel free to learn and collaborate with colleagues both at the College and at other institutions, with the knowledge that the products of their intellectual efforts will not be violated by misrepresentation, tampering, destruction and/or theft, as defined within the context of this policy.

Access to the information resource infrastructure both within the College and beyond the campuses, sharing of information, and security of the intellectual products of the community, all require that each and every user accept responsibility to protect the rights of the community. Any member of the College community who, without authorization, accesses, uses, destroys, alters, dismantles or disfigures College information technologies, properties or facilities, including those owned by third parties, thereby threatens the atmosphere of increased access and sincere sharing of information, threatens the security within which members of the community may create intellectual products and maintain records, and in light of Northern's policy in this area, has engaged in unethical, unacceptable or illegal conduct. Access to the networks and to the information technology environment at the College is a privilege and must be treated as such by all users of these systems.

To ensure the continued existence of this information resource environment, members of the College operations community may take actions directly and/or in concert with government agencies and other interested parties, to identify and to set up technical and procedural mechanisms to make the information technology environment at the College and its internal and external networks resistant to disruption.

In the final analysis, the health and well-being of this resource is the responsibility of its users who must guard against abuses which disrupt and/or threaten the long-term viability of the systems at Northern College and for those beyond the College. Northern College requires that members of its community act in accordance with these responsibilities, this policy, the College's Human Resources Policies, Student Policies, copyright, relevant law and contractual obligations, and the highest standard of ethics. Though not exhaustive, the following defines the College's position regarding several general issues in this area.

3.2.1 Information resources in this section are meant to include any information in electronic or audio-visual format or any hardware or software that make possible the storage and use of such information. As an example, included in this definition are electronic mail, local databases, externally accessed databases, desktop and server computers, network hardware, CD-ROM, motion picture film, recorded magnetic media, photographs and digitized information.

3.2.2 The College characterizes as unethical and unacceptable, and just cause for taking disciplinary action up to and including discharge, suspension, expulsion, dismissal, financial penalties and/or legal action, any activity through which an individual:

- violates such matters as College or third party copyright or patent protection and authorizations, as well as license agreements and other contracts;
- interferes with the intended use of the information resources;

- seeks to gain or gains unauthorized access to information resources;
- without authorization, destroys, alters, dismantles, disfigures, prevents rightful access to or otherwise interferes with the integrity of computers and/or information resources;
- without authorization, invades the privacy of individuals or entities, e.g. creators, authors, users, or subjects of information resources;
- makes pre-emptive use of the system for personal gain.

3.2.3 This policy is applicable to any member of the College community, staff, faculty or student, whether at one of the campus locations or elsewhere, and refers to all information resources whether individually controlled, or shared, stand-alone or networked.

Individual units within the College may define conditions of use for facilities under their control. These statements must be consistent with this overall policy but may provide additional detail, guidelines, and/or restrictions. Where such conditions of use exist, enforcement mechanisms defined therein shall apply. Where no enforcement mechanism exists, the applicable general policies and agreements of the College shall prevail. Where use of external networks is involved, policies governing such use also are applicable and must be adhered to.

3.3 Rights and Obligations of Northern College Staff

The staff of Northern College in general, has the right, within their jurisdiction, to carry out their responsibility to keep the College's information technology facilities operating and available to the user community. It is acknowledged that there is a delicate balance between the absolute right of privacy of a user, and the need of the staff to investigate and correct disruptions in order to ensure the continued functioning of the facilities.

Northern College may, at any time, implement additional policies, procedures, and/or limitations as required at one or more of the College's sites. In exceptional circumstances, where it is deemed necessary to protect the integrity of the system, designated staff members authorized by senior executive administrators of the College may be permitted to examine stored or printed data to gather sufficient information to diagnose and correct problems, or to determine if a user is acting in violation of College policy. In doing so, the staff has an obligation to maintain the privacy of a user's data.

3.4 Procedure

Members of the College community are responsible to comply with Information Technology Policies and Procedures. Any attempt to violate the provisions of these policies, regardless of the success or failure of the attempt, will result in disciplinary action. Disciplinary action may range from reprimand, to loss of account privileges, to maximum penalties afforded under College policies.

Upon completion of an investigation, the Director of Information Technology shall determine whether prima-facie evidence of misuse exists. A negative determination will result in no further action, return of account privileges and no record of the allegation. If a positive

determination is made, a detailed and complete report of the results of the investigation will be forwarded to a disciplinary body for action. The disciplinary body appropriate to the case will depend on the status and category of the alleged misuser of the resources.

Evidence and decisions of the disciplinary body may be retained on file for a period of seven years, pertaining to actions taken up to and including written warnings, discharge, suspension, expulsion, dismissal, financial penalties and/or legal action. Such evidence may be communicated to external law enforcement agencies to determine whether criminal activities exist and need further prosecution.

3.5 Internet Policy

Staff will provide appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to Northern College's curriculum. All students will be informed by staff of their rights and responsibilities as users of the Internet prior to gaining access to the Internet, either as an individual user or as a member of a class or group.

All students are required to use their own log-in account assigned at the start of each term. The account and sign-on form are provided at the time of registration.

3.6 Internet and E-mail Rules

Students are responsible for appropriate behaviour on the College's Internet just as they are in a classroom or campus hallway. Communications on the Internet are often public in nature. General College rules for behaviour and communications apply.

Internet access is provided for students to conduct research and communicate with others. Independent access to Internet services is provided to a student who agrees to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility.

Individual users of the College's Internet are responsible for their behaviour and communications over the Internet. It is presumed that users will comply with Northern College standards and will honour the agreements they have signed. Beyond the clarification of such standards, the College is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the Internet. Abuse as outlined above will result in a loss of privileges. Extreme cases may result in suspension or expulsion.

Internet storage areas may be treated like college lockers. Network administrators may review and/or delete files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that stored files will always be private.

(Note: Students may be required to sign an Internet usage agreement to retain access to their account.)

3.7 Activities Not Permitted

The following are activities and behaviours which are not permitted when utilizing the College's network and computers:

- sending, displaying, downloading or printing offensive and/or pornographic messages or pictures;
- using obscene language;
- harassing, insulting or attacking others;
- damaging computers, computer systems or computer networks;
- violating copyright laws;
- using others' passwords and/or accounts;
- trespassing in others' folders, work or files;
- intentionally wasting limited resources;
- employing the Internet to commit a crime or for commercial purposes;
- using chat lines, subscribing to inappropriate newsgroups, playing games or any other inappropriate use;
- downloading including music or videos and installing any software on College computers;
- using hacking tools of any type;
- downloading, installing or distributing virus programs;
- connecting a non-college computer or device without authorization from the network administrator.

File storage quotas will be established for each student. Should a particular program of study require a student to have a larger storage quota, the College will allow an acceptable increase in storage to meet the demands of the program.

For comprehensive Information Technology policies, please visit our website at www.northernnc.on.ca/students.html:

- Internet Security Policy
- Acceptable Computer Use Policy
- Email Policy

3.8 Sanctions

Violations of the rules set out above may result in a loss of access. Additional disciplinary action (see Section 7: Student Rights and Responsibilities) may be determined at the administrative level in line with existing practice regarding inappropriate language or behaviour. When applicable, law enforcement agencies will be involved.

3.9 Wireless Access Points

Wireless Access Points (hotspots) may be available to public users that have wireless-capability devices. These hotspots may be located in public areas such as cafeterias, Learning Resource Centres and other locations at different campuses of Northern College.

Responsibility for firewall and security settings on an individual's device rests solely with the individual and the College will not be liable for any corrupted or lost data while using hotspot connections at the College.

All future revisions to this policy are binding.

SECTION 4 - ACADEMIC POLICIES

Students are advised to become familiar with campus and department academic policies and regulations. Failure to comply with such regulations may jeopardize a student's standing in a program. Documents outlining academic policies are available from program departments.

Students are advised to refer to individual course outlines to determine how testing issues will be addressed by each professor.

Note: Academic policies undergoing review may be subject to change, and come into effect as of their date of approval.

4.1 Attendance (Refer to Academic Policy #A-8)

Northern College encourages regular class attendance and believes it is the responsibility of each student to attend classes and to take appropriate action to meet objectives of class content missed during necessary absences. Each department has its own set of rules on how to handle attendance requirements. Please refer to departmental policies and individual course outlines.

4.2 Student Grading System (Refer to Academic Policy #A-8)

The following is an outline of Northern College's grade-point system used to assess a student's academic achievement.

4.2.1 Grade Point Values

A (80-100%) = 4 B (70-79%) = 3 C (60-69%) = 2
D (50-59%) = 1 F (0-49%) = 0

The grade point for a course is calculated as follows:

Course credit weight X course grade numerical value = course grade points.

4.2.2 Grade-Point Average

The grade-point average per semester is calculated as follows:

Total term course grade points ÷ total term course credit weights
= term Grade Point Average

The student must successfully complete all courses in order to gain a clear promotion into the next semester. A minimum Grade Point Average of 1.7 (for most programs) must be achieved each semester in order to permit continuance into the next semester unless specified as different by individual program manuals.

In order to graduate, the student must achieve a minimum cumulative Grade Point Average of 2.0 (for most programs), have successfully completed all required courses, and obtained a final semester Grade Point Average of 1.7 or greater unless specified as different by individual program manual. Additionally, the student must have met the College residency requirements, and have no fees owing to the College.

Students who do not attain a minimum Grade Point Average of 1.7 in any semester, must meet with their program coordinator before they can be registered for the next semester.

Students should consult departmental policies and manuals to determine the specific GPA requirements for their program.

4.2.3 Graduation Designations:

With Honours: the distinction of Honours is conferred upon a student who attains a cumulative program GPA of 3.25 (or 81.25%).

With Distinction: denotes that a student has maintained an average GPA of 3.5 (or 87.50%) in the last 2 semesters of study, while studying on a full-time basis.

4.2.4 Pre-requisite Courses (Refer to Academic Policy # A-13)

Students shall complete pre-requisite courses prior to registering in the courses which they are pre-requisite for. Students must consult with the program coordinator to determine eligibility of courses.

4.3 Compassionate Grade (Aegrotat) (Refer to Academic Policy #A-8)

Northern College will be compassionate towards students who are unable to write final examinations as a result of emergency circumstances. A compassionate grade (Aegrotat) may be offered when a student in good standing is prevented from writing one or more final examinations for reasons beyond his/her control.

Aegrotat standing applies to a student whose performance, over a significant proportion of the course(s) was fully satisfactory but, due to an emergency situation, was unable to complete the course.

4.4 Advanced Standing (Refer to Academic Policy #A-4)

If a student has, through extensive work experience or study, gained the knowledge or skill normally taught in a course, he/she may request the opportunity to demonstrate his/her competence with a view to obtaining credit. The student must complete a "Request for Advanced Standing" form.

Documentation or diagnostic assessment is required to determine the student's eligibility to gain credit.

A student may qualify for advanced standing through one of the following means:

- Course already completed at Northern College
- Transfer Credit
- Challenge by Examination
- Prior Learning Assessment (PLA)

Note: Students must complete a minimum of 25% of the program at Northern College.

4.4.1 Course(s) already completed at Northern College

Students pursuing other Northern College diploma programs may not need to repeat courses successfully completed (Refer to Academic Policy A-11 Interruption of Studies). To have the credit recognized in the new program, the student meets with the coordinator who will verify the course equivalency and complete the Request for Record Amendment Form. This form must be submitted to the Registrar's Office or Student Services no later than three weeks from the Last Date to Apply for Advanced Standing as stated in the Academic Calendar. Minimum grade requirements and currency of curriculum will be considered in the decision. There is no fee for this. The grade achieved in the original course will be calculated in the GPA.

4.4.2 Transfer Credit

Transfer of credits from Ontario Colleges of Applied Arts and Technology and other public colleges and universities will be considered on a course-by-course basis. Transfer credits will be granted when, in the opinion of the College, the work covered is equivalent in content, objectives and evaluation standards to the corresponding course of study at Northern College. Applications for Advanced Standing must be received by the Last Date to Apply for Advanced Standing as stated in the Academic Calendar. The College will also help students to pursue their education at a higher level or to transfer to another college.

Application for transfer credit must be made by the student by the Last Date to Apply for Advanced Standing, as indicated in the Academic Calendar. Request for Advanced Standing Form and applicable fee information are available from Student Services. An application processing fee of \$20 per transfer credit (to a maximum of \$100 for five or more courses) shall be paid at the time of application.

Each application must be supported by an official transcript and course outline/description, provided directly to the Office of the Registrar, from the former college or university. Credit may be given for courses in which a student earned a grade of "C" or at least 60%. Upon receipt of all documentation, the student's application will be forwarded to the appropriate Coordinator for faculty evaluation. The evaluation will be completed within three (3) weeks from the Last Date to Apply for Advanced Standing.

Once the evaluation has been completed, the Coordinator will return the student's application, to the Office of the Registrar. (A Record Amendment form need not accompany this form.) The Transfer Credit is recorded as "TC" on the student's transcript and will not be factored into the Grade Point Average.

No transfer credits will be given for courses used to meet the initial admission requirements of the College program.

Students are advised to attend classes in the course until a decision is made.

NOTE: Full-time students choosing to challenge a course, or receive prior learning for a course in which they are registered, must do so within the time frames outlined in the Academic Calendar - Last Date to Apply for Advanced Standing.

4.4.3 Challenge by Examination

“Exam” is defined in the course outline. Each faculty member will determine whether or not the course may be challenged by examination. Students who feel they have the required knowledge (through audit, informal studies, OACs, experience, etc.) to address the course outcomes may apply for challenge by examination.

Request for Advanced Standing forms and applicable fee information must be obtained from Student Services, and fees of \$121.21 per challenge exam paid. The date for completing the challenge will be determined by the faculty member respecting the dates outlined in the Academic Calendar for those students currently enrolled in the course they wish to challenge.

The grade achieved on the challenge exam shall be recorded on the student’s transcript through the completion of a Request for Record Amendment Form, which must be submitted to the Office of the Registrar no later than three weeks from the Last Date to Apply for Advanced Standing as stated in the Academic Calendar. A student who fails a course or challenge by examination may not challenge the course through challenge by examination again until one full academic semester has passed.

Students are advised to attend classes in the course until a decision is made.

*Note: no challenge exam process is currently available for science courses.

4.4.4 Prior Learning Assessment

Knowledge and skills gained through life experiences may be assessed for credit through the process of PLA. Assessment may take the form of written portfolios, demonstration, testimonials, tests, projects, etc.

Students applying for PLA should contact Student Services who will direct them to the College-designated PLA staff member. Students must complete the Request for Advanced Standing form and pay all applicable fees of \$121.21 per course, by the date stated in the Academic Calendar - Last Date to Apply for Advanced Standing.

Credit obtained through PLA, as shown on the Record of Amendment form, must be returned to Registrar’s Office or Student Services no later than three weeks from the Last Date to Apply for Advanced Standing. It is recorded as “CR” on the student’s transcript and is not factored in the GPA.

Students are advised to attend classes in the course until a decision is made.

4.5 Supplementals (Refer to Academic Policy #A-19)

From time to time and for a variety of reasons, students do not successfully complete course requirements of a given course. In these instances, a supplemental may be granted at the discretion of the faculty member who taught the particular course, pursuant to the following policy.

For purposes of clarity, a supplemental can be taken to include the granting of a (supplemental) test, exam, lab, assignment, project or additional time.

4.5.1 Supplementals may be granted:

A student who does not meet the minimum requirements of a course, but has a term mark of “C” (60-69%) or better in that course prior to any other form of final evaluation and who does not succeed in the course as a result of the final evaluation, may be eligible for a supplemental. The decision will be made based on the student’s performance in class during the term, and attendance, where attendance is a critical component in a course (i.e. labs, practicums, etc.). The maximum final grade attainable in this case is 60% (C). If the student does not successfully complete the supplemental, the grade prior to the supplemental will stand and the student may be required to retake the course.

The following programs are regulated through provincial examinations and require a passing grade of “B” (70-79%):

- Primary Care Paramedic
- Fire to Paramedic Bridging
- Pre-Service Firefighter Training & Education.

A student enrolled in one of these programs who does not meet the minimum requirements of a course, but has a term mark of “B” (70-79%) or better in that course prior to any final form of evaluation and who does not succeed in the course as a result of the final evaluation may be eligible for a supplemental. The decision will be made based on the student’s performance in class during the term and attendance, where applicable. The maximum final grade attainable in this case is 70% (B). If the student does not successfully complete the supplemental, the grade prior to the supplemental will stand and the student may be required to retake the course.

In any semester, no more than two (2) supplementals may be completed. A fee of \$20 per supplemental must be paid prior to being allowed the supplemental.

Procedure

The student must pay a \$20 fee at Student Services and present the receipt to the professor prior to the date of the supplemental.

The student will confirm his/her intention to proceed with the supplemental five days prior to the supplemental date. The supplemental must be undertaken, evaluated, and processed by the date stipulated in the Academic Calendar for adding courses or prior to graduation if the course is a requirement for graduation.

If a student fails a supplemental, he/she may not challenge the course through Challenge by Examination until one (1) full academic semester has passed.

- 4.5.2 A supplemental, specifically additional time, may also be granted to students who, for reasons beyond their control (e.g. death in a family, illness, other emergencies) are unable to complete the course within the allotted timeframe.

Procedure

There is no limit to the number of supplementals in this case. There is no fee in this case.

Additional time granted to finish a course must be completed by the late registration deadline of the next scheduled academic term of the student's program. Failure to do so will result in an "F" in the course.

4.6 Audit (Refer to Academic Policy #A-6)

Any student who wishes to audit a course must have the written permission (Record of Amendment) of the faculty and coordinator and must pay the appropriate fee.

A professor may allow an audit student to write tests and /or complete assignments and these may be corrected but under no circumstances will these be marked or graded.

Under no circumstances will a credit be given for a course which has been audited. Students who have audited a course may challenge the course by examination (Section 4.4.3) if they have changed their status to regular (part-time or full-time) student within the allowable time frame. (See Academic Calendar).

A student cannot change from audit to credit student status without the consent of the appropriate faculty and coordinator. Deadlines for changing a course from audit to credit are identified in the Academic Calendar.

4.7 Transcripts (Refer to Academic Policy #A-8)

At the conclusion of each semester, transcripts showing the grades earned (letter grade and percentage grade) and the credit value of each course, as well as the grade-point average obtained for that semester, will be available from the college website at www.northernc.on.ca.

At the conclusion of the academic year, the College shall issue official transcripts showing the grades earned and the credit value of each course, as well as the cumulative program grade-point average obtained for the academic year.

Additional official transcripts may be obtained by completing a Request for Transcript form. There is an \$8.00 fee for each transcript (plus GST). Students who wish to have their transcripts mailed will incur an additional \$1.00 fee. The fee for a faxed transcript is \$2.00. For more information, please contact the Office of the Registrar.

All debts owing to the College must be fully paid, all College property returned, and the student must have successfully completed his/her program of study to be eligible to attend convocation and to receive the official transcript and College diploma or certificate.

Note: Transcripts will be withheld if a student owes money to the College or if he or she has failed to return equipment, library materials, etc., to the appropriate departments.

4.8 Appeals Procedures (Refer to Academic Policy #A-5)

Northern College is committed to carrying out its academic evaluation responsibilities to its students as fairly as possible.

Since it is the intent of the College that any differences of opinion regarding grades/evaluations be resolved as quickly as possible, the College will ensure that a mechanism is in place for the students to appeal their grades/evaluations.

Procedure

Students may use this procedure in the following situations:

- To appeal a mark or evaluation received for work performed during a session.
- To appeal a final grade for one or more courses or for a clinical or workplace evaluation.

For the application of this procedure, it is assumed that:

- Students receive grades and/or evaluations at scheduled times during the school term;
- Students receive transcripts and other information via the internet or mailed to them at their addresses on file with Student Services within six working days of production;
- Students have acted within the time frames set out in this policy.

4.8.1 Grades/Evaluations Attained During the Course of the Semester

Students may appeal grades and evaluations received from tests, projects and assignments, fieldwork/practicum/co-op evaluations by using the following procedure.

Appeals will be heard on individual cases. In cases where the student is appealing more than one course, each will be treated as a separate appeal.

Step 1 If a student feels that he/she has grounds for an academic appeal, he/she must arrange for an informal consultation with the professor within five (5) working days of receiving the grade. If the discussion does not resolve the disagreement, the student shall proceed to Step 2. If a student wishes, he/she may be accompanied and advised by a student, a peer or College Advisor.

Step 2 Within five (5) working days of an unsatisfactory resolution at Step 1, the student must make a formal appeal by completing an Academic Appeal Form obtained from the Program Coordinator. The student shall request a review or an explanation of the grade or evaluation. If the student wishes, he/she may be accompanied by a student, a peer or College Advisor. If the review or explanation does not resolve the disagreement, the student shall proceed to Step 3. **Regardless of the outcome, the student must ensure completion of the Academic Appeal Form.**

Step 3 Within three (3) working days of non-resolution from Step 2, the student must deposit the \$20 appeal fee with Student Services and refer the matter to the Director/Campus Manager. After ensuring that all preliminary steps have been followed, the Director/Campus Manager (or managerial designate) will refer the matter to the appropriate Executive Director (or managerial designate). The appeal fee will be returned to the student if the student's appeal is upheld.

The Executive Director (or managerial designate) within five (5) working days will set a date for the appeal to occur. The Executive Director (or managerial designate) who will be the final arbitrator on all appeals, shall make and communicate a final and binding decision within three (3) working days of the hearing.

The parties agree that the student and the faculty member shall have access to all documentation within two (2) days prior to the hearing.

A student who wishes to contact a Campus Manager, Executive Director, or Director (or managerial designate) at an off-site location will be allowed to do so by telephone through any Department of Student Services.

The student and staff involved (Program Director, Program Coordinator and /or Faculty Member who provided initial grading) will be present during the presentation of testimony. If the student wishes, he/she may be accompanied and advised by a student, by a peer or College Advisor. Faculty members may also be accompanied by peer/union representation. In all cases, a list of participants must be provided to the Executive Director (or managerial designate) at least three days prior to the scheduled hearing date.

Note: Notification of legal counsel representation must be made in writing, five (5) working days prior to the scheduled hearing, to the President of the College. The President may reschedule the hearing and/or alter the process to accommodate the situation.

The following procedures will be used by the Executive Director (or managerial designate) during the hearing:

- All documentation and other submissions will be made available at the time of the hearing.
- The student will present an opening statement which will outline the basis of the appeal. The student will be allowed to present this statement without interruption; he/she may present the documentation that had been sent to the Executive Director and witnesses.
- The staff member will be given the opportunity to question the testimony and to further examine any documentation that has been introduced and ruled as relevant and admissible.
- The staff member may make a reply without interruption, and may present the documentation that had been sent to the Executive Director and witnesses.
- The student will be given the opportunity to question the testimony and to examine any documentation that has been introduced and ruled as relevant and admissible.

- The Executive Director (or managerial designate) may question the student, the staff member, the witnesses and the documentation deemed appropriate.
- If any additional information is required, the Executive Director (or managerial designate) will request it from the appropriate sources.

After all testimony has been heard and submissions received, the Executive Director (or managerial designate) will deliberate and come to a decision (or recommendation) without the presence of the student or the staff member.

The Executive Director (or managerial designate) will notify the student, staff member, and all other parties involved of the decision within three (3) working days and the decision will be considered final.

- * Open Learning students please refer to the Open Learning Policy on Academic Appeals, available from the Open Learning Office.
- * Timelines may be flexible to accommodate Contact North/*Contact Nord* and other students studying by distance, as well as community-based students.
- * Any decision resulting in a change of grades must be accompanied by a Record of Amendment which will be forwarded to Student Services.

4.8.2 Transcript/Summary of Achievement

Students may appeal final grades on transcripts or final evaluation on workplace evaluations by using the following procedure.

Note: Grades which have been received during the course of the semester are not eligible for appeal at this time.

Appeals will be heard on individual cases. In cases where the student is appealing more than one course, each will be treated as a separate appeal.

An appeal of a grade or grades which appear on the transcript or summary of achievement must be submitted within 20 days after transcripts have been made available. (Extension of timelines will be considered only in extenuating circumstances. E.g. late mail deliveries or availability of faculty member.)

Note: The following process will be expedited for graduating students.

Step 1 If a student feels that he/she has grounds for an academic appeal, he/she must arrange for an informal consultation with the professor within five (5) working days of receiving the grade. If the discussion does not resolve the disagreement, the student shall proceed to Step 2. If the student wishes, he/she may be accompanied by a student, a peer or College Advisor.

Step 2 Within five (5) working days of an unsatisfactory resolution at Step 1, the student must make a formal appeal by completing an Academic Appeal form obtained from the Program Coordinator. The student shall request a review or an explanation of the grade or evaluation. If the review of explanation does not

resolve the disagreement, the student shall proceed to Step 3. Regardless of the outcome, the student must ensure completion of the Academic Appeal Form.

Step 3 Within three (3) working days of non-resolution from Step 2, the student must deposit the \$20 appeal fee with Student Services and refer the matter to the Director/Campus Manager. After ensuring that all preliminary steps have been followed, the Director/Campus Manager (or managerial designate) will refer the matter to the appropriate Executive Director (or managerial designate) the appeal fee will be returned to the student if the student's appeal is upheld.

The Executive Director (or managerial designate) within five (5) working days will set a date for the appeal to occur. The Executive Director (or managerial designate) who will be the final arbitrator on all appeals, shall make and communicate a final and binding decision within three (3) working days of the hearing.

The parties agree that the student and the faculty member shall have access to all documentation within two (2) days prior to the hearing.

A student who wishes to contact a Campus Manager, Executive Director, or Director (or managerial designate) at an off-site location will be allowed to do so by telephone through any Department of Student Services.

The student and staff involved will be present during the presentation of testimony. If the student wishes, he/she may be accompanied and advised by a student, by a peer or College Advisor. Faculty members may also be accompanied by a peer/union representative. In all cases, a list of participants must be provided to the Executive Director (or managerial designate) at least three (3) days prior to the scheduled hearing date.

Note: Notification of legal counsel representation must be made, in writing, five (5) working days prior to the scheduled hearing, to the President of the College. The President may reschedule the hearing and/or alter the process to accommodate this situation.

The deliberations of the appeal hearing will be considered privileged and as such will not be recorded.

The following procedures will be used by the Executive Director (or managerial designate) during the hearing:

- All documentation and other submissions will be made available at the time of the hearing.
- The student will present an opening statement which will outline the basis of the appeal. The student will be allowed to present this statement without interruption: he/she may present the documentation that had been sent to the Executive Director and witnesses.
- The staff member will be given the opportunity to question the testimony and to further examine any documentation that has been introduced and ruled as relevant and admissible.

- The staff member may make a reply without interruption, and may present the documentation that had been sent to the Executive Director and witnesses.
- The student will be given the opportunity to question the testimony and to examine any documentation that has been introduced and ruled as relevant and admissible.
- The Executive Director (or managerial designate) may question the student, the staff member, the witnesses and the documentation deemed appropriate.
- If any additional information is required, the Executive Director (or managerial designate) will request it from the appropriate sources.

After all testimony has been heard and submissions received, the Executive Director (or managerial designate) will deliberate and come to a decision (or recommendation) without the presence of the student or the staff member.

The Executive Director (or managerial designate) will notify the student, staff member, and all other parties involved of the decision within three (3) working days and the decision will be considered final.

- * Open Learning students please refer to the Open Learning Policy on Academic Appeals, available from the Open Learning Office.
- * Timelines may be flexible to accommodate Contact North/*Contact Nord* and other distance learning students and community-based students.
- * Any decision resulting in a change of grades must be accompanied by a Record of Amendment, which will be forwarded to Student Services.

4.9 Academic Dishonesty (Refer to Academic Policy #A-2)

All matters pertaining to academic dishonesty will be dealt with under this policy.

Northern College maintains the highest standards of academic behaviour. Northern College is committed to supporting, nurturing and celebrating our students' contributions and accomplishments. We assure that we are open, consultative and accountable and that we act with personal responsibility and integrity. In any academic activity at the College, students are responsible and accountable for academic integrity as well.

Procedures have been established to promote mature and honest behaviour. Academic dishonesty will be disciplined according to the severity of the offence. Those who are found to have repeated offences will be progressively disciplined.

Forms of dishonest academic practices include but are not limited to: plagiarism, cheating or falsification of data, and facilitating academic misconduct. An academic penalty may range from assigning a grade of zero and extend to and include suspension from a program/course or expulsion from the College.

Plagiarism is the act of submitting as your own, material that is in whole or in substantial part, someone else's work. Students are expected to acknowledge the sources of ideas and direct quotations for large sections of paraphrased materials.

Cheating means the misrepresentation by a student of his/her performance in a college course for the purpose of obtaining credit to which he/she is not entitled on the basis of his/her actual performance in that course. Cheating can include the use of inappropriate, unallowable, or unacknowledged materials, information, or aids in any academic work (e.g. books, notes, calculators, electronic technology such as email, digital cameras, camera phones, and conversations with others.)

Falsification of data and information means altering or misrepresenting data or information.

Facilitating academic misconduct occurs when a student knowingly or negligently allows his/her work or portions of his/her work or drafts of his/her work to be used by other students or who otherwise aids others in committing academic misconduct.

Academic dishonesty will not be tolerated by Northern College and disciplinary measures will be enforced.

4.10 Transferability

The College will help students to pursue their education at a higher level or to transfer to another college. Universities will consider students who have achieved “first-class” or in some cases, “high standing” in a community college program for admission to an appropriate first-year university program. Recent agreements between colleges and universities have increased the opportunity for students to complete degree programs upon receiving two- or three-year diplomas.

Students are advised to retain course outlines in support of applications for transfer credit. It is also recommended that students not write on the course outline; as a formal document, it may not be considered valid by another institution if it has been altered.

For more information, please contact Student Services or refer to the latest College Calendar.

4.11 Interruption of Studies (Refer to Academic Policy #A-11)

Northern College recognizes that some students will interrupt their studies and then return at a later date to finish a program of study.

A student who interrupts his/her full-time studies may return at a later date to complete the program provided the program has not been cancelled by the College. A student returning to complete a program of study after a one-year interruption or longer must complete the program synopsis under adoption at the time of his/her return.

When a student elects to return to the College to complete a program of study, he/she must first meet with the Program Coordinator to determine an appropriate course plan.

For courses that have evolved to the extent that the credit previously earned by the student is no longer comparable to the credit currently being offered, Prior Learning Assessment (PLA) and challenge exams are available to the student (refer to Policy A-4); otherwise, the student must repeat the course.

Students who have interrupted their studies will not be eligible to graduate from a program that is no longer offered by the College unless alternate arrangements have been approved in

writing by the Executive Director/Campus Manager/Director, in cooperation with the Registrar.

Note: In instances where a student takes a reduced course load, the student's program of study remains under the program synopsis in force when he/she registered.

SECTION 5 – STUDENT SERVICES

5.1 Open Learning

Northern College offers students an opportunity to receive a certificate or diploma in a wide range of courses and programs through various distance education modes. Open Learning offers on a continuous-intake basis, a diploma in both Business-General and Developmental Services Worker programs. Full-time students can access a variety of courses which may be recognized in their certificate or diploma programs.

Contact the Open Learning Centre at the Porcupine Campus (705) 235-3211 ext. 2183 for more information.

5.2 Advising/Testing/Success Services

5.2.1 Advising/Testing

Northern provides career, education and other advising services for its students and for others who are interested in attending college. The Financial Aid Officer is also available for advice on financial assistance and planning. Students requiring personal counselling will be referred to the appropriate resource people. Pre-admission and other specialized testing may be offered at some campuses. Native Student Advisors are available to assist students with orientation, academic and individual advising and advocacy.

5.2.2 Student Success Centres

Student Success Centres are located in the Learning Resource Centres (libraries) at the Haileybury, Kirkland Lake, and Porcupine campuses. Staff members in the centres are committed to student success. The centres' mandate is to provide the skills and supports necessary for students to realize their fullest academic potential. They provide all students with formal assistance, self-help mechanisms, faculty support, and peer tutoring. Further, academic advising and student success skill development (e.g. study techniques, test-taking strategies, time management tools, etc.) are available throughout the semesters. The centres are bright, pleasant, quiet environments for studying, peer tutoring and faculty/staff mentoring.

5.2.3 Peer Tutoring

Students who are having trouble in certain courses are encouraged to get help from professors. These students may also enroll in a peer tutoring program by completing an application form available from the Student Success Centre/Access Centre and/or Student Services. Only students who attend classes on a regular basis are eligible for this service. Tutors are remunerated for their services.

5.2.4 Learning and Disability Services

The Human Rights Commission asserts in its interpretation of the Ontario Human Rights Code certain provisions to accommodate the needs of persons with disabilities as defined by the Ontario Human Rights Code. Accommodations are the adjustments, adaptations, assistive devices and/or technical aids required by a student with a disability for the entrance and/or completion of a course or program offered by the College.

Persons with disabilities have the right of equality of opportunity to participate in college programs and services to the extent of their individual abilities. Equal treatment means meeting the differentiated needs of persons with handicaps so that they have the same opportunities to achieve results as everyone else. Such treatment takes on various forms and differs from the treatment of non-handicapped persons.

Applicants with disabilities are encouraged to contact the Advisors of the Learning and Disability Services as early as possible to discuss their program of study and any accommodations. Furthermore, each student who requires accommodation is required to present a copy of his/her medical or psycho-educational documentation to the Advisors of the Centre. Once approval for accommodation has been made by the Advisor and the Executive Director/Campus Manager, appropriate adaptations can be implemented and subsequent planning for provisions can be completed.

5.2.5 Learning Strategist (LS) /Assistive Devices Technologist (ADT)

Northern College provides specific services for students with learning disabilities. Students identified with learning disabilities will be referred to the LS/ADT for services.

5.2.6 Prior Approval Requirement

College staff (academic, support and administrative personnel) will allow the use of devices, equipment, and aids by the disabled. Persons with disabilities must, however, obtain prior approval to use assistive devices from the Advisor and the Executive Director/Campus Manager.

5.2.7 Restriction of Information Obtained

Obtainment, whether directly or indirectly, voluntarily or involuntarily, of information outlined above, in whole or in part, by other College personnel for the purpose of evaluation, discipline or documentation is not permitted. The information may, with the written approval of the originator of said information, be released to other specified persons approved by the disabled person.

5.2.8 Graduate Assistance

As a result of the partnerships established between the College and business/industry, employers often call seeking graduates for employment opportunities. Please see your Student Advisor and/or Program Coordinator for more information.

5.3 Use of Learning Resource Centres

Each student will be issued a bar code by the College library. This bar code allows students to withdraw books and use audio-visual equipment.

From reference books, government documents, annual reports and newspapers to magazines, paperbacks, and vertical files, the library features a wide range of resources for students enrolled in all College programs.

Films, tapes, DVD's and videocassettes are also available. Arrangements should be made with instructors to preview these materials. Audio-visual equipment and materials must also be booked well in advance of the required date.

5.4 Day Care Centres

Northern College operates day care centres at the Porcupine and JBEC (Moosonee) campuses. The children of students are given priority when registering for day care. Further information may be obtained from Student Services or directly from the College's day care centres. Students at the Kirkland Lake Campus may have access to the Second Street Daycare operated by an independent Board of Directors (705) 567-6930.

5.5 Accommodations

The Porcupine Campus features a 120-room residence with private washrooms. Further information and application forms may be obtained from Northern College Porcupine Campus, Box 3211, Timmins, ON P4N 8R6, or by calling (705) 235-6800. The Porcupine Campus Residence application must be accompanied by a \$240 deposit. Kirkland Lake Campus applicants also have access to residence and may obtain information at 109 Burnside Drive, Kirkland Lake, ON, P2N 3H7, or by calling (705) 567-5549. Any deposit required will be confirmed at that time.

*Please note that the demand for residence accommodations usually exceeds spaces available.

Rental and room-and-board facilities are also available in the communities served by the College. Northern maintains a housing registry available on the Northern College website at www.northern.on.ca; students are given assistance in finding the type of accommodations

suiting to their needs. It is recommended that students complete registration procedures and make arrangements for accommodations as soon as possible.

5.6 Student Health and Dental Plan

A student health and dental plan is available for Porcupine, Kirkland Lake and Haileybury Campus students (and their dependents) who will automatically be assessed single rates. Application for dependent coverage or waivers must be made by the third week of September and January (See Academic Calendar). Dates are subject to change.

The insurance plan remains in effect from the first day of classes until August 31 of the following year. Though the plan may not cover all expenses, it will alleviate many of the financial difficulties arising from injury or illness.

Further inquiries concerning the student health and dental plan may be directed to the Northern College Student Association (NCSA) or Student Services.

Note: Porcupine Campus students have access to the on-campus East End Family Health Team. Services include: nurse practitioner, social worker, psychiatrist, as well as other health professionals. Students who require physical fitness forms, medical forms and immunizations may also obtain these at no extra cost.

5.7 Information Monitors

Information monitors are strategically located throughout the Porcupine Campus. These monitors provide relevant, up-to-date information like messages and special announcements. These change often and should be checked on a regular basis.

5.8 Lockers

Lockers are assigned to all students who are officially registered. A \$21.00 rental fee is required to obtain a locker. The College will provide a combination lock which the student may keep. However, the College does not always maintain a registry of combination numbers.

The College assumes no responsibility for theft or loss of personal property. All students are warned against bringing valuables to the campus and leaving them unattended. All lockers must be vacated by May 30th of an academic year.

SECTION 6 – FINANCIAL AID

6.1 Scholarships and Bursaries

Northern makes available financial awards to qualified students. Applications and information on the criteria and deadlines are available by applying online through the Northern College website (www.northern.on.ca). Please note that not all bursaries and scholarships are available at all campuses. Students are encouraged to check the College's website for a complete listing of all scholarships and bursaries. The College is indebted to all individuals and organizations that provide bursaries and scholarships. A listing of the more than \$400,000 available in scholarships and bursaries for Northern College students is available from any Student Services Office.

6.2 Ontario Work-Study Program and College Work-Study

Students who demonstrate financial need can apply for assistance under the OWSP and College Work-Study programs which allow students to work part-time on campus. For more information, see the Financial Aid Officer or Student Services Staff.

6.3 Emergency Loans

Small, short-term, repayable loans may be available for students with special financial needs. See the Financial Aid Officer for details.

SECTION 7 – STUDENT RIGHTS AND RESPONSIBILITIES

Each student registered at Northern College becomes a member of the Northern College community.

As a member of this community, each student is entitled to expect that certain rights be recognized by the College Community, and in the same way, the College Community is entitled to expect responsible behaviour from the individual student. This document is by no means a contractual agreement or a lawfully binding contract between the College and its students. It reflects the College's intention to respect the rights of students and the requirement for students to observe the rules and regulations set out by the College.

This document applies to all Northern College students on any college-owned or leased property, as well as students on field placement, clinical placement, co-op placement, or in attendance at college-sponsored events or functions.

Students sponsored by agencies external to the College will also be required to follow the regulations of those agencies.

This document does not affect the rights and duties of individuals under the general laws of Canada, Ontario and/or any local government.

The President, as Chief Executive Officer, is the final authority in the interpretation of all policies, procedures, rights and responsibilities.

Fundamental to these rights are the processes of appeal that are open to students. Northern College has three main avenues through which appeals can be reviewed:

- Academic-related appeals through the Academic Appeal Procedure (see 4.8);
- General and non-academic issues as outlined in the section below;
- Human Rights Policy*.

Student Rights and Responsibilities are complementary to all Northern College academic policies, departmental policies, residence policies and Human Rights policies. Other policies may relate to confidentiality of records, health information and health records, use of alcohol and non-medical use of drugs, smoking, cheating, abuse of equipment and service privileges (including facility use, computer use, vehicle use and Internet use), and residence rules.

* The Human Rights Policy is available by contacting the Human Resources Department at (705) 235-7126.

7.1 General

7.1.1 Rights

Students have a right to:

- 7.1.1.1 A quality education.
- 7.1.1.2 Be provided with a course outline at the beginning of the course which states the objectives of the course, the teaching methods, the evaluation process including information on assignments, tests and examinations.
- 7.1.1.3 Information concerning program and graduation requirements, academic regulations and admissions. This information should include, where appropriate:
 - prerequisites for courses
 - course descriptions
 - course availability
 - the method of evaluation
 - timetables
 - costs.
- 7.1.1.4 Know the College's definitions of cheating and plagiarism and the consequences of their detection.
- 7.1.1.5 Expect that adequate measures will be taken by the professor to ensure that cheating does not occur.
- 7.1.1.6 Know what is expected with regard to class attendance and punctuality.
- 7.1.1.7 Receive instruction for the curriculum as stated in the course outline.
- 7.1.1.8 Be notified of class cancellations as soon as possible (exclusive of individual notification). It is the responsibility of the professor or department to post all cancellations.
- 7.1.1.9 Expect that classes will start and end on time.
- 7.1.1.10 Be informed by the professor of any rule changes with regard to classroom procedures.
- 7.1.1.11 Expect that their grades will be held confidential.
- 7.1.1.12 See and review all of their graded personal work with the professor. Any document not picked up by the student, from the professor, by the last day of classes, will be discarded. No student may pick up another student's work.
- 7.1.1.13 Be notified on the length of time that any submitted work will be kept by the faculty member in question.

- 7.1.1.14 Have submitted work returned in a reasonable period of time. Please refer to the course outline for specific timelines.
- 7.1.1.15 View any record that exists in their student files at the College.

7.1.2 Responsibilities

Students are expected to:

- 7.1.2.1 Follow the procedures to register for, change or withdraw from a course and/or program as outlined in the College Calendar and Student Handbook.
- 7.1.2.2 Arrive at class on time and remain for the duration of scheduled classes and activities. In the event that a student must arrive late or must leave early, the student must be considerate not to disrupt the class while entering or exiting the classroom or extended classroom.
- 7.1.2.3 Respect the professor's right to formulate and enforce attendance policies within the guidelines set by the academic department.
- 7.1.2.4 Respect the professor's right to determine course content, methodology and evaluation within the guidelines set by the academic department.
- 7.1.2.5 Respect the professor's right to set deadlines for assigned work, and to establish penalties for failure to comply with deadlines. It is the student's responsibility to ensure that all assignments are given directly to the professor unless it has been specified otherwise in a particular instance.
- 7.1.2.6 Respect the professor's right to expect assignments to be neatly presented (typed or handwritten) with the appropriate identification (name, student number, course title) as determined.
- 7.1.2.7 Submit work that is their own. It is the student's obligation to know what plagiarism and other forms of cheating are and their consequences.
- 7.1.2.8 Bring instances of cheating to the attention of the appropriate faculty member.
- 7.1.2.9 Write tests and final examinations at the times scheduled by the faculty member of the College.
- 7.1.2.10 Assume responsibility for classes missed. Faculty members are not obliged to provide for missed tests, laboratories or examinations, and students must be prepared to forfeit marks allocated to such work during their absence.
- 7.1.2.11 Respect the professor's right to expect decorum and appropriate classroom behaviour by all students. Should a student be disruptive and/or disrespectful, the professor has the right to take immediate action to exclude the disruptive student from any further learning activities for the class period involved. If the professor notes cell phone use during class time, the student will be asked to leave the classroom for the duration of that class period. It is the right of the professor to do so as part of his/her responsibility for classroom management.

- 7.1.2.12 Be responsible for keeping all quizzes, tests, papers, essays or other assignments returned in the event of a grade review. In fact, students should always keep a photocopy of work submitted as a protection against loss.
- 7.1.2.13 Wait at least 15 minutes for a professor to arrive at class, unless notified otherwise.
- 7.1.2.14 Become familiar with the rules and policies of the College as stated in the College Calendar, Student Handbook and Students' Rights and Responsibilities. These documents and other Northern College policies can be obtained from the Northern College Student Association (NCSA) Office, the Learning Resource Centre, Student Services or by visiting our website at www.northernc.on.ca.
- 7.1.2.15 Conform to acceptable behaviour in the learning environment as established by their professor (classrooms, laboratories, shops, clinical work, and field placements, etc.).

Students who fail to conform to these expectations will be subject to discipline under the Student Code of Conduct and/or legal consequences.

7.2 Non-Academic

7.2.1 Rights

Students have a right to:

- 7.2.1.1 Equitable treatment by the College. This right must not be impaired by discrimination based on race, ancestry, place of origin, color, ethnic origin, citizenship, marital status, family status, creed, sex, sexual orientation, age or handicap.
- 7.2.1.2 Think, speak, write, create, study, learn, pursue social, cultural and other interests, and associate together for all of these purposes, subject to the requirement that they respect the rights of members of the College community to pursue these same freedoms and privileges.
- 7.2.1.3 Use facilities designated by the College as available for student use and to abide by any regulations of the College in regard to such use.
- 7.2.1.4 Have published and made available on request the rules and regulations of the College affecting students.
- 7.2.1.5 Inquire into and be informed fully about the reason for such rules and regulations.
- 7.2.1.6 Make representations (including reasonable complaints, petitions) to the Executive Director/Campus Manager for changes in such rules and regulations.

- 7.2.1.7 A learning environment which is safe and conducive to learning. In order to uphold this right, cellular phones are to be switched off while in class.
- 7.2.1.8 Be free from any and all harassment and discrimination. (Refer to the Human Rights Policy.)

7.2.2 Responsibilities

- 7.2.2.1 The official registration forms must be completed and fees paid before an applicant will be considered as a student.
- 7.2.2.2 The College maintains that students are adults who must be held fully accountable for their actions while at the College and while participating in any College-organized function.
- 7.2.2.3 Students are responsible for becoming familiar with the rules and policies of the College detailed in the Student Handbook and official communiqués released by the College.
- 7.2.2.4 Sponsored students must fulfill the requirements of the agency sponsoring their studies.
- 7.2.2.5 Various student obligations exist which must be fulfilled. Grade reports, diplomas/certificates, and transcripts may be withheld by the College until any financial, equipment, or book debt is cleared. Students who are financially indebted to the College from a previous term must clear their debts before registering in a subsequent term.

7.2.3 Students are expected to:

- 7.2.3.1 Abide by all federal, provincial and municipal laws, so far as these are relevant to student conduct.
- 7.2.3.2 Respect the physical and emotional well-being, and the sense of personal worth and dignity of other students and members of the college community.
- 7.2.3.3 Refrain from conduct which harms or threatens harm to the rights of members or guests of the College; the safety and well-being of members or guests of the College; the property of the College or of its members or guests; the proper functioning of College programs or activities.
- 7.2.3.4 Refrain from: assault or threat of assault, harassment or discrimination in contravention of the principles articulated in the Ontario Human Rights Code or the Canadian Charter of Rights and Freedoms, theft, defacement or destruction of property, unauthorized entry or trespass, creating disturbances and disruptions, and failing to maintain a safe, healthy learning environment.
- 7.2.3.5 Abide by the regulations, rules practices and procedures of the College and its academic and administrative units.
- 7.2.3.6 Abide by reasonable instructions given orally or in writing by any official of the College authorized to secure compliance with such regulations, rules,

practices and procedures, provided that the official is identified and is acting in an official capacity. (See Section 7.3.1)

7.2.4 Definitions

For the purposes of this handbook, Northern College defines the following acts as:

ASSAULT:

Any wilful intent or threat to inflict injury on another, when coupled with an apparent ability to do so; any intentional display of force such as would give the victim reason to fear immediate bodily harm. (Examples include hitting, shoving, pushing or kicking.)

HARASSMENT:

A course of bothersome comment or conduct that is known, or ought to be known, to be unwelcome; it is what happens when someone threatens, bothers or insults another person.

PSYCHOLOGICAL ABUSE:

An act which provokes fear or diminishes an individual's dignity or self worth; intentionally inflicting psychological trauma on another person.

SEXUAL ABUSE:

Any unwelcome verbal or physical advance or sexually explicit statement that makes a person feel humiliated, intimidated or uncomfortable.

SEXUAL ASSAULT:

Use of threat or violence to force one individual to engage in any type of sexual activity with another individual.

THREATENING BEHAVIOR:

Threatening behaviour can include such things as shaking fists, destroying property or throwing objects.

VERBAL ABUSE:

The use of vexatious comments known or that ought to be known, to be unwelcome, embarrassing, offensive, threatening, or degrading to another person. (Examples include swearing, insults, or language that reasonably causes a person to be concerned about his/her physical safety or security, teasing, bullying or ridiculing.)

VIOLENCE:

Violence is a threat or an act of aggression resulting in physical or psychological damage, pain or injury.

DEFAMATION:

False statements, whether written or spoken, which are damaging to the reputation of another member of the College community.

7.3 Student Code of Conduct

The College perceives and interacts with each student as an adult, capable of reasonable and responsible behaviour. Thus, each student must adhere to public laws and College policies. Students who breach these laws and policies will be subject to consequences that increase with the severity of the misconduct. It is the intent of the College to deal with matters of student misconduct by way of the format outlined below. Every student involved in any form of alleged misconduct will be given an opportunity to present his or her case to an appropriate College official.

The Code of Conduct is intended to ensure that each member of the College community enjoys satisfactory conditions in which to work and study with resulting benefits to all. Students are expected, both as students and as citizens, to conduct themselves in a manner that will not discredit themselves or the College. The College prohibits acts which seriously interfere with the basic purposes, necessities and processes of the College community, or which deny the essential rights of other members of the College community.

7.3.1 Reporting Procedures

When any College employee observes an infraction of the Code, it is expected that the employee will:

- take appropriate action to correct the behaviour of the individual and request that he/she ceases that action; and/or
- obtain the name of the individual; and
- report the incident to his/her immediate supervisor.

If the employee is not successful in an attempt to take action as described above, he/she should immediately seek assistance from his/her immediate supervisor or campus security.

7.3.2 Use of facilities by students after hours

A student must obtain the written permission for the use of the facility, with condition of use and period of use clearly stated, from the person responsible for the facility.

The person responsible for the facility is required to advise, in writing, the appropriate College official(s), regarding the use of the facility by the designated student(s).

The appropriate College official will advise security personnel of this permission.

7.3.3 Use of Electronic Devices

Electronic devices for purposes of this Student Handbook include, by their generic name, cell phones, iPods, laptops, PDAs, MP3s, recording devices and any other device with Internet access capability, messaging capability and/or photo-taking capability.

Taking photos or making audio/video recordings on Northern College property without permission in ANY context in which the person being photographed or recorded has a reasonable expectation of privacy is prohibited. This includes all members of the College community and/or work areas.

Examples include but are not limited to the following areas.

Classrooms: The use of electronic devices during classes, clinical or field placement is prohibited, unless authorized by the professor.

Examinations: The use of electronic devices during exams and midterms is prohibited. These devices shall not be taken into examination/testing areas. **Violation will result in receiving a grade of zero for that test or exam.**

**Students with documented disabilities may be permitted to use electronic devices as a form of academic accommodation, where recommended in writing by the Centre for Students with Disabilities and with approval from the professor.

**Students given permission to use electronic devices in the learning environment must agree in writing to abide by certain provisions, or face loss of privileges.

Athletic Facilities: The use of cell phones and photographically capable electronic devices within the athletic facility is prohibited.

Library/Computer Labs: All cell phones and electronic devices must be turned to their silent signal or turned off and all calls must be taken outside of the Library/Computer Lab. Students must use headphones to listen to personal audio devices in the Library and Computer Lab and must keep the volume at a level which cannot be heard by those individuals in attendance within the Library/Computer Lab.

Residence: Taking photos or making audio/video recordings without permission in ANY context in which the person photographed or recorded has a reasonable expectation of privacy is prohibited.

Washroom, Change Rooms, etc.: The use of cell phones and other electronic devices is prohibited in all Northern College property washrooms, change rooms, etc. Taking photos or making audio/video recordings is prohibited.

Students who fail to conform to these expectations will be subject to discipline under the Student Code of Conduct and/or legal consequences.

7.3.4 Disciplinary Procedure

Student Notification

Any student accused of alleged misconduct will be sent a letter. The student will be required to meet with the originator of the letter within five (5) working days of the letter's postmark. Depending on the outcome of the meeting, the following disciplinary procedure may be followed.

Step 1 Warning

The first action for the infringement of the Code of Conduct is normally a warning. A student who engages in disruptive behaviour will be subject to a warning. At this stage, the student will receive a letter from the College indicating the improper conduct as well as outlining the next three stages of the policy should there be a repeat occurrence. Examples of such disruptive behaviour would include but not be limited to: unacceptable behaviour in the Learning Resource Centre or generally unacceptable or unreasonable behaviour in the College; improper parking of vehicles; abuse of staff or other students; consuming alcohol or using tobacco products in non-designated areas; unauthorized presence on College grounds.

A copy of any warning issued to a student will remain in the student's file for the duration of his/her studies or upon graduation.

Step 2 Probation

The second action for the infringement of the Code of Conduct is probation. At this stage, probation may be imposed for repeat incidents outlined in Step 1 - Warning or for more serious breaches of the Code of Conduct, which include but are not limited to consumption or use of any non-medically prescribed or illegal drugs on College grounds.

The letter of probation will remain in the student's file for the duration of his/her studies or until graduation.

Step 3 Suspension from College

A third action resulting from the infringement of the Code of Conduct is that of suspension from the College and may be imposed by the Executive Director/Campus Manager or designate, normally for a maximum of three working days. The severity of the misconduct determines the length of the suspension, and a repeat occurrence by a student on probation will normally lead to suspension. Examples of misconduct would include but not be limited to: physically threatening a member of the College community; damaging or causing damage to College property; theft of property; theft of computer passwords; repeated offences while on probation.

The suspension will take effect upon the determination that suspension is required, with the length of the suspension and the dates in effect being conveyed in writing. A copy of the letter will remain in the student's file for the duration of his/her studies or upon graduation. The student may or may not be permitted to participate in mandatory exams, labs, or classes, or any other College activity, including field work or co-op placements during the term of his/her suspension.

Note: Students living in residence will be permitted to use the required living facilities but will not be permitted on the campus during suspension.

Step 4 Dismissal

The final action for infringement of the Code of Conduct is dismissal and may be imposed for serious offences and/or for additional offences following a suspension. This step will be initiated by the Executive Director/Campus Manager, or designate, after discussion with the parties involved and a careful review of the student's file. The result of this decision will be communicated to the student in writing. A copy of the letter will remain in the student's file for the duration of his/her studies or upon graduation. The student will be dismissed for at least one calendar year. Examples of misconduct would include but not be limited to: the second suspension offence within the same calendar year; assault and battery of a member of the College community; theft of College property.

Any sanction imposed by the College on a student does not in any way influence whether the College will contact the legal authorities and, if warranted, result in charges being laid. This will also be the case where a student engages in misconduct with a member of the College community.

The progression of the disciplinary procedure depends on the severity of the misconduct. While a student will normally be subject to the entire four steps, the severity of the misconduct may dictate that probation, suspension, or dismissal be initially imposed.

Students are encouraged to read other official College documents for more information on student conduct. Students must also become aware of the separate policies in effect regarding the College residence and use of computers, communication systems and Internet protocol.

7.4 Appealing the Student Code of Conduct

7.4.1 Appeal Procedure for Steps 1, 2, or 3

Steps 1, 2 and 3 can be appealed to the Executive Director or designate within five (5) working days of the letter's postmark. It is the responsibility of the student to initiate an appeal through the Executive Director or designate. Appeal forms are available from Student Services at all campuses.

Any appeal in Steps 1, 2 or 3 must be accompanied by a \$20 deposit by the student paid to Student Services. If the student wins the appeal, the \$20 will be refunded to the student. If the College upholds the decision initially imposed, the \$20 deposit will be retained by the College for use in the Needy Student Fund.

Note: Where a student is determined to be a safety threat, i.e. threatening a member of the College community, the student will not be permitted to attend class during the appeal process.

7.4.2 Appeal Procedure for Step 4 - Dismissal

Step 4 can be appealed to the Appeal Committee. Appeal forms are available from Student Services at all campuses. The formal request for review of a Step 4 appeal must be accompanied by a \$20 fee. If the student wins the appeal, the \$20 will be

refunded to the student. If the College upholds the decision initially imposed, the \$20 deposit will be retained by the College for use in the Needy Student Fund.

7.4.2.1 Appeal Committee

Jurisdiction of Appeal Committee

Excepting matters directly relating to an academic program, the jurisdiction of the Committee relates to Step 4 – Dismissal.

Membership of Appeal Committee

The committee shall consist of three (3) members:

- advisor, administrator or faculty member;
- one student selected by the Student Administrative Council;
- Executive Director, or designate.

The chair of the committee is to be determined by the members. The chair will vote. Rulings are to be by a majority vote. The committee shall be in place no later than September 30th of each year. Members may be replaced as necessary.

7.4.2.2 Procedure

Any student of Northern College who feels that his/her situation falls under the jurisdiction of the Appeal Committee (see 7.4.2.1) must follow these procedures:

- The appeal must be presented in writing and fully documented to the Chair of the Appeal Committee, within five (5) working days of the dismissal letter's postmark. The name of the Chair will be provided by Student Services.
- The individual and the party or parties aggrieved shall be given the opportunity to make presentations to the Appeal Committee. The Committee will respond within five (5) working days of the hearing.
- The Appeal Committee will be responsible to communicate this information to any other parties.
- The meetings of the Appeal Committee will normally be held in camera unless a majority of the Committee considers it would be in the best interest of all concerned to hold an open meeting.
- Individuals appearing before the Committee may have representation and may call witnesses to appear on their behalf. The Committee may ask others to be witnesses.
- Students may consult with or be accompanied by a third party during any part of the process (e.g. student, peer or Student Advisor).

- In all cases, a list of participants must be provided to the Chair of the Appeal Committee at least three (3) working days prior to the scheduled hearing date.
- If the third party is legal counsel*, the student must advise the Chair, in writing, at least three (3) working days prior to legal counsel being present. The Chair may reschedule the hearing and/or alter the process to accommodate the situation.

* Remuneration for legal counsel is the total responsibility of the individual regardless of the outcome of the appeal.

This process is internal. By initiating an appeal, the individual does not waive the right to exercise any other legal rights or remedies.

Time limits prescribed in this process may be extended at the discretion of the Committee.

SECTION 8 - USE OF ALCOHOL AND NON-MEDICAL USE OF OTHER DRUGS ON NORTHERN COLLEGE PREMISES

The policy of the College in respect to consumption of alcohol and the non-medical use of drugs on College premises is as follows:

- 8.1 No distinction is made between students and non-students concerning the consumption of alcohol and non-medical use of drugs on College property and the following statements refer to all members of the College community.
- 8.2 The College maintains Liquor License Board of Ontario licenses which cover the consumption of alcoholic beverages on premises owned or leased by Northern College as regulated by the appropriate College officials.
- 8.3 Where any instance of illegal consumption of alcoholic beverages or non-medical use of drugs on College premises comes to the attention of a member of the College community, that person is requested to point out the violation to their immediate supervisor and to campus security.
- 8.4 If the violation is sufficiently severe or if the activity persists after the violation has been pointed out, the appropriate College official should be immediately informed. In the case of students, this official would normally be the Supervisor, Student Services, Facilities and Residence/Campus Manager or designate. In the case of other members of the College community, the Director of Human Resources or his/her designate would normally be informed.
- 8.5 The administration wishes to see the College's responsibilities in these areas discharged in an educational rather than in a punitive manner. However, this does not exclude contacting the police if the situation appears justified.
- 8.6 Anyone who would like assistance in dealing with problems relating to drugs, including alcohol, are reminded to contact the College Advising Service who have access to professional staff trained to assist in these areas.

SECTION 9 – STUDENT RECORDS

9.1 Confidentiality of Records

In choosing to pursue a college education, students commit themselves to evaluation by college faculty. The students are required to furnish the College with adequate documentation to support their admission, and the College, in turn, provides them with periodic feedback regarding their progress. With such personal and academic data in its possession, the College has the obligation to protect an individual's right to privacy; thus, it must regard each student record as a unique, private and personal document to which access, use and disclosure is strictly controlled and governed by the Freedom of Information and Protection of Privacy Act.

9.2 Role of the Office of the Registrar

The Office of the Registrar is accountable for gathering and maintaining accurate data from students, agencies, institutions, and faculty, and for providing appropriate information, on request, to the student or those persons or institutions designated by the student. Since the Office of the Registrar is the official repository of student records, all requests for information regarding students should be routed through it. If the request, in turn, involves information which can only be handled properly by academic personnel, it will be referred to the appropriate area by the Registrar. Access to student information through computer terminal(s) must be controlled through conscientious use of the technology and adherence to the user guidelines provided by the Registrar. Typically, these will address screen layouts, security codes, and general procedures. With both manual and computer-based records, students are assured of the following principles: data on the automated records system is available for their perusal as is their file, under supervision of Student Services staff; data is used by the College for record keeping, reporting, and analysis purposes only; data is updated, corrected, or amended upon notification and/or request, as appropriate; data is protected from unauthorized access.

9.3 Content of Student Record

9.3.1 Current Record

While a student is in attendance at the College, the following documents (electronic or paper format) comprise his/her record:

- application form and its documentation, and admissions correspondence; i.e. testing results;
- cumulative record of grades;
- record of changes of status (i.e. grade changes, registration status);
- record of withdrawal;
- any in-course documentation from the College or third party sources which concern student's status (i.e. letters from sponsoring agency, record of disciplinary actions, etc.);
- record of performance honours;
- record of financial assessment and/or payment, and/or Tuition Fee Agreement.

The computer record carries the codes or full account of the current status created by the documentation identified above.

9.3.2 Permanent Record

Two years after a student leaves the College, the pertinent paper documentation in a student's file will be destroyed.

9.4 Access to Student Record (Refer to Academic Policy #A-18)

Basic guidelines governing the release of information are based on the belief that the Registrar acts with discretion upon authorization from the student. In response to third party inquiries, therefore, what is public record only may be released, namely:

- dates of student's enrolment;
- program in which he/she was enrolled;
- date when certificate/diploma was awarded.

No further information will be released without student authorization. This applies typically to requests from prospective employers, police forces, credit bureaus, finance and loan companies, private investigation agencies, banks and similar organizations.

Members of a police force or sworn peace officers may in the course of a criminal investigation, complete a "Release of Information – Legal Authorities" form thereby giving the officers access to the student's record.

Requests for mass listings of directory information will be denied. Where such listings have in-house legitimacy, such as the facilitation of student elections, they may be released with discretion.

The contents of a student file will not leave the Office of the Registrar; nor will they be duplicated for that purpose. The exception will be made in the case where a court subpoena or a search warrant is in effect.

Documents from other institutions such as high school or university transcripts which are submitted to support a student's application for admission and/or transfer credit may not be certified and released as part of the College record. If, however, the College, by not doing so, may cause excessive hardship to the student, it may, at the discretion of the Registrar, and with notification to the student, forward such a transcript with an appropriate disclaimer attached, and marked to the receiver, "For your exclusive use only."

9.4.1 Access by the Student

Each student may, upon written request, access his/her own file, request its release to a third party, or request it be held with no release allowed. At the same time, the College may hold back the release of a record of a student who has debts outstanding to the College.

NOTE: An authorization and consent form for the release of records is available in the Office of the Registrar or from Student Services.

9.4.2 Access by College Personnel

Faculty, advisors and administrative officers of the College who have a legitimate requirement for the material of the record will be permitted access to the appropriate

files. If there is any question, the request will be referred to the Registrar. Typically, this “legitimate requirement” includes verification of program requirements, selection committees for student awards, and so on.

9.4.3 Access by Third Parties Outside the College

9.4.3.1 Parents

Since the basis of all transactions with students assumes adult levels of responsibility, transcripts will not be released to parents or guardians without the student’s consent.

9.4.3.2 Sponsoring Agencies

A transcript will be released on request to those approved sponsoring agencies, such as Vocational Rehabilitation, Service Canada, WSIB, CIDA, DIA, etc., who provide financial support to the student in College and who supply authorization from the student to do so.

9.4.3.3 Government Agencies

Properly identified representatives of federal, provincial or local government agencies, including regional police, OPP, and RCMP, will be treated as any third party; that is, student authorization must accompany their request for information. If, in the opinion of the Registrar, however, denial of the information could involve hardship to the student, appropriate details may be released. Typically, this would involve notification of a family death, search for next of kin, and so on.

9.4.3.4 The Courts

In the event that a student record is subpoenaed by the court on behalf of the student, a certified copy of the full student record will be offered. Should the record be subpoenaed by the party other than that representing the student, a certified copy of the record will be offered to the judge alone, with an explanation of the College’s reluctance to release a private document without student authorization. The decision will then rest with the judge.

9.4.3.5 Researchers

Requests from researchers making statistical studies must be approved by the President or his/her delegate under conditions that protect the student’s privacy and guarantee the anonymity of the data collected.

SECTION 10 – SMOKING POLICY

Smoking is prohibited at all times (24 hours per day, 7 days per week) in any college owned or leased facilities. Smoking is permitted ONLY in designated areas (smoking kiosks have been installed in some designated areas). Smoking is not permitted at any college entrance unless noted otherwise. Where there is a designated area located near an entrance, smoking is NOT permitted within 30 feet of that entrance.

Local Health Unit inspectors may lay charges and levy fines on those who do not abide by the above noted smoking policy.

SECTION 11 – NORTHERN COLLEGE BOARD OF GOVERNORS

The Northern College Board of Governors consists of 12 members, appointed by the College Compensation and Appointments Council, together with the President of the College, one student, one faculty member, one support staff member and one administrative member, each of whom is elected by their respective group.

The *Ontario Colleges of Applied Arts and Technology Act, 2002* identifies each college as a corporation without share capital and with a board of governors under the authority to the *Corporations Act* to govern the college on behalf of the public.

In general, the Board has the power to govern the College and in law, is responsible for the College's activities. However, the College administration, which derives its authority from the Board and is accountable to the Board, manages the day-to-day activities of the College.

The Board of Governors is responsible for:

- Establishing governance structures to enable the achievement of expected institutional outcomes with clear lines of communication and internal accountability.
- Setting the College vision, strategic directions, and overall goals and outcomes within the context of the appropriate laws, government policy, and local need.
- Hiring the CEO (i.e. president), delegating to the CEO accountability for the performance and operation of the College, and evaluating the CEO's performance.
- Approving the College's annual business plan, budget, and annual report.
- Assessing periodically the effectiveness of the Board with respect to governance and the attainment of corporate goals and outcomes.
- Ensuring that appropriate corrective action is taken where expected outcomes or quality of performance is not being achieved.

How Can I Access the Board of Governors?

- A student wanting to meet with the Board can do so by submitting a written brief, or verbally by telephone, to the Secretary of the Board; a copy of the brief is also to be provided to the Board Office at least ten (10) days prior to the meeting;
- the brief/information should include the topic and any background information available;
- any general information related to the Board can be accessed through the Secretary to the Board, Mrs. Kathy Gagain, extension 7136.

When and Where Does the Board Meet?

Students are encouraged to attend the General Session portion of all Board meetings. Students may check the College website for meeting dates and locations (www.northernnc.on.ca).

How Do I Get Information Related to the Board Agenda?

- Board packages are sent out to each Northern College Student Association President at each campus and a copy of the package is also available in the Learning Resource Centres.
- Any other questions related to the Board package can be directed to the Board Office at extension 7136.

SECTION 12 – COLLEGE ACCOUNTABILITY (Key Performance Indicators-KPI)

12.1 Background

The Ministry of Training, Colleges and Universities (MTCU) has established two goals for the Ontario College System:

Excellence: To offer high quality programs that meet the needs of students and employers.

Accountability: To demonstrate excellence through the achievement of specific outcomes.

In order to meet these goals, five Key Performance Indicators (KPI) were identified by the Ministry and the colleges:

- Graduate Employment
- Employer Satisfaction
- Graduate Satisfaction
- Student Satisfaction
- Graduation Rate

12.2 Data Collection and Measurement

Graduate Employment and Graduate Satisfaction

Six months after students graduate, they are contacted by phone by independent consultants to complete a survey. The results of this survey provide valuable information on graduate outcomes and the graduates' satisfaction with their program and college.

Employer Satisfaction

Eight weeks following the graduate survey, and based on the graduates' authorization, their employers are contacted and surveyed as to their satisfaction with the College's preparation of their graduates.

Student Satisfaction

In early February, all students (excluding first-semester students and part-time students not enrolled in a post-secondary program) are surveyed using a standard, administrative protocol and survey instrument, as to their satisfaction with their college program and service. An advanced survey is conducted in early November for students that will be away on clinical, field work placement or a co-op in February. At Northern College, this survey is administered jointly by the College and the Northern College Student Association at each campus.

Graduation Rate

The graduation rate is calculated by the College using MTCU-established guidelines.

12.3 Publication and Performance Funding

Results of all surveys are established and available through the Ministry of Training, Colleges and Universities, Ontario College Application Service (OCAS) and College publications and website.

As of the 2000-2001 academic year some funding has become linked to the colleges' performance based on KPI outcomes.

SECTION 13 – HEALTH AND SAFETY

Northern College takes the health and safety of its students very seriously. For their own safety and the safety of others at Northern College, we strongly recommend that students familiarize themselves with the Emergency Procedures Handbook which can be found at www.northernnc.on.ca/students.

13.1 Fragrance Friendly Workplace

Northern College recognizes that the air is shared by all persons on premises and those visiting as well. Suitable air quality is important in fostering a healthy working environment.

If a co-worker, student or friend tells you that your perfume, cologne or after-shave is making them ill, believe them! Please do not take offense. Their reaction is not personal it is medical. People with allergies suffer greatly and reactions to stimuli can vary from mild to severe symptoms. Remember, fragrances of any kind can pose serious health risks. Northern College thanks you for your cooperation.

13.2 Slips, Trips and Falls

Nationwide in Canada, approximately 60,000 workers are hurt every year from slips, trips and fall accidents. In Ontario, slips, trips and fall injuries are second only to motor vehicle accidents. Living in Northern Ontario, we are used to the weather which we all know at times to be very unpredictable. Listed below are a few tips to help you from becoming a victim of a slip, trip or fall.

Winter on Foot – Avoid Winter Slips, Trips and Falls:

- Walk. Don't run.
- Wear footwear appropriate for weather conditions such as boots or shoes with rubber soles, good treads and low heels.
- Avoid shortcuts, particularly ones which take you over snow banks.
- Use handrails where available.
- When leaving a building or vehicle, always check your traction before putting your weight on your foot.
- When entering a building always remove excess snow from your footwear to avoid slipping.
- Immediately report any icy conditions to maintenance personnel.

Everyone is personally responsible for reducing slips, trips and falls. If you see a hazard please report it immediately.

13.3 Report Forms

The Board of Governors of The Northern College of Applied Arts and Technology supports an Occupational Health and Safety Policy that provides direction to maintain healthy and safe workplaces and work practices for all employees and students.

If you see a Health/Safety concern we want to hear from you. Report forms are available at the main reception areas. These forms will assist us in immediately correcting hazards.

13.4 Ladder Safety

It is the policy of Northern College that no person shall use a ladder unless trained and authorized to do so.

Every year in Ontario, more than 800 lost-time injuries are caused by ladder accidents. Many of these accidents involve falls resulting in serious injuries and fatalities.

Safety is everyone's responsibility.

Please help us maintain a safe and healthy environment.

SECTION 14 – CONTACTS

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Executive Director

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Cheryl Carbone
Peter MacLean

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The information presented in this publication is as complete as possible at the time of printing. Northern College reserves the right to make, without prior notice, any changes deemed necessary throughout the academic year.



2009 – 2010 ACADEMIC CALENDAR

(Issued June 8, 2009)

FALL SEMESTER

August 17-21	Summer Orientation – Learning & disAbility Services – Porcupine
August 24-28	Summer Orientation – Learning & disAbility Services – Porcupine
August 28	Preparatory Testing – Police Foundations – Mandatory 1-day Orientation
August 31-Sept. 4	Summer Orientation – Learning & disAbility Services – Kirkland Lake & Haileybury
August 31-Sept. 4	Aboriginal Summer Orientation Program – Porcupine
September 7	Labour Day – Statutory Holiday
September 8	Registration/Orientation & Barbecue (All campuses & Academic Upgrading) for Fall Semester (1 st , 2 nd , 3 rd & 4 th year students)
September 8	Start of Classes – Academic Upgrading – Kirkland Lake only
September 9	Start of Classes (All programs including Academic Upgrading at PC and HL)
September 9	“Right Start” – Kirkland Lake Campus
September 9	Co-op Placement begins – Environmental Technician Program
September 9 – 18	Post Admission Assessments will be scheduled
September 22	Board of Governor’s Student Representative and Shadow Member Process Begins
September 22	Tuition fees due (surcharges will apply after this date)
September 22	Final Date for Program Withdrawal (refund of tuition fees)
September 22	Final Date for Course Withdrawal (not recorded on transcript)
September 22	Last Date to Apply for Advanced Standing: Transfer Credit, PLA, or Challenge by Examination
September 22	Last Date to Apply for Program Admission
September 22	Last Date to Transfer College or Campus
September 22	Last Date to Add Courses
September 22	Last Date to Transfer from Course Audit to Course Credit Standing
September 23	Transcript will indicate a “W” for any course withdrawal between this date and Nov. 6
September 25	Last Date to Submit Opt-out Forms – Student Health & Dental Plan (All Campuses)
October (TBC)	Faculty Enrichment Day – ½ Day – Classes cancelled (all campuses)
October 12	Thanksgiving Day – Holiday – No Classes
October 15	OPEN HOUSE (College Information Program Tour) – Porcupine Campus
October 26 – 30	Fall Study Week – BScN Students (excluding electives)
November 2 – 6	Advanced KPI Student Satisfaction Survey (no tests, field trips, guest speakers, etc. to be scheduled on these dates) *Note: The Advanced Survey is only for students going on Field Work Placement, Co-op Placement, or clinical placement in the Winter Semester.
November 4	Fall Bursary Presentations – Porcupine, Kirkland Lake and Haileybury
November 6	Final Date for Program or Course Withdrawal – (without failure)
November 9	Transcript will indicate “F” for any course withdrawal on or after this date
November 9	Transcript will indicate “F” for any course withdrawal on or after this date BScN Program
November 23 – 27	College Week (TBC)
December 9	Last Day of Class – BScN Program
December 9	Last Day of Class - Fall Semester
December 10 – 16	Examination Dates (no formal exam week for Practical Nursing, PSW, Welding)
December 10 – 18	Examination Dates BScN Program
December 16	Practical Nursing and Personal Support Worker – last day of classes
December 16	Welding Engineering Technician/Technology & Environmental Technician-last day of class
December 17 – 21	Promotion Meetings
December 18	End of Semester for Academic Upgrading – Haileybury, Kirkland Lake & Porcupine
December 21-Jan. 1	Christmas Break for Students



2009 – 2010 ACADEMIC CALENDAR

(Issued June 8, 2009)

WINTER SEMESTER

January 4, 2010	Staff Returns
January 4 – April 23	Fieldwork Placement – DSW II, SSW II, EA II, CYW II, CYW III & ECE II
January 4 – January 29	Veterinary Science – 2 nd year – Student Placement (Group 1)
January 4	BScN Program – Registration/Start of Winter Semester – Classes Resume
January 4	Registration/Orientation Day
	Post-Admission Testing (TBC for students in January program starts)
January 5	Start of Winter Semester - Classes Resume (includes Academic Upgrading)
January 15	BScN - No registration or course changes for second-term courses permitted after this date
January 15	Tuition fees due for January BScN program (surcharges will apply after this date)
January 18	Transcript will indicate a “W” for any course withdrawal between this date and Feb. 26 – BScN program
January 18	Final Date for Program Withdrawal (refund of tuition fees)
January 18	Final Date for Course Withdrawal (not recorded on transcript)
January 18	Last Date to Apply for Advanced Standing: Transfer Credit, PLA, or Challenge by Examination
January 18	Last Date to Apply for Program Admission
January 18	Last Date to Transfer College or Campus
January 18	Last Date to Add Courses
January 18	Last Date to Transfer from Course Audit to Course Credit Standing
January 18	Tuition fees due for January program starts (surcharges will apply after this date)
January 19	Transcript will indicate a “W” for any course withdrawal between this date and Feb. 26 (except for Bus. Admin. III, & CESD III - date will be January 29)
January 29	Final date for Program or Course Withdrawal – without failure (Bus. Adm. III & CESD III)
January 29	BScN Program – Students withdrawing from Winter session full-year courses after this date will receive an “F” on their transcript
January 29	Last Date to Submit Opt-out Forms – Student Health & Dental Plan (All Campuses)
February	Snofest (NCSA initiated involvement in community carnivals–PC & KL)
February 1	Transcript will indicate an “F” for any course withdrawal on or after this date - Bus. Adm. III & CESD III
February 1 – 5	Formal Student Satisfaction Survey (no tests, field trips, guest speakers, etc. to be scheduled during these days)
February 1 – 26	Veterinary Science – 2 nd year – Student Placement (Group 2)
February 15	Family Day – Holiday – No Classes
February 15 – 19	Study Week – BScN students (excluding electives)
February 24	Learning & disAbility Awareness Day – Porcupine Campus
February 24	Learning & disAbility Awareness Day – Kirkland Lake Campus
February 26	Final Date for Program or Course Withdrawal – without failure (except Bus. III & CESD III)
February 26	Final Date for Program or Course Withdrawal – without failure BScN Program
March (TBC)	Faculty Enrichment Day – ½ day – Classes cancelled (all campuses)
March 1	Transcript will indicate “F” for any course withdrawal on or after this date (except Bus. III & CESD III)
March 8 – 12	Examination Dates – Business Administration III & CESD III
March 15 – 19	Mid-Winter Break for Students (excluding BScN students)
March 18 (TBC)	NCSA Appreciation Night – Kirkland Lake Campus
March 22 – April 23	Placement – Business Administration III & CESD III



2009 – 2010 ACADEMIC CALENDAR

(Issued June 8, 2009)

WINTER SEMESTER

April 1	Practical Nursing Theory-Semester 4A Ends (2 nd Year)
April 1	Last day of classes Core BScN Courses
April 2	Good Friday – No classes
April 5 – June 11	Practical Nursing Preceptorship-Semester 4B Starts (2 nd Year)
April 5 – 30	Examination Dates – BScN Program
April 12 – 23	Office Administration – Fieldwork Placement (Porcupine)
April 12 – 23	Office Administration – Fieldwork Placement (KL and Haileybury)
April 16	Last day of Class – Winter Semester
April 19 – 23	Examination Dates (no formal exam dates for Practical Nursing & PSW)
April 23	End of Winter Semester for post-secondary programs
April 23	End of Winter Semester for Practical Nursing and Personal Support Worker
April 23	End of Winter Semester for Welding Engineering Technician/Technology & Environmental Technician
April 26 – 30	Promotion Meetings

SUMMER SEMESTER

May 3 (TBC)	Start of Bachelor of Business Administration Bridging Program – Porcupine
May 3	Start of Summer Semester – Business, Paramedic Bridging & Pre-Service Fire Fighter, Pre-Technology (Porcupine)
May 3	Start of Summer Semester – Welding Engineering 2nd year and 3rd year
May 3	Start of Co-Op Semester – Welding Engineering 1st year & Environmental Technician
May 3	Co-op Placement begins – Heavy Equipment Techniques/Mechanical Techniques – Industrial Millwright/Motive Power Fundamentals
May 14	Final Date for Program Withdrawal - (refund of tuition fees)
May 14	Final Date for Course Withdrawal (not recorded on transcript)
May 14	Last Date to Apply for Advanced Standing: Transfer Credit, PLA, or Challenge by Examination
May 14	Last Date to Apply for Program Admission
May 14	Last Date to Transfer College or Campus
May 14	Last Date to Add Courses
May 14	Last Date to Transfer from Course Audit to Course Credit Standing
May 17	Transcript will indicate a “W” for any course withdrawal between this date and June 25 (except for Business – Porcupine – date will be May 21)
May 21	Final date for program or course withdrawal without failure – Business-Porcupine
May 24	Victoria Day – Holiday – No Classes
May 25	Transcript will indicate an “F” for any course withdrawal on or after this date - Business - Porcupine
May 27	Porcupine Campus Awards Ceremony
June 4	End of Semester – Academic Upgrading (All Campuses)
June 11	End of Semester - Practical Nursing – 2 nd Year Only
June 11	Start of Summer Session – Academic Upgrading (Kirkland Lake) – based on enrolment
June 25	Final Date for Course Withdrawal – without failure
June 28	Transcript will indicate an “F” for any course withdrawal on or after this date



2009 – 2010 ACADEMIC CALENDAR

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SUMMER SEMESTER

July 1	Canada Day – Holiday – No Classes
July 19 – 23	Examination Dates Business – Porcupine only
July 23	End of Summer Semester - Business - Porcupine only
July 26 – 30	Examination Dates (excluding Paramedic Bridging & Pre-Service Fire Fighter)
August 2	Civic Holiday – No Classes
August 3 – 13	Paramedic Bridging Review (2 weeks at Porcupine Campus)
August 13	End of Summer Session – Academic Upgrading (Kirkland Lake)
August 13	End of Bachelor of Business Administration Bridging Program (PC)
August 13	End of Summer Semester (Paramedic Bridging & Pre-Service Fire Fighter)
August 13	Co-op Placement ends – Heavy Equipment Techniques/Mechanical Techniques – Industrial Millwright/Motive Power Fundamentals
August 13	End of Summer Semester/Co-Op Semester – Welding Engineering Technician/Technology & Environmental Technician
August 13	Promotion Meetings for Welding Engineering Technician/Technology & Environmental Technician
August 19	Provincial Exam for Pre-Service Fire Fighter (Porcupine Campus)

CONVOCATIONS (GRADUATIONS)

Thursday, May 13, 2010	Moosonee Campus
Friday, May 14, 2010	Kirkland Lake Campus
Saturday, May 15, 2010	Haileybury Campus
Friday, May 28, 2010	Porcupine Campus & Open Learning
Saturday, August 14, 2010	Kirkland Lake Welding Engineering Technician/Technology

- Please Note -

This calendar provides a general guide to academic dates. There are exceptions regarding the start and end dates of some programs and the College reserves the right to amend this calendar if required.

WELDER–FITTER PROGRAM

Please note that the Academic Calendar pertaining to Welding–Fitter program students will be available through the Student Services office in Kirkland Lake.

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To view these policies, please visit our website at www.northernnc.on.ca.