



ACADEMIC POLICIES & STANDARDS

- Attend all class hours within a program of study; attendance is taken daily
- Arrive on time for all scheduled classes.
- Complete all assignments and assessments on time.
- Participate actively in classes, yard activities and in the cab.
- Be pro-active in their responsibility to succeed and to seek help when it is required (e.g., academic, financial, budgeting, etc.)
- Minimum grade pass requirement is 70% on all evaluations and examinations

Attendance Policy

Perfect attendance is expected from each student, just as an employer expects perfect attendance of an employee.

- Students are expected to attend all classes and be punctual. Students are not to leave class early unless the reason for early departure has been previously discussed with the instructor.
- Students cannot exceed three consecutive absences or five absences per month without prior notification. Repeated absenteeism may result in student probation or expulsion.
- The College is required to report any attendance irregularities to third party funding agencies such as: WSIB, Service Ontario and private insurers. Absence from class could result in the loss of funding
- Should a student need to be absent due to illness or personal emergency, they are required to notify the College. Students may be required to provide documentation.

Examples of Appropriate Documentation in Support of an Absence:

- *Illness* – a doctor's note or medical certificate outlining the nature of the illness and the period the student was away or is expected to be away.
- *Family Emergency* - such as an accident or death of an immediate family member i.e., spouse, child, mother, father, sister, or brother. For an accident a doctor's note or medical certificate confirming the date of the medical accident and the period the student is expected to be away. For death of an immediate family member a copy of

the obituary, Funeral Directors statement of death, coroner's report, or court ruling. For general family emergencies, a letter from a family member and or doctor outlining the nature of the emergency.

- *Child Care issues* - a letter from the childcare provider indicating the unavailability of the childcare, or family member attesting that the student's partner was the childcare provider and are now estranged partners.
- *Care of elderly or infirm relatives* – a signed statement from the student explaining the relationship of the student to the relative, the reason for the support (as opposed to other family members), letter from primary caregiver or relative confirming the requirement of the support, medical documentation from elderly or infirm relative, and the address of the dependent relative.
- *Family breakdown and/or homelessness* - if the student is in an abusive relationship i.e., domestic violence, which can result in homelessness, the student can provide a letter attesting this. The letter should also include one or all the following: letter(s) from neighbour, police report, letter from shelter or counselor.

Grading Policies

Each student must maintain a 70% + average with to fulfil the requirements of the program.

Exams/quizzes and practical tests will be written on the scheduled date and time. Students who arrive late will not be given extra time to complete the evaluation. Students who are unable to write a scheduled evaluation due to medical or compassionate reasons must provide a physicians' note or proper documentation. Students will obtain a zero if they do not have a doctors' note on the evaluation in question.

Achieving a passing score on exams is a requirement of successful course completion. If a student does not achieve a passing score on an exam, he or she may apply to his or her instructor to re-write the exam. Re-write is available only in the event of an exam failure.

Permission to re-write an exam is not automatic. If permission to re-write is granted, the student may not re-write the exam until 24 hours have elapsed and no more than 5 school days from the time of first writing. Students who fail an examination will have the opportunity to re-write an exam. They will only be allowed to do one re-write and must achieve a 70% to pass.

Should the student fail the re-write then the failed subject must be repeated.

Student Code of Conduct

Students should demonstrate the same behaviour at the College as would be expected in the workplace.

- Attendance is mandatory and absenteeism can result in expulsion from the program.
- Complete assessments on the date and time scheduled by the instructor.
- Use College equipment (computers, printers, etc.) for academic purposes only.
- Limit use of cell phones to break time.
- Smoking is not permitted anywhere in the College. Eating and drinking are not allowed in the lab rooms or cab at any time.
- All students are to leave their work area and computer stations neat and tidy at the completion of each class.
- When interacting with peers, instructors, administration, and visitors to the college, conduct yourself in a professional manner as you would in any workplace.
- No profanity, physical or verbal abuse or unprofessional conduct will be tolerated while on college premises or while representing the college.
- The consumption of alcohol or use of illegal drugs is strictly prohibited on campus, and you may not enter the campus while under the influence of alcohol or illegal drugs. Anyone showing signs of impairment will be asked to leave.