



# North West College



## Student Orientation Manual 2022-23

## Message from the President and CEO

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 North West. 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 North West 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

## 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](http://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.



## **Mission, Vision and 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

Events can be found on the NWC website at [Northwest College - Events](#).

## 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.

## Your 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](mailto: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 by 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 and Responsibilities**

### **Student Rights**

1. 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.
2. Students have the right to access academic advising and other College services available to them.
3. Students have the right to receive a course outline that details timelines, course outcomes, assignments, evaluation systems, due dates, classroom procedures, and attendance expectations.
4. 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.
5. 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.
6. Students have the right to know the College's policy and practices for intellectual honesty, 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.
7. 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.
8. 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.
9. Students have the right to learn in an environment that is safe, healthy, supportive and respectful of their needs as an adult student.
10. 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.
11. 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.

### **Students' Responsibilities**

It is expected students will conduct themselves in a mature and responsible manner. Therefore, students must be aware that 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.

1. Engaging in cheating, plagiarism, fraud, deceit or other forms of academic dishonesty.

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

## **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 in many instances of academic work and their use constitutes cheating. Students may not request others (including electronic or free term-paper organizations) 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. It would be considered



misconduct for instance, to analyze one sample of an experiment and invent data based on that single experiment for several more required analyses. 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 in any academic work. Self-plagiarism is the resubmission of identical or previous work or portions thereof. Students need to be aware that plagiarism or self-plagiarism of any part of a work is academic misconduct; there is no partial culpability or penalty. To avoid plagiarism/self-plagiarism, every source of information must be identified and properly documented according to an established writing convention determined by the instructor. Instructors have the right to request students to submit their work for electronic detection of plagiarism.

### **Facilitating Academic Misconduct**

Students who knowingly or negligently allow their work or portions of their work or drafts of their work to be used by other students or who otherwise aid others in committing academic misconduct are violating academic integrity. This applies to students who hide, misrepresent or falsify information related to an incident of academic misconduct. 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.

### **Denying Access to Information or Materials**

It is a breach of academic integrity to deny others access to academic resources or to deliberately impede the progress of another student. This would include giving other students false or misleading information, making library or shared materials unavailable to others by stealing, deliberately misplacing, defacing or destroying any of these resources, including computer files that are not one's own.

### **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. Check the website for more information at: <https://laws-lois.justice.gc.ca/eng/acts/c-42/>

### **Non-Academic Misconduct**

Misconduct is defined as unacceptable or improper behavior. Disrespectful behavior, dress, or conduct will be addressed on an individual basis using the steps outlined in the full policy found later in this manual in Appendix B-4. This includes, but is not limited to, harassment (verbal/physical), attendance, punctuality, substance abuse, inappropriate clothing, etc. Extreme consequences can include changes to their program status.

North West College has **a zero tolerance on violence and harassment**. These offences may result in immediate discontinuation from the program

Sask Polytech's Student Code of Conduct:

<https://saskpolytech.ca/student-services/support/student-conduct.aspx>

### **Attendance**

North West College programs involve education and training to prepare students for employment or further study, and as such, there are expectations of attendance and punctuality for all students. 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 and 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.

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**

North West College 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**

- a) Assist students with their academic career and educational decisions.
- b) Provide students with information about educational options
- c) Facilitate application procedures including advising on foreign credentials and English language proficiency requirements.
- d) Administer and interpret vocational and aptitude tests.

### **Academic Support Services**



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

### **Financial Services**

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

### **Disability Support Services**

- a) Facilitate disability grant applications.
- b) Assist with program accommodations and supports.

### **Career Planning Services**

- a) Job search techniques.
- b) Resume and cover letter workshops and writing assistance.
- c) Interview skills and mock interviews.
- d) Employability skills.
- e) Self-assessments and goal setting.
- f) Workplace culture and diversity workshops.



### **Labour Market Services**

- a) Identification of current labour market opportunities.
- b) Provide current and relevant job search information through workshops, one on one sessions, job boards and resource centers.
- c) Respond to labour market needs by preparing students beyond technical training.

### **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. For further information, call the Canada Revenue Agency toll free at 1-800-959-8281 or visit [www.cra-arc.gc.ca](http://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: <https://www.sgi.sk.ca/>

### 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\*\***

<b>Resources in North Battleford</b>		
<b>Community Resources</b>	<b>Website</b>	<b>Phone Number</b>
City of North Battleford	<a href="http://www.northbattleford.ca">www.northbattleford.ca</a>	306-445-1700
Battleford's Immigration Resource Centre	<a href="http://www.battlefordsimmigration.ca">www.battlefordsimmigration.ca</a>	306-446-0622
<b>Emergencies</b> Police/RCMP Fire Ambulance		911 306-446-1720 306-445-1770 306-446-7309
<b>Health Services</b> Healthline  I.M. Well app Saskatchewan Resources Mental Health and Addiction Mental Health After Hours Battlefords Union Hospital	Call for professional health or mental health and addictions advice, education and support.  <a href="https://sk.211.ca">https://sk.211.ca</a>	811  306-446-6500 306-446-6501 306-446-6600
<b>Transportation</b> Public Transport Crown Cab NB City Cab	<a href="http://nbcitycab.com/">http://nbcitycab.com/</a>	306-445-7796 306-445-8755 306-445-5556
Battleford Library North Battleford Library	<a href="http://www.lakelandlib.ca">www.lakelandlib.ca</a> <a href="http://www.northbattlefordlibrary.ca">www.northbattlefordlibrary.ca</a>	306-937-2646 306-445-3206



Resources in Meadow Lake		
Community Resources	Website	Phone Number
City of Meadow Lake Battleford's Immigration Resource Centre	<a href="http://www.meadowlake.ca">www.meadowlake.ca</a> <a href="http://www.battlefordsimmigration.ca">www.battlefordsimmigration.ca</a>	306-445-1700 306-446-0622
<b>Emergencies</b> Police/RCMP Fire Ambulance		911 306-236-2590 306-236-3622 306-236-1590
<b>Health Services</b> Healthline  Saskatchewan Resources I.M. Well app Mental Health and Addiction Services Mental Health After Hours Meadow Lake Hospital	Call for professional health or mental health and addictions advice, education and support. <a href="https://sk.211.ca">https://sk.211.ca</a>	811   306-236-1546  306-446-6501 306-236-1500
<b>Transportation</b> Call Your Ride Mr. Taxi Ltd.	<a href="https://mrtaxi.co/">https://mrtaxi.co/</a>	306-236-5696 306-240-7677
<b>Childcare</b> Tiny Treasures Child & Family Carpenter High School Day Care ML & Area Childhood Services		306-236-1253 306-236-5236  306-236-4247
<b>Housing Accommodations</b> Meadow Lake Housing Authority North West College Student Residence	<a href="http://www.meadowlake.ha@gov.ca">www.meadowlake.ha@gov.ca</a>  <a href="https://www.northwestcollege.ca/current_students/residences.html">https://www.northwestcollege.ca/ current_students/residences.html</a>	306-236-3977  306-234-5100
<b>Libraries</b> Meadow Lake Library	<a href="http://www.lakelandlib.ca">www.lakelandlib.ca</a>	306-236-5396

### Resources in Duck Lake

Canadian Mental Health Association Prince Albert 306-384-9333.

Rosthern Community Health (Mental Health, Addiction Services, and Public Health) - 306-232-9680.

Medical Clinic - Mondays & Fridays from 1:00 - 5:00 PM - 306-467-2233

Nurse Practitioner - Stobart Community School - 306-467-2171

Beardy's & Okemasis/Willow Cree Health Station 306-467-4402

## **Turtleford Resources**

Riverside Health Complex 306-845-2195

### **Housing in North Battleford**

Many people face challenges when it comes to basic housing and health living. Tenants are looking for affordable, healthy and safe living conditions. Landlords are looking for responsible tenants who will:

- Pay the rent on time;
- Take care of the property and grounds they are renting; and
- Obey the rules and regulations regarding noise, acceptable behavior, and other healthy lifestyle habits such as not using illegal substances on the property.

Below is a list of accommodations that may be available in North Battleford.

<b>Property Name</b>	<b>Property Manager/ Owner</b>	<b>Address</b>	<b>Phone</b>
Macro Properties		732B 110 <sup>th</sup> Street	306-445-3710
North Battleford Housing Authority		102 1191 99 <sup>th</sup> Street	306-445-4393
Battleford Housing Authority		131 23 <sup>rd</sup> Street	306-937-3055
Galaxy Apartments			306-880-5204
Crafton Place	Ken Mensa		306-445-5668
Panton Avenue Duplexes	Andrew Bowerman		306-481-3155
Kildeer Apartments	Dave Webb		306-441-6099
Landlord	Lionel Bernier		306-446-4646
Landlord	Harry Zamonsky		306-445-8571
Landlord	Alex Wick		306-445-8610
Landlord	Clarence Baker		306-441-5846

### **Housing in Meadow Lake**

Meadow Lake has a beautiful residence for housing for students. Please check our website under residence for more information.

## **Childcare Services**

### **Childcare in North Battleford**

First Steps: Student Childcare Centre  
North Battleford Comprehensive High School  
306-445-2411

Learning Tree Child Development Centre  
306-445-8703

McKittrick Village Centre Childcare  
306-445-3861

North Battleford Day Care Centre  
306-445-3312

Playtime Co-operative Childcare  
306-937-3184

Village Centre Childcare  
306-445-5363

### **Childcare in Meadow Lake**

Tiny Treasures Child and Family Services Centre  
306-236-1253

Carpenter High School Day Care  
306-236-5236

Meadow Lake and Area Childhood Services Daycare  
306-236-4247

## **Mental Health and Addiction 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** – services include assessment and treatment. The staff of psychologists, social workers and therapists provides individual and group counselling. Alternatives to Violence program as well as the Women's support group for adult victims of domestic violence are offered in North Battleford.
- **Inpatient Services** - provides care for people with acute psychiatric illness. Service is provided in a 22 bed inpatient unit located at Battleford's Mental Health center which is located in the Battlefords Union Hospital. Psychiatric inpatient care and programming includes assessment, crisis intervention, stabilization, treatment and early activities of rehabilitation.
- **Psychiatric Rehabilitation Services** – The Psychiatric Rehabilitation Program, with staff of Community Mental Health Nurses and a Social Worker, offers a wide range of services to individuals with psychiatric disabilities and to persons who are at risk of developing a long term disability as a result of psychiatric illness. The focus of the program is prevention of illness, health promotion, education and ongoing rehabilitation. Program staff provide assessment, supportive counselling, consultation, community treatment, medication management, and assistance and support in identifying appropriate residential and vocational placements for clients.
- **Mental Health Therapies** – Mental Health Therapies provides service in conjunction with the Inpatient Unit and Psychiatric Rehabilitation Program. The programs provide assessment,



rehabilitation and maintenance of health through a variety of individual and group programs. Emphasis is on restoring and maintaining good mental and physical health.

- **Psychiatric Services** – Psychiatrists are medical specialists who offer diagnosis and treatment of mental disorders. Psychiatrists provide a range of services which include 24 hour emergency psychiatric services, education, prevention and rehabilitation, as well as consultation with other medical specialists.
- **Addictions Services** – focus on prevention, education, early intervention and recovery. Services include assessment, individual and group counselling, problem gambling treatment, referrals to residential treatment and community education. Services may be coordinated with other agencies or professionals, and are available in various locations and across the Health Authority.
- **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 and Procedure Items**

### **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:

- a) Staff;
- b) students;
- c) board members;

- d) contractors;
- e) visitors;
- f) volunteers; and
- g) 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:
  - i. ancestry, colour, race or perceived race;
  - ii. nationality or place of origin;
  - iii. religion or religious creed;
  - iv. sex (includes pregnancy);
  - v. marital status;
  - vi. family status (parent-child relationships);
  - vii. disability (mental or physical);
  - viii. sexual orientation;
  - ix. gender identity;
  - x. gender expression;
  - xi. receipt of public assistance; or
  - xii. 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:
  - i. sexual remarks;
  - ii. “jokes” with sexual overtones;
  - iii. a sexual advance or invitation;
  - iv. displaying offensive pictures or photographs;
  - v. threats;
  - vi. leering;
  - vii. physical contact like touching, patting, pinching or brushing against another person; or
  - viii. 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:
  - i. Involve repeated action or display; OR
  - ii. Involve a single, serious occurrence that has been established to have caused a lasting harmful effect on a worker; AND
  - iii. 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:



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

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

- a) Day to day management or supervisory decisions involving work assignments, job assessment and evaluation, workplace inspections, and disciplinary action;
- b) 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;
- c) Conduct which all parties agree is inoffensive or welcome;
- d) Normal social contact between people based on a position of equality and/or mutual consent does not for these purposes constitute harassment;
- e) 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:

- a) 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;
- b) 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;
- c) 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);
- d) 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;

- e) 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:

- a) Promptly take the action necessary to stop and prevent harassment when it occurs or has occurred;
- b) Refrain from causing or participating in the harassment of another person; and
- c) 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 AND 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:**

- a) 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.
- b) 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.
- c) 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.
- d) 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.
- e) 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.

- f) 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.
- g) 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**

- a) 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.
- b) 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.
- c) 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.
- d) 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.
  - i. A \$30 late payment will be applied if full payment is not received upon registration or by a date specified upon acceptance.
  - ii. 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**

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

## **2.3 Industry Credit Programming**

- a) 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:**

- a) 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).
- 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).
- c) If the program is brokered from an out of province institution the process of refunds will be established when tuition and fees are set.
- d) For individual and community education, part-time institute and industry credit programming:
  - i. If a course is cancelled, the tuition fee will be refunded or transferred for credit to another course at the request of the participant.
  - ii. A participant withdrawing from a course three or more days prior to the class commencing will receive a full refund.
  - iii. A participant withdrawing from a course within three days of the class commencing will receive a full refund less \$25.00.
  - iv. 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.
  - v. 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.

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

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

- f) 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 AND 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

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
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 AND DISCIPLINE PROCESS

### 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**

- i. 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**

- i. 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:
  - a) date(s) and time(s)
  - b) description of the problem or offense
  - c) statement of previous verbal warnings (if applicable)
  - d) where necessary, required remedial action(s)
  - e) statement of consequences of continued behavior
  - f) statement acknowledgment through signature (if applicable)
- ii. The written warning will be forwarded to the student. A copy will be retained in the student's permanent file.

### **2.3 Formal Discipline**

- i. 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.
- ii. A performance contract or letter must include:
  - a) date;
  - b) description of the problem/offense;
  - c) a statement of the consequences being imposed;
  - d) statement of specific conditions and limitations being imposed (if any);
  - e) required action (if any);
  - f) note of impact on student residence status if applicable;
  - g) student concurrence by signature;
  - h) statement of appeal process available; and

- i) 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.

- a) Academic - used in cases of unacceptable academic behavior as identified by program specific expectations
- b) 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:****1. Non-Academic Appeal for College Programs/Courses and Administrated Post-Secondary Programs/Courses**

- i. 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.
- ii. 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.
- iii. 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.

**2. 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.

**3. 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:

- a) staff;
- b) students;



- c) board members;
- d) contractors;
- e) visitors;
- f) volunteers; and
- g) guests.

**Policy:**

- a) The College expects that all offices, classrooms and other College spaces used by staff, students and visitors remain free of scented products.
- b) 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.
- c) 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:**

1. Know and follow the rules. Social media users need to understand and acknowledge acceptable appropriate use.
2. Be polite, considerate, and respectful. Responses should be considered carefully in light of how they would reflect on the poster and/or the College and its institutional voice. Don't be confrontational, use inappropriate language or make discriminatory remarks.
3. Think before you post. Privacy does not exist in the world of social media. Users must consider what could happen if a post becomes widely known and how that may reflect on the poster and the College. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you are unsure about posting something or responding to a comment, ask your instructor/supervisor. Further, always check spelling, grammar, and accuracy of content before posting.
4. Use discretion. Do not publish any information that has not been released for public consumption. If in doubt, consult with your instructor/supervisor and get advice.

5. Promote a healthy and safe online community: Report any abuse of this policy or suspected cyber bullying to your supervisor. Students who are experiencing any abuse via these channels should report such abuse to their instructor or student services.
6. Respect copyright and fair use: When posting, be mindful of the copyright and intellectual property rights of others and of the College.
7. 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.
8. 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.

### **Considerations for Institutional Social Engagement**

1. Connect to the College. All College social media sites need to coordinate with other NWC sites and their content. All institutional pages must have an appointed staff member who is identified as being responsible for content and liaising with the College moderator.
2. Acknowledge who you are. Those granted authority to represent NWC when posting on a social media platform need to acknowledge who they are when posting.
3. Have a plan. Anyone contributing to or managing a college site should consider the voice, messages, audiences, and goals, as well as a strategy for keeping information on social media sites up to date.
4. Link back to the College. Whenever possible, all social engagement needs to link back to the NWC website. Ideally, posts should be very brief; redirecting a visitor to content that already resides within the NWC main Facebook page or website. When linking to a news article about NWC, check first to see whether you can link to a release on the website instead of to a publication or other media outlet.
5. Protect the institutional voice. Posts on social media sites should protect the College's institutional voice by remaining professional in tone and in good taste. Staff should not construe program or departmental sites as representing the College's institutional voice. As a result when naming pages or accounts, selecting a profile picture or icon, and selecting content to post—names, profile images, and posts staff need to ensure that all is clearly linked to the intended use that the “sub-site” was designed for but is also considerate of the College's institutional voice.

### **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 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.

- a) 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.
- b) Usage of the internet services provided by the College to transmit any material that violates any applicable law, policy, or regulation is strictly prohibited.
- c) 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.
- d) 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:

- a) discriminatory or harassing;
- b) derogatory to any individual or group;
- c) obscene, sexually explicit, pornographic, defamatory or threatening;
- d) in violation of any license governing the use of software;
- e) 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
- f) 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:

- a) gross, indecent, or sexually oriented materials;
- b) entertainment sites (gaming sites; sites related to television, movies, sports, etc.);
- c) streaming radio/ video sites;
- d) gambling sites;
- e) illegal drug-oriented sites;
- f) social networking sites (Facebook, Myspace, etc.);
- g) any websites allowing the user to bypass security or measures put in place by the College or

- h) 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:**

- a) 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.
- b) 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.
- c) 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.



- a) Audit - The College reserves the right to audit any laptop at any time that does not disrupt normal business and/or academic functions.
- b) 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.
- c) 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.
- d) 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.

#### **Security/Appropriate Use:**

- a) 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:
  - i. monitoring or intercepting the files or electronic communications of other students or employees or third parties;
  - ii. hacking or obtaining access to systems or accounts they are not authorized to use;
  - iii. using other people's log-ins or passwords;
  - iv. breaching, testing, or monitoring computer or network security measures; and
  - v. using software, websites, or any other means to bypass security measures or obtain unauthorized information;
- b) 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.
- c) 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.
- d) 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.
- e) 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:

- a) staff;
- b) students;
- c) board members;
- d) contractors;
- e) visitors;

f) volunteers; and

g) 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:**

- a) 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.
- b) Members who report to attend/work/study under the influence or impaired will be sent home via safe transportation immediately.
- c) 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.
- d) 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.

### **POLICY 3.02 – TOBACCO USE IN COLLEGE FACILITIES AND 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.

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

### **Meadow Lake Student Residence Policies and Procedures**

**Purpose/Philosophy:**

The College believes that policy which is well developed and efficiently administered is the foundation for effective management of the Student Residence.

**Policy:**

The purpose of these policies, as directed by the CEO and Executive Management Committee is to outline the operating principles for North West College Student Housing.

**Procedures:**

1. The Student Residence Policies and Procedures Manual includes the major guidelines on Residence operations and describes the manner in which policies are administered.
2. Residence policies and procedures are to be clearly set out in a manual to be maintained and kept current by senior management staff.
3. College staff may submit recommendations for policy and procedure changes through normal channels of communication.
4. Residence policies and procedures shall be approved by the Executive Management Committee. Proposals for new policy and procedure or revisions to existing policy and procedure should be circulated to committee members in advance of meeting dates.

**Residence Mandate****Purpose/Philosophy:**

The College believes that access to safe, affordable housing can be a significant barrier to student success.

**Policy:**

The College's purpose in relation to student housing is to encourage the development and operation of accessible and affordable housing to support the academic and educational aims of the College community. To this end, student housing shall be administered in a manner that promotes safe, secure and stimulating environments that are conducive to students' academic success and personal growth, and foster a sense of community, civic responsibility, and an appreciation of the diversity of the College community.

**Procedures:**

1. The College will take all reasonable steps to ensure that the Residence buildings and property are safe and secure.
2. The College will consider market rates for accommodation and take all reasonable steps to ensure that Residence rental rates are affordable.
3. As per Administrative Policy 3.06.2 a): Student Housing administration shall endeavour to operate Student Residence properties self sufficiently; thereby not drawing on the College's Operating resources.

**Residence Admissions**

**Purpose/Philosophy:**

The College will provide an opportunity for Students to apply for accommodation at the Residence.

**Policy:**

Admission to the Residence and Unit assignment will be at the discretion of the College.

**Procedures:**

1. Students/potential students interested in accommodation at the Residence are required to submit an application.
2. Applicants must be accepted into their program prior to their application for Residence being reviewed.
3. Participation in the Residence may be subject to verification that the applicant's income level is below the threshold established by the College.
4. The College may consider, but not limit to prioritization by program, returning student status and home community.
5. Where an applicant has been unsuccessful due to availability, their application will be maintained for 90 days unless otherwise notified by the applicant.
6. No applicant will be entitled to occupancy prior to signing the Residence Agreement and paying security deposit.
7. Unit allocation will be at the sole discretion of the College. The College will consider resident unit requests and accommodate as possible based on availability.
8. A Residence staff member will complete an inspection of the unit with the resident prior to occupancy noting any major issues.
9. Residents will complete a Unit Condition Report to be submitted to the Residence Office within 48 hours of occupancy.
10. Unit occupancy will commence on the date specified in the Residence Agreement.
11. The College reserves the right to set Unit occupancy maximums.

**Residence Code of Conduct****Purpose/Philosophy:**

The College believes that to ensure the safety and enjoyment of all residents, a Code of Conduct must be clearly defined and adhered to.



**Policy:**

The College requires all residents and guests to abide by the Residence Code of Conduct and will apply disciplinary action as required for violations.

**Procedures:**

1. Residents are required to sign the Residence Agreement which states that they have read, understand and agree to the Residence Code of Conduct.
2. Infractions to the Code of Conduct will be reported to the Residence Clerk who will apply disciplinary action consistent with the principles of the Code of Conduct.
  - 2.1 In situations where there may be conflict; or for more serious violations, the Residence Clerk will escalate to the Business Development Manager.
  - 2.2 The Code of Conduct disciplinary procedures relating to types of violations, severity of violations and the sanctions thereto are located in the Student Residence Handbook.
3. Residents who feel that an imposed sanction is unjust, unfair or discriminatory may submit an appeal. The following procedures apply: (in all cases where a Residence or College staff member is noted, it shall be that staff member or their designate)

**Section A violations**

Residents wishing to appeal a Section A disciplinary action are required to submit an appeal to the Business Development Manager within five days of the College decision or action. The Director will rule on the appeal within five business days of receiving it. The Business Development Manager will explain the ruling to the resident and send a copy of the appeal and the ruling to the resident and to the members of the Appeals Committee. The Appeals Committee will consist of the Director of Programs, the Director of Finance and Administration and a minimum of one Student Representative. If the resident is not satisfied with the Manager's decision and there is new information to include in the appeal, they may submit to the Appeals Committee who will rule on the appeal within five business days of receiving it.

**Section B violations**

Residents wishing to appeal a Section B disciplinary action are to submit the appeal in writing to the Residence Office within five days of the College decision or action. The appeal letter must clearly describe why the resident feels that the appeal is justified and note any witnesses. The Residence Clerk will rule on the appeal within five business days of submission.

If the resident does not agree with the appeal decision and there is new information to include in the appeal, they may resubmit to the Facilities Manager. If there is new information to review the Facilities Manager will rule on the appeal within five business days of receiving.

4. The nature and severity of a violation may also cause an effect to a resident's status as a student (refer definition) as per North West College Administrative Policy 5.03. Violations of the Residence Code of Conduct may result in sanctions both by the Residence and College Administrations respectively.
5. Any fees in relation to Residence occupancy are required to be paid prior to the resident receiving their grades/certification.

## **Residence Agreement Term**

### **Purpose/Philosophy:**

The College believes that the Student Residence should be available to students' while they pursue their post-secondary educational goals.

### **Policy:**

The Residence is intended for occupancy during the term of resident's program year.

### **Procedures:**

1. Residence Agreements shall contain an occupancy date of the first calendar day of the month in which the resident's program begins unless otherwise approved by the College.
2. Extensions may be available to residents who wish to occupy the Residence prior to, or past the date specified in the Residence Agreement as follows:
  - 2.1 Residents accepted into multi-year programs who will be returning to studies in the following program year may apply for a Returning Student Extension after January 1st and before March 31st of the current program year.
3. The minimum term of a Residence Agreement shall be one week. The maximum term shall be the number of months in a resident's program year.

## **Cancellation of Residence Agreements**

### **Policy:**

The College requires all residents to follow the procedure for cancellation of Residence Agreements.

### **Procedures:**

1. Applicants who have been approved and wish to withdraw their application prior to the signing the Residence Agreement will not be charged a fee.
2. Approved applicants who wish to withdraw their application after signing the Residence Agreement and paying the deposit but prior to the first residence fee payment date will receive a pro-rated refund of deposit based on the number of days the Unit is vacant.
3. Residents who wish to terminate their Residence Agreement and withdraw from the Residence are required to notify the College a minimum of 30 days prior to vacancy date.
4. Residents who vacate the premises without giving notice as per Policy 5.3 forfeit their security deposit and are accountable for all outstanding fees at that time.
5. Residents who are expelled from the College may be immediately evicted from the Residence.
6. The College reserves the right to terminate Residence Agreements if a resident is not in good financial standing with the College.

7. The College reserves the right to terminate Residence Agreements based on a resident not adhering to the Student Housing Code of Conduct.