

Longhouse Philosophy

Longhouse Protocol

- Student Conduct
- Sexual Misconduct
- Dispute Resolution
- Animals on Campus
- Children on Campus
- Campus Emergency
- Health and Safety

Admissions Guidelines

- Admissions Policy
- Student Refunds
- Part-time Tuition Fees
- Personal Information Protection
- Work Experience Practicum
- Criminal Record Check
- Prior Learning Assessment

Academic Standards

- Academic Performance
- Grading System
- Academic Probation
- Incomplete Grades
- Plagiarism and Cheating
- Academic Appeals
- Attendance and Absenteeism

Dismissal

Withdrawal

LONGHOUSE PHILOSOPHY

The philosophy of the NEC Native Education College Society is founded on the principles upheld by the Elders of our respective nations. The values of our people are contained in the teachings of our Elders – to protect our spirituality, our culture and our land. We will uphold these ideals; live them to the best of our abilities.

Diversity

We recognize that as Aboriginals, we are many people. We celebrate the diversity of our ways as a source of strength within our nations. Thus in diversity we find unity.

Respect

We recognize that nothing is barred from consideration as long as it does not intrude into the lives of others. From our unity arises our respect for Mother Earth, upon which we all depend, our respect for the ways and opinion of others, even if we do not share those ways or opinions. In respecting others, we respect ourselves; our capacity to appreciate each other as we are, and our resolve not to see our ways compromised.

Gratitude

From our unity arises our responsibility to our present generation and generations yet unborn and our gratitude to the generations that have come before us.

Understanding

We will rely on example and persuasion rather than authority and force when change is considered. We are determined to explore the limits of our understanding.

LONGHOUSE PROTOCOL

The protocol of the Longhouse is clear: be respectful of all, be willing to work out differences in a good way, behave in a way that promotes a safe and nurturing space that supports learning and growth for everyone. The following policies promote the respectful and fair treatment of staff, students and guests and the values of honesty, integrity, understanding, compassion, and kindness.

Student Conduct

NEC expects all students to conduct themselves in a professional, respectful and courteous manner, and show respect to all college staff, students and community members. In addition, NEC holds students responsible for their actions, whether acting alone or in a group, on or off campus on College related activities, e.g., field trips, practicum, and clinical settings. Staff, students or the community members concerns regarding student misconduct are reported to the Dean of Student Services.

Unacceptable conduct includes the following:

- Physical or verbal assault or threatening behaviour
- Engaging in acts of hate and contempt
- Endangering the safety of others
- Failure to comply with reasonable requests of college employees issued in order to protect the rights, privileges or safety of any member of the college community
- Disruptive behaviour or disorderly conduct
- Unauthorized entry or presence
- Theft of personal or college property
- Vandalism
- Making false or frivolous complaints
- Inappropriate use of computers (no downloading of software, movies, music or inappropriate material is allowed. In order to protect our network, our computers are monitored.)
- A student shall not possess, buy, sell, use, transmit, apply or be under the influence of alcohol, cannabis or other narcotic or illegal drug.

Conduct also relates to the use of electronic devices in classrooms, meetings and practicum placements. Guidelines for acceptable conduct are:

- Respect the privacy/confidentiality of others;
- The use of electronic devices can be a distraction, and should be limited to scheduled breaks;
- Receipt and responses to electronic messages or phone calls are to be restricted to emergencies; and,
- Use of audio or video recording devices must be approved by the instructor;

General guidelines for appropriate use of social media:

- Conduct yourself professionally and respectfully;
- All social media posts, publications and sites should be treated as public and permanent. Social media communication or posts are never truly private; even private messages can be duplicated and read not only by recipients but also by service providers and future employers;
- Respect the privacy/confidentiality of others;
- Ensure that social media comments or posts do not reflect negatively on NEC or the reputation of any staff, student, or member of NEC;
- Be transparent and honest about your identity;
- Do not use the NEC logo or make endorsements without appropriate authority to do so; and
- Think before you post;

Procedure for Student Misconduct

1. College staff, students and community members are required to immediately submit a Critical Incident Report to the Dean of Student Services.
2. A student engaging in unacceptable conduct may be asked to leave the college for the remainder of the day, and then must report to the Dean of Student Services on the morning of the following day, except where circumstances otherwise dictate.
3. The Dean will meet with the student(s) the next day to discuss the nature of the critical incident and student conduct policy. If the situation warrants, the Dean may give the student written notification of a suspension of up to 5 days.
4. The Dean of Student Services will review the evidence, determine the legitimacy of misconduct within seven working/school days of receiving notice and then provide a written recommendation to the President.
5. The President will make the final decision on the consequence. Prior to the student returning to school, the student will receive notification in writing from the President outlining the outcome of the investigation and consequence of his/her unacceptable conduct. The consequences of unacceptable conduct may include but are not limited to an additional suspension for a period of time, probationary period with specific conditions, or dismissal. An original copy of the written decision will be placed on the student file.

Sexual Misconduct

NEC expects all students to contribute to safe learning environments and to model healthy sexuality in all relationships with college staff, students and community members. In addition, NEC holds students responsible for their actions, whether acting alone or in a group, on or off campus. Staff, students and community member concerns regarding student misconduct are reported to the Dean of Student Services.

Sexual misconduct includes the following:

- sexual assault
- sexual exploitation
- sexual harassment
- sexual activity without full consent
- stalking
- indecent exposure
- voyeurism
- the distribution of a sexually explicit photograph or video of a person to one or more persons other than the person in the photograph or video without the consent of the person in the photograph or video and with the intent to distress the person in the photograph or video
- the attempt to commit an act of sexual misconduct
- the threat to commit an act of sexual misconduct

Procedure for Sexual Misconduct Response

1. College staff, students and community members are required to immediately submit a Critical Incident Report to the Dean of Student Services and to the Vancouver Police, if applicable.
2. A student engaging in sexual misconduct may be asked to leave the college for the remainder of the day, and then must report to the Dean of Student Services on the morning of the following day, except where circumstances otherwise dictate.
3. The Dean will meet with the student(s) the next day to discuss the nature of the critical incident and sexual misconduct policy. If the situation warrants, the Dean may give the student written notification of a suspension of up to 5 days.
4. The Dean of Student Services will review the evidence, determine the legitimacy of misconduct within seven working/school days of receiving notice and then provide a written recommendation to the President.
5. The President will make the final decision on the consequence. Prior to the student returning to school, the student will receive notification in writing from the President outlining the outcome of the investigation and consequence of his/her sexual misconduct. The consequences of sexual misconduct may include but are not limited to an additional suspension for a period of time, probationary period with specific conditions, or dismissal. An original copy of the written decision will be placed on the student file.

Dispute Resolution

NEC is committed to providing excellent education and services for students and maintains a dispute resolution policy available to all students. The process for resolving a dispute between students or student and staff at the college is described below:

Student Dispute

Student having a dispute or conflict with another student will attempt to resolve it in a timely manner. If unable to resolve the dispute, the student will meet with the NEC Counsellor and if appropriate complete a Critical Incident Report. The report is submitted to the Dean of Student Services for an investigation of a student conduct violation.

Student and Staff Dispute

Students having disputes with a member of NEC staff may use this policy. Disputes regarding grades are normally referred to the Academic Appeal Policy.

1. Unless they feel unsafe in doing so, the student should approach the staff person to discuss a resolution the issue. The coordinator of the program is also a resource for solving disputes informally. If agreed by the student and staff member in the dispute, an alternate method of resolution using traditional Indigenous processes may be used.
2. If the issue is not resolved, the student may submit a Critical Incident Report to the Dean of Student Services. The Dean of Student Services will investigate the issues and provide a report to the President.
3. A student who raises an issue for resolution may be accompanied by or represented by an advocate or lawyer when speaking with college officials.
4. Within 45 days after the date on which the student submitted a Critical Incident Report the President must provide the student with a written statement including reasons for the determination on the dispute.
5. Discipline of staff members follows the NEC Collective Agreement.

Animals on Campus

All animals are prohibited from property that is owned, leased operated or maintained by NEC Native Education College, except for service animals required by people with disabilities or on duty guard or police dogs.

Children on Campus

For safety standards it is understood that children are not to be on campus except when attending a NEC family event. Students are responsible for supervising their children at all times throughout events in the College.

Campus Emergency

If fire, police or ambulance response is required, please call 911 immediately and follow all directions from emergency response personnel. When a potential or actual emergency is identified, it should be brought to the attention of a staff member. Among the action possible for serious incidents are campus lockdown and evacuation. Emergencies which significantly disrupt classes and services will be announced to employees, students and the

public. An "all clear" announcements will be made when the situation is stabilized. The NEC management will determine if families, community organizations or media should be alerted.

A CAMPUS LOCK DOWN may be used to try and keep people from coming in contact with danger by directing them to places that can be secured. If a campus-wide lockdown is announced, staff will secure their interior doors, close blinds and continue normal activities until notified by an "all clear" announcement. During lock down you may let people into the building who you know personally or who do not fit the description of the suspect.

EVACUATION will be ordered if it is deemed necessary. A decision to evacuate will be communicated to all affected individuals using all means available. The methods of communication will depend on the event, potential harm to people and property, and the urgency required.

Every activated FIRE ALARM will be treated as an actual event. Evacuation of an affected building is mandatory and must begin when the alarm sounds. Facilities personnel will assist and ensure the evacuation has been completed and this will include support for the physically impaired.

Do not meet with anyone who exhibits VIOLENT OR THREATENING BEHAVIOR or end a conversation immediately if you do not feel safe. For situations that pose an immediate threat of danger call security. Refer persons who pose a potential threat to your instructor. Following a serious emergency an on-going availability of additional counselling services will be provided through the Student Services department as needed.

Health and Safety

Each student has the right to study in a safety environment on campus. NEC makes every effort to ensure all machinery and equipment are properly maintained and any required safety devices are in working order. Any student may raise an issue of campus health and safety by reporting it to the Dean of Student Services. The issue will be raised at a monthly Health and Safety Committee meeting, or earlier if required.

ADMISSIONS GUIDELINES

Admissions

Applicants applying for Aboriginal Adult Basic Education (AABE) must be 19 or older, or 18 and out of school for at least one year. Entrance requirements and program information for the NEC post-secondary programs are listed on the NEC website and obtainable through the admissions department. Program entrance requirements will not be waived under any circumstance. Students currently completing admission requirements may be

given conditional acceptance.

Applicants with the academic requirements are interviewed by the Program Coordinator or designate. Either can deny acceptance into a program on the grounds of preparedness (e.g. stable personal circumstances, time commitments, motivation, etc.) or suitability.

An applicant that was unsuccessful in a NEC college program may be referred to the NEC Counsellor. The counselor will provide input into the decision for acceptance by the Program Coordinator and the Admissions staff.

Student Refund

1. If the institution receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the program in which the student is enrolled if:
 - (a) the institution receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;
 - (b) the student, or the student's parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and the institution receives a notice of withdrawal from the student between the date the student, or the student's parent or legal guardian, signed the student enrolment contract and the contract start date; or
 - (c) the student does not attend a work experience component and the institution does not provide all of the hours of instruction of the work experience component within 30 days of the contract end date.
2. The institution will refund the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.
3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
4. Unless the program is provided solely through distance education, if the institution receives a notice of withdrawal from a student:
 - (a) more than seven days after the effective contract date and
 - i. at least 30 days before the contract start date, the institution may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of \$1,000.

- ii. less than 30 days before the contract start date, the institution may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of \$1,300.
 - (b) after the contract start date
 - i. but before 11% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
 - ii. and after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
5. Unless the program is provided solely through distance education, if the institution provides a notice of dismissal to a student and the date the institution delivers the notice to the student is:
 - (a) before 11% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
 - (b) after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
6. If the institution provides the program solely through distance education and the institution receives a student's notice of withdrawal or the institution delivers a notice of dismissal to the student and:
 - (a) the student has completed and received an evaluation of his or her performance for up to 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 30% of the tuition due under the student enrolment contract, or
 - (b) the student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, the institution may retain up to 50% of the tuition due under the student enrolment contract.
7. The institution will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student.
8. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:
 - (a) of the date the institution receives a student's notice of withdrawal,
 - (b) of the date the institution provides a notice of dismissal to the student,
 - (c) of the date that the registrar provides notice to the institution that the institution is not complying with section 1(c) or 2 of this policy, or

- (d) after the first 30% of the hours of instruction if section 3 of this policy applies.
- 9. If an international student delivers a copy of a refusal of a study permit to the institution, sections 1(a), 1(b), 4, 7, and 8 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:
 - (a) the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit, or the program is provided solely through distance education.

Part-time Tuition Fees

The tuition for one course of a full-time program is pro-rated as follows:

Tuition costs divided by number of credits in the post-secondary program equals costs per credit. Number of credits per course times cost per credit plus 20% administration costs = cost per course (i.e. $\$4620/57 = 81.05$ (per credit) $\times 4$ credits = $324.21 \times 1.2 = \$363.11$ tuition costs for the ECE 101 Human Growth & Development I course)

Personal Information Protection

Personal information is any information about an identifiable individual, including name, address, phone number, age, sex, race and educational or employment history. The College may collect such personal information directly from students for purposes of admission, registration and other fundamental activities related to attendance at a post secondary institution in British Columbia.

The personal information that forms part of your student record is collected under the legal authority of the Private Career Training Institutions Act (SBC 2003 C 79) and the Personal Information Protection Act (SBC 2003 C 63). The information is used for administrative and statistical research purposes of the College and/or the ministries or agencies of the Government of British Columbia and the Government of Canada. The information will be protected, used, and disclosed in compliance with those Acts. Your personal information will not be disclosed to anyone with the exception of the entities listed above without your consent. However NEC may be required to release a student's personal information if it becomes aware of compelling circumstances where there is a risk to the health and safety of the student or others.

Work Experience Practicum

NEC Native Education College may place students in a work place practicum that relates to their field of study and as indicated in the program outline. The practicum is an integral part of the program and will allow the student to develop and practice the skills needed to have success in their future careers. The practicum is to be completed by the student at the designated time in the program sequence as provided in the program outline. NEC expects the students to perform as regular employees with specified duties for the duration of the

practicum. To be eligible for a practicum, students must meet academic and financial requirements up to the time at which the practicum occurs. No student will be on practicum placement without a contract signed by the host employer, student and the NEC. The Program Coordinator or Instructor will monitor practicum placements through on-site visits and regular reporting. The Instructor will evaluate the practicum according to the course outline. It is the NEC's responsibility to provide the practicum placement and student suggestions are welcome. If a student's suggestion does not meet the learning outcomes and cannot be delivered within the program timelines, NEC reserves the right to make a suitable placement for the student.

Criminal Record Check

A Criminal Record Check from the BC Ministry of Justice is an entrance requirement for a number of NEC post-secondary programs (i.e. Aboriginal Youth Care Program, Health Care Programs, Family Community Counselling, Aboriginal Justice Studies, and Early Childhood Education). Please note that applicants with a relevant criminal record may not be eligible for their practicum placement or employment in the field. Please advise the Program Coordinator of previous offences prior to the start of the program. The Ministry of Justice will send the applicant and NEC the results of the CRC and determine if any previous offences are relevant to the field of work.

Prior Learning Assessment

The Registrar will grant prior learning credits to students who have been assessed and have demonstrated sufficient prior knowledge and current competence in a particular course due to previous post-secondary education, work experience, or other experience. Students with previous work experience must provide a portfolio of documents proving mastery of all course objectives as determined by the Program Coordinator. NEC course fees will apply for determining mastery.

Students with previous post-secondary education must provide detailed course outlines for a comparison of course objectives as determined by the Program Coordinator. The integrity of the Institute and graduation standards shall be the over-riding consideration in prior learning assessment. A student may complete a challenge examination for a course, where applicable and as approved by the Academic Dean (or designate). Prior learning credit will not normally be granted in relation to programs for which there exists an external licensing body. Such programs include, but may not be restricted to, the Early Childhood Education programs and Health Care Assistant Programs.

ACADEMIC STANDARDS

The NEC Native Education College expects all registered students to abide by all the academic policies of the college and of the program of studies in which they are enrolled. The following academic standards apply to all Native Education College students.

Academic Performance

Instructors will outline the academic expectations of students at the start of each course. This will include matters such as the course activities, learning outcomes and evaluation plan. Instructors are expected to be consistent in the application of deadlines, participation, grading and individual assistance. To be fair to students, no single assignment or test will count for more than 30% of a final grade. Students of the Native Education College are expected to familiarize themselves with the course guidelines and meet with an instructor as soon as they become aware of any difficulties with the course.

Continuation in a program is based on academic standing. A student who is unable to complete a course due to low academic performance may be dismissed from the program. It is usually better to withdraw from a course or program than to receive a failing grade which remains permanently on your student record.

The process for low academic performance is as follows:

1. The student receives a verbal warning from the Instructor.
2. If low academic performance continues, the Instructor contacts the Program Coordinator, who writes a Letter of Concern to the student.
3. If there is no improvement, the student is placed on a Probation Agreement. Clear written conditions are outlined. Examples of conditions are improved attendance and deadlines for assignments. The Probation Agreement provides a specific timeframe to correct the concern.
4. The Probation Agreement will be re-evaluated by the Coordinator according to the specified timeframe. Failure to abide by the terms of probation will result in dismissal by the NEC President, in consultation with the Academic Dean.

Grading System

Grade	Grade Point	Percentage	Definition
A+	4.33	90-100	Exceptional Achievement
A	4.00	85-89	Outstanding Achievement
A-	3.67	80-84	Excellent Achievement
B+	3.33	76-79	Very Good
B	3.00	72-75	Good
B-	2.67	68-71	Good
C+	2.33	64-67	Satisfactory
C	2.00	60-63	Satisfactory
C-	1.67	56-59	Marginal
D	1.00	50-55	Minimal achievements. This grade does not permit students to pursue another course

			for which the graded course was a prerequisite.
F	0.00	40-49	Unsatisfactory achievement. Student did not meet minimum course requirements.
I	NC		Incomplete (No credit granted)
E	CR		Exempt-Credit granted
W	NC		Approved withdrawal (No credit granted)
N	NC		Ceased to attend classes
S	CR		Satisfactory - Credit Granted
U	NC		Unsatisfactory - No credit granted
#			Grade not available at time of printing
IP			Course in Progress.

Academic Probation

A student whose cumulative Grade Point Average (GPA) is 2.00 or below at the end of any semester of studies is placed on academic probation. If the cumulative GPA does not exceed 2.00 at the end of the next semester, the student will be required to withdraw from the college for at least one semester. Students who are required to withdraw must apply for readmission.

Incomplete Grades

Incomplete grades are used only in cases in which:

1. Previous work in the course was at a satisfactory level; and,
2. An emergency situation such as illness or accident has prevented the student from completing one or more of the course requirements.

Most students are expected to complete their (I) grades within two to four weeks to minimize interference with their education.

A temporary grade of (I) will only be granted when accompanied with an Incomplete Contract. The contract must be signed by the student, the Instructor and the Program Coordinator and will specify the work to be completed, the date the work will be completed, the current standing in the course and the evaluation plan for outstanding assignments. A grade of (I) will automatically revert to the previous grade assigned if the work is not completed within the time specified on the contract.

A student with more than one incomplete course will not be eligible to undertake a workplace practicum. Under no circumstances will a student with an incomplete grade be eligible to graduate.

Plagiarism and Cheating

Plagiarism is the deliberate formal presentation or submission of words, ideas, illustrations or diagrams of others as one's own without citation or credit. Cheating is the use of unauthorized aids, assistance or materials in the preparation of assignments or in examinations. During examinations, it is considered cheating to communicate with others to obtain information, to copy from the work of others or to deliberately expose or convey information to others. The resubmission of one's own work for which credit has already been granted in another course, without instructor permission, is also cheating.

When an Instructor has evidence of plagiarism or cheating by a student, the Instructor is entitled to assign a score of zero on the evaluation in question. Any further incident in the same course will result in the student being required to withdraw from the course. Evidence of plagiarism or cheating in more than one course may result in immediate dismissal from the college.

Academic Appeals

A student has the right to appeal a final grade in a course that s/he feels is not warranted. If a student feels s/he has a legitimate complaint regarding an academic decision, the following process is to be followed.

1. The student must meet with the Instructor to discuss the grade and seek to resolve the concern.
2. The student presents a formal letter of appeal to the relevant Program Coordinator, or Academic Dean where the instructor in question is the Program Coordinator. The letter, signed by the student, must outline both the specific reasons why the decision was incorrect and why the decision should be changed.
3. The Program Coordinator may interview the student, the Instructor and may review any relevant materials. The Program Coordinator will provide a written decision regarding the legitimacy of the appeal. If the appeal is supported, the Coordinator will award a new grade or take other corrective actions.
4. If the appeal is rejected, the student may appeal to the Academic Dean in writing. The letter must outline the additional reasons why s/he feels the decision of the Coordinator was not correct. The Academic Dean's final decisions on the grade appeal will be provided to student within 30 school days of NEC's receipt of the written complaint.

Attendance and Absenteeism

Students are required to be present, on time, and participate in their classes. The following are the specific student attendance processes:

NEC Post-Secondary Programs

- Students must report all absences to their Instructor by email or phone prior to or at the time of the absence.

- A student who is absent for three consecutive days will be given a Letter of Concern indicating that further absence will result in a Probation Agreement. The Probation Agreement will indicate the actions required by the student to remain in their program of study.
- A student who is absent for five non-consecutive days or is late four times will be given a Letter of Concern. Failure to meet the conditions set out in the letter will result in a Probation Agreement.
- The Probation Agreement will be re-evaluated by the Instructor and Program Coordinator according to the timeframe specified. Failure to abide by the terms of probation will result in withdrawal by the NEC President in consultation with the Academic Dean.
- Where the terms of probation have been satisfied, but subsequent attendance issues arise within the same school year, the student will receive a Probation Agreement, bypassing the requirement for a Letter of Concern.
- Notwithstanding the aforementioned specific attendance processes, no student shall miss more than 50% of the required course hours. If a student fails to meet this minimum attendance requirement, the Program Coordinator or Instructor will assign a final course grade of U and notify the Associate Registrar by submitting a Grade Change Form.
- Notwithstanding the aforementioned specific attendance processes, it is open to each program to implement more stringent attendance policies where it can be demonstrated that such attendance standards are required for the satisfactory completion of required program competencies. Examples of such programs or course may include but are not restricted to labs or other applied practice classes, particularly where third party performance standards are required. Where such attendance standards are implemented, students will be informed in writing, prior to the commencement of classes. Their acknowledgement of being in receipt of that information is required in writing.

NEC Aboriginal Adult Basic Education Programs (AABE)

- A student who is absent for two days or is late two times will be given a Letter of Concern indicating that further absence will result in a Probation Agreement. The Letter of Concern will be in force regardless of whether the Program Coordinator or Instructor was able to successfully make contact with the student about the Letter of Concern. The Letter of Concern will include conditions in relation to the attendance issue and will be in place for a period of three weeks from the date of issue.
- A student who is absent or late, while under a Letter of Concern for attendance issues, will be given a Probation Agreement. The Probation Agreement will be in force regardless of whether the Program Coordinator was able to successfully make contact with the student about the Probation Agreement. The Probation Agreement will indicate the actions required by the student to remain in their program of study. The Probation Agreement will be in place for the duration of the school term.

- If within the duration of the Probation Agreement the student has further attendance issues, they may be recommended for **dismissal** from the class/program.

Attempts will be made to contact the student at each of these junctures; however, it is always up to the student to maintain good attendance and academic standing. Furthermore, it is up to the student to catch up, on their own time, any missed work as well as maintain a passing average.

DISMISSAL POLICY

Students may be dismissed from the college under the following policies:

1. Student Conduct
2. Conflict Resolution
3. Academic Performance
4. Attendance and Absenteeism

If a student is being dismissed under a student policy, the President of the College will meet with the student to dismiss him/her from study at the school. The President of the school will deliver to the student a letter of dismissal and a calculation of refund due or tuition owing, depending on the status of the student's financial account with the school.

If a refund is due to the student, the President will ensure that a cheque is forwarded to the student, or funder, within 30 days of dismissal. If the student owes tuition or other fees to the school, the President may authorize the collection of the amount owing.

A student who is dismissed will receive a U grade in active courses.

WITHDRAWAL POLICY

A student may choose to withdraw voluntarily on or before the course drop date by submitting a signed withdrawal form to the Program Coordinator. The student will receive a grade of W if withdrawn prior to the course drop date. A student who withdraws due to medical and/or compassionate ground with appropriate documentation will also receive a grade of W. Please refer to the refund policy for eligibility for a tuition refund.