

College of the North Atlantic

Student Handbook

2016-2017



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College of the North Atlantic

2016 – 2017 Student Handbook

The Student Handbook sets forth the intentions of College of the North Atlantic at the time of its publication with respect to all matters contained therein. The College retains the right to deviate from what appears in this Handbook and without limiting the generality of the foregoing, to revise or cancel specific services or activities in order to serve the best interests of its students, or because of circumstances or occurrences beyond the College's reasonable control. The College does not accept responsibility or liability to any person or persons who may suffer loss or who may be otherwise adversely affected by such change.

Note: For campus specific information please refer to the Handbook on individual campus websites.

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PRESIDENT'S MESSAGE

On behalf of the College Board of Governors, administration, faculty and staff, I would like to welcome you to College of the North Atlantic. We know that you are both nervous and excited as you begin this new learning opportunity. We are delighted that you have chosen to attend College of the North Atlantic to begin or further your post-secondary education.

College of the North Atlantic prides itself on continuously moving forward by offering a broad range of programming that meets the highest demands of industry; by providing transferability opportunities to other post-secondary institutions; by carrying out applied research projects; and by engaging in a number of international partnerships.

Whether you are returning to school after being out in the workforce, transferring from another post-secondary institution, or graduating from high school, our faculty and staff are here to help you achieve your full potential and provide you with the knowledge and skills you will need to succeed in your chosen field.

I encourage you to get involved in college life and get the most out of your post-secondary education. Find out what College of the North Atlantic has to offer both inside and outside the classroom!

I wish you the very best in your studies at College of the North Atlantic and hope your time with us will be both rewarding and enjoyable.

Bob Gardiner
President & CEO (Interim)
College of the North Atlantic

WELCOME TO CNA: WHERE YOU CAN

The College of the North Atlantic Student Union (CNASU) is very excited to welcome you to CNA!! The CNASU consists of Student Representative Council (SRC) presidents, or their representatives, from all campuses to help represent students at CNA. We look forward to seeing new and returning students during this school year, and hope it will be the start of amazing things to come for you all.

The 2016-2017 school year will bring you tons of new memories, new friends, and new opportunities! The CNASU, and your campus SRCs, hope to help play a part in your college experience by representing and advocating student interests. We do this on campus and through involvement (and positions) within other student groups such as the Canadian Federation of Students (CFS), which advocates and promotes students' rights and issues at colleges and universities across the country. We hope to see you enrich your college experience by joining the SRC at your campus!

Whether you want to hold a position (see your campus Student Development Officer, SDO, for available positions!!) or be a councilor-at-large, the SRC is a fun and exciting way to be part of your campus and community! For example, in the last year all campuses have run events such as The Holiday Dinner, The Winter Carnival, and Mental Health Matters Day; also, at my campus (Prince Philip Drive) we have done fundraising initiatives to support the Canadian Mental Health Association (CMHA), Ronald McDonald House Bowling, and The Gathering Place food bank (although all campuses do similar activities for local groups!). These are just a few of the great things we get to do on a regular basis! If you would like to learn more about the CNASU, or SRCs please contact your Student Services representative. I encourage you to get involved and enjoy your experience at CNA to the fullest.

Sincerely,

Erin Everard
President, CNASU 2014-2016

CALENDAR OF EVENTS 2016 - 2017

(Note: These dates affect the College as a whole. Within these dates, individual campuses will set their own registration schedules, graduation dates and other significant time frames. Please check with the campus concerned for the detailed Calendar).

July 4 - 15 (Monday to Friday)

On-Line Registration Period for Fall Semester

August 29 (Monday)

Advanced Apprenticeship Classes Begin

September 5 (Monday)

College CLOSED – Labor Day

September 6 (Tuesday)

Classes begin - Fall Semester

On-Line Classes begin – DL Fall Semester

September 20 (Tuesday)

Last day to add courses - Fall Semester

October 4 (Tuesday)

Fees Due - Fall Semester

Last day to opt out of Health & Dental – Fall Semester

October 10 (Monday)

College CLOSED – Thanksgiving Day

November 1 (Tuesday)

Last day to drop courses without academic prejudice - Fall Semester

November 10 (Thursday)

Fall Semester Break (No Classes)

November 11 (Friday)

College CLOSED – Remembrance Day

November 14 – 25 (Monday - Friday)

On-Line Registration Period for Winter Semester

December 21 (Wednesday) *

Last day of classes/examinations - Fall Semester

December 22 (Thursday) – January 2 (Monday)

Christmas Break

January 3 (Tuesday)

Classes begin - Winter Semester

Classes begin – DL Winter Semester

January 17 (Tuesday)

Last day to add courses – Winter Semester

January 31 (Tuesday)

Fees Due - Winter Semester

Last day to opt out of Health & Dental - New Students, Winter Semester

February 28 (Tuesday)

Last day to drop courses without academic prejudice - Winter Semester

March 6 – March 10 (Monday - Friday)

Winter Semester Reading Break

March 20 - 31 (Monday to Friday)

On-line Registration Period for Intersession

April 14 (Friday)

College CLOSED – Good Friday

April 25 (Tuesday) *

Last day of classes/examinations - Winter Semester

April 26 (Wednesday) **

Classes begin - Intersession, Continuing Programs and Spring Semester

May 1 (Monday)

Classes begin - Technical Intersession, DL, and Technical Spring Semester

May 3 (Wednesday)

Last day to add courses - Intersession, Continuing Programs

May 8 (Monday)

Last day to add courses - Technical Intersession

May 10 (Wednesday)

Fees Due - Intersession

Last day to drop courses without academic prejudice - Intersession

Last day to add courses – Spring Semester

Last day to opt out of Health & Dental - New Students, Intersession

May 15 (Monday)

Fees Due – Technical Intersession

Last day to add courses – Technical Spring Semester

Last day to drop courses without academic prejudice – Technical Intersession

Last day to opt out of Health & Dental - New Students, Technical Intersession

May 22 (Monday)

College CLOSED - Victoria Day

May 24 (Wednesday)

Fees Due - Spring Semester

Last day to opt out of Health & Dental - New Students, Spring Semester

May 29 (Monday)

Fees Due – Technical Spring Semester

Last day to opt out of Health & Dental - New Students, Technical Spring Semester

June 12 (Monday) ***

Last day for classes/examinations – Intersession, Continuing Programs

June 15 (Thursday)

Last day for classes/examinations – Technical Intersession

June 21 (Wednesday)

Last day to drop courses without academic prejudice - Spring Semester

June 23 (Friday)

Last day to drop courses without academic prejudice - Technical Spring Semester

June 26 (Monday)

College CLOSED - Discovery Day

July 3 (Monday)

College CLOSED - Canada Day

August 11 (Friday)

Last day of classes/examinations - Spring Semester

August 16 (Friday)

Last day of classes/examinations - Technical Spring Semester

**The Examination Timetable for the CAS Transfer: College-University Program may vary from the above as it is aligned to the MUN Examination Schedule.*

***The Continuing Programs Intersession includes programs such as Trades and other programs where marks from the Winter Semester are not needed prior to registration.*

**** Some Industrial Trades programs may end sooner/later than the last day of classes for Intersession as Trades programs must follow the Plan of Training as set out by the Trades Certification Division.*

STUDENT FINANCIAL ASSISTANCE

The Government of Canada and the Government of Newfoundland and Labrador work together to provide you with student financial assistance. With one application you will be assessed for both federal and provincial financial assistance. Visit www.gov.nl.ca/studentaid for details. Check out CanLearn.ca for tools (i.e.: student budget worksheet) and information to help you plan for your post-secondary education.

Student Loan Appeals

Students who believe that they have unusual or extenuating circumstances that were not considered in their initial application may request a review of their student loan award by an Appeals Officer. Students who find themselves in this position should submit a written request to the Student Financial Services Division outlining their situation, and attach any supporting documentation available.

- Tier 1
Eight (8) weeks prior to the end of the period of study (semester) to which financial assistance being reviewed relates. For semesters less than twelve (12) weeks, the deadline date is four (4) weeks prior to the end of the period study (semester) to which financial assistance being reviewed relates.
- Tier 2 (External Appeal Board)
Six (6) weeks prior to the end of the period of study (semester) to which financial assistance being reviewed relates.

All documentation related to an appeal should be sent to:

Student Financial Services Division
P.O. Box 8700
St. John's, NL, A1B 4J6
Email: studentaid.gov.nl.ca
Fax: 709-729-2298

When Do You Pay Back Your Student Loan?

It is time to start repaying your loan when you:

- have graduated from your studies;
- have transferred to part time studies;
- have left school; or
- are taking time off school for more than six (6) months

For the first six (6) months after you leave school, you will not have to make payments to your Canada Student Loan or your Newfoundland & Labrador Student Loan. This is called your six (6) month non-repayment period or grace period. You should be aware that during this period, interest does accumulate on your Canada Student Loan. The Newfoundland & Labrador Student Loan is interest free.

Repayment- Did you know?

If you miss a scheduled student loan payment, your credit rating could be negatively affected. ***Don't wait until it's too late- help is available.*** The Repayment Assistance Plan (RAP) can help if you are having difficulty paying back your student loan. Call the National Student Loan Service Centre (NSLSC) at 1-888-815-4514 for more information. Visit Canlearn.ca to sign up for an account.

If you return to full time studies and do not apply for financial assistance, you must notify the NSLSC of your status by submitting a Confirmation of Enrollment (Schedule 2). This will allow the NSLSC to place you back into non-repayment status while in school. We suggest you visit the website Canlearn.ca and sign up for an online account. Canlearn is the source for interactive information and tools designed to help you save, plan and pay for post-secondary education.

Defaulting on Loan Payments

If you were required to begin repaying a previous student loan and were not able to make the regular payments you could be in default. If you have defaulted on your student loan you will be ineligible for the Repayment Assistance Program (RAP) or to apply for additional loans until the defaulted payments have been paid, unless you are working to rehabilitate your loan to return to studies. For more information, please contact the institution's administering your defaulted loan, or for provincial loans the Student Loan Corporation can be reached at 1-877-520-8800 to help you identify where your loan is located.

REGISTRATION

Most students have registered online during the summer, however, if there are issues regarding your registration, please go to the campus main office for assistance.

FALL ORIENTATION

Fall orientation usually occurs within the first couple of weeks at the College. This gives students an opportunity to get acquainted with the facilities, with their instructors, and with each other. The theme for 2016 Fall Orientation is "*CNA: WHERE YOU CAN!*"

Orientation activities vary from year to year and from campus to campus. It is during this period that valuable information for incoming and returning students is exchanged. The College offers a variety of activities designed to assist students with settling in, getting to know each other and having some fun. Make the most of the orientation activities – get involved!

ACTIVITIES

A variety of social and special event activities are held annually during the winter semester. Concerts, dances, scavenger hunts, parties, sports events, and snow sculpting are some of the activities scheduled. All students are encouraged to get involved.

FUNDRAISING

All fundraising projects that are carried out on behalf of a class or organized student group within the College must be authorized by a Student Development Officer (SDO). In most instances, fundraising initiatives will require a lottery permit. For further information please consult with your SDO, Counsellor or check out the following website: <http://www.servicenl.gov.nl.ca/lotteries/>.

RECREATION

The College offers a variety of recreational activities for students. Recreation programs vary from campus to campus. It is recognized that recreational activities are an important part of college life and all campuses offer as much as possible. For information on the activities which are offered at your campus contact your Student Representative Council (SRC), Student Development Officer, or Counsellor.

COOPERATIVE EDUCATION PROGRAMS

Students enrolled in Cooperative Education programs will have a Student Development Officer (Co-op) who will assist the student in securing the necessary work terms required for graduation. Specifically, they are responsible for marketing students and programs to employers, assisting in all aspects of the work term search and monitoring of work terms as they occur. Students in Co-op programs are encouraged to visit the Co-op Office on their campus, speak to the SDO Co-op and obtain the Cooperative Education Student Manual for further details.

COUNSELLING SERVICES

Counselling services directly support the mission of College of the North Atlantic by engaging in activities that facilitate the student learning experience, student success, and the efficiency and effectiveness of Student Services. Counsellors are committed to accessible, professionally delivered services that are responsive to your needs as a student. Counselling services are an integral part of Student Services' commitment to helping you achieve the academic progress and personal growth of which you are capable, and to utilize your full potential.

What can counselling services do for me?

Counselling services can assist you with personal and social concerns so that your academic success and general quality of life may be enhanced. You can also access assistance with educational and career planning. The goal of these efforts is to help you develop effective problem solving and decision making capabilities.

What outcomes can I expect from counselling?

Involvement in the counselling process may help you resolve or better manage your problems or concerns. Once these concerns are under greater control you may be able to focus more clearly on your educational pursuits with fewer distractions, and increase your success as a student.

Who can access counselling services?

Counsellors at College of the North Atlantic provide individual and/or group counselling to current and/or prospective students.

Where can I find a counsellor?

Each campus has either a professional counsellor or another Student Services professional to assist you. Please refer to the counsellors listing at the front of this handbook or visit the College website at www.cna.nl.ca for further information on counselling services.

DISABILITY SERVICES

Any student requiring program accommodations must identify to the Coordinator of Disability Services (CDS).

Students are responsible for notifying the College if disability services are required. The Coordinator of Disability Services will not seek out students with disabilities, but will respond to requests by them, their families and/or other persons advocating on their behalf. Therefore, students with disabilities are encouraged to contact the Coordinator to ensure that they may receive the supports and accommodations available to them. All request will be treated confidentially.

Students are responsible for providing professional documentation of their disability. The CDS will be able to tell you what type of documentation is required. This will be kept in a confidential file at the Coordinator's office.

Students are responsible for making the request for all disability related accommodations as far in advance as possible to ensure they are in place in a timely manner. (If you wait until the day before a scheduled exam to request extended time, you may not be approved for the accommodation in time for the exam).

All students must meet the requirements of their class and/or program and abide by the regulation of the College courses.

Information regarding disability services such as forms and steps in the process of accessing services can be viewed on the College website at <http://www.cna.nl.ca/student-support/disability-services/asp>.

Accommodations are supports students qualify for to assist them in meeting the objectives of their program. The most common accommodations can include, but are not limited to, the following:

- Quiet testing space
- Tests read using software
- Tests scribed using software
- Extra time to write tests

Before you start your term ...

Contact the Coordinator of Disability Services when you apply to the College. Ensure you have your assessment report or information documenting your disability. The CDS will want to do a pre-entry interview with you and can share information about supports and services that may be available to you. Ask questions about any grants that may be available to students who have diagnosed disabilities.

In the first two weeks of the term ...

Arrange to meet with the CDS as soon as possible after each semester begins to ensure that all accommodations and services you qualify for are arranged.

Throughout the term ...

Keep in touch with CDS throughout your program. Let the CDS know if your accommodations are working, or if they may need to be changed. Remember that you are responsible for letting your instructors know in advance that you are going to need testing accommodations. The CDS may want to arrange team meetings with your instructors where necessary.

Halfway through the term ...

If you wish to have any accommodations when writing mid-term or final exams – such as extended time or the opportunity to write in a separate location – you must request this ahead of time.

Refer to College Policy SS-207 for more information on disabilities.

DAY CARE CENTERS

There are three day care centers at College of the North Atlantic, located at the Corner Brook, Happy Valley-Goose Bay, and Prince Philip Drive campuses. These facilities are licensed child care centers which also serve as model training facilities for students studying Early Childhood Education (ECE). ECE students may work directly with children and staff in quality settings as an extension of their academic studies. The centers provide quality child care services to families with an emphasis on enhancing physical, emotional, cognitive and social development of children.

The St. Anthony campus also has a private day care center on site that provides child care services.

If you wish to obtain further information on the availability of child care, the fee structure, and/or registration and admission, please contact the child care center in your region.

HEALTH AND DENTAL

The Health and Dental plan is *compulsory* for full time students enrolled in a program of fifteen weeks or longer. *Only students who provide proof of alternate health and dental insurance will be allowed to opt out during the enrollment period.* Also, students do have the option to add family coverage during the enrollment period.

The following are deadlines for the 2016-2017 academic year:

- Fall Semester – October 4, 2016
- Winter Semester (new students) – January 31, 2017
- Intersession (new students) – May 24, 2017

Students who fail to opt out before this/these dates will be charged the fee.

Please Note: Effective immediately students who wish to opt out of health and dental or change from single to family coverage will need to do so via Student Self Service. We will no longer be accepting proof of coverage at the campus front desk.

How to Enter: Health and Dental Plan Options

To enter options for the Health and Dental plans, please log into the Self Service menu <https://ps9-web1.cna.nl.ca/psp/CSHRPRD/EMPLOYEE/HRMS/h/?tab=DEFAULT&cmd=loginCode=105&languageCd=ENG> and go to the [HealthDental Plan Options](#) page.

Three options are available for both the **Health** and **Dental** plan:

1. Single Coverage
2. Family Coverage
3. Opt Out

Single Coverage Fees		Family Coverage Fees	
Health	253.00	Health	495.00
Dental	137.00	Dental	265.00
Both	390.00	Both	760.00

Health - select appropriate coverage

Dental - select appropriate coverage

1. Single Coverage:
 - To enroll in ‘Single Coverage’ in **Health** and/or **Dental**, leave the default selection in place
2. Family Coverage:
 - To enroll in ‘Family Coverage’ for **Health** and/or **Dental**, select that option on the page

Health - select appropriate coverage

Family Coverage

Dental - select appropriate coverage

Family Coverage

Family Coverage Dependent Information								Customize Find	First 1 of 1	Last
Last Name	First Name	Gender	Date of Birth	Health	Dental	Relationship	Dependent Status (21 or over)			
1				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					

➤ Enter Family Dependent Information; if you have more than one dependent, press the plus (+) sign at the end of the first row to insert additional rows.

Please note: Dependents include common-law/same sex spouses with whom the student has been living in a conjugal relationship for a period of 12 months. Dependent children are eligible for coverage up to the end of the benefit year in which they turn age 21 or 25 if enrolled and in full-time attendance at an accredited college, university or educational institute.

3. Opt Out::

➤ To Opt Out of **Health** and/or **Dental**, select that option on the page

Health - select appropriate coverage

Opt Out

Dental - select appropriate coverage

Opt Out

➤ You must complete the required Insurance Policy Information section

Insurance Policy Information

Check box if same policy number applies for exemption from both health and dental.

Health	
Policy Number	<input type="text"/>
Insurance Company	<input type="text"/>
Policy Holder Name	<input type="text"/>

Dental	
Policy Number	<input type="text"/>
Insurance Company	<input type="text"/>
Policy Holder Name	<input type="text"/>

Once all the selections are made and all required information has been entered, press the **Save** button to submit the request.

For more information please contact Mary Ellen Alexander at 643-7927, fax: 643-7959 or email at maryellen.alexander@cna.nl.ca. You can also visit the College's website at <http://www.cna.nl.ca>.

ID CARDS

Your first ID card will be issued free of charge at the beginning of your program. Your ID card should be carried with you at all times. This card has your photograph, name, student number, program and personal signature on it. You can use this card for the following:

- To borrow materials from the library
- To enter dances sponsored by the Student Representative Council
- To vote in student elections
- To prove your identity (bookstore, bank, Student Loan, etc.)
- To use recreational facilities and borrow athletic equipment
- To obtain discounts on certain public services and transportation systems
- To obtain discounts on Student Saver Cards

Note: The fee for replacing ID cards is \$15.00

INSURANCE

Student insurance covering accidents while going to and from the College, while in the College, or participating in related College activities such as organized games, must be purchased by students. The premium is included in the registration fee. When an accident happens, minor or otherwise, students should report immediately to their instructor who will take the necessary action. It is the responsibility of the Campus Administrator to assure that appropriate procedures for reporting accidents are followed. Accidents that occur outside the classroom/shop/laboratory areas should be reported to the general office of the campus or other designated area.

INTERNATIONAL STUDENTS

College of the North Atlantic (CNA) is pleased to welcome students from all countries and walks of life to enjoy the warm hospitality, unique culture and safe environment for which the province of Newfoundland and Labrador is known worldwide. The staff at CNA are experienced in providing support to international students and are sensitive to their special needs. International students can take advantage of all Student Services. However, the college does recognize international students might have specific concerns. College of the North Atlantic has a dedicated International Student Coordinator who assists students with concerns such as immigration, health insurance, and tax requirements. In addition, the coordinator could provide orientation information regarding college facilities, local area and culture.

A handbook specially designed for International Students can be obtained from the International Student Office. Contact information is as follows:

Phone: 709-758-7290; Fax: 709-758-7304; or Email: edna.zhang@cna.nl.ca

Mailing Address:

Student Services (International)
College of the North Atlantic
Prince Philip Drive Campus
1 Prince Philip Drive, P.O. Box 1693
St. John's, NL Canada A1C 5P7

LIBRARIES

Library services are available at all campuses. The mission of library services of College of the North Atlantic is:

- to provide college community and, wherever possible, the general public with access to quality library services;
- to develop library collections that support and complement the curriculum;
- to establish library environments in which the users can effectively engage in individual research and study;
- to empower College students with the knowledge and skills necessary for independent, lifelong learning.

Library services offers a full range of research assistance services, as well as the ability to retrieve articles and other resources online and will also deliver articles and books, when requested, to our Distributed Learning students. Students may email or call us for assistance and can also consult our website.

Library services staff are committed to providing facilities that are accessible to persons with special needs.

Collections

Campus libraries collections exist primarily to support and complement the curriculum at a particular site. Many items in collections can be borrowed, but some items are on restricted loan (i.e., Reserves) and some do not circulate (i.e., Reference). To find out what is available in any and all collections, please refer to our online catalogue, iLink at <http://sirsi1.cna.nl.ca>.

Hours of Operation

Each library establishes its own opening hours, based on patron feedback. Suggestions about additional or different opening hours are welcome.

To determine the current schedule of a particular library or to obtain further information about policies and procedures, please consult the Library Services webpage at <http://www.cna.nl.ca/Current-Students/Library-Services.aspx>

PART-TIME STUDENT JOBS

Students are advised to check with their Student Development Officer or Counsellor or instructors for information concerning any possible positions that may be available within the College. International students must check with Canada Immigration regarding employment authorization.

PEER TUTORING

The Peer Tutoring program is a free service offered to College of the North Atlantic students. The program is designed to provide remedial assistance to students who, after a concentrated effort, are still experiencing difficulty in a particular subject area. Such students may be paired with a student who has been approved to tutor in the same subject area. Peer tutors are compensated at a rate established by the campus. In many instances, instructors will identify students who would benefit from peer tutoring, as well as students who they feel would be suitable tutors. Although bringing two students together in a tutoring match-up doesn't guarantee success, the process has proven to be effective. Don't hesitate to ask for help if you feel you can benefit from this service. Application forms are available from the Student Services Office.

PRIOR LEARNING ASSESSMENT AND RECOGNITION

Prior Learning Assessment and Recognition (PLAR) is a process that allows a person to demonstrate prior learning to possibly receive credit towards a post-secondary course.

Prior learning is learning that occurs outside a post-secondary classroom and does not result in a credit for courses completed at any recognized post-secondary institution. Increasingly, non-credit learning is gaining acceptance as valid college-level learning. Educators recognize that people gain knowledge and skills in a variety of informal ways such as conferences, seminars, workshops, work experience, community/volunteer activities, independent reading or projects.

Prior learning can be assessed through a number of methods. The most common methods used to assess prior learning are challenge examinations, challenge essays, development of a portfolio, performance evaluation (on-the job assessment), simulations, interviews, or producing documents. In most cases, a combination of two or more methods are used to accurately assess prior learning.

To access PLAR you must be enrolled in a college program, and your prior learning must be applicable to the course you are challenging.

STUDENT DEVELOPMENT SERVICES

The Student Development Officer (SDO) provides students with services of a non-academic nature. Specifically, the SDO may be involved with student government, peer tutoring, and assisting students with financial aid information. The SDO acts as a liaison between the students and administration of the campus and serves as a direct contact for employment-related issues. This involves delivering job search seminars,

promoting graduates to potential employers, and gathering information related to student and graduate employment - including surveys of students and graduates. The SDO is also responsible for organizing and conducting a high school liaison program, as well as participating in career fairs and trade shows. Students and potential students are encouraged to contact the SDO at their campus to find out more about the services available.

STUDENT GOVERNANCE

College of the North Atlantic supports the activities of the student body through its Student Representative Councils (SRC) and the College of the North Atlantic Student Union (CNASU). Each of these student organizations are governed by Operating Guidelines which can be obtained from the Student Development Officer, Counsellor, Student Representative Council President or online at <http://www.cna.nl.ca>.

STUDENT REPRESENTATIVES COUNCIL (SRC)

Campus-based Student Representatives Councils aim to address the issues of the students locally, provincially, and nationally. In September of each year, an election is held at which time the student body elects its representatives for the Student Representative Council. The Student Representative Council may be involved in the organization and delivery of various extra-curricular activities on behalf of the student body such as:

- Winter Carnival
- Recreational/Athletic Activities
- Dances
- Student Newspaper
- Yearbook
- Christmas Raffle

Students are encouraged to become involved with their Student Representative Council and have a voice in the events that influence their educational experience.

COLLEGE OF THE NORTH ATLANTIC STUDENTS UNION

The purpose of the CNASU is:

1. To provide a forum in which the post-secondary students of College of the North Atlantic can work cooperatively in advancing the interests of the students who they represent.
2. To promote a better understanding of the needs and issues confronting the students of College of the North Atlantic.
3. To represent, promote and advocate the common interests of the students of College of the North Atlantic.
4. To promote social responsibility between and amongst College of the North Atlantic local councils and the College as a whole.

If you are interested in the Student Representative Council or the College of the North Atlantic Student Union, please contact the Student Development Officer or Counsellor at your campus.

CANADIAN FEDERATION OF STUDENTS

As a member of the Canadian Federation of Students, you are united with over half million college and university students' unions across Canada in the fight for accessible, high quality post-secondary education. Every one of the 27,000 public post-secondary students in Newfoundland and Labrador is a member of the Federation. To learn more or to get involved please visit your students' union office or check out www.cfs-nl.ca

STUDENT E-MAIL/WEB ACCOUNT INFORMATION

When you register at the College, your email account is automatically created based on your student name and id. For example, if your name is John Doe and your student id is 10007126, then your login/ username will be john.doe26@ed.cna.nl.ca

Your password will be set to match your date of birth. The format of the password will be dd-mmm-yyyy format. The e-mail password is case sensitive. If the day in your date of birth is 1 through 9, there is no leading zero. For example if your date of birth is Jan 3rd, 1971, then your password will be 3-Jan-1971.

The email service is Microsoft 365. Access to the mail service will be via the web using a suitably configured web browser. Access to your mailbox will not work correctly unless your web browser supports 128 bit encryption.

The URL for the Email service is <http://webmail.cna.nl.ca> or directly through Microsoft Office 365 logon screen at <https://login.microsoftonline.com/>. Email addresses are of the form firstname.lastname##@ed.cna.nl.ca where ## are the last two digits of your student number.

Students are strongly encouraged to access their College E-mail accounts regularly. Important information will be posted there over the Academic year, such as awards information and deadlines, academic deadline dates, registration information, etc. In many cases, faculty will post assignments, assignment results, etc.

Failure to access your College E-mail account could result in missed deadlines for which there are no extensions.

ACCESS TO THE COLLEGE NETWORK/ INTERNET

Access to the College Network/Internet is outlined in the College of the North Atlantic Acceptable Use Policy. By signing your registration form, you are agreeing to conform to this policy. Once you are registered at the College, you are automatically assigned an email account.

Information on accessing your email account can be found on the College's web site at <http://www.cna.nl.ca> by clicking on the 'Student Services' link. By registering as a student of the College, you also acquire access to the Internet and the World Wide Web in the College's many labs and classrooms.

See Policy IS-501 for information on Electronic Information Systems – Use. See Policy IS-507 for information on Network User Accounts and Policy

STUDENT SCHOLARSHIPS & AWARDS

College of the North Atlantic provides an opportunity to students in many programs to compete for a variety of awards, scholarships, bursaries and prizes. Awards are made possible by the generous contribution of our donors who represent numerous organizations, companies and individuals. Students are encouraged to apply and should be aware that awards are granted based on a variety of circumstances and specific criteria. While some awards are granted to high academic achievers, many awards are designated to well-rounded students who are performing satisfactorily in their program of study and who have demonstrated leadership, community/college involvement and school spirit.

An awards handbook, outlining all awards available as well as the specific criteria, is available on the College website <http://www.cna.nl.ca/awards>. The Awards Committee strongly encourages students to apply for awards for which they qualify. The deadline for most awards is mid-January. Please check the application for the exact for which they qualify. The deadline for most awards is mid-January. Please check the application for the exact date.

EXAMINATIONS

SUPPLEMENTARY EXAMINATIONS

Students are eligible to write one supplementary examination in a course which they have attained 5 or 10 marks less than the passing grade of the course in any term.

The grade attained in a supplementary examination will replace only the grade attained in the final examination for the course and will be combined with marks previously attained for term work.

The following conditions must be met in order to qualify for supplementary examination:

- Students may be eligible to write one supplementary examination per semester
- Supplementary examinations will not apply to any course in which the final examination is worth less than 30%
- Supplementary examinations will not apply to any course where there is no final examination
- Supplementary examinations will be scheduled and written during the supplementary period following the regular examination period.
- Students must apply by submitting an application for Supplementary Examination available at the Student Services office. The established fee must accompany the application form. Refunds will be permitted only if permission to write an examination was not granted.
- Academically dismissed students are not eligible to write supplementary examinations.

Students may apply for permission to write a deferred examination, if the examination was missed because of illness, bereavement or some other acceptable cause.

DEFERRED EXAMINATIONS

To apply for a deferred examination, students are required to submit a request to the Student Services Office/Registrar's Office at the campus where the student is registered. Deferred application forms are available or the student can put the request in writing and attach the proper documentation.

Requests for deferred examinations must be submitted to the Student Services Office within two weeks after the date on which the regular examination was scheduled and must be accompanied by supporting documentation (i.e., physician's note, death announcement, etc.). The request will be assessed by the program administrator in consultation with faculty and the student will be advised accordingly.

Deferred examinations are generally written during supplementary examination periods; or at a special date arrangement by the program administrator or coordinator.

Students should note that permission to write deferred examinations is a privilege, not a right, and will be granted solely on the basis of extenuating circumstances.

CALCULATION OF GRADE POINT AVERAGE (GPA)

To calculate your GPA follow this procedure:

1. Make a table of all the courses completed to date (from your transcript), and list them in columnar format on the left side of your page.
2. In an adjacent column write the credit value of these courses. You can find the credit value in the College calendar in the section where your program is listed. It will be listed as credit hours/week.
3. Next, from your transcript convert your mark in each course to a Grade Value, using the following guide.

80% and above	4 pts	50-55%	1 pts
70-75%	3 pts	49% & below	0 pts
60-65%	2 pts		

- Multiply the credit value in step 2 by the grade value point in step 3. Write your total points for each course in a third column on the right of your table.
- Add up your credit values to get your total credit values attempted. Add up your total points.
- Your grade point average can now be calculated by dividing the total points by the total credit value attempted.

The following table illustrates this exercise:

COURSE	CREDIT VALUE	GRADE VALUE	TOTAL POINTS
CG3400	3	2	6
FT2201	1	4	4
SU3100	4	3	12
Total Credit Value Attempted	8		22
GPA	2.75		

COPYRIGHT

College of the North Atlantic holds an agreement with the Canadian Copyright Licensing Agency Access Copyright. The purpose of the agreement is to establish reproduction rights for the College on behalf of the copyright holder. For information on the particulars of the license and information on what students are able to photocopy, please contact the staff at your campus library. Photocopiers are available for student use at most campuses.

DISTRIBUTED LEARNING

Distributed Learning (DL) provides a supported alternative approach to online learning. It involves using computers and telecommunications technology to make learning opportunities accessible to students who are otherwise constrained by time and/or geography. This approach affords students new opportunities to complete College credit courses without having to be in fulltime attendance at a College Campus.

What Equipment do I Need?

If you plan on completing your studies through Distributed Learning, you will require a computer with Internet access. It is also recommended that you have access to word processing software and an Internet Browser (Mozilla Firefox or Internet Explorer).

Specific course requirements (software, textbooks, and other required resources), can be found by visiting our website at <http://dls.cna.nl.ca> or by calling the DL Service at 1-877-465-2250.

Where Can I Obtain More Information?

For more information on Distributed Learning services and course offerings, please visit the student zone area of our website at <http://dls.cna.nl.ca>. This page will provide you with a wealth of information on current course offerings, registration, course access, course requirements, fees and charges, and many other DL

related items. If you still have questions, we invite you to contact us at 1-877-465-2250 or email dlshep@cna.nl.ca or learn@cna.nl.ca. We will be happy to provide you with the information you are looking for and we look forward to helping you make the most of your online learning experiences.

SMOKING REGULATIONS

All College of the North Atlantic buildings are “Smoke Free.” Please refer to policy HR-419 for further information.

CNA EMERGENCY FUND

The purpose of the CNA Emergency Fund is to provide financial assistance to students encountering emergency financial circumstances, focused around four core areas: Food, Shelter, Medical and Transportation. Please see a Counsellor on your campus.

ACCESS TO INFORMATION AND PROTECTION OF PRIVACY (ATIPP) ACT

College of the North Atlantic is committed to the protection of privacy and confidentiality of our Students. The college collects, uses, and discloses your personal information in accordance with the Access to Information and Protection of Privacy (ATIPP) Act and under the authority of the College Act, 1996. For more information please visit: www.cna.nl.ca/about/your-privacy.aspx.

PERSONAL INFORMATION

Personal information means any identifiable information about you including your name, an identifying number such as your social insurance number or driver’s license number, your birth date, your contact information, or your credit card information.

COLLECTION

College of the North Atlantic collects your personal information for the purposes of facilitating admission, registration, academic progression, graduation, alumni relations, student services, and other activities related to our programs and courses. The types of personal information we may collect from you, includes for example, your

- Contact information (e.g. name, address, e-mail address, telephone number).
- Demographic information (e.g. age, gender, industry, occupation).
- Registration and enrolment information (e.g. educational records, transcripts).
- Proof of identity information (e.g. signature, driver’s license number)
- Financial information (e.g. credit card number and expiration date, social insurance number).
- Health information (e.g. MCP card number, health insurance).

College of the North Atlantic uses your personal information to deliver our programs and courses and provide services to you. This includes, but is not limited to:

- Assessing an applicant’s suitability for enrollment in our programs and courses.
- Administering academic awards, scholarships, and financial aid.
- Delivering programs and courses.
- Recording academic progress and achievement.
- Providing access to our student services such as Counselling and Personal Development Services, Career Employment Services, Disability Services, Residency Services, and Library Service
- Maintaining Student records
- Collecting payments.
- Issuing tax receipts.
- Administering alumni and development operations.
- Performing program evaluation or statistical and institutional research.
- Communicating with students regarding college business.

College of the North Atlantic collects only as much of your personal information as is necessary to achieve the purposes for which it was collected, for uses consistent with that purpose, or where authorized by the ATIPP Act or another federal or provincial Act. For example, the college may disclose your personal information to the following bodies to facilitate admissions, registration, academic progression, graduation, alumni relations, Student Services and other activities related to our programs and courses:

- College employees and third parties contracted by the college who need the information in the performance of their assigned duties or services.
- Student associations who need the information for administering their services.
- Federal and provincial government agencies who need the information for funding, statistical analysis, and planning purposes.

If you have any questions about the college's collection, use, and disclosure of your personal information, please contact the college's Registrar for more information:

Registrar
College of the North Atlantic
432 Massachusetts Drive, P.O. Box 5400
Stephenville, NL
A2N 2Z6
709-643-0827
registrar@cna.nl.ca

RESIDENTIAL TENANCIES ACT

In Newfoundland and Labrador, the Residential Tenancies Act sets out the rights and obligations of tenants and landlords, and protects tenants who are covered under the Act.

The Residential Tenancies Act does not apply to all renters. If you live in student residence you are likely not covered by the Act as it does not include university and college residences on campuses.

If you require assistance with an issue regarding your rental unit or have any questions, you can contact the Residential Tenancies Board nearest you, which can be found on the web at http://www.gs.gov.nl.ca/landlord/residential_tenancies.html

For more information or for questions regarding landlord and tenant relations contact the Residential Tenancies Division of the Department of Government Services and Lands:

5 Mews Place
P.O. Box 8700
St. John's, NL
A1B 4J6
Toll Free: 1.877.829.2608
St. John's: 709.729.2608
Corner Brook: 709.637.2445

POLICIES

STUDENT CODE OF CONDUCT (RIGHTS/RESPONSIBILITIES)

Policy SS-201

1. PURPOSE AND SCOPE

This policy applies to all registered students at the College. It is intended to establish the students' general rights and responsibilities and to act as a guide for the students as well as all College personnel.

2. POLICY

It is the policy of the College that all students are expected to conduct themselves in the best interest of the College and themselves. All students are expected to apply themselves to their studies and act with propriety and conform to College policies, rules and regulations. If students do not accept and live up to these responsibilities as outlined, the College reserves the right to take such action as, in its opinion, the case warrants (See College policy SS-202.)

3. PROCEDURE

The Senior Vice-President of Academic and Student Services shall ensure that procedures are developed and implemented in accordance with this policy.

Procedure SS-201-PR

The following defines the specific rights and responsibilities of the student:

1.0 Rights

- 1.1 Students shall have the right to assemble.
- 1.2 Affiliation with any intercollegiate organization must not deprive Students' Associations of recognition by College authorities.
- 1.3 The student press must be free, within legal bounds, of censure or control; its publishers and editors must be free to define policies regarding editorials and publication of information.
- 1.4 Students have a right to a healthy and safe environment.
- 1.5 Students have a right to be free from physical, sexual or mental harassment, indignity, injury or violence.
- 1.6 The confidentiality of all information regarding students, including students' evaluations, must be respected unless they consent in writing to its disclosure. Nevertheless, staff members whose professional duties require it, may within the generally accepted rules of ethics, have access to the students' records.
- 1.7 Students have a right to request and be informed of, prior to registration, the extent of College related expenses to be incurred during their studies at the College and to be made aware of any services offered to them.
- 1.8 Students have a right to request and receive, at the beginning of the course, notice of the availability (time and place) of their instructor/s and staff members responsible for all services offered.
- 1.9 Students may make representations in front of any consulting decision making body of the College with regard to any aspect of their rights, according to procedures in effect at the College.
- 1.10 Students have the right to refer to any documents contained in their student records.
- 1.11 Students have the right to add documents to their student records, including written document refuting the contents of documents of a disparaging nature.

- 1.12 Students have the right to be provided, at the beginning of a course, with written course descriptions including means of student assessment and to be assured that these will not be substantially changed.
- 1.13 Students have the right to be informed, at the beginning of the course, of methodologies, principle assignments to be handed in, penalties for delays, and the estimated waiting period for obtaining academic results. Further, students have the right to be informed in advance of any substantial changes in the preceding items.
- 1.14 Students have a right to know, at the beginning of the course, the requirements regarding class attendance and punctuality in courses in which they are currently registered.
- 1.15 Students may, within a prescribed time period and for a reasonable cause, change a course in their registration, or transfer to a different section of a course, if available, after classes have begun.
- 1.16 Students have a right to be informed of any change in course schedule.
- 1.17 Students have a right to be informed of and provided with the number of classroom hours and the length of term established in the College calendar.
- 1.18 Students have a right to freedom of opinion and expression in the classroom within the context of the course content.
- 1.19 Students have a right to proper and impartial evaluation of their performance.
- 1.20 Students have the right to obtain their marks and College certification within a reasonable time frame.
- 1.21 Students have the right to request and receive all rules, policies or guidelines regarding study and general conditions at the College.
- 1.22 Students have the right to obtain their completed assignments, once marked, unless the instructor has previously informed the students otherwise.
- 1.23 Students have the right to expect the College to provide instructors who possess appropriate knowledge and teaching skills in relation to their course of instruction.
- 1.24 Students have the right to expect quality services and resources that support instruction and student life.
- 1.25 Students have the right to an opportunity to provide feedback on the College's programs and services.

2.0 Responsibilities

- 2.1 Students must conduct themselves in a responsible manner and any of the following shall constitute improper student conduct:
 - a) Cheating, plagiarism, fraud, deceit, or other forms of academic dishonesty.
 - b) Threatening to subject or subjecting any person, student or staff, to physical, sexual, or, mental harassment, indignity, injury or violence.
 - c) Disturbing, disrupting, or otherwise interfering with studies, laboratories, lectures, work or other activities of fellow students or staff.
 - d) Intentionally damaging, destroying or moving without authority or permitting to be damaged, destroyed or moved without authority, the property of the College, or of any student or staff member.
 - e) Using or entering College property without authorization.
 - f) Participating in unauthorized or hazardous activities.
 - g) Failing to obey the authorized instructions of College officials or employees acting in the performance of their duties and failing to obey all published or posted regulations relating to the use and entry of College buildings and facilities.

- h) Failing to obtain approval, or failing to follow procedures as required under College policies and regulations.
- 2.2 It is students' responsibilities to acquaint themselves with course outlines, content, evaluation methods, academic regulations methodology and availability of their instructors (time and place) including the rescheduling or replacement of classes.
- 2.3 Students must respect other people's health and right to security.
- 2.4 Students are responsible for communicating with their instructors and/or Counsellors in order to solve any problems encountered.
- 2.5 Students are responsible for attending class and exercising punctuality.
- 2.6 Students are responsible for handing their assignments to instructors within the required deadlines or, for making prior arrangements with the instructors concerned.
- 2.7 Students are responsible for taking advantage of educational activities offered to them and for taking part in meetings where topics concerning them will be discussed.
- 2.8 Students are responsible for taking advantage of services offered to them by the College in order to ensure proper orientation to their studies, academic progress and general development.
- 2.9 Students are responsible for fulfilling their obligations, as agreed upon in conjunction with the College, with regards to the use of goods and services at their disposal.
- 2.10 In conjunction with their freedom of the press and of expression, students are required to respect normal standards of responsible journalism by avoiding material of a libelous or indecent nature, unfounded allegations, slighting of personal dignity and malevolent insinuations.

STUDENT DISCIPLINE

Policy SS-202

1. PURPOSE AND SCOPE

All members of the College community have an obligation to establish and maintain a positive teaching and learning environment in order to fulfill the College's mandate. This environment is achieved through mutual cooperation and understanding, and through a respect for the rights, privileges and responsibilities of students, instructional staff and administrative personnel. If rights, privileges and responsibilities are to be maintained, and if the mandate and goals of the College are to be achieved, a consistent and acceptable manner of student behaviour is essential.

The policy is intended for use in those cases where the violation of a policy, procedure or regulation is deemed serious enough to be processed through a formalized discipline procedure. Other matters of a disciplinary nature should be resolved directly by College staff in the performance of their day-to-day duties.

2. POLICY

It is the policy of the College that the imposition of a sanction on any student, for the alleged infraction or breach of any policy, procedure or regulation, be governed and guided by and limited to those sanctions identified hereinafter.

In all cases, sanctions shall be administered reasonably and fairly, with progressive levels of severity appropriate to the seriousness of the misconduct. Sanctions range from retroactive amendment of a student's test score to expulsion.

Students have the right to formally appeal the imposition of any sanction. Appeal procedures will ensure fairness and due process. In all cases, the decision of the Appeals Adjudicator/Panel will be final and binding.

3. PROCEDURE

The Senior Vice-President of Academics and Student Services shall ensure that procedures are developed and implemented in accordance with this policy.

STUDENT DISCIPLINE Procedure SS-202-PR

The imposition of a sanction shall be at the sole discretion of the relevant and authorized College personnel. In all instances, the student shall be notified, in writing, within twenty-four (24) hours of the decision to impose a sanction. In all cases, the letter shall be issued by the campus administrator or designated manager.

Said notice shall contain, minimally, a description of the policies, procedures or regulations allegedly breached, a summary of the offensive behaviour and the sanction being imposed. Copies of the breached policies, procedures or regulations and the Student Appeals Policy (SS-203) shall also be referenced in and attached to the notice.

Six categories of discipline are prescribed herein for breaches of policies, procedures or regulations. The penalties specified in this policy and the College personnel authorized to impose them are as follows:

1.0 Retroactive Amendment of A Test Score Or Course Grade

Retroactive amendments to students' test scores or course grades shall be issued to students in writing. A copy of this notice shall be placed in the student's file.

Instructors may issue retroactive amendments to students' test scores or course grades. The Registrar (or designate) and the Campus Administrator shall be immediately notified in all cases.

2.0 Reprimand

Reprimands shall be issued to students in writing. A copy of this notice shall be placed in the student's file.

Only Campus Administrators (or designates) may issue reprimands.

3.0 Restricted Privileges

Restricted privileges shall be described in detail and issued to students in writing. A copy of this notice shall be placed in the student's file and distributed to all personnel directly affected by said restrictions.

Only Campus Administrators (or designates) may issue restrictions of privileges.

4.0 Suspension

Students may be suspended from a course, subject or a total program of studies for a prescribed period of time. The details of such suspension shall be described in detail and issued to students in writing.

Only Campus Administrators (or designates) may issue suspensions. The Senior VP of Academic and Student Services and the President shall be immediately notified in all cases.

5.0 Amendment of a Student's Official Record

The amendment of a student's official record shall be described in detail and issued to the student in writing. A copy of this notice shall be placed in the student's file and distributed to the Registrar (or designate).

Only Campus Administrators (or designates) may amend a student's official record. The Senior VP of Academic and Learner Services and the President shall be immediately notified in all cases.

6.0 Expulsion

Students may be expelled from the College indefinitely or for a prescribed period of time. The details of such expulsion shall be described in detail and issued to the student in writing.

Only Campus Administrators (or designates) may expel a student. The Senior VP of Academic and Student Services and the President shall be immediately notified in all cases.

STUDENT APPEALS ACADEMIC

Policy SS-213

1. PURPOSE AND SCOPE

The purpose of this policy is to ensure that students have access to an appeal mechanism for decisions or rulings of a purely academic nature. The policy is not intended to address any non-academic or quasi-academic matters of a disciplinary nature.

2. POLICY

It is the policy of the College that all registered students of the College have the right to appeal decisions or rulings that affect them and which pertain specifically to academic matters.

3. PROCEDURE

The Senior Vice-President of Academic and Student Services shall ensure that procedures are developed and implemented in accordance with this policy.

Procedure SS-213-PR

1.0 Academic Disputes

Instructors, faculty advisors, and program coordinators, in full adherence to current policies and regulations, shall extend every effort to resolve students' academic disputes.

2.0 Formal Appeal

If a dispute cannot be informally resolved to the satisfaction of the student, the student shall consult with a Learner Services representative, who shall advise and assist the student in the preparation of their formal appeal.

The formal appeal shall be in writing and signed by the student. The formal appeal must be presented to the student's Campus Administrator within 10 calendar days from the date the student becomes aware of the matter giving rise to the complaint the student intends to appeal.

3.0 Campus Appeals Committee

Within 24 hours (of normal business operations) of receipt of the letter of appeal, the Campus Administrator shall establish a Campus Appeals Committee consisting of a Campus Administrator (or designate), who will act as Chairperson, the Registrar (or designate), one Student Services representative, one student representative, and one faculty representative from a department other than a department under appeal. Alternate Student Services, student, and faculty representatives may be appointed in the event their respective representative is unavailable or unable to participate in a particular meeting.

The Campus Appeals Committee shall meet within 48 hours of being notified of the appeal at those times and in those places as the Appeals Committee Chairperson deems appropriate.

The decision of the Campus Appeals Committee will be final and shall be conveyed, in writing, to the student with a copy to the Senior VP of Academic and Student Services, the Manager of Student Recruitment and Enrollment Services and the Campus Administrator within 48 hours after the appeal is heard.

STUDENT APPEALS — NON-ACADEMIC

Policy SS-203

1. PURPOSE AND SCOPE

The purpose of this policy is to ensure that students have access to an appeal mechanism for decisions or rulings of a non-academic or quasi-academic nature. More specifically, this policy shall govern the appeal of decisions or rulings emanating from an alleged violation of the Student Code of Conduct (SS-201) and/or the imposition of a sanction identified in the Student Discipline Policy (SS-202). This policy is not intended to address appeals of purely academic matters.

2. POLICY

It is the policy of the College that all current and formerly registered students of the College have the right to appeal decisions or rulings that affect them and which pertain specifically to non-academic matters.

3. PROCEDURE

The Senior Vice-President of Academic and Student Services shall ensure that procedures are developed and implemented in accordance with this policy.

Procedure SS-203-PR

1.0 Non-Academic Student Disputes

All College employees, in full adherence with current policies and regulations, shall extend every effort to resolve students' disputes informally. If a dispute cannot be informally resolved to the satisfaction of the student, the student may consult with a Learner Services representative, who shall advise and assist the student in the preparation of their formal appeal.

2.0 Formal Appeal

The formal appeal shall be in writing and signed by the student. The formal appeal must be presented to the Senior Vice President of Academic and Student Services within five (5) business days of the date of receipt of the decision or ruling the student intends to appeal.

The Senior VP or designate shall be entitled to interview such persons, as he/ she deems necessary for the investigation of the appeal and shall give his/her decision in writing to the student within ten (10) business days of receipt of the formal appeal.

3.0 Arbitration

Within ten (10) business days of receipt of the Senior VP's decision, the student may notify the Senior VP in writing of his/her desire to submit the formal appeal to arbitration. The student shall, in such notice, indicate whether he/she wishes to have the dispute heard by a single Appeals Adjudicator or by a three (3) person Appeals Panel.

In the absence of an indicated preference, the student shall be deemed to have selected an Appeals Panel.

4.0 Appeals Adjudicator/Panel

The Senior VP shall, within ten (10) business days after receipt of said notice, appoint an Appeals Adjudicator or an Appeals Panel, as requested, and notify the student of the name(s) of the Appeals Adjudicator or Panel members, as appropriate. The Appeals Adjudicator or Panel members shall hear the dispute within five (5) business days after being appointed.

The student shall be afforded the opportunity of presenting evidence and argument to the Appeals Adjudicator/Panel and may employ counsel or any other person for this purpose. If the student fails to attend or be represented without good cause at a hearing, the Appeals Adjudicator/Panel may proceed as if the party had been present or represented.

The Appeals Adjudicator/Panel shall render its decision on the dispute within five (5) business days of the last day of the hearing and the decision of the Adjudicator/Panel shall be committed to writing and submitted to the student with a copy to the President and the Senior Vice-President of Academic and Student Services within a further five (5) business days. The decision of the Appeal Adjudicator/Panel shall be final.

The decision of the majority of the members of an Appeals Panel shall be the decision of the Panel. The members of the Panel making the majority report shall sign the decision of an Appeals Panel. An Appeals Adjudicator/Panel may not alter, modify or amend any College policy but shall have the power to set aside a decision of the Senior VP and to modify a disciplinary measure imposed by the Senior VP.

HARASSMENT

Policy No. PO-005

1.0 PURPOSE AND SCOPE

This policy confirms the right of all College of the North Atlantic officers, employees, students, guests, vendors and clients to pursue their work, studies and related activities in an environment free from harassment.

The policy applies to all officers, employees, students, guests, vendors and clients of College of the North Atlantic. The policy applies in all College owned or operated property and facilities.

2.0 POLICY

It is the policy of the College that all officers, employees, students, guests, vendors and clients of the College of the North Atlantic are free to pursue their duties/studies and related activities in an environment free from harassment.

2.1 Definitions

For the purposes of this policy, harassment shall include any of the following:

SEXUAL HARASSMENT

Sexual harassment is harassment of a sexual nature including sexual comments, gestures, or physical contact that the individual knows, or ought reasonably to know, to be unwelcome, objectionable or offensive. Harassment of a sexual nature is unsolicited, one-sided and/or coercive.

DISCRIMINATORY HARASSMENT

Discriminatory harassment is based on race, religion, religious creed, age, sex, sexual orientation, marital status, family status, physical or mental disability, political opinion, colour, or ethnic, national or social

origin that is directed at, is offensive, undermines performance, and/or threatens an individual's economic livelihood. This definition does not include discrimination short of harassment where there is a good faith requirement or justification for the behaviour or where the behaviour falls within an exception recognized by the Newfoundland and Labrador Human Rights Code.

PERSONAL HARASSMENT

Personal harassment occurs when an individual uses his/her authority or position to undermine, sabotage or otherwise adversely affect the career or program of another person. It includes repeated, but is not limited to, repeated offensive comments and/or actions which demean and belittle an individual and/or cause personal humiliation. It may also include intimidation, threats, blackmail, coercion and/or the filing of frivolous and/or vexatious claims of wrongdoing. It applies to abuse of authority or position in the distribution of work assignments or training opportunities, the grant of promotional opportunities, the completion of performance evaluations, the provision of references, and the unjustified favouring of one employee or student to the disadvantage of another.

2.2 Retaliation and Frivolous Claims Prohibited

Reprisals, retaliation or threats of reprisals against anyone pursuing his or her rights under this policy for having participated or cooperated in an investigation for having been associated with someone who has pursued rights or participated in the procedures, or for having in any other role or capacity under this policy, are prohibited. False, frivolous or vexatious claims of harassment are similarly prohibited.

2.3 Confidentiality

Information collected pursuant to a harassment complaint is deemed confidential information and as such it shall not be:

- a) Used for personal gain or advantage;
- b) Disclosed to any person(s) who is not a party to the complaint; or
- c) Caused to be so used or disclosed.

Persons who participate in the investigation of complaints can expect that any information provided by them will be communicated to all those who are a party to the complaint and/or as required by law.

All parties (including all those who are questioned or who have been requested to submit information or documentation in connection with an investigation) are prohibited from discussing the investigation, except with a legal or similar advisor.

3.0 PROCEDURE

The President shall ensure that appropriate operational procedures are in place. Without limiting the generality of the foregoing, such procedures shall ensure allegations of harassment are investigated promptly and that due process is followed.

Except where all parties to a complaint agree, the investigation and determination of a harassment complaint shall not exceed three months in duration.

4.0 COMPLIANCE

Failure to comply with this policy may result in disciplinary action being taken against the offending party.

Procedure HR-403-PR

1.0 PURPOSE & SCOPE

These procedures prescribe the means of dealing with formal allegations of harassment. The procedures ensure allegations of harassment are investigated promptly and that due process is followed. The procedures also ensure that, to the extent possible, the parties to an allegation of harassment are afforded every opportunity to employ alternative dispute resolution services as an alternate means of resolving the matter.

These procedures apply to all officers, employees, students, guests, vendors and clients of College of the North Atlantic.

2.0 PROCEDURES FOR INVESTIGATING ALLEGATIONS OF HARASSMENT

Subject to those procedures prescribed in a relevant collective agreement and/or other related College of the North Atlantic policies and procedures, the following procedures shall apply:

2.1 Complaints

- A. A person who has reasonable grounds for believing that a person has contravened the Harassment Policy may file a written and signed complaint with a Manager. Where necessary, a complaint may be filed in any other form that meets the communicative needs of the complainant. In such cases, the Manager shall prepare a written complaint on behalf of the complainant.
- B. A complaint made under subsection 2.1 (A) shall be made within 6 months after the alleged contravention or, in the case of a continuing contravention, within 6 months after the last incidence of the alleged contravention.

2.2 Investigation

- A. Where a complaint is filed with a Manager, the Manager, or a person designated by the Manager, shall investigate the complaint and, subject to subsection 2.2 (G), complete the investigation within ten (10) working days of receipt of the complaint.
- B. Before an investigation is started under subsection 2.2 (A), the Manager shall give notice of the complaint and of the start of an investigation of the complaint to the person against whom the complaint is made (the respondent).
- C. Before an investigation is started under subsection 2.2 (A), the Manager shall inquire whether the complainant and the respondent wish to avail of alternative dispute resolution services. If both parties agree, the parties shall be referred pursuant to subsection 2.2 (F) and (G) below.
- D. Within five (5) working days of the completion of an investigation, the Manager shall make a report to the appropriate Executive member who may determine whether or not to refer the matter to a panel of inquiry. The Executive member shall make the determination to refer or not to refer the complaint within ten (10) working days of receipt of the report.
- E. Where the Executive member declines to refer a complaint to a panel of inquiry, the complainant may apply to the President for an order that the Executive member refer the complaint to a panel of inquiry. An application for an order under subsection 2.2(E) shall be made within 30 days of the receipt by the complainant of notice that the Executive member has declined to refer the complaint.
- F. Notwithstanding all of the foregoing, a Manager or Executive member may, at his or her discretion and at any stage of the investigation, stop the investigation and refer the complaint, the complainant and/or the respondent to a designated third party for advice, mediation and/or possible settlement. Under no circumstances shall such a referral delay proceedings more than ten (10) working days.

- G. Where a referral, pursuant to subsection 2.2(F), does not result in a settlement, the Manager or Executive member may reopen the complaint and proceed with the investigation of the complaint.

2.3 Powers of Investigation

The Manager, or a person appointed or designated by the Manager, may, at all reasonable times, so long as it is reasonably necessary to determine compliance with these procedures, enter any College owned or operated building, facility, office or related premises:

- A. To inspect, audit and examine records and documents; or
- B. To interview individual(s) occupying or in charge of that College building, facility, office or related premises and the individual(s) shall:
 - 1) Answer all questions concerning those matters put to them;
 - 2) Produce for inspection the records, documents, material requested by the Manager or a person appointed or designated by the Manager.

2.4 Settlement

- A. Where a Manager, or a person designated by the Manager, effects a settlement of a complaint he or she shall report the settlement to an Executive member. The Executive member shall respond, indicating approval or otherwise, within ten (10) working days of receipt of the settlement report.
- B. Where the report referred to in subsection 2.4(A) is approved by an Executive member, the Manager shall notify the parties that no further action will be taken with regard to the complaint unless the terms of a settlement are not complied with.
- C. Where the terms of a settlement referred to in subsection 2.4(A) or 2.4(D) are not complied with, an Executive member may reopen the complaint and proceed as if a settlement had not been effected.
- D. A complaint shall be considered settled for the purpose of this policy only if an Executive member approves the settlement and agrees to its terms.

2.5 Reference to a Panel of Inquiry

- a) Where an Executive member refers a matter to a panel of inquiry duly constituted by the President or where the Executive member is directed to refer a matter to a panel of inquiry duly constituted by the President, the panel shall hear the matter.
- b) Where the Executive member refers a matter to a panel of inquiry, the Executive member will notify any other Executive member that may have an interest in the proceedings. The Executive member will also keep the other effected parties informed of the progress and results of the investigation.

THREATS AND ACTS OF VIOLENCE

Policy SS-215

1. PURPOSE AND SCOPE

This policy applies to all registered students at the College. It is intended to establish the process to be followed when a student utters threats of physical danger or violence against the institution in general or utters threats of physical or sexual injury, danger or violence against any person, student or staff or commits an actual act of physical danger or violence against the institution or an actual act of physical or sexual injury, danger or violence against any person, student or staff.

2. POLICY

It is the policy of the College that students, staff and other persons visiting the College have a right to a healthy and safe environment free from threat and/or the act of physical or sexual injury, danger or violence. Inherent with this belief, the College maintains a zero tolerance policy for any threat uttered against the institution, student, staff or person which subject them to any such conditions as outlined above. Students are expected to conduct themselves in the best interest of the College while conforming to College policies, rules and regulations. If students do not accept and live up to these responsibilities as outlined, the College reserves the right to take action as outlined in Procedures SS-215-PR.

3. PROCEDURES

The Senior Vice-President of Academic and Student Services shall ensure that procedures are developed and implemented in accordance with this policy.

Procedure SS-215-PR

Any threat uttered will immediately be reported to the Campus Administrator. The Campus Administrator will immediately notify either the RCMP or RNC, as appropriate. In all instances, the offending student will be immediately notified by the Campus Administrator that the College has a zero tolerance policy for such behaviour/action. He/she will be immediately suspended for forty-eight (48) hours until an internal review is conducted and will be advised that the appropriate authorities (RCMP/RNC) have been notified. The student will also be notified in writing, within twenty-four (24) hours of the decision to impose this suspension. Said notice will contain, minimally, a description of the policies, procedures or regulations allegedly breached, a summary of the offensive behaviour and the sanction being imposed. Copies of the breached policies, procedures or regulations and the Student Appeal Policy (SS-203) shall also be referenced in and attached to the notice.

The Manager of Student Recruitment and Enrolment Services and the Senior Vice President of Academic and Student Services, will be notified of the incident immediately and copied on all correspondence relating to the matter.

Appropriate interim action will be determined pending the results of an internal review by the College's Review Committee. The Review Committee's decision will be communicated in writing to the student within forty-eight (48) hours of the initial suspension.

Appropriate final action will be determined by the College's Review Committee pending the conclusion of an investigation by either the RCMP or RNC and receipt of its report by the Review Committee. The Review Committee's decision will be communicated in writing to the student within forty-eight (48) hours after receipt of the report from either the RCMP or RNC

STUDENT ATTENDANCE

Policy SS-217

1. PURPOSE AND SCOPE

This policy is intended to establish the responsibilities of all registered students as it relates to attendance.

2. POLICY

It is the policy of the College that the hours of attendance will be established and regulated by the administration of the College. Punctual and regular attendance for scheduled classes, laboratory sessions and all scheduled learning activities is expected of all students.

Where absenteeism adversely affects student's progress and performance, dismissal from the College may result.

3. PROCEDURE

The Senior Vice-President of Academic and Student Services shall ensure that procedures are developed and implemented in accordance with this policy.

Procedure SS-217

If absenteeism adversely affects student's progress and performance, the following procedures as referenced in the Student Discipline policy SS-202, may be carried out:

- 1) Student will receive a verbal warning from his/her instructor;
- 2) If the verbal warning does not result in improved attendance, the instructor will report the situation to the administrator responsible for the program;
- 3) A written reprimand may then be issued to the student from the administrator responsible for the program and a copy placed in the student's file;
- 4) If attendance is not improved, the administration responsible for the program could:
 - a) Restrict privileges. The student would be informed in writing and a copy placed in the student's file;
 - b) Suspend or dismiss the student. The student would be informed in writing and a copy placed in the student's file.
- 5) If dismissal results, a copy of the dismissal letter must be forwarded to the Senior Vice-President of Academic and Student Services.

WEAPONS

Policy SS-216

1. PURPOSE AND SCOPE

The purpose of this policy is to ensure the health and safety of all individuals living, working and visiting campuses of the College of the North Atlantic. It applies to all students, employees, visitors, contractors and others for whom College of the North Atlantic is legally responsible. It does not apply to RCMP or RNC officers who are attending on campus while on duty.

2. POLICY

Weapons shall not be stored in residence rooms, carried on the person, or otherwise carried or stored in any room or any part of a building owned, rented or operated by College of the North Atlantic. Weapons include, but are not limited to: rifles, side arms and guns of all types; air rifles (including pellet guns and pistols and paintball guns); edged weapons (excluding folding pocket knives with a blade length of less than four inches and professional chef's knives owned by students in the cooking programs); weapons used in martial arts training; crossbows, bows and arrows; bear spray, pepper spray, mace and other chemical deterrents; tasers and blunt weapons (clubs and other items designed to be used as a blunt weapon).

Notwithstanding the above, weapons used as part of the hunter safety or firearms training courses may be stored on or carried onto a campus of College of the North Atlantic, specifically for the purpose of attending that course and only during class periods.

Failure to abide by these guidelines will result in disciplinary action, up to and including immediate loss of residence privileges and/or expulsion from the College and will be reported to the relevant authorities.

3. PROCEDURE

The Vice-President of Academic and Student Services shall ensure that procedures are developed and implemented in accordance with this policy.



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