



STUDENT ORIENTATION Manual 2026-27

Campus Locations

Meadow Lake, SK
North Battleford, SK

northwestcollege.ca

President's Message



Congratulations on taking the next step in your educational journey and, indeed, for some of you, the first step to graduation and success!

We are honoured that you chose to start your journey at NWC. Those of us who have attended College or University know how difficult it is to pass through that doorway for the first time. Some of you are filled with excitement and wonder, while others might feel anxious or scared. Regardless of where you come from or how much success you've already experienced in school, please be assured that our faculty and staff will support you every step of the way and do everything possible to ensure your success.

We also take pride in guiding and assisting you to develop strategies to remove obstacles that might come your way, and embrace all opportunities that lay before you. Our goal is to see you graduate with the skills and knowledge that will prepare you for a successful career and a successful life.

Our faculty and staff have been diligently preparing for your arrival, and welcome you as of a member of our College family and community. We are here to support you through your educational journey!

I personally look forward to celebrating your achievements together as you cross our stage upon graduation. I wish you all the very best in your program this coming academic year, and welcome to the North West College family.



Eli Ahlquist
President and CEO

Education is the new buffalo

Historically for the First Nation people, the buffalo gave them food, clothing and shelter, and now we need to look to education to give us those things.



Welcome to North West College

North West College welcomes you to our institution and our campuses in North Battleford and Meadow Lake. Your decision to attend our college will be a rewarding experience for you. The staff and management as well as all our students make up a family and community of people whose goal is to assist you in achieving your goals.

We strive to provide you with information to make your move and settlement into our college and city a smooth and enjoyable one. This manual will provide you with a great deal of information and we encourage you to speak to the great team of employees who are willing to assist you in whatever area you need.

Please refer to the North West College (NWC) website at www.northwestcollege.ca for any additional information.

Overview

North West College serves a region that encompasses over 44,000 square kilometers in northwest Saskatchewan, Canada. We operate campuses in two main communities as well as 22 other municipalities and First Nations communities. Through partnerships with other post-secondary institutions, we deliver a wide variety of career, vocational, and academic programming to meet the educational, economic and labour force demands of north western Saskatchewan. Additionally, the College serves many business and industry stakeholders by offering numerous business, safety, and industrial programs and courses at our two main campus locations as well as numerous smaller locations in conjunction with our business partners.

Our two main campuses are located in North Battleford and Meadow Lake. Both are small cities with a population of approximately 18,625 and 5,400 people respectively. North West College offers university programs from the University of Regina and the University of Saskatchewan, as well as an array of educational programs and services to adult learners including trades, adult basic education, English as an Additional Language, and career and student services.

*Your future
starts at* **NWC**



Mission, Vision & Values

Mission

To provide lifelong learning opportunities as a means of enhancing the economic, cultural and social wellbeing of the individuals and communities we serve.

Vision

To inspire individuals and communities to achieve brighter futures.

Values

- Excellence
- Integrity
- Responsiveness
- Innovation

Calendar of Events

Many events take place throughout the year, and we strongly encourage you to participate to enrich your college experience.

The calendar of events can be found on the NWC website at <https://northwestcollege.ca/events.html>



What to Expect

The academic experience at NWC is focused on student success, academic integrity and excellence. The academic policies are based on accountability for academic standards, integrity of course content and program credentials. Student success at NWC will be enhanced and guided by these policies, enabling a smooth path through the academic process and their ability to navigate through exceptions and unusual situations.

A number of non-academic policies govern student life and conduct at NWC. Information about the situations in which these procedures apply and the procedures themselves are included in this document in the Appendices.

NWC employs a team of people in our Student Services department who are qualified and knowledgeable in a wide range of services they provide to students.

Contact Information

During the year it is important that we are able to keep in touch with you. Please inform us of any changes in your current mailing address, telephone number or email address. All mail such as notices and transcripts will be sent to you via your address on file.

For this reason, you must make sure that your address is current and correct. Please contact our registrar's office at 306-937-5105 in North Battleford or by email at registrar@northwestcollege.ca to update your information.



Policies

Smoking

Smoking is not permitted on college property.

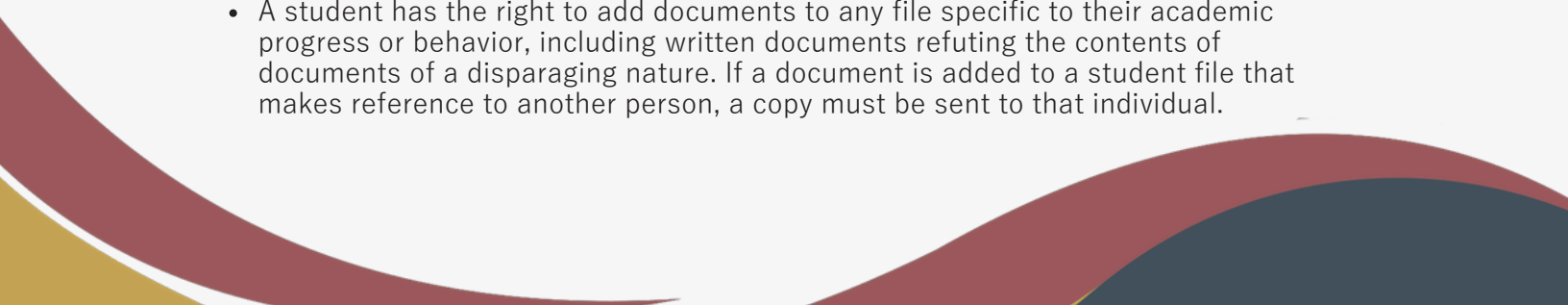
Alcohol

NWC does not permit alcohol on campus property or functions. Anyone under the influence of alcohol while on NWC property will be sent home in the safest way possible. The college has a zero tolerance for drugs and alcohol.

Cannabis

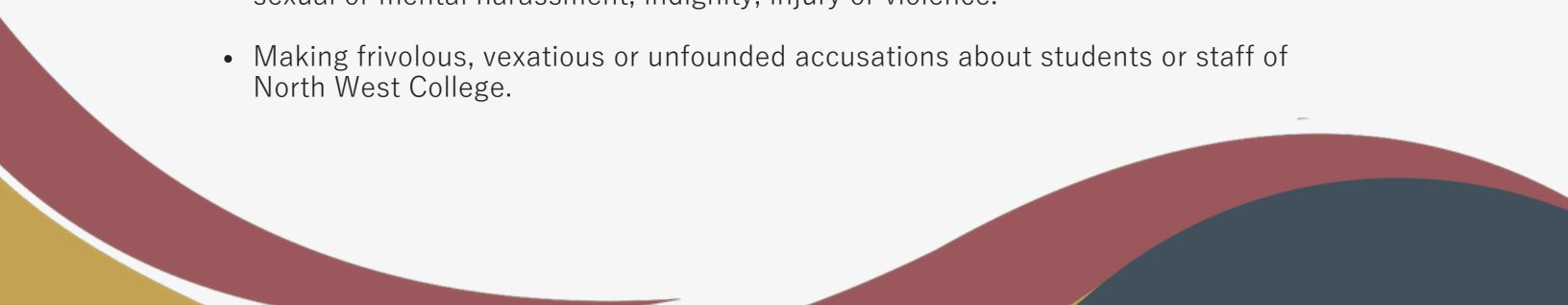
Cannabis is now legal to consume in Canada. At the college, like alcohol, no one is permitted to use or be under the influence of cannabis. The college has a zero tolerance for drugs and alcohol.

Student Rights

- Students have the right to know that in the event North West College decides to discontinue a program in progress, the College will make every effort to assist the students presently in the program the opportunity to complete that program year.
 - Students have the right to access academic advising and other College services available to them.
 - Students have the right to receive a course outline that details timelines, course outcomes, assignments, evaluation systems, due dates, classroom procedures, and attendance expectations.
 - Students have the right to be notified of class cancellations as soon as possible and to be able to expect that classes will start and end on time.
 - Students have the right to expect instructors to be available for assistance outside of regularly scheduled class times that is mutually acceptable to all parties.
 - Students have the right to know the College's policy and practices for academic integrity, as well as having access to policies and procedures that deal with situations that may appear unfair. Intellectual dishonesty includes but is not limited to copying another students work, cheating, plagiarism, changing marks on your work and giving other students answers to test questions.
 - Students have the right to receive assessment feedback, their assignments, and examinations in a timely fashion. Those students considering withdrawing from a program will be given performance feedback one week prior to the official course withdrawal deadline as published as well as having the right to review their class examinations and course assignments after they have been evaluated.
 - Students have a right to expect that their personal information and their official records will be managed consistently with the Freedom of Information and Protection of Privacy Act.
 - Students have the right to learn in an environment that is safe, healthy, supportive and respectful of their needs as an adult student.
 - A student has the right to be informed of any documents specific to their academic progress or behavior that is being added to their file.
 - A student has the right to add documents to any file specific to their academic progress or behavior, including written documents refuting the contents of documents of a disparaging nature. If a document is added to a student file that makes reference to another person, a copy must be sent to that individual.
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Student Responsibilities

It is expected students will conduct themselves in a mature and responsible manner. Therefore, students must be aware of the Academic Integrity Policy and the following improper student behavior or conduct may result in disciplinary action. The disciplinary action could lead to reprimand, suspension or dismissal from the student's program.

- Engaging in cheating, plagiarism, fraud, deceit or other forms of academic dishonesty.
 - Punctual and regular attendance is expected in all North West College courses.
 - To arrive on time for classes and to be fully engaged in the learning process.
 - To be familiar with policies and program practice as they pertain to assignments, attendance and course expectations.
 - To be familiar with the material and contents contained within the course outline.
 - To respect the instructor's right to determine course content, evaluation and instructional methodology.
 - To respect the instructor's rights to set deadlines for assigned work and to establish penalties for failure to comply with deadlines.
 - To write tests and final examinations at the times scheduled except in cases of illness or other circumstances approved by the instructor.
 - To be aware of registration or withdrawal deadlines and the procedures that must be followed.
 - Disturbing, disrupting or otherwise interfering with students or staff while pursuing their learning or working activities.
 - The intentional damaging of property, buildings or equipment, of any employee or student.
 - The unauthorized use of or unauthorized entry to North West College property.
 - Threatening to subject or subjecting any person or persons to physical, racial, sexual or mental harassment, indignity, injury or violence.
 - Making frivolous, vexatious or unfounded accusations about students or staff of North West College.
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Academic & Non-Academic Misconduct

The following six areas constitute the major types of academic misconduct and are subject to penalties. Please note that misconduct on any part of your work denotes misconduct, there is no partial culpability. No fees are refunded if the student is dismissed from the College for academic misconduct. The NWC Policy on Student Performance and Discipline is in Appendix B-6.

Cheating

Cheating is the use of inappropriate, prohibited or unacknowledged materials, information or aids in any academic work. The use of notes, books, electronic technology (including but not limited to calculators, cell phones, tablets and voice or video recordings) and conversation with others is restricted or forbidden. Students may not request others to conduct research or perform any work for them.

Fabrication

Fabrication is the falsification or invention of any information or citation in an academic work or required program documentation such as clinical permits, criminal record checks, etc. Invented information may not be used in any academic work without the prior authorization of the instructor. The actual and original source of the information must be acknowledged in a citation.

Plagiarism

Plagiarism is the representation of words or ideas of another as one's own. To avoid plagiarism every source of information must be identified and properly documented according to an established writing convention determined by the instructor.

Facilitating Academic Misconduct

Students who knowingly or negligently allow their work or portions of their work to be used by other students or who otherwise aid others in committing academic misconduct are violating academic integrity. Such students are as guilty as a student who receives and uses the material or who is involved in the incident directly, even though they may not themselves benefit from the act of misconduct and are therefore subject to the same penalties.

Copyright Violation

Canada's Copyright Act states the legal and permissible use of copyright materials. Copying beyond the limits of the Act is a violation and liability for these actions will rest with the individual who made the illegal copy.



Attendance

North West College programs involve education and training to prepare students for employment or further study, it is important for students to attend as many lessons as possible to obtain the benefit of instruction. Students must keep in contact with instructors when away from the classroom, and are responsible for all work that is missed. Absenteeism concerns (no contact, frequent absences) may result in discontinuation from the program. It is important to remember there is a direct correlation between attendance and the level of success in academic programs.

Respect

We believe that people thrive when they feel safe and valued. We all have a part in creating a respectful community. You can:

- help one another to be respectful and supportive of each other;
- work with staff to help you deal with social, personal or health issues that affect your academic performance or on-campus behavior;
- know that there is zero tolerance on campus for alcohol, drug and tobacco use as well as inappropriate comments, actions, or behaviors; and
- understand that respectful adult behavior includes not subjecting any student or staff member to physical or mental harassment, indignity, injury or violence on or off campus.

Classroom Environment

The learning environment and activities are controlled by the instructor and guided by mutual respect, common sense, courtesy and etiquette. The instructor has the right to require students to cease and desist in actions that are disruptive or that impede positive progress in the program. The instructor has the right to require anyone to leave the learning environment if positive progress is impeded by his or her actions or comments.

The College has an anti-harassment policy, and it would be to your benefit to familiarize yourself with its content. Students are not permitted to transmit, distribute or make materials available that are harassing or discriminating, illegal, abusive, obscene, threatening or intimidating. Demeaning materials to any individual or group are also prohibited. This includes but is not limited to, electronic email systems and postings on electronic bulletin or message boards, blackboards and web pages. Further actions may be taken by law or under NWC policies.

At North West College you will be treated as an equal with all other students. Our commitment to our students is exemplified in all areas of the college-through individual student attention and support well trained and caring instructors, celebration of student successes, learning and service options, and a safe, caring learning environment. Students are encouraged to ask questions and share their perspective and to actively participate, particularly in our small classroom environment.



Student Services

NWC is dedicated to supporting individuals in their efforts to be successful learners. The Student Services team, along with a team of dedicated instructors and staff, work with students to determine and achieve their academic and career goals.

Academic Planning Services

- Assist students with their academic career and educational decisions.
- Provide students with information about educational options

Academic Support Services

- Workshops and one on one support in: learning strategies and styles, note taking, study skills, exam writing, essay writing, time management and budgeting.
- Student advocacy support.
- Student discipline, appeals – procedure and support.

Financial Services

- Provide information and facilitate the application process for different academic funding options – student loans, provincial training allowance, scholarships, etc.
- Budget planning and support services.

Disability Support Services

- Facilitate disability grant applications.
- Assist with accommodations and supports.

Career Planning Services

- Job search techniques.
- Resume and cover letter workshops and writing assistance.
- Interview skills and mock interviews.
- Employability skills.
- Self-assessments and goal setting.
- Workplace culture and diversity workshops.

Labour Market Services

- Identification of current job opportunities.
 - Provide current and relevant job search information through workshops, one on one sessions, job boards and resource centers.
 - Help prepare students beyond technical training so they can gain employment.
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Freedom of Information and Protection of Privacy

North West College is a publicly funded institution and as such appreciates and values the need for accessibility to information as well as an obligation to conduct its operations in a way which is open to public scrutiny. Additionally, the College respects the need to maintain the privacy of all those who work or are students at the North West College; therefore the College as a collective whole will collect information and store or save information and provide access to information in a way deemed appropriate by the Freedom of Information and Protection of Privacy Act.

Graduation

In order for learners to qualify for graduation from a program, the learner must be admitted to the program and complete all of the identified program completion requirements as identified by the accrediting institution in the calendar of the last academic year of admission to the program.

Harassment Prevention

North West College is committed to providing a safe, positive learning environment where all are treated with respect and dignity. Harassment is any objectionable conduct, comment, or display by a person that:

- is directed to another person;
- is made on the basis of race, creed, religion, color, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry, or place of origin;
- or constitutes a threat to the health and safety of another person.

Normal social contact between people based on equality and/or mutual consent does not constitute harassment. Harassment is discrimination and it is against the law. Failure to adhere to this regulation may result in a student being disciplined and/or removed from North West College.



General Information

Income Tax

Students should submit an income tax return to the Canada Revenue Agency once per year in order to claim a tuition credit. Income tax claims need to be filed annually by April 30th. Depending on the amount earned, international students who work on or off campus may be required to complete an income tax return. For further information, call the Canada Revenue Agency toll free at 1-800-959-8281 or visit www.cra-arc.gc.ca

Driver's Licence

For information regarding the specifics of driving in Saskatchewan or how to acquire a Saskatchewan Driver's Licence, please refer to this link: www.sgi.sk.ca/licensing

Housing Accommodations

There are numerous agencies that list rental accommodations. A list of rental agents and locations in North Battleford is provided below. Meadow Lake has a student residence that has individual units, family units and shared accommodations.

Childcare

Both North Battleford and Meadow Lake have day care centres. A list has been provided below.

Health Care Card

All residents of Saskatchewan receive hospital and medical insurance at no charge. The Health plan pays for most doctor's fees and hospital bills. Prescription drugs are not covered by the Health plan. Please apply online at <https://www.ehealthsask.ca/Pages/default.aspx>

You must include two pieces of identification including your support of identity (driver's licence), and proof of your Saskatchewan residency (a valid document that displays your name and current home address and confirms that your primary place of residence is Saskatchewan). Once the application has been processed, the student will receive a health services card to the student's mailing address. This card must be presented when going to a clinic or hospital for treatment.

Mental Health and Addiction Services

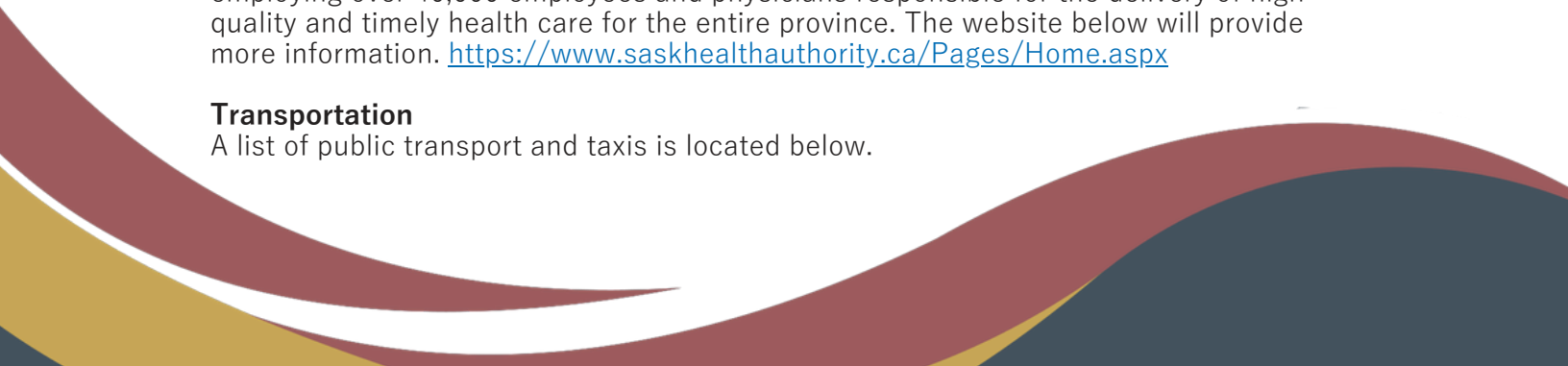
Mental Health provides services for individuals, couples and families dealing with depression, grief, anger, suicidal behavior, trauma, addictions, relationships, medical issues, adjusting to new circumstances and self awareness.

Saskatchewan Health Authority Services

The Saskatchewan Health Authority is the largest organization in Saskatchewan, employing over 40,000 employees and physicians responsible for the delivery of high quality and timely health care for the entire province. The website below will provide more information. <https://www.saskhealthauthority.ca/Pages/Home.aspx>

Transportation

A list of public transport and taxis is located below.



Contact information are for reference only and are not endorsed or inspected by North West College or its staff

Resources in North Battleford

Community Resource	Contact
City of North Battleford	306-445-1700
Battleford's Immigration Resource Centre	306-446-0622
Emergencies Police / RCMP Fire Ambulance	911 306-446-1720 306-445-1770 306-446-7309
Health Services Healthline I.M.Well app Saskatchewan Resources Mental Health & Addictions Battlefords Union Hospital Walk-in Clinic Twin City	811 www.studentvip.ca http://sk.211.ca 306-446-6500 306-446-6600 306-446-8440
Transportation Crown Cabs NB City Cab Fast Taxi G Cabs V Ride Cabs	306-445-8755 306-445-5556 306-937-2628 306-445-4040 306-445-8001
Battlefords Library North Battleford Library	306-937-2646 306-445-3206
Childcare/Daycares Centre Educatif Les Petits Pingouins Debbie Early Learning Centre Inc First Steps: Student Childcare Centre- NBCHS Learning Tree Child Development Centre McKitrick Village Centre Childcare Playtime Co-operative Childcare Sakewew Childcare Centre Village Centre Childcare Home Daycares - Licensed Alana Bryant: 2240 Douglas Ave, North Battleford, SK Madison Reimer: 1914 Foley Drive, North Battleford, SK Anne Viczko: 1391 105 th Street, North Battleford, SK	306-445-4010 306-445-2022 306-446-2411 306-445-8703 306-445-3861 306-937-3184 306-445-6650 306-445-5363 306-497-886 306-230-5475 306-280-3399

Student Housing Options in North Battleford

The Battlefords Housing Authority offers several affordable housing options that may be suitable for students seeking independent accommodation in North Battleford. Availability, eligibility requirements, and waitlists may apply. Contact the Housing Authority directly for current vacancies and application information. Website: thebattlefordshousing.ca

Property Name/Address	Details	Contact
Valleyview Tower II 1191 99th Street, North Battleford, SK	- Unit Types: 1-bedroom & 2-bedroom apartments. - Monthly Rent: 1-bedroom: \$870/month 2-bedroom: \$1,000/month - Utilities and internet included	306-445-4393 battlefords@housingauthoritysk.com
Jackson Apartments 1251 111th Street, North Battleford, SK	- Unit Types: 1-bedroom and 2-bedroom apartments - Rent: Contact Housing Authority for current rates	306-445-4393 battlefords@housingauthoritysk.com
Chisholm Place 10901 Winder Crescent, North Battleford, SK	- Unit Types: 1-bedroom and 2-bedroom apartments - Rent: Contact Housing Authority for current rates	306-445-4393 battlefords@housingauthoritysk.com
Davidson Manor 10802 Winder Crescent, North Battleford, SK	- Unit Types: 1-bedroom and 2-bedroom apartments - Rent: Contact Housing Authority for current rates	306-445-4393 battlefords@housingauthoritysk.com

Additional Student-Friendly Options

These properties offer apartment-style housing and may be suitable depending on eligibility and availability:

- Riverside Manor (1- and 2-bedroom units)
- Territorial Manor (1-, 2-, and 3-bedroom units)
- Deer Valley Place (1-, 2-, and 3-bedroom units)

Contact Information

The Battlefords Housing Authority

- Address: 831 104th Street, North Battleford, SK S9A 4B2
- Phone: 306-445-4393
- Email: battlefords@housingauthoritysk.com

Student Tip

Apply as early as possible. Affordable housing units may have waitlists, and eligibility requirements can vary by program and building. Contact the Housing Authority directly to discuss housing options that best fit your student status and budget.

Resources in Meadow Lake

Community Resource	Contact
City of Meadow Lake	306-236-3622
UNO Immigration	306-236-1954 https://unoimmigration.com/
Emergencies Police / RCMP Fire Ambulance	911 306-236-2570 306-236-5788 306-236-1590
Health Services Healthline I.M.Well app Saskatchewan Resources Mental Health & Addiction Meadow Lake Hospital	811 www.studentvip.ca http://sk.211.ca 306-236-1580 306-236-1500
Transportation Meadow City Cab Mr. Taxi Ltd.	306-240-6067 306-240-7677
Childcare Children First Childcare Centre (Carpenter High School) Meadow Lake & District Early Years Family Resource Centre Meadow Lake & Area Early Childhood Services Tiny Treasures Child & Family	306-236-5236 306-236-8316 306-236-4247 306-236-1253
Housing Accomodations Meadow Lake Housing Authority North West College Student Residence	306-236-3977 306-234-5100
Meadow Lake Library	306-236-5396

Resources in Duck Lake

Community Resource	Contact
Canadian Mental Health Association Prince Albert	306-763-7747
Rosthern Community Health Mental Health, Addictions Services & Public Health	306-232-9680
Medical Clinic Monday - Friday 1:00 pm - 5:00 pm	306-467-2233
Nurse Practitioner - Stobart Community School	306-232-9683
Beardy's & Okemasis Willow Cree Health Station	306-467-4523
Duck Lake Beardy's Primary Health Team	306-467-2171



Mental Health & Addictions Services

How to access services?

Intake receives, screens, assesses and prioritizes all new requests for service. Requests can be made by the individual seeking service, or by physicians, family members or school personnel. Requests can be made by phone, fax or attending in person (walk in to any Health Authority Mental Health and Addictions Services location). Intake is open from 8 am - 12 noon and 1 pm - 5 pm Mondays-Fridays, except statutory holidays. From 5 pm – 8 am and on weekends and statutory holidays, urgent cases may access services through the local emergency department. A provincial Healthline staffed with personnel experienced in mental health and addictions issues may be contacted at any time of the day or night by calling 811.

Services Provided

- Mental Health
- Inpatient Services
- Psychiatric Rehabilitation Services
- Mental Health Therapies
- Psychiatric Services
- Addictions Services

Battleford's Mental Health and Addictions Center

1092-107th St. North Battleford, SK S9A 1Z1
Phone (306) 446-6500
Fax (306) 446-6546

Mental Health and Addictions Services - Meadow Lake

Robert Simard Social Detox Unit (Northwest Health Facility)
#3- 711 Center Street Meadow Lake, SK S9X 1E6
Phone (306) 236-1580
Fax (306) 236-1400



Policy & Procedures

Scent free

The College strives to ensure all staff and students are in an atmosphere that promotes wellness and health. Given the number of people with allergies to scented products, the College promotes a scent free environment. This policy can be found in Appendix B-9.

Smoking

The College provides a healthy working and learning environment. The purpose of this policy is to reduce the harm from second hand smoke, provide an environment that encourages people to be tobacco and marijuana/cannabis free, establish a campus culture of wellness, and reduce health costs and promote a tobacco and marijuana/cannabis free future. The use of tobacco and marijuana/cannabis is prohibited within College buildings, parking areas, walkway and entry ways, in College fleet vehicles and on College owned or leased property. This policy applies to all faculty, Board, staff, students, contractors, vendors and other visitors to all College campuses. Tobacco use includes the possession of any lighted tobacco product, any oral tobacco product, or electronic smoking device.

Drugs and alcohol

NWC strives to provide a work and study atmosphere free of substance abuse and of people who are free from the effects of drugs and alcohol. Members of the College community are prohibited from possessing, selling and being under the influence of any controlled substance while on College property, in College vehicles and while on college business.

Social media guidelines

Social media has become a mainstream form of online communication and College employees and students will use these online tools for personal and professional communications. Social Media Guidelines help set employer and instructor expectations, educate staff and students, and empower employees to tweet, post or blog. Employees and students must be aware that when representing the College online, there are guidelines that must be followed.

Computer use policy and procedures guidelines

Using the College's computer and network services is a privilege. As such, everyone who is permitted to use the College's networks and computer resources has a responsibility for the proper use and protection of those resources.



Policy 2.03

Anti-harassment

Purpose/Philosophy:

All members of the College community are entitled to a harassment free environment. The College is committed to ensuring a harassment free environment where everyone is treated with dignity and respect. As part of this commitment, the College will develop proactive programs in an effort to prevent all forms of harassment.

1. Scope:

All members of the College community must adhere to this policy including:

- Staff;
- students;
- board members;
- contractors;
- visitors;
- volunteers; and guests.

2. Definition of Harassment:

In accordance with the Saskatchewan Employment Act and Regulations and the Human Rights Code, harassment means any unwanted or unwelcome action by any person against another whether it be verbal, written, or physical and which:

a) Is based on:

- ancestry, colour, race or perceived race;
- nationality or place of origin;
- religion or religious creed;
- sex (includes pregnancy);
- marital status;
- family status (parent-child relationships);
- disability (mental or physical);
- sexual orientation;
- gender identity;
- gender expression;
- receipt of public assistance; or
- age (18 or older).

b) Is of a sexual nature. Sexual harassment may be verbal, physical or visual. It may be one incident or a series of incidents. It is always unsolicited and unwelcome behaviour, and can take many forms, including but not limited to:

- sexual remarks;
- “jokes” with sexual overtones;
- a sexual advance or invitation;
- displaying offensive pictures or photographs;
- threats;
- leering;
- physical contact like touching, patting, pinching or brushing against another person; or
- sexual and physical assault.

c) Is of a personal nature. Personal harassment adversely affects the worker's psychological or physical well-being and is conduct or displays that the person knows or ought reasonably to know would cause a worker to be humiliated or intimidated.

Under this category the harassment must:

- Involve repeated action or display; OR
- Involve a single, serious occurrence that has been established to have caused a lasting harmful effect on a worker; AND
- Not be any reasonable action that is taken by an employer or supervisor relating to the management and direction of the employer's workers or the place of employment.

d) Some examples of harassment include:

- Unsolicited physical contact, pushing, grabbing or touching;
- Comments, looks, suggestions which might reasonably be found by the affected employee to be unwelcome, objectionable, offensive, or to cause discomfort;
- Vandalism of personal property; and
- Gender or ethnic based insults or taunting.

3. This harassment policy does not extend or apply to:

- Day to day management or supervisory decisions involving work assignments, job assessment and evaluation, workplace inspections, and disciplinary action;
- Harassment that occurs outside of the College. For example, harassment that occurs during a union meeting or while attending a social gathering after hours is not covered. However, harassment that occurs while attending a conference or training session at the request of the College would be covered by this policy;
- Conduct which all parties agree is inoffensive or welcome;
- Normal social contact between people based on a position of equality and/or mutual consent does not for these purposes constitute harassment;
- Occasional conflict or disagreements in the workplace.
- Harassment can exist even where there is no intention to harass or offend another. Everyone must take responsibility to ensure his or her conduct or display is not offensive to another.

4. The College's Commitment:

The College, its Managers and Supervisors will take all complaints of harassment seriously. The College is committed to implementing this policy and to ensuring it is an effective means to prevent and stop harassment and create a productive and respectful workplace and educational institution.

This commitment includes:

- Informing all persons of their rights and obligations – a copy of the policy will be provided to all employees and will be available in visible College program sites;
- Training all persons in implementing this policy – information meetings will be held periodically to explain the policy. New employees will receive the policy during their orientation and senior management and supervisors will be asked to set a good example and foster a respectful workplace;
- Assigning responsibility for implementing this policy as detailed in the procedures (refer to the public directory or contact HR for a listing of procedures and related options);
- Protecting College community members from reprisal or embarrassment for trying to stop or prevent harassment – all complaints will be held in the strictest confidence except where disclosure is necessary for investigation or corrective action or as required by law;
- Promptly taking the action necessary to stop and prevent harassment when it occurs or has occurred – appropriate action will be taken against persons who are or were engaged or participated in harassment. This action should be sufficient to ensure the harassment stops and does not happen again.

5. College Community Members Duties:

All community members of the College shall:

- Promptly take the action necessary to stop and prevent harassment when it occurs or has occurred;
- Refrain from causing or participating in the harassment of another person; and
- Cooperate with any person investigating harassment complaints or a person taking any other action defined in the Taking Action to Prevent Harassment Guide as provided on the public directory and/or the Harassment Complaint Process.

Policy 5.13

Student Fees & Refunds

Purpose/Philosophy:

Subject to Board Policy and Section 12 of the Regional Colleges Regulations, the College shall ensure that fees charged for instructional services provided by the College, collection of fees, and refunds of fees are reasonable and reflect fairness to both the College and its clients.

1. Fees:

- Tuition for full-time subsidized credit courses at an undergraduate level brokered from Saskatchewan provincial institutions, including Lakeland College, shall be in accordance with the amounts prescribed in fee schedules established by the universities or institutes for the same courses offered in the city in which the university or institute is located.
- Tuition for part-time institute credit courses brokered at an undergraduate level from Saskatchewan provincial institutions, including Lakeland College, shall be based on a \$/hour rate established by Executive Management annually.
- Tuition for nonsubsidized brokered courses will be established on an individual program basis by Executive Management and may be set at a level differing from the tuition normally charged by the accrediting institution.
- Tuition for courses brokered from an out-of-province institution, excluding Lakeland College, will be established on an individual program basis by Executive Management and may be set at a level differing from the tuition normally charged by the accrediting institution.
- Other fees deemed necessary for specific credit programs shall be established annually by Executive Management. When established each fee will be considered non-refundable unless otherwise identified. If the fee is deemed refundable then Executive Management will articulate the details regarding when and how refund will occur.
- The principle of “full cost recovery” shall be applied to establish tuition fees for the delivery of Individual and Community Education classes and classes offered for industry credit. The “full cost recovery” will provide for direct and indirect costs attributable to the classes offered. Where possible, tuition for like classes within the College region shall be standard. Tuition fees for each of these programs are approved by the Director of Programs.
- Tuition for Basic Education courses will be established on an individual program basis to be set by Executive Management. Tuition charged to third parties for seat purchases shall be established annually by Executive Management, based upon a principle of cost recovery.

2. Collection of Fees

2.1 Full-time Institute and Full-time Industry Credit Programming

- Upon conditional acceptance, a tuition fee deposit of \$200.00 or a letter of sponsorship from an approved sponsoring agency is required. The deposit or letter must be submitted within 30 days of the acceptance date or the date specified in the letter of acceptance to reserve space in the program.
- The tuition fee deposit is non-refundable except when a student provides notification of withdrawal 30 days or more prior to program start date. In this instance there will be a \$100 refund. A sponsoring agency shall be invoiced for the applicable amounts.
- If the tuition deposit is not paid or a letter of sponsorship is not received within the 30 day time period or the date specified in the letter of acceptance then acceptance into the program may be cancelled.
- Assessed fees must be paid in full on or before registration. A letter of sponsorship from approved funding sources or confirmation of assigned student loan process shall constitute full payment.
 - A \$150 late payment fee for domestic students and \$500.00 for international students will be applied if full payment is not received upon registration or by a date specified upon acceptance.
 - Students who have not made full payment of assessed fees within 30 calendar days of the program start date may be excluded from class and discontinued.

2.2 Basic Education

- Collection of tuition paid by third parties for seat purchases shall be articulated in an agreement between the College and the third party.
- Collection of tuition shall be articulated on an individual program basis at the time the tuition is established.
- Individual and Community Education, Part-time Institute, and Part-time.

2.3 Industry Credit Programming

- All fees are due upon registration for the course/program

3. Refunds

Cancellation of a program by the College will result in a full refund of fees.

Refunds will be issued to the agency making payment on behalf of the student, unless otherwise directed by the payer agency (i.e. Canada Student Loans, Canada/Saskatchewan Career and Employment Service, WCB, Tribal Council, or First Nation).

3.1. For Full-time Institute and Industry Credit Programming:

- If the College is notified of a withdrawal prior to the start of a course, a full refund will be issued, less the tuition deposit to be retained as determined in clause 2.1 b)
- If the College is notified of a withdrawal after the start of a course, then the tuition refund shall be in accordance with the policy of the accrediting institution. Other refundable fees shall be refunded in accordance with College process 1 e).
- If the program is brokered from an out of province institution the process of refunds will be established when tuition and fees are set.
- For individual and community education, part-time institute and industry credit programming:
 - If a course is cancelled, the tuition fee will be refunded or transferred for credit to another course at the request of the participant.
 - A participant withdrawing from a course three or more days prior to the class commencing will receive a full refund.
 - A participant withdrawing from a course within three days of the class commencing will receive a full refund less \$25.00.
 - A participant withdrawing from a course after the start date but prior to one-third of course hours delivered will receive a refund of half of the course fees.
 - A participant withdrawing from a course after one-third of the scheduled hours have been delivered, no refund will be issued.

3.2 For University Classes

Tuition fees paid to the College shall be refunded in accordance with the policy of the applicable university, and other refundable fees will be refunded as per 1 e).

3.3 For Basic Education

Refund of tuition paid by third parties for seat purchases shall be articulated in an agreement between the College and the third party. Refund of tuition shall be articulated on an individual program basis at the time the tuition is established.

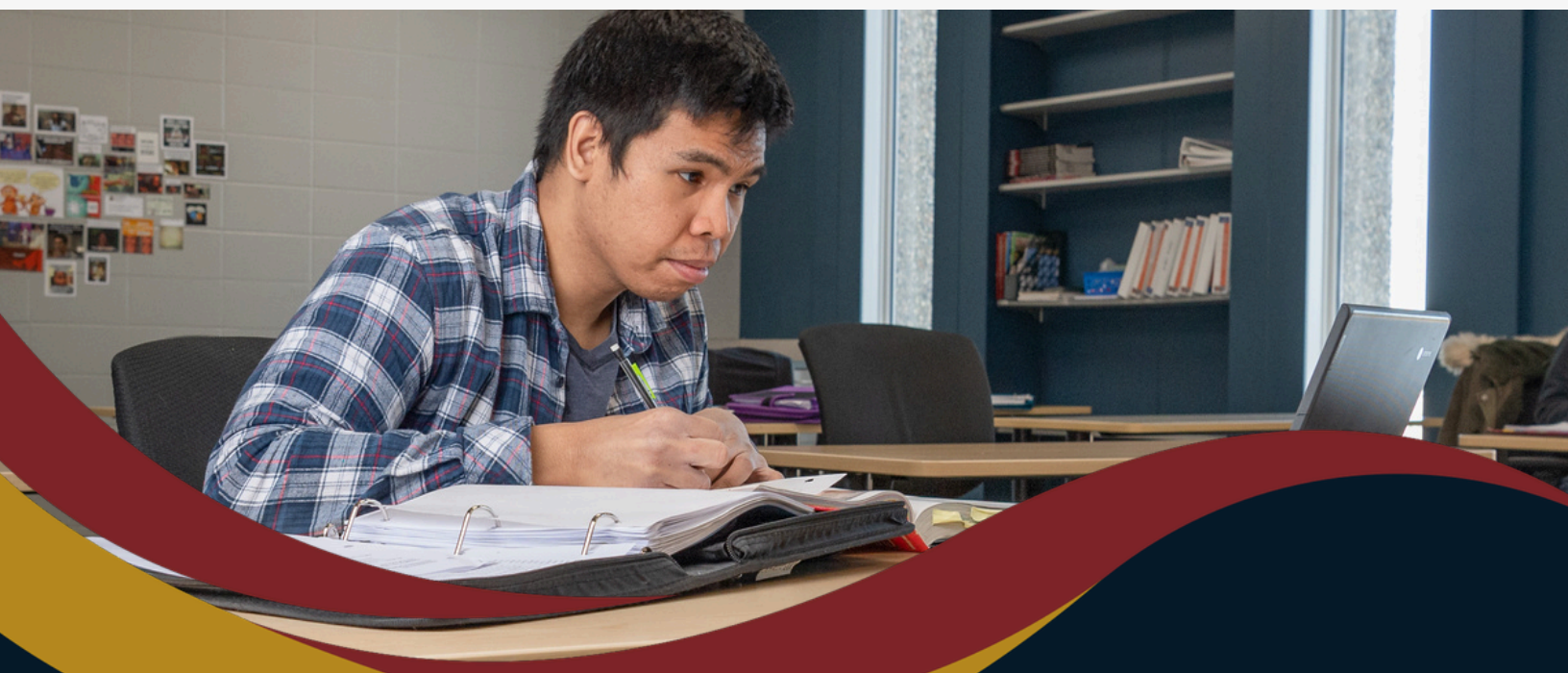
3.4 Student Reservist

Any student attending North West College who is a reservist that is called to active duty in the Canadian Armed Forces shall be allowed to leave their program of studies without academic or financial penalty. Students leaving the program before or part way through the year will be entitled to full refund of tuition for the period, and their academic record will, subject to the agreement of the brokering agency, not reflect any academic penalty. The student will be guaranteed a seat in the program upon their return provided that the program continues to be offered by the College.

Period of Withdrawal (from the first day of classes)	Refund Percentage
7 calendar days or less	50%
More than 7 calendar days	0%

** Please note, fees (Application, Print, etc.) and books are non-refundable.

If the program is brokered from an out-of-province institution the process of refunds will be established when tuition and fees are set.



Policy 4.02

Student Performance & Discipline

Purpose/Philosophy:

North West College has a responsibility to foster an environment conducive to learning that promotes academic success. The College must articulate and communicate academic and behavioural expectations to the student body. It is the student's responsibility to be aware of and adhere to these expectations. All students shall be treated in a fair and equitable manner.

Policy:

All students will model appropriate adult behavior. Every student is at all times responsible for conducting her/himself in the best interests of the College. Students will adhere to the specific academic, attendance and behavioural expectations outlined for the program in which they are enrolled. This will include expectations of a brokering agency.

Students will adhere to College policies that address expectations and behavior. The College will ensure all students are advised of the academic and behavioural expectations and policies including potential disciplinary action. Students who do not model appropriate behavior, or who do not adhere to the specific expectations outlined for their program or who do not adhere to College policies, will be disciplined.

Disciplinary action will be fair and reasonable in relation to the misdemeanor.

Disciplinary procedures will provide guidelines for such actions.

Disciplinary action for students who reside in a College residence may impact their ability to maintain their residence status. As well, disciplinary action taken for a student's misconduct at the residence may have consequences on their program status.

Students may appeal disciplinary action.



Student Code of Conduct

Appropriate Adult Behaviour	Action upon Failure to Comply	
	Minimum Action	Maximum Action
Students work toward meeting stated subject objectives and/or learning outcomes	Verbal Warning	Discontinuation
Students follow through with recommendations by college staff to deal with social, personal or health problems that are affecting their performance or on-campus behaviour	Suspension	Discontinuation
Students write exams and complete work independently	Failure of the exam or assignment and probation	Discontinuation
Students display appropriate behavior on campus and on work placements at all times	Verbal Warning	Discontinuation
Students submit their own work that is properly sources	Verbal Warning	Discontinuation
Students are respectful of all College equipment and property	Verbal Warning	Discontinuation
Students treat all College staff and fellow students with dignity and respect	Suspension	Discontinuation
Students are free from alcohol and drugs when on College campus, work placement and College sanctioned functions	Suspension	Discontinuation

Student Code of Conduct

Appropriate Adult Behaviour	Action upon Failure to Comply	
	Minimum Action	Maximum Action
Students do not carry on their person or store on College campus any firearms or weapons	Discontinuation	
Students shall support a tobacco free campus and grounds	Written warning	Discontinuation
Students follow College policies, guidelines and procedures, including but not limited to the requirements to obtain approval or permission to carry out certain activities	Verbal Warning	Discontinuation



Procedure B 1.02

Student Performance & Discipline

Procedures:

1.1 At the start of each program students will be provided with a Code of Conduct, College policies relevant to student behavior and specific program expectations. Information on these expectations will be included in the student handbook, in a student orientation package, or in the course description or outline.

1.2 Specific program expectations will be developed for each program. These will include but not be limited to: attendance, academic performance, academic regulations, and/or specific expectations of the external accrediting institute.

1.3 Any staff member can discipline a student. Disciplinary steps are to be followed by College staff when disciplining students. Normally actions start with a verbal warning; however, in certain instances they may start at a higher step.

1.4 All disciplinary action must be well documented.

1.5 A student may appeal at any stage.

Disciplinary Action

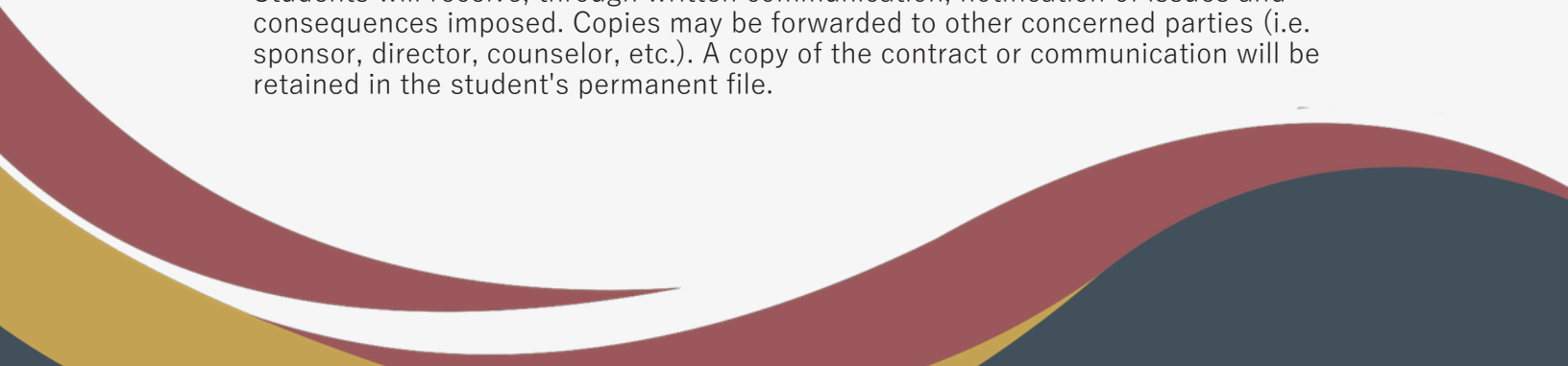
2.1 Verbal Warning

- The staff person will discuss the issue with the student. They will make sure the student has a clear understanding of the problem and the remedial action required. The staff person will document the conversation.

2.2 Written Warning

- If an offense is repeated or is of a serious nature, the staff member will provide the student with a written warning. This will include:
 - date(s) and time(s)
 - description of the problem or offense
 - statement of previous verbal warnings (if applicable)
 - where necessary, required remedial action(s)
 - statement of consequences of continued behavior
 - statement acknowledgment through signature (if applicable)
- The written warning will be forwarded to the student. A copy will be retained in the student's permanent file.

2.3 Formal Discipline

- Students will receive, through written communication, notification of issues and consequences imposed. Copies may be forwarded to other concerned parties (i.e. sponsor, director, counselor, etc.). A copy of the contract or communication will be retained in the student's permanent file.
- 

- A performance contract or letter must include:
 - date;
 - description of the problem/offense;
 - a statement of the consequences being imposed;
 - statement of specific conditions and limitations being imposed (if any); required action (if any);
 - note of impact on student residence status if applicable;
 - student concurrence by signature;
 - statement of appeal process available; and
 - signature of staff member imposing conditions.

3. Formal Disciplinary Levels

3.1 Probation

A stipulated period of time in which a student's behavior, actions or inactions are bound by specific conditions. Failure to meet these conditions will result in a specified consequence.

A probationary contract will set out a review date at which time probationary status is re-examined. There are two types of probationary contracts.

- Academic - used in cases of unacceptable academic behavior as identified by program specific expectations
- Non-Academic - used in cases of unacceptable behavior.

3.2 Suspension

A stipulated period of time when the student is not allowed on a College Campus or a College program site. A suspension is imposed in cases of unacceptable behavior. A student may be suspended from the College for a period of up to five working days. The student will be notified of the suspension in writing by the Director of Programs or designate.

3.3 Discontinuation

The termination of rights and privileges related to a specific program or course. It is imposed in cases of unacceptable behavior either academic or non-academic. The student will be notified in writing by the Director of Programs or designate.



Policy 4.03

Student Appeal

Purpose/Philosophy:

This policy has been developed to provide a process for students to appeal any College ruling or treatment when a student determines it to be unjust, unfair or discriminatory. It is the responsibility of College staff to clearly inform the student as to the grounds for a decision, the effect the decision will have on the student, and the student's recourse for resolution and appeal. It is the student's right to request the decision in writing. It is the responsibility of the student to officially begin the student appeal process after having first discussed their performance and/or the incident with the instructor, coordinator, and/or counsellor.

Policy:

A student registered in a North West College program or course may appeal any academic (grades/marks, assessments, plagiarism, allegations of cheating) or non-academic (misconduct, attendance, performance review, discontinuation, admission) action which is perceived to be unjust, unfair, or discriminatory to the student.

A student registered in a post-secondary program administered by North West College may appeal any College ruling or non-academic action which is perceived to be unjust, unfair, or discriminatory to the student.

Procedure 1.03

Student Appeal

Procedures:

The term college program is defined to include all programs/courses where the College has complete administrative control including academic marks. Administered post-secondary programs/courses is defined to include all programs/courses which the College brokers but does not administer marks/certificates of completion and/or the instructional integrity of the program/course.

Appeal Process:

- Non-Academic Appeal for College Programs/Courses and Administrated Post-Secondary Programs/Courses
 - A written letter of appeal or an Appeal Form (Appendix A) must be mailed or presented to the Director of Programs within fourteen days of a College decision or action.
 - The Director of Programs will rule on the appeal within fourteen days of receiving it. The Director of Programs will explain the ruling to the student and send a copy of the appeal and the ruling to the President of the College.
 - If the student is not satisfied with the Director's ruling, the student can appeal to the President of the College. The President will have the appeal heard by the Student Appeal Committee and a ruling made within fourteen days of receiving the appeal.

- Academic Appeal for administrated Post-Secondary Programs/Courses
 - Students should refer to the Academic Appeal Policies of the credit granting institutions: University of Saskatchewan, University of Regina, Saskatchewan Polytechnic and Lakeland College.
- Academic Appeal for College Programs/Courses
 - A written letter of appeal must be sent or presented to the Director of Programs within fourteen days of receipt of an academic mark.
 - The Director of Programs will rule on the appeal within 14 days of having received the appeal.
 - If the student is not satisfied with the Director's ruling, the student can appeal to the President of the College. The President will rule on the appeal within 14 days of having received the appeal.

Policy 2.04

Scent Free

Purpose/Philosophy:

A fragrance-free environment helps create a safe and healthy workplace. Fragrances from personal care products, air fresheners, candles and cleaning products have been associated with adversely affecting a person's health including headaches, upper respiratory symptoms, shortness of breath, and difficulty with concentration.

Scope:

All members of the College community must adhere to this policy including:

- staff;
- students;
- board members;
- contractors;
- visitors;
- volunteers; and
- guests.

Policy:

- The College expects that all offices, classrooms and other College spaces used by staff, students and visitors remain free of scented products.
 - Personal care products such as cologne, perfume, aftershave lotions, scented lotions, fragranced hair products and/or similar products are not to be worn in the facilities owned and operated by the College including vehicles.
 - Use of air fresheners and candles are prohibited from the facilities owned and operated by the College including vehicles.
- 

Policy 8.02

Social Media

Purpose/Philosophy:

- Know and follow the rules. Social media users need to understand and acknowledge acceptable appropriate use.
 - Represent our college well: Those who are posting on the college's official social platforms should do so remembering that they are the online voice of the college and should represent the college accordingly.
 - Respect College time and property: Social media does have professional uses including networking, professional development, and the opportunity for collaboration; however users should not abuse corporate access.
- 

Policy 3.03

Computer Use Policy & Procedural Guidelines Acceptable use Agreement

Purpose/Philosophy:

The use of College computing and network information resources is a privilege. Accordingly, any and all users of the College networks and computer resources are responsible for the proper use and protection of those resources. Improper usage is defined at the College's discretion and may be updated at any time, therefore what is deemed as improper usage may be encompassed by the policy and guidelines listed below, but is certainly not limited thereto.

North West College may restrict unlimited electronic access. If an imposed limitation interferes with a user's activity, the user may direct a written request for a waiver to his or her Director, who shall, on approval, forward the request to the Director of Finance and Administration for further review. The College reserves the right to limit the use of any and all Information Technology resources based on institutional priorities, technical capacity, and fiscal considerations.

Authorization:

Access to the College technology resources is within the sole discretion of the College. Generally, Students and/or Employees are given access to the College's various technologies based on their requirements for learning and/or job functions. Only authorized users will be permitted to use these resources. Authorization is acquired through the Director of Finance and Administration and/or their designate.

All Employees and Students of North West College must sign the Computer Usage Agreement form prior to gaining access to the computer network and its resources. No exceptions will be made for this. Any and all use of the computers contained within North West College and its campuses is subject to this policy and the details contained within.

Access to communications and/or data:

Students and employees should understand that they have no right of privacy with respect to any messages or information created or maintained on the College's technology resources, including personal information or messages. The users are responsible for their data and its security.

- All messages sent and received, including personal messages, and all data and information stored on the College's electronic mail system, or computer systems are College property regardless of the content. As such, the College reserves the right to access all of its technology resources including its computers, and electronic mail systems, at any time, in its sole discretion. The College also reserves the right at its discretion and without notice to review any electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other company policies, or to investigate misconduct, to locate information, or for any other business purpose.

- Usage of the internet services provided by the College to transmit any material that violates any applicable law, policy, or regulation is strictly prohibited.
- Passwords do not confer any right of privacy upon any Employee of the College. Students and Employees are expected to maintain their passwords, keeping them confidential at all times. Passwords should be changed on a regular basis or if they are thought to be compromised.
- Users are responsible for the security of their accounts and as such are responsible for any and all activities that occur under the account.

Personal use:

The technology, computers, electronic media and services provided by the College are for Student use relating to educational research and support; and business use to assist Employees in the performance of their jobs. Under no circumstances are Students or Employees to install personal software on College computer(s), unless prior approval is obtained from the IT Coordinator.

The College assumes no liability for loss, damage, destruction, alteration, disclosure, or misuse of any personal data or communications transmitted over or stored on the College's technology resources. Further, the College accepts no responsibility or liability for the loss or non-delivery of any personal electronic mail communications or any personal data stored on any College property. The College also prohibits storage of any personal data on any of the College's technology resources. Should a user be found in violation of this, their access may be removed if proper cause is found to do so.

Prohibited Communications:

The computers available to employees and students at North West College cannot be used for knowingly copying, transmitting, retrieving, or storing any communication that is:

- discriminatory or harassing;
- derogatory to any individual or group;
- obscene, sexually explicit, pornographic, defamatory or threatening;
- in violation of any license governing the use of software;
- engaged in for any purpose that is illegal or contrary to College policy or in a manner contrary to the best interests of the College, in any way that discloses confidential or proprietary information of the
- College or third parties, or for personal or pecuniary gain; or protected by copyrights laws unless the employee has the author's permission or is accessing a single copy only for the employee's reference.

The internet and on-line services:

The College provides authorized students and employees access to on-line services such as the Internet. The College expects that students and employees will use these services in a responsible way and for business related purposes only. Under no circumstances are students or employees permitted to use the College's technology resources to access, download, or contribute to the following:

- gross, indecent, or sexually oriented materials;
- entertainment sites (gaming sites; sites related to television, movies, sports, etc.);
- streaming radio/ video sites;
- gambling sites;
- illegal drug-oriented sites;
- social networking sites (Facebook, Myspace, etc.);
- any websites allowing the user to bypass security or measures put in place by the College or personal web pages of individuals.

Additionally, students or employees must not sign "guest books" at Websites or post messages to Internet news groups or discussion groups at Websites. These actions will generate junk electronic mail and may expose the College to liability or unwanted attention because of comments that Students or Employees may make.

Participation in on-line forums:

- Students and Employees should remember that any messages or information sent on college provided facilities to one or more individuals via an electronic network – for example, Internet mailing lists, bulletin boards, and online services – are statements identifiable and attributable to the College. As such, this should be done in a respectable, courteous, and professional manner.
- The College recognizes that participation in some forums might be important to the educational research and learning process of students, as well as assist employees in the performance of one's job. For instance, an employee might find the answer to a technical problem by consulting members of a news group devoted to the technical area. However, one should use caution before participating in any forum and should be approved by the appropriate supervisor for employees and instructor for students in advance.
- This will help to maintain the security and privacy of the equipment and college network, as well as aid in preventing security threats from occurring.

Software:

To prevent computer viruses from being transmitted through the college's computer system, unauthorized downloading of any unauthorized software is strictly prohibited. Prohibited software includes, but is not limited to, such programs that allow downloading and/or distribution of copyright material (games, music, movies, etc.), software to circumvent or bypass security measures on the laptop or network, any other software that will compromise the integrity of the laptop or college network, etc. These types of programs introduce a high security risk to the College computing environment. No student or employee may load any software on the College's computers, by any means of transmission. All software installations must be authorized in advance by the Information Technology Coordinator. Software can only be installed by a member of the Information Technology (IT) department.

This will help to maintain the integrity of the equipment and network, as well as ensure the legality of licenses, interoperability with other software and hardware, and aid in preventing additional issues from occurring and reduce the time required to resolve them.

Laptops/portable hardware:

As laptops are portable, they are liable to physical damage and theft. Any person with access to a NWC owned laptop must assume a reasonable amount of responsibility for its safety against theft or damage. In the event that a laptop is presumed stolen, the IT Coordinator must be notified immediately and a police report will need to be filed by the individual who was assigned the laptop. The IT Coordinator must receive a copy of this report.

- Audit - The College reserves the right to audit any laptop at any time that does not disrupt normal business and/or academic functions.
 - Personal Data - NWC assumes no responsibility for personal data residing on laptop hard drives, or data loss due to failures, repairs, or at any other time.
 - Reasonable Care of your NWC Laptop - Although, some repairs may be covered by the warranty on your NWC laptop, users are reminded that they are primarily responsible for taking reasonable care of their NWC laptop. Any damage that occurs to a laptop could possibly result in user downtime while the system is repaired or replaced. Users must adhere to the Laptop Reasonable Care Guidelines.
 - Negligence - If your laptop or accessories are damaged or stolen due to negligence you may be charged the full repair or replacement value of the laptop or required components.
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Security/Appropriate Use:

- Students and employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by college management, students or employees are prohibited from engaging in, or attempting to engage in:
 - monitoring or intercepting the files or electronic communications of other students or employees or third parties;
 - hacking or obtaining access to systems or accounts they are not authorized to use;
 - using other people's log-ins or passwords;
 - breaching, testing, or monitoring computer or network security measures; and
 - using software, websites, or any other means to bypass security measures or obtain unauthorized information;
- No email or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.
- Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.
- Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.
- The College has installed a variety of programs and devices to ensure the safety and security of the College's technology resources. Any Student or Employee found tampering or disabling any of the College's security devices will be subject to discipline up to and including account termination and suspension.

Violation of any of these policies will result in an immediate removal of computer access and in some cases a review by administration of the incident pending additional action.

Confidential information:

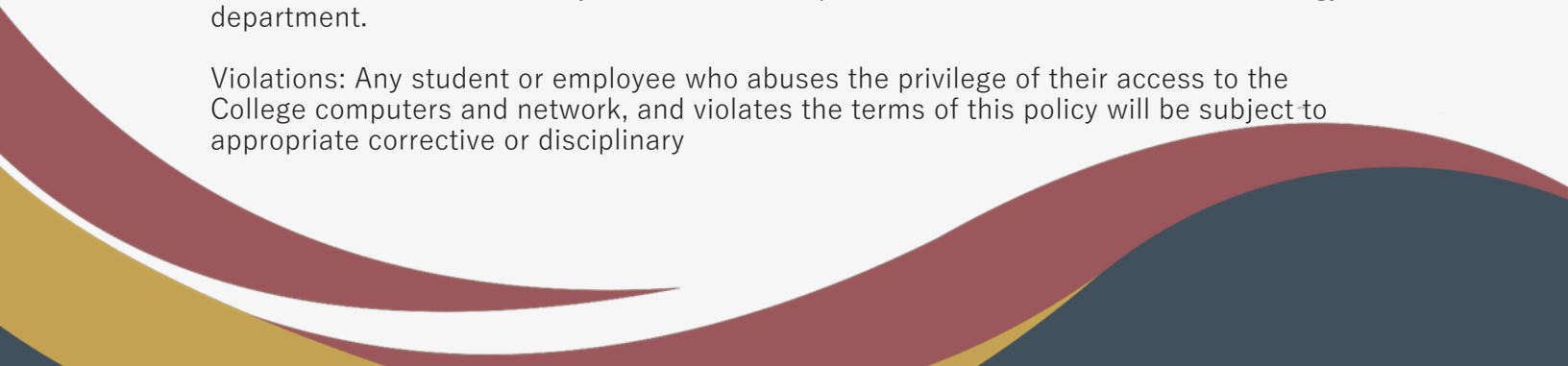
The College is very sensitive to the issue of protection of College information, and other confidential and proprietary information of both the College and third parties ("Confidential Information"). Therefore, students or employees are expected to use good judgment and to adhere to the highest ethical standards when using or transmitting Confidential Information on the College's technology resources.

Confidential Information should not be accessed or distributed through the College's technology resources in the presence of unauthorized individuals. Similarly, confidential information should not be left visible or unattended. Moreover, any confidential information transmitted via E-mail should be marked with the following:

"This message contains confidential information, unless you are the intended recipient (or authorized to receive for the recipient) you may not copy, use, or distribute this information. If you have received this message in error, please advise the sender and delete this email."

Should you feel that any confidential information has been compromised, please bring the issue to the attention of your immediate supervisor and the Information Technology department.

Violations: Any student or employee who abuses the privilege of their access to the College computers and network, and violates the terms of this policy will be subject to appropriate corrective or disciplinary



Policy 2.05

Drug and Alcohol

Purpose/Philosophy:

The College views drugs and alcohol as hazards to the workplace and risk to the reputation of the College. College community members have the right to work, study and reside in an environment free of substance abuse and with persons free from the effects of drugs and alcohol. The College strives to provide a safe and comfortable environment.

Scope:

All members of the College community must adhere to this policy including:

- staff;
- students;
- board members;
- contractors;
- visitors;
- volunteers; and
- guests.

Definition:

Impairment is the state of being mentally or physically diminished, weakened or damaged as a result of the consumption of alcohol and/or legal/illegal drugs (including prescription medications).

Alcohol and drug use:

- College community members are prohibited from; cultivating, distributing, selling, possessing, being impaired by, or under the influence of, drugs, alcohol or other controlled substances on College property, in College vehicles or in the performance of College business.
 - Members who report to attend/work/study under the influence or impaired will be sent home via safe transportation immediately.
 - College community members are obligated to inform the College if they are under the influence or impaired by the use of drugs (legal or illegal) that could adversely affect their job/academic performance, their safety, or the safety of others. Staff members must disclose to Human Resources to invoke the Accommodation Policy.
 - Alcohol or drug use (legal or illegal), which adversely affects the job/academic performance or attendance of a member or which could jeopardize the safety of other community members and College property, or violation of the clauses above may result in disciplinary action up to and including termination of employment, termination of contract, refusal of service, discontinuation of program, and/or termination of residence agreement.
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Policy 3.02

Tobacco Use in Facilities & Vehicles

Purpose/Philosophy:

The College believes students and staff should learn and work in a healthy environment. The purpose of this policy is to provide an environment that encourages people to be tobacco-free, establishes a culture of wellness, improves health and promotes a tobacco-free future.

Policy:

Tobacco Use in College Facilities and on College Property - Tobacco use includes the possession of any lighted tobacco product, vaping tobacco products or use of any oral tobacco product.

- Tobacco use is prohibited in College buildings, on College campus property and in College vehicles.
 - Tobacco use is restricted to designated sites on College residential property.
- 



FOR MORE INFO CONTACT

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