



# FNTI STUDENT HANDBOOK 2020/2021



### **Mission**

*To share unique educational experiences, rooted in Indigenous knowledge, thereby enhancing the strength of learners and communities.*

### **Vision**

*Healthy, prosperous, and vibrant learners and communities through transformative learning experiences built on a foundation of Indigenous knowledge*

### **Motto**

*Sharing and Learning*

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## Words of Welcome

To Our Valued Students,

Welcome to the FNTI Family, a strong network of 4,000+ members who have come together over the past 35 years.

This is our 35<sup>th</sup> year of delivering quality post-secondary programs rooted in culture and Indigenous ways of knowing in partnership with recognized Ontario colleges and universities.

Our unique model of braiding teaching, learning and healing in the classroom allows our students to fulfill personal and professional goals while maintaining connections to family and community while studying. We support our learners through their educational journey and through the process of deepening their Indigeneity.

The world has changed dramatically since March, however FNTI remains committed to these key principles. Our new virtual environment allows us to maintain uninterrupted, culturally-rooted programming across Ontario. It has been built with you in mind, and our faculty, cultural advisors and student success facilitators are eager to support you through this exciting and unprecedented chapter.

Once again, my sincerest congratulations on choosing to study at FNTI this year!

Best regards,

A handwritten signature in black ink that reads 'Suzanne Brant'. The signature is written in a cursive, flowing style.

**Suzanne Katsi'tsiarihshion Brant**

President



## **CONTACT INFORMATION Main Campus/Head Office**

3 Old York Road  
Tyendinaga Mohawk Territory, ON  
K0K 1X0

Local: 613-396-2122  
Toll Free: 800-267-0637  
Fax: 613-396-2761

Hours of Operation  
8:30 a.m. – 4:30 p.m. - Monday through Friday

### **EMPLOYEE CONTACTS**

#### **Adam Hopkins**

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Student Success Facilitator – [kristinm@fnti.net](mailto:kristinm@fnti.net)

## Rights of the Student

As a learner at FNTI you have the right to the following:

1. The right to pursue your course of study within a culturally safe and supportive environment.
2. The right to participate in cultural activities and other FNTI activities free of harassment, intimidation, discrimination, disruption, or acts of violence.
3. The right to engage and participate in dialogue and to examine diverse Indigenous and other worldviews and ideas.
4. The right to fair procedures in proceedings under FNTI policies.
5. The right to respect for one's person and property.
6. The right to privacy of personal information and confidentiality in accordance with Freedom of Information and Protection of Privacy Act.
7. The right to report suspected violations of Federal or Provincial Laws without fear of jeopardizing academic standing.

If you feel your rights as a student have been violated, you can file a complaint with the Office of the Vice-President, Enrolment Management and Student Services. Formal complaints should be emailed to Janet Kring (janetk@fnti.net), Administrative Assistant to the VP-EMSS. Any and all complaints will be addressed in the most expedient manner possible.

## **Responsibilities of FNTI**

FNTI is responsible for the overall well-being of our learners. We work with students through each stage of the program lifecycle. This starts from the initial student application, through the enrolment process, welcoming of instructors, staff and students, the first day of class, right until the student transitions out of the program. Our supports are holistic in nature and focus on providing resources that are applicable both inside and outside the virtual classroom.

### **Student Success Facilitator (SSF)**

The Student Success Facilitator (SSF) is the link between student and instructor, and the student and the institution. They are the on-going point of contact for all learners, following their admission to programs, through maintaining on-going communication with students of assigned cohorts; assisting with all course/program-related non-academic issues, and responding to inquiries between sessions. They set up many aspects of each delivery session, including ordering books, providing technical support, facilitating virtual classrooms, managing and tracking attendance and evaluations, as well as looking after the overall well-being of the student.

### **Elder/Cultural Advisor**

The Cultural Advisor plays a key role in providing mentorship, knowledge dissemination, and cultural support for our learners. They ensure that Indigenous Knowledges are a priority throughout the program by providing medicines, healing and Indigenous leadership each week. They will ensure that appropriate Indigenous protocols within the virtual classroom are followed and that the cultural framework is followed through opening and closings, smudging, circles, drumming, singing and traditional teachings -- all encompassing an Indigenous worldview.

### **Faculty Members**

Faculty members have a significant role at FNTI, providing teaching, knowledge dissemination, and cultural support for our learners. They are responsible for preparing, instructing and delivering courses in a cultural framework that includes Indigenous cultural practices and world-view in lesson planning. They are there to support all learning outcomes (vocational, course and Indigenous) and design appropriate teaching methodologies for meeting those learning outcomes and assessing learner success.

### **Cultural Integration**



Indigenous culture and knowledges inform and inspire all aspects of FNTI. We do our best to create culturally-rich learning environments. Elders are often involved in learning sessions and ceremonies, celebrations, and circles, and traditional activities are integrated into learning experiences. These experiences promote Indigenous cultural practices and learning methodologies in the class. We want to ensure Indigenous learners see themselves and their realities reflected in curricula, course delivery, and support services.

## **Textbooks**

FNTI will make every effort to provide textbook purchasing links or online e-resources for each course prior to the start of classes. Your SSF will inform you about the book requirements prior to the semester's Welcoming.

You must pay for your books before the start of each new course. After the purchasing textbook links become available (if applicable); you may then purchase requested textbooks by debit or credit card at the respectable site. In the event that books are not paid for by the first day of class your SSF will put you in touch with our Finance Department. Invoices will be provided as needed.

## **Evaluations**

After each course, an evaluation will be handed out to each student to fill out. It is important to complete these evaluations and include any thoughts that you may have had throughout the course, but were unable to communicate in class or circle. The evaluations are important for FNTI programming, including course content and workload planning. The anonymous evaluations will always remain confidential and are not associated with your name or student ID. There is an option to provide a testimonial for FNTI, in which consent of sharing applies only to the testimonial. All other responses on the evaluation will remain anonymous.

## **Financial Supports**

FNTI has a bursary fund that is available to First Nations, Inuit and Métis students. The application can be found at [www.fnti.net](http://www.fnti.net) under admissions, followed by scholarships and bursaries. This site also includes funding assistance that is available from external sources. You may also visit our partner website at [www.canadorecollege.ca/get-started-money](http://www.canadorecollege.ca/get-started-money) to review financial aid options, including the Ontario Student Assistance Program (OSAP).

## **Class Cancellations**

If for some reason an instructor cannot attend your virtual class session and/or wishes to cancel a class, the instructor is responsible to inform the SSF, who will then communicate the cancellation to the students.

*Please see Class Cancellation Policy Page 19*

## Responsibilities of the Student

Ensure your **contact information** is always up to date with FNTI and the partner institution (phone, email, mailing address). Both FNTI and our partners send out correspondence and need to ensure that it goes directly to you. You will be provided with an FNTI student email address. All official emails from FNTI staff and faculty will continue to be sent to your student email. Any official emails from FNTI, including communication regarding marks, school closure, class cancellations and information on assignments etc., will be sent exclusively to your FNTI student email account. Fee Statements and Registration information from Canadore will be sent to your personal email account, please check both email addresses regularly to stay well informed.

You are required to be in **attendance** every day of the session delivery that is determined in your delivery schedule. Please pay attention to your virtual class schedule as it may change depending on your program. Attending your instructional virtual classes is mandatory. Opening circles will be held on Monday mornings and closing circles will be held on Friday after the virtual class session. It is important that you log in on time and attend these circles to ensure a strong bond between you and your classmates. Circles are based on trust and a strong sense of community and are essential to your learning experience. As a student, you are required to communicate with your instructor and the FNTI team **if you are going to be absent** for part or all of a course. Arrangements must be made prior to the beginning of class. Emergencies are taken into consideration.

If you find yourself unable to meet a **submission deadline** for course work, please email the instructor PRIOR to the due date and state your case. Generally, you are not entitled to an extension, but you may receive one if you communicate with your instructor beforehand. It is easy to get behind on course work, as there are a lot of demands in the life of a working student. If you find yourself falling behind, or requiring extra attention, do not hesitate to contact the SSF at FNTI or contact student services at the partner institute in areas that you require assistance in. Your SSF can assist in making this connection.

**Be in contact with your funder on a regular basis!** Ultimately, your funding is your responsibility. Funders require marks, letters of attendance, letters of enrollment, and it is your responsibility to ensure that you know what is expected, and when. You will have to give the appropriate institution enough time to complete the documentation that is required, and this may take up to *10 business days to complete*.

For more information, please review the **Student Conduct, Behaviour and Discipline Policy** on page 14



## Make Up Classes

All classes missed due to school closure will be rescheduled by the instructor. All classes are offered based on the required number of hours of instruction for each course.

If you are not successful in a course, you will be responsible to retake the course with the next cohort. FNTI will do its best to ensure that the weeks don't conflict with your current program schedule.

## Should You Need to Withdraw

We hope that you will not need to withdraw, however, we understand that circumstances sometimes cause a change in plans. If you intend to withdraw from the program, you must notify the registrar by email: [registrar@fnti.net](mailto:registrar@fnti.net). Please see your Student Success Facilitator to request a withdrawal form. A full refund, less the \$500.00 non-refundable administration fee will be issued if a student withdraws within the **first 10 days of the program**.

*If you have any questions about fees and payments, please contact the Registrar at FNTI at [registrar@fnti.net](mailto:registrar@fnti.net).*

## FNTI Email Addresses

Each student will receive a personalized FNTI email address. With these accounts, you will be able to sign into the FNTI student portal and use the **online version of the Office 365 Suite** (Word, Outlook, Excel, etc) for free, as long as you are a student at FNTI. Once you receive information on how to log into your account, all official emails from FNTI, including communication regarding marks, school closure, class cancellations and information on assignments etc, will be sent exclusively to your FNTI student email account.

## Program Information

### Canadore College Grade Grid

Grade	Percent Equivalent	Point Equivalent	Grade	Percent Equivalent	Point Equivalent
A+	90-100	4.0	D	50-54	1.0
A	85-89	3.7	F	0-49	0
A-	80-84	3.5	S		
B+	77-79	3.3	I		
B	73-76	3.0	FS		
B-	70-72	2.7	AUD		
C+	65-69	2.5	WD		
C	60-64	2.0	TC		
D+	55-59	1.5	AG		

### Academic Standing Definitions

ACADEMIC HONOURS- Student has achieved a cumulative 3.7 or higher grade point average (GPA) upon completion of a Diploma and certificate program

GOOD STANDING- Student has maintained a cumulative 2.0 or higher GPA and has satisfied all credit and program specific requirements.

ACADEMIC PROBATION- The student's academic performance has fallen below a cumulative 2.0 GPA or has one or more failed courses or has not met program specific performance criteria.

## How to Log on to Canadore Student Portal

This is where you will get your transcript to send to your funder, and check your marks.

1. Log into [https://ss.canadorecollege.ca:7009/PROD/twbkwbis.P\\_WWWLogin](https://ss.canadorecollege.ca:7009/PROD/twbkwbis.P_WWWLogin) or Google Search *My Canadore Login*
2. First time logging in
  - a. User ID- Student Number
  - b. PIN: date of birth (ddmmyy)
3. Remember to SAVE your password
4. SAVE your password!

## Placements

### Frequently Asked Questions

#### What is the purpose of placement?

Placement offers students the opportunity to utilize skills and theory learned in their virtual classes and apply them to real-world experiences. It provides students with an experiential learning opportunity not found within classroom lectures.

#### Does my program have a placement component?

All certificate and diploma programs offered via First Nations Technical Institute have a placement component (with the exception of Aviation). Due to the COVID 19 virus, placements may take place in a virtual setting for the safety of everyone involved.

#### Can I complete placement at my place of work?

It is a requirement that a student complete an unpaid placement. If a student is to complete placement where they work, their site supervisor must not be a current colleague or supervisor, it must be at a different site if possible, and seeing as it is an



unpaid placement, students must complete activities not normally associated with their paid role.

### **Who is responsible for matching me with a placement?**

Students are responsible for researching, contacting and confirming their own placement site. While choosing a placement agency, the student must keep in mind their personal and professional goals. Students must submit in writing a placement plan to the field placement coordinator including details of their placement, in order to gain approval prior to attending placement (e.g. name of agency and address, site supervisor name and contact information, and activities the student will engage in and how this placement relates to material learned during the program). Placement questions can be fielded by both SSFs and your Placement Coordinator, Karissa Maracle at [karissam@fnti.net](mailto:karissam@fnti.net)

### **Can I complete placement during the summer?**

Students are unable to complete placement during the summer.

### **What costs are associated with placement, and who covers them?**

Students are responsible for all costs that may be associated with placement. The following is not an exclusive list of fees that may apply: transportation (including fuel and insurance); parking fees, meals, accommodations, uniforms, and other materials as may be required.

### **What do I do if I have a criminal record?**

Students must be aware that finding a community agency who will accept a student with a criminal record will be difficult. Certain criminal convictions may limit participation in placement and program completion may not be possible. Community agencies differ in the types of criminal convictions they are willing to accept. If you have a criminal record and want more information regarding obtaining a pardon you may visit the following website: [www.pardons.org](http://www.pardons.org)

### **What is available to me if I am feeling overwhelmed mentally?**

FNTI is partnered with Good2Talk; an organization for students in an Ontario post-secondary institution. Students can access Good2Talk by phone at 1-866-925-5454 or students can text GOOD2TALKON to 686868. Students will be connected with a trained specialist who will either connect the student to a community-based referral, if requested, to a Good2Talk counsellor or a Mental Health and Addictions specialist. Students are strongly encouraged to check out the website: [www.good2talk.ca](http://www.good2talk.ca)

## **Fees Information**

### **Tuition and Mandatory Fees**

A fee schedule is approved annually for tuition and ancillary fees for each program. Tuition covers only part of the costs associated with an FNTI education. The tuition fee and other



specific fees may be claimed as a deduction for income tax purposes, subject to tax regulations. Tuition fees are subject to review on an annual basis.

### **Ancillary Fees**

These fees are billed to the student each academic year at the same time as tuition is billed.

Other financial information:

- Books are not included in the tuition or ancillary fees
- Additional costs associated with placements are not included in the tuition or ancillary fees.
- Accommodations and travel are the responsibility of the student (if required).

Invoices for tuition and mandatory fees are processed after the 10th class delivery day of each semester.

### **Funding Letters (If you are funded by a third party)**

*For students enrolled in a program in partnership with Canadore College*

We require that a funding letter be on file with us prior to the start of a new semester, if you are funded by a third party. Please send the letter to [registrar@fnti.net](mailto:registrar@fnti.net) and request that your funder address the sponsorship letter to Canadore College at the address below. **Please also ask your funder to include in the letter if they are covering tuition only or tuition and books**, so they will be invoiced appropriately.

Canadore College  
100 College Drive  
PO Box 5001  
North Bay, Ontario  
P1B 8K9

**No Funding Letter on File with FNTI:** Canadore College will invoice you directly if we do not have a funding letter on file.

## FNTI Policies

### Student Conduct, Behaviour, and Discipline Policy

#### Policy Statement:

FNTI is committed to creating and maintaining an environment that is conducive to learning, respectful and free of harassment. FNTI is a learner-centered institution of higher education, grounded in Indigenous knowledges and Indigenous ways of knowing and understanding the world. Students are expected to conduct themselves appropriately at all times in accordance with generally-accepted cultural values and generally-understood and practiced classroom conduct. Unacceptable or inappropriate student conduct and/or behaviour within the institute or virtual environment, including work placements and institute sponsored/affiliated activities, as described below, may result in disciplinary action.

#### Purpose:

To outline a policy that describes conduct or behaviour expected of students at First Nations Technical Institute (FNTI) and the disciplinary action that may be taken in the event of misconduct.

#### Violations of Student Conduct and Discipline

*Actions include, but are not limited to:*

#### Student Conduct/Behaviour Categories:

- A. unacceptable behaviour which may include disrespect, vulgarity or abuse;
- B. unauthorized accessing of computer accounts, files and /or software;
- C. inappropriate use of alcohol and possession or use of illicit or non-medical drugs, or abuse of medical drugs at the institute, in a virtual environment, at a work placement, or institute sponsored/affiliated activities;
- D. lying, deceit, or misrepresentation related to program/institute activities, e.g. late assignments, absenteeism, plagiarism;
- E. theft or willful damage to personal effects or property of students or staff;
- F. deliberate damaging of facilities, or unauthorized use/removal of property belonging to the institute, including facilities rented for institute activities;
- G. subjection of any person to indignity, injury, or threat of violence, or to degradation, disturbing, disrupting, or otherwise interfering with the educational activities of fellow students and faculty/staff;
- H. possession of weapons at the institute, work placement, or institute-sponsored or institute-affiliated activities.

#### Procedure:

Any FNTI employee who notices an infraction of standards of student conduct and behaviour must file a **Student Conduct and Behaviour Incident Report** using the attached form and initiate disciplinary procedures in response to these violations. Students who notice an infraction of standards of student conduct or behaviour are encouraged to report the infraction either verbally, or in writing, to a faculty member or Director/designate.

1. Faculty member or Director/designate collects evidence as appropriate
2. Faculty member or Director/designate provides the student an opportunity to explain the incident.
3. The faculty member or Director/designate explains to the student the procedures and penalties related to the violation and gives the student a copy of this policy.

If the offence is a Level One, sanctions will be as defined below. The instructor will impose an appropriate penalty in keeping with the policy.

If the offence is a Level Two or higher as defined below, the Director will notify the Vice President, Enrolment Management and Student Services.

### **Student Conduct and Behaviour Sanctions**

#### *Level One Violations*

(May or May Not Include Categories A, B and C)

Level One violations may occur because of inexperience or lack of knowledge of student conduct and behaviour policy on the part of the persons committing the violation. Cases involving Level One violations may be dealt with between the instructor and the student with a written report provided to the Director.

Recommended sanctions for Level One violations are listed below; one of these may be chosen in each case:

- **Oral Reprimand:**  
The initial reprimand will be of oral nature and issued by a staff member with date and circumstances documented and placed in the student file until the end of the academic year.
- **Written Reprimand:**  
This will follow if the student fails to comply with the directions of the oral reprimand. Written reprimands will be issued by the Director/designate. Written reprimands must be signed by the student to indicate that he/she is aware of the reprimand and placed in the student file. The student's signature does not imply agreement. If the student refuses to sign, this will be documented by the Director/designate.

Written reprimands for Level One offences will be maintained in the student's file until graduation.

### *Level Two Violations*

(May or May Not Include Categories A, B, C, D, E, F.)

Level Two violations are of a more serious nature. Cases involving Level Two violations will be heard by the Director/designate.

Recommended sanctions for level two violations are listed below; one of these may be chosen in each case:

- **Written Reprimand:**  
Reprimands will be issued by the Director/designate. Written reprimands must be signed by the student to indicate that he/she is aware of the reprimand and placed in the student file. The student's signature does not imply agreement. If the student refuses to sign, this will be documented by the Dean/Director/designate.
- **Probation:**  
This is an action that allows the student to remain an FNTI student on the condition that future behaviour is acceptable. The Director/designate will place the student on probation and will inform the student in writing of the terms of the probation. A copy of this document will be placed in the student's file.

Students found guilty of a Level Two offence are not allowed to represent the institute in any extra-curricular activities (e.g. student council, peer tutoring).

### *Level Three Violations*

(May Include All Categories of Student Behaviour/Conduct Listed Above)

Level three violations are those that go beyond Level One or Two. Cases involving Level Three violations will be heard by the Director/designate and the Vice President – Enrolment Management and Student Services.

Recommended sanctions for Level Three violations, or repeated infractions at Level Two, is a suspension from the institute, ranging from a minimum of one day to a maximum of one term.

The student will be notified of the terms of the suspension in writing:

- **Suspension:**  
This is an action that excludes the student from a course, practicum, program or the institute for a specified period of time. The period of suspension may range from a portion of an instructional day to the remainder of the term, not normally more than one academic year, dependent upon the nature of the student behaviour. Removal from a course, practicum, program or the institute will be immediate if the safety of institute

employees or students is in any danger. Documentation for suspension must outline length of suspension and conditions under which re-admission will be considered, or allowed.

Level of authority for Suspensions:

- Duration of a class: instructor
- Suspensions of five days and under: Director/designate, with recommendation and documentation provided by the instructor
- Suspensions of more than five days: Vice-President, Enrolment Management and Student Services with recommendation and documentation provided by the Director/designate

A copy of this document will be placed in the student's file. Suspensions will be recorded on the student transcript. No refund of fees will be made for the term in which the student is currently enrolled.

Students found guilty of a Level Three offence are not allowed to represent the institute in any extra-curricular activities (e.g. student council, peer tutoring).

#### *Level Four Violations*

(May Include All Categories of Student Behaviour/Conduct Listed Above)

Level Four violations represent the most serious breaches of conduct and behaviour. Examples of Level Four violations include:

- Injury or threat of violence
- Possession of a weapon at the institute, work placement or institute sponsored/affiliated activities
- Assault - the actual or attempted physical or verbal attack on another student or employees of the institute
- Vandalism - the willful or malicious destruction or defacement of public or private property of the institute, institute employees or students.
- Theft - the unlawful taking of the property of the institute, employees or students

Recommended sanctions for level four violations, or repeated infractions at Level Three, is a permanent involuntary withdrawal from the institute. Involuntary withdrawals will be implemented by the Executive Committee, with documentation to the President regarding the facts and circumstances of the involuntary withdrawal. Involuntary withdrawals will be recorded on the student's transcript. No refund of fees will be made for the term in which the student is currently enrolled.

Students' Right to Appeal:

Under the discipline policy, all forms of disciplinary action can be appealed. The student has the right to withdraw the appeal at any step during the process.

## Program Progression Policy – Jointly Delivered College Programs

Policy Statement: FNTI is committed to creating and maintaining an environment that is conducive to learning, respectful and free of harassment. FNTI is a learner-centered institution of higher education, grounded in Indigenous knowledges and Indigenous ways of knowing and understanding the world.

Purpose: To outline a policy that defines how an FNTI student can successfully progress through their program.

The following policy reflects general criteria regarding student progression for FNTI students that are in a program jointly delivered by Canadore College or St. Lawrence College. In addition to these general requirements, there may be program specific requirements for graduation, which are outlined in program handbooks. *In the case where a program is delivered in partnership with an Ontario college or university, the policies of the partnering institution will take precedent.*

General Progression Requirements for Jointly Delivered College Programs:

1. The student must maintain a minimum of a 2.0 GPA (60%) if they are enrolled in a Canadore College program or a 1.7 GPA (60%) if they are enrolled in a St. Lawrence College program.
2. At least 25% of the courses a student intends to graduate with must be from the credential granting institution.
3. A student can take no longer than twice the normal amount of time to graduate from a program. (i.e.: if the program is a two-year program, a student can take no longer than four years to graduate).

Academic Standing:

1) **Good Standing:** A student is considered in good standing if they have maintained a GPA of at least 2.0 in a Canadore program and have satisfied all credit and program-specific requirements.

2) **Academic Probation:** A student is considered on academic probation if their GPA has fallen below 2.0 (in a Canadore program); has one or more failed courses; or has not met program-specific performance criteria.

The student will be notified by the Registrar when their academic status has been changed to being on academic probation. Upon notification, the Director, Student Success and Service Delivery (with assistance from the student success and academic teams), will meet with the



student to create a success plan. Normally, a student cannot remain on academic probation for more than one semester.

**Policy Title: Class Cancellation Policy**

**Division:** Academic

**Responsible authority:** Vice President – Enrolment Management and Student Services

**Policy No.:**

**Related Policies:**

**Related Procedures:**

**Replaces Policy No.:**

**Approved by:** Adam Hopkins VP-EMSS

**Last Reviewed:** August 1<sup>st</sup>, 2020

**Effective date:** March 27, 2019

**Purpose:**

To define procedures when classes must be cancelled due to unforeseen circumstances such as: instructor illness, inclement weather and internet failures, and other emergencies.

**Scope:**

This policy shall apply to all virtual and aviation classes.

**Policy:**

Due to the intense mode of delivery for most classes and cohorts, classes should only be cancelled in extreme circumstances and only with the approval of one of the senior leadership team (President, VP-EMSS, VPA, VPCS).

**Definitions:**

**Procedure:**

1) Instructor Illness: If the instructor is ill and not able attend class, the instructor should notify the Program Coordinator and the Student Success Facilitator (SSF) as soon as possible. The Program Coordinator will determine if there is another faculty member who can cover the class or if there is otherwise another way to cover the content in the classroom. If neither of these options are possible, the Program Coordinator should then recommend to the leadership team



that the class be cancelled. The SSF will be responsible for communicating this decision to the students.

2) Inclement Weather: The decision to cancel classes **before the class has started** should generally only be made the morning of, and should not be later than 7 a.m.. The SSF and the instructor should make a joint recommendation to one of the leadership team members, who will then determine the cancellation of a virtual or in-person class. In the instance where weather conditions deteriorate **after the start of virtual or in-person class**, the SSF and instructor should make a joint recommendation to cancel said class, with approval by a member of the leadership team. In both instances, the SSF will be responsible for communicating this decision to the students. The instructor will inform the Program Coordinator of alternate arrangements that will be provided to the students during class absence that will address necessary learning outcomes and goals of the course.

***Since Instructors will be teaching virtually (with the exception of Aviation), decisions on class cancellation due to weather will apply to all students within that class.***

3) Other Emergencies: In instances where a class needs to be cancelled outside of the above situations, a joint recommendation from the SSF and the instructor should be made to a member of the leadership team. Upon approval, the SSF will be responsible for communicating this to the students. The instructor should also inform the Program Coordinator of alternate arrangements.