

Loyalist College 2009-2010 Student Manual



LOYALIST

MY COLLEGE • MY FUTURE

LOYALIST



MY COLLEGE • MY FUTURE

Welcome to Loyalist College

September 2009

On behalf of Loyalist College, welcome to our learning-centred community. We are pleased that you have chosen Loyalist College for your post-secondary education.

This Student Manual includes information about your responsibilities as a member of the Loyalist College community, our Student Policies, and important dates. **IT IS AN IMPORTANT DOCUMENT - PLEASE READ IT AND KEEP IT.** We encourage you to become familiar with the information in this Manual and to refer to it throughout your stay with us. In particular, please note the Loyalist College Protocols: Community Safety and Behaviour Responsibility.

We encourage you to participate in the full Loyalist College experience - residence life, student activities, athletics, and membership in the Belleville/Quinte community. Work hard, meet new people, make new friends, explore new ideas, do volunteer work, and get involved in student government. Prepare for your future!

The Loyalist College community is here to help you to be successful. Your program faculty, staff, counsellors, Student Success Mentors, Mind & Wellness Advisor, and your Dean are very important sources of information and advice during your first orientation, and throughout your program.

Loyalist College takes pride in providing outstanding learning and student life opportunities in our friendly, learning-centred community.

Welcome, and best wishes for your future success at Loyalist College.

A handwritten signature in black ink that reads 'George Burton'.

George Burton, Vice President
Enrolment Management and Student Services

MY COLLEGE • MY FUTURE

TABLE OF CONTENTS

Section	Page No.
1.0 LOYALIST COLLEGE SAFE COMMUNITY PROTOCOL	3
2.0 LOYALIST COLLEGE BEHAVIOUR RESPONSIBILITY PROTOCOL	4
3.0 LOYALIST COLLEGE 2009-2010 STUDENT POLICIES	5
3.1 Code of Conduct	5
3.1.1 <i>Discrimination and Harassment Policy</i>	5
3.1.2 <i>Classroom Conduct/Conduct Relating to Academic Performance</i>	9
3.1.3 <i>Relationships with Students Outside the Classroom</i>	10
3.1.4 <i>Relationships with Faculty and Staff Outside the Classroom</i>	10
3.1.5 <i>Academic Integrity</i>	10
3.1.6 <i>Academic Appeal Process</i>	12
3.2 Community Safety Policy	12
3.3 Student Confidentiality	13
3.4 Communicable Diseases Policy	13
3.5 Alcohol Policy	14
3.6 Drug/Illegal Substance Policy	16
4.0 REGISTRATION AND RECORDS	16
4.1 Student Program/Course Registration	16
4.2 Student Academic Records	16
4.3 Program Withdrawal Dates and Process	16
4.4 Compulsory Academic Withdrawal Policy	17
4.5 Course Additions, Withdrawals, Exemptions, and/or Changes	17
4.6 Loyalist College Grading System	17
4.7 Dean's List	18
4.8 Supplemental Examinations	18
4.9 Transfer of Credit/Course Exemptions	18
4.10 Loyalist College Residency Requirements	18
4.11 Transcript Definitions	18
5.0 STUDENT SUCCESS	20
5.1 Suggestions for Student Success	20
5.2 Financial Support	20
5.3 Changing Programs	21
5.4 Housing	21
5.5 Disability Services Office	21
5.6 Health Services	21
5.7 Loyalist College Student Government	21
5.8 Social/Recreation	22
5.9 Use of Computer and Other Loyalist College Facilities	22
5.10 Use of Electronic Devices	22
5.11 Use of Loyalist College Logo or Wordmark	23
5.12 Children on Campus	23
5.13 Traveling Outside of Canada as Part of an Academic Program	23
5.14 Students on Unpaid Work Placements	23
5.15 Employment	24
5.16 Additional Resources	24
6.0 IMPORTANT INFORMATION AND DATES	25
6.1 Contact Information	25
6.2 Academic Schedule 2009-2010	26
APPENDIX – Academic Appeal Form	
Academic Appeal Form	27

In addition to Loyalist College's policies, all students are also subject to both criminal and civil law, as enacted by local, provincial, and federal governments. Loyalist College will cooperate fully in situations that fall under these jurisdictions but also reserves the right to apply its own policies and procedures independent of the processes or outcomes of the procedures required by these jurisdictions.

Loyalist College Safe Community Protocol

As a student, you can contribute to maintaining a safe community. Following our guidelines will assist you in identifying, preventing, and responding to concerning behaviours.

Identify	Prevent	Respond
<p>I – ALERT: <u>Creates Anxiety</u> <i>Concerning Behaviours:</i> Behaviour is individually managed, not frequent, not severe, no long-term negative consequences for others or learning/work environment. Includes behaviours such as: disruptions, potentially aggressive behaviour, authority challenging, verbal abuse, offensive comments or slurs.</p>	<p>Understand, communicate, and model code of conduct. Refer student to college resources before behaviour escalates. Intervene when people send “signals” that they are at risk of “losing their cool” with others. Discuss concerns with Student Success Mentor.</p>	<p>Action: If behaviour occurs, stay calm and de-escalate. Request Faculty/Staff intervene quickly. Separate conflicting parties. Assess further risk; Seek support to deal with current situation and prevent repeats. Document incident and refer to Manager/Dean for investigation and follow-up.</p>
<p>II – CAUTION: <u>Personal Safety Concerns</u> <i>Threatening Behaviour:</i> Behaviour has a detrimental influence on the learning/work environment, is objectively apparent, increased frequency or severity of violence beyond Level I. Includes behaviours such as: bullying, harassment, intimidation, aggressive, abusive, or offensive actions verbal threats.</p>	<p>Understand, communicate, and model code of conduct. Intervene when people send “signals” that they are at risk of “losing their cool” with others. Encourage peers seek support for stress/anger/depression counselling before behaviour escalates. Discuss concerns with Student Success Mentor or other member of Student Success Team.</p>	<p>Action: If behaviour occurs, stay calm and de-escalate. Request Faculty/Staff intervene quickly. Ensure your own physical safety. Seek support to deal with current situation and prevent repeats. Document incident and refer to Dean/Student Success Mentor for investigation and follow-up.</p>
<p>III – DANGER: <u>Personal Safety at Risk</u> <i>Aggressive Behaviour:</i> Threat to personal safety or the safety of others is perceived. Includes behaviours such as weapons threat, assault (pushing, hitting, kicking, punching, biting), other violent criminal acts, threat to injure self or others.</p>	<p>Report personal safety concerns immediately. Early intervention will reduce escalation. Become educated on diffusing situations. Become knowledgeable about College Safety Procedure.</p>	<p>Action: If behaviour occurs, avoid escalation; call 0 for security (call 911 if needed). Seek safe location. Document incident and refer to Dean/Student Success Mentor for investigation and follow up.</p>
<p>IV – EMERGENCY: <u>Immediate Danger</u> <i>Potential Death:</i> Threat to life safety and or imminent risk to College occupants creating College crisis. Includes behaviours such as: use of weapons (guns, knives, explosives, agents or other items used as weapons), imminent threats of weapon use and other imminent threats to life safety.</p>	<p>Understand college emergency procedures and safe locations.</p>	<p>Action: If behaviour occurs, avoid escalation; call 911 and Security “0”. Where possible call 0 to report and evacuate public areas. Seek shelter where you are; lock doors, avoid windows; Emergency personnel will communicate next steps. STAY SAFE.</p>

NOTE: Three strikes approach, but any severe behaviour will result in immediate expulsion. In addition to Loyalist College’s policies, all students are also subject to both criminal and civil law, as enacted by local, provincial, and federal governments.

Loyalist College Behaviour Responsibility Protocol - A learning-centred college community – your right to study.

Level	Behaviour	Level of Response	Responsibility
<p><u>Level I – Minor: Alert</u> Behaviours in which an individual or individuals behave inappropriately on campus and interfere with the legitimate right of any student or staff member to pursue academic study or work.</p>	<p>Examples may include:</p> <ul style="list-style-type: none"> · disruptive · aggressive · verbal abuse · bullying · harassing conduct · emotionally abusive 	<p>Responses may include:</p> <ul style="list-style-type: none"> · written warning and note to student file · revocation of privileges · fines up to \$100 · mandated referrals · Three Strikes Approach – proceed to next level at next incidence. 	<p>Dean or Director, Student Success</p>
<p><u>Level II – Moderate: Caution</u> Behaviours which endanger the safety and/or security of another individual on campus, or that may be harmful to the physical and/or emotional well-being of an individual.</p>	<p>Examples may include:</p> <ul style="list-style-type: none"> · hostile · intimidating · frightening · aggressive outbursts · threats –verbal/written 	<p>Responses may include:</p> <ul style="list-style-type: none"> · written warning and note to student file · revocation of privileges · fines up to \$200 · mandated referral · probation/suspension · Three Strikes Approach – proceed to next level at further incidence. 	<p>Dean or Director, Student Success</p>
<p><u>Level III – Major: High Risk</u> Any illegal behaviour on campus. All governing municipal, provincial, and federal laws apply.</p>	<p>Examples may include:</p> <ul style="list-style-type: none"> · physical injury · weapons threat · physical assault · pushing · hitting/punching · kicking · threat to injure self or others 	<p>Responses may include:</p> <ul style="list-style-type: none"> · written decision and copy to student file · revocation of privileges · fines up to \$500 · mandated referral to a community agency · probation/suspension/expulsion · Final Strike: expulsion/publish legal proceedings 	<p>Director, Student Success Vice President, Enrolment Management and Student Services</p>
<p><u>Level IV – Severe: Emergency</u> Serious offences on campus requiring immediate action.</p>	<p>Examples may include:</p> <ul style="list-style-type: none"> · potential death · use of weapon · beating/choking · threat to kill 	<p>Responses may include:</p> <ul style="list-style-type: none"> · written decision and copy to student file · revocation of privileges · fines up to \$500 · mandated referral to a community agency · probation/suspension/expulsion · Final Strike: expulsion/publish legal proceedings 	<p>Loyalist College Senior Management</p>

NOTE: Three strikes approach, but any severe behaviour will result in immediate expulsion. **In addition to Loyalist College's policies, all students are also subject to both criminal and civil law, as enacted by local, provincial, and federal governments.** Loyalist College will cooperate fully in situations that fall under these jurisdictions but also reserves the right to apply its own policies and procedures independent of the processes or outcomes of the procedures required by these jurisdictions.

3.0 LOYALIST COLLEGE 2009/2010 STUDENT POLICIES

3.1 CODE OF CONDUCT

Loyalist College is serious in its intent to maintain a climate in which learning can flourish and in which all members of the academic community are treated with equality and respect. Loyalist College will take disciplinary action in respect to student behaviour that is inconsistent with the maintenance of an appropriate learning environment.

Inappropriate behaviour that constitutes a minor or major offence as defined in the Loyalist College Behaviour Responsibility Protocol (see Section 2.0, page 5) may be dealt with according to the procedures outlined in that protocol.

Students will be required to agree to abide by the Loyalist College 2009/2010 Student Policies at the beginning of the year in order to obtain a Loyalist College email account.

Loyalist College is mandated by law, and by the community it serves, to provide an educational environment that demonstrates professionalism and academic currency, values diversity, and respects the processes and traditions of learning.

The terms of this mandate are prescribed by:

- the founding documents of Loyalist College;
- the laws to which Loyalist College is subject;
- the collective agreements that govern academic employees and support staff;
- the operational policies and procedures that Loyalist College has adopted.

Central to these documents, and the processes that created them, is an implicit assumption about the maturity and appropriate personal conduct of all students studying at Loyalist College.

This Code of Conduct is designed to provide an explicit definition of the minimal standards of personal conduct that Loyalist College expects of all its students including those who are distance students. It represents, for Loyalist College, a benchmark of expectations regarding students and defines the boundaries within which a rewarding and mutually supportive learning environment can be created.

It is based on the assumption that most students in Loyalist College already uphold these statements of conduct and can, without reservation, endorse them.

Loyalist College assumes that all its students are adult learners who have accepted the principle that they share with Loyalist College responsibility for creating and maintaining a respectful and productive learning environment.

Student conduct will be demonstrated in five distinct areas of activity:

- conduct respecting the dignity and worth of every member of the Loyalist College community, free from discrimination and harassment;
- classroom conduct/conduct relating to academic performance;
- relationships with students outside of the classroom;
- relationships with faculty and staff outside of the classroom;
- academic integrity and academic appeal process.

The expectations of Loyalist College with relation to each of these areas will be described in detail in this document.

Students are expected to:

- familiarize themselves with the Loyalist College policies relevant to them;
- adhere to those policies to the best of their ability and assist and encourage fellow students to adhere to the policies.

3.1.1 ***Discrimination and Harassment Policy***

POLICY

Loyalist College respects the dignity and worth of every member of its community and provides for equal rights and opportunities free from discrimination and harassment. Each member of the Loyalist College community shares the responsibility for creating and maintaining a working/learning environment free from discrimination and harassment. Any form of harassment, whether verbal or written, in person or via e-mail, electronic messaging system or other electronic/internet based process, or telephone, is unacceptable. Any deviation from this goal is unacceptable and will not be tolerated. The protection detailed in the most recent Human Rights Code will be extended to all members of the Loyalist College community. Loyalist College reserves the right to apply for, or invoke, any of the exclusions provided in the Human Rights Act where it is deemed to be in the best interest of Loyalist College or its community to do so.

In addition, Loyalist College values and fosters practices which promote the equitable treatment of all members of the Loyalist College community. Each individual is responsible for his/her actions at all Loyalist College approved or sponsored activities both off and on campus. While protecting the rights of the individual, the Loyalist College policy incorporates procedures and actions to address any and all appropriately documented complaints alleging discrimination or harassment. Definitions of harassment, sexual harassment, discrimination, and other terms are found in the Procedure following this Policy.

It is the ultimate goal of Loyalist College never to have a complaint relating to discrimination or harassment. To that end, it is important that the institution promote a climate of tolerance and respect for the feelings of all persons in the college community. Loyalist College's policy on discrimination and harassment will apply to the entire Loyalist College community. This will be accomplished in part by the following means:

- The Loyalist College 2009/2010 Student Policies will be published on the Loyalist College website and in the 2009/2010 Student Manual.
- The Loyalist College 2009/2010 Student Policies will form a portion of the employee orientation for all new full-time faculty, staff, administration, and Board members.
- There shall be no reprisal/retaliation whatsoever against persons filing legitimate complaints under the Loyalist College 2009/2010 Student Policies. However, complaints found to be without merit, trivial, frivolous, vexatious, or made in bad faith may result in sanctions by Loyalist College.
- Nothing in the Loyalist College 2009/2010 Student Policies is intended to preclude any complainant from following any alternative complaint procedure under the Ontario Human Rights Code or from initiating any other proceedings in law. Nor are the Loyalist College 2009/2010 Student Policies intended to interfere with collective bargaining or the terms and conditions of the collective agreement between OPSEU and Loyalist College.

PROCEDURE

Loyalist College is committed to fostering adherence to the Human Rights Code and accordingly, will investigate and consider any allegation of a contravention of that Code or the Loyalist College 2009/2010 Student Policies. It is expected that each individual will control and regulate his/her conduct in order that there be no infringements of the Code or the Loyalist College 2009/2010 Student Policies.

It is recognized that the responsibilities under the Code not only fall upon the individual but also upon the institution. Loyalist College, therefore, has the obligation of ensuring that the rights provided in the Code are protected. In the protection of these rights, there is legitimate concern that the rights of others not be infringed upon. It is essential that any complaint be treated in a sensitive and confidential manner. This is necessary to protect the identity and reputation of all persons involved.

Those persons with a complaint of discrimination, harassment, or other conduct prohibited by the Loyalist College 2009/2010 Student Policies are encouraged to discuss the matter with the respondent (the person whom they perceive as the source of complaint). However, it is accepted that there may be circumstances where approaching that person may be difficult, in which case the complainant should direct the complaint to the Director, Student Success, or designate, in accordance with the Complaint Process which follows.

If the complainant does discuss the complaint with the respondent, but is not satisfied with the result, he/she may also direct the complaint to the Director, Student Success, or designate, in accordance with the Complaint Process which follows.

The Director, Student Success, or designate, will advise the complainant of the following:

- the right to file a formal written complaint under the Loyalist College 2009/2010 Student Policies;
- that if the complainant believes that his/her safety is at risk or threatened by the respondent, this should be noted in the complaint and the Director, Student Success, or designate, must advise the complainant that he/she should contact the police. In certain situations the Director, Student Success, or designate, may contact police directly;
- the availability of counselling provided by Loyalist College. Students may obtain counselling through Loyalist College Counsellors;
- no legal representation (i.e., no lawyer present in the room) is allowed during any proceedings under the Loyalist College 2009/2010 Student Policies. However, either party may seek legal advice through outside consultation at his/her own expense;
- the right to withdraw from any further action in connection with the complaint at any stage;
- other avenues of recourse, such as the right to proceed under the Ontario Human Rights Code, the Criminal Code of Canada, or through private civil proceedings;
- that there may be time limits which apply to such other avenues of recourse;
- all of the options available under the Loyalist College 2009/2010 Student Policies to address a complaint;
- the sanctions and redress that are available, including the possibility of sanctions against a complainant if a complaint were found to be without merit, trivial, frivolous, vexatious, or made in bad faith;
- the confidentiality of the documents will be maintained throughout the complaint process to the extent possible under the circumstances and except as required by law.

Written Complaint

The completed complaint form (available from Student Success) will be submitted to the Director, Student Success, or designate.

The Director, Student Success, or designate, must be satisfied that it is a complaint with respect to the Loyalist College 2009/2010 Student Policies. This might involve clarifying the facts with the complainant, questioning witnesses if any, or questioning the respondent. The Director, Student Success, or designate, will meet with the respondent to review the complaint. The respondent has the right to provide a written response if he/she so desires.

RESOLUTION PROCESS

The resolution process can be either informal or formal. Informal resolution involves mediation and the formal resolution involves a Board of Hearing.

There are many advantages to an informal, mutually agreeable resolution in these circumstances. However, if this is not possible, a formal resolution process may be initiated by either the complainant or the respondent.

Informal Resolution

Within two working days of the receipt of a written complaint, a meeting will be held with the complainant and the Director, Student Success, or designate. Within two working days, a copy of the written complaint will be sent to the respondent requesting a response within two working days. A mediation session will be arranged with the Director, Student Success, or designate, or a third party selected from an agreed-upon list of mediators. This approach must be agreed to by all parties. If a person other than the Director, Student Success, or designate is chosen to mediate, the Director, Student Success, or designate, will provide the mediator with the relevant case file.

The mediation process must be completed within six working days of the receipt of a written complaint unless both parties agree to an extension or unless there are extenuating circumstances. If a resolution is achieved as a result of mediation, a report of the resolution will be provided by the mediator within two working days to both parties and the Director, Student Success, or designate. The case file will be returned to the Director, Student Success, or designate.

All mediation proceedings are confidential unless both parties agree otherwise and this agreement must be duly noted in writing.

If mediation does not resolve the situation the complaint will proceed to the formal process.

Formal Resolution

If a formal hearing is requested the Director, Student Success, or designate, will ask the President of Loyalist College, or designate, to establish an appropriate three person Board of Hearing. In normal circumstances a Board of Hearing will be established within five working days. The hearing will allow both the complainant and the respondent, at separate sessions, to state their cases and respond to Board questions.

The composition of the Board will be as follows:

Student/Student:

- External Dean;
- Student Success team member;
- Student.

Faculty or Support or Administrative Staff/Student:

- External Dean;
- Student Success team member;
- Student.

Board of Hearing

The Board of Hearing will comprise members appointed from a list of individuals pre-approved by the College constituency groups. The external Dean will be selected from a list of individuals pre-approved by the College constituency groups.

Where possible, Board members will be acceptable to both complainant and respondent. If this is not possible, then the President of Loyalist College, or designate, will make the appointment from within the College Community in consultation with the complainant and the respondent.

It is the responsibility of the Board to decide, on the basis of the information received at the hearing, whether the charge of harassment or discrimination should be upheld or dismissed. Within three working days of the conclusion of the hearing a report must be made to both parties. If the charge is upheld, the Board will recommend an appropriate sanction to the Director, Student Success, or designate, for implementation. Within two working days the Director, Student Success, or designate, will implement appropriate action and will inform both parties of that action.

Appeal

Within ten working days of the Board of Hearing informing both parties of the decision, either party to the complaint may appeal to the Vice-President, Enrolment Management and Student Services, or designate, on two grounds. An appeal may be lodged if it is felt that the procedures followed in reaching the decision did not allow for due process. Secondly, should either party feel that the penalty imposed was inappropriate, it may be appealed.

The decision of the Vice-President, Enrolment Management and Student Services, or designate, in relation to any appeal is final.

DEFINITIONS

<i>Prohibited Grounds</i>	Race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, or disability.
<i>Harassment</i>	Engaging in a course of vexatious comment or conduct that is known, or ought reasonably to be known, to be unwelcome.
<i>Discrimination</i>	Treating an individual, or group of individuals, differently based on a "prohibited ground".
<i>Negative Environment</i>	<p>One or a series of comments or conduct that creates a negative environment for individuals or groups and are related to the prohibited grounds. The comment or conduct must be of a significant nature or degree and have the effect of "poisoning" the work or study environment. A complainant does not have to be a direct target to be adversely affected by a negative environment. It includes conduct or comment that creates and maintains an offensive, hostile, or intimidating climate for study or work.</p> <p>Examples include exposure to graffiti, signs, cartoons, remarks, exclusion, or adverse treatment related to one or more of the prohibited grounds.</p>
<i>Harassment/ Discrimination</i>	<p>Policies, practices, procedures, actions, or inactions that appear neutral, but have an adverse impact associated with one of the prohibited grounds.</p> <p>An example would be exam schedules that conflict with important religious events.</p>
<i>Sexual Harassment</i>	<ul style="list-style-type: none">• A sexual solicitation or advance made by a person in a position to confer, grant, or deny a benefit or advancement to the person where the person making the solicitation or advancement knows, or ought reasonably to know, that is unwelcome; or• A reprisal, or threat of reprisal, for the rejection of sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant, or deny a benefit or advancement to the person; or• Comments or conduct of a gender related or sexual nature that is known, or ought reasonably to be known, to be unwelcome, unwanted, offensive, or inappropriate.
<i>Timely</i>	All complaints under this Policy shall be made within three months of the occurrence of the offending conduct. The Director, Student Success, or designate, may allow complaints made more than six months after the most recent incident to proceed if he/she considers the delay justifiable.
<i>Confidentiality</i>	It is imperative that any information received as a result of this process be treated in strict confidence and discussed only with those persons as defined in the Policy and Procedure. Complaint files will be retained by the Vice President, Enrolment Management and Student Services.
<i>College Community</i>	The College community is comprised of: all employees; all students; members of the Board of Governors; members of standing and ad hoc committees established by the institution; all members of societies and associations which have a direct relationship, or are under the authority of, the institution; contractors such as those undertaking construction, provision of service, or research; visitors or guests who have no ongoing connection to the institution but are on campus.
<i>Working Day</i>	A working day is defined as a regular business weekday from 8:30 a.m. to 4:30 p.m.

3.1.2 Classroom Conduct/Conduct Relating to Academic Performance

Students will ensure that their behaviour is, at all times, respectful of others and supportive of class objectives. Students are not to use the classroom or online environment to:

- utter scurrilous, profane, or obscene language, or any other disruptive or aggressive behaviours;
- make remarks or engage in conduct that is racist, sexist, or in other ways discriminatory;
- engage in behaviours, or make remarks, that could reasonably be interpreted as threatening;
- attempt to divert the class in support of any personal, political, religious, or social agenda;
- attempt to use one class as a forum to complain about another class or professor;
- display signs of impairment due to use of alcohol or drug/illegal substances.

Students will ensure that their conduct in the classroom contributes to a productive learning environment.

Participation and Conduct

Students are expected to:

- arrive at each class on time. If for any reason they are late in arriving, they should enter with minimal disruption. If it is necessary to leave the class early, they should leave unobtrusively, or follow procedures outlined in the program/course/policy statement;
- participate cooperatively in classroom activities;
- bring any concerns about any class situation, or about the course, to the attention of the professor in a timely manner, and in an atmosphere that is non-confrontational and respectful of issues of confidentiality. Specifically, students should avoid repeated in-class interruptions that disrupt the progress of learning.

Students will take responsibility for their own academic achievement. Students will demonstrate their commitment to their own goal of educational advancement by attending class, completing assigned work, and complying with copyright legislation, as outlined below.

Attendance

Students should attend class. Loyalist College recognizes that as adult learners, students will make individual decisions regarding attending classes. Loyalist College expects that students understand and accept that there may be consequences resulting from their decision not to attend.

Classroom Activities

Students should complete assignments, projects, and any other classroom activities set by the professor for evaluation, on time. If a student is unable to complete the work in the designated time, he/she should discuss this matter with the professor in advance of the due date.

Attitude

Attitude plays an important role in a student's ability to exercise good judgment. Although not graded, it affects a student's ability to learn and may create a negative atmosphere for other students. Students who display a strong tendency towards any negative attitudes such as anti-authority, impulsivity, invulnerability, machismo, and resignation will not benefit from Loyalist College's learning-centred community.

Copyright

Students must comply with legislation regarding copyright, trademark, and licensing agreements. The law applies on the intranet/internet as it does on paper. Students will not, for example, violate copyright conditions specified on Loyalist College-owned software, texts, and/or any other materials subject to the terms of this legislation.

Students who are not familiar with this legislation should clarify their responsibility with any Loyalist College library staff. Students should be aware that Loyalist College will not provide protection or assistance relating to charges arising from violation of the copyright law.

Audio/Video Recording/Copying

Students may audiotape their class under the following conditions:

- they must first ask the faculty for permission to audiotape, and permission will not be unreasonably withheld. It is recognized that some classes such as group processing classes may not be appropriate for audiotaping;
- all members of the class must know the class is being taped;
- the individual student will only use the tape of class for academic purposes;
- the right to privacy of the faculty and the members of the class will be respected.

Online Behaviour

Students are reminded that inappropriate online behaviours will also not be tolerated by Loyalist College, for example, but not exclusively, cyber bullying, online predators, violent or hateful content, or privacy invasion. Students are reminded to be prudent about what they post online.

3.1.3 Relationships with Students Outside The Classroom

POLICY:

Relationships outside the classroom refers to student interactions in such areas as the Student Access Lab, gymnasias, lounges, cafeterias, and other Loyalist College spaces designed for students to use, either for study, for access to services, or for socializing and to interactions that occur off campus in activities sponsored by Loyalist College.

Behaviours that are inappropriate inside the classroom are equally inappropriate outside the classroom and students are expected to demonstrate courtesy and respect in all their interactions with other students, including communications on the internet and text messaging systems.

PROCEDURE:

Students should strive actively to resolve conflict between themselves and fellow students and should make an effort to prevent conflict between other students. Interventions to be used are verbal attempts at conciliation; if these are not successful, the student should immediately notify a Loyalist College staff member. Specifically, students should refrain from physical intervention.

Students are urged to follow the specific procedural guidelines provided in the Loyalist College Community Safety Protocol and the Loyalist College Code of Conduct when dealing with such situations.

On Loyalist College premises, students should refrain from behaviour that may result in the imposition of Loyalist College sanctions or civil or criminal proceedings.

3.1.4 Relationships with Faculty and Staff Outside the Classroom

POLICY:

Interactions with faculty and staff outside the classroom can occur in two contexts:

- contacts directly relating to their learning situation, for example, with faculty or staff assisting students' work in areas such as libraries, labs, and offices;
- contacts with any faculty member, support staff member, or manager in any non-academic matter.

Students should:

- feel free to discuss, in a courteous and respectful manner, any issue concerning their academic standing or learning experience with the faculty member who is teaching them;
- schedule any discussion to take place during the office hours that may be posted by that faculty member or at a mutually determined time;
- maintain a non-confrontational attitude in interactions with faculty and should approach even difficult matters with a view to resolving the problem at hand.

PROCEDURE:

Students should refrain from discussing any concerns about any other faculty member or another class with any other faculty member. Instead, they should approach their faculty member directly.

However, those who are reluctant to approach their faculty member (e.g. genuinely intimidated by a faculty member or concerned that any discussion could threaten his/her academic standing or sense of security or integrity), may discuss their concern directly with the Dean of the faculty member involved, or any Student Success staff member.

3.1.5 Academic Integrity

POLICY:

Loyalist College believes that the development of self-discipline and acceptable standards of academic integrity are fundamental to the learning process. The establishment and maintenance of professional behaviour is the responsibility of all members of the Loyalist College community.

Sanctions for non-compliance range from a written warning to expulsion from the College. All students are expected to conform to the following behaviour:

- Represent themselves honestly in all communications, applications, assignments, examinations, and other correspondence.
- This includes the inappropriate use or possession of unauthorized aids or assistance in connection with any form of academic work. It is expected that all work submitted must be one's own or clearly cited.
- Foster a positive learning environment for all individuals and respect the views of others during class discussions.
- Use computer resources, including the internet, in accordance with Loyalist College policy and not store or transmit offensive material through computing resources.
- Respect and adhere to all policies of Loyalist College relating to student conduct.

PROCEDURE:

Loyalist College will penalize acts that demonstrate disregard for the standards of academic honesty. At minimum, a student will be graded zero on any material thought to be disingenuous, but may reserve the right to impose a full range of sanctions including suspension or expulsion.

Academic Dishonesty Protocol

Process for Faculty

If a professor has reasonable cause to suspect that a student has plagiarized, submitted false materials, cheated on an exam, or in any way behaved in an academically dishonest manner, he/she will:

- Notify the student of their suspicion and provide evidence;
- Provide the student an opportunity to respond to the allegations;
- In the light of finding the student culpable, a mandatory grade of zero will be assigned;
- Provide written notification to the Dean including the offense, the interactions, and the sanction.

Process for Test Centre Invigilator

If an invigilator, who is not the student's professor, has reason to believe that a student is cheating during an examination, he/she will:

- Notify the student of their suspicion and provide evidence;
- Retain the examination and require the student to leave the examination area immediately;
- Inform the student that should their professor find them culpable, they will be unable to write in the Test Centre in the future;
- Submit a written report to the professor requesting written confirmation of the actions taken.

Discipline Records

Disciplinary records may be held for three years following a student's graduation from Loyalist College at which time they will be destroyed in compliance with provisions of the Freedom of Information and Protection of Privacy Act.

3.1.6 Academic Appeal Process

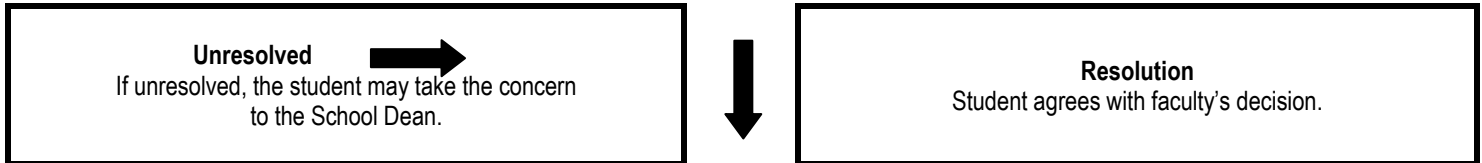
ACADEMIC APPEAL: Procedure Flow Chart

INFORMAL APPEAL PROCESS:

STAGE I

Student – Faculty

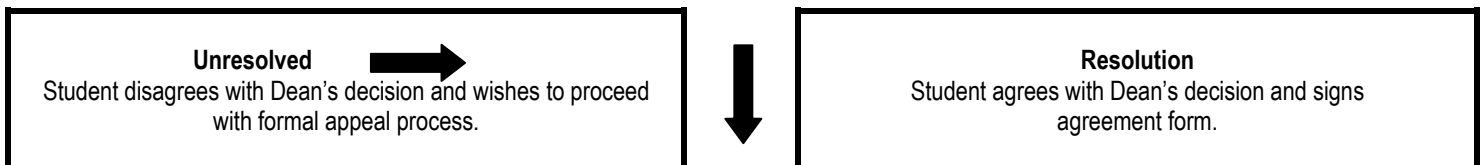
- Student discusses concern with faculty.
- Student receives a response within five business days.



STAGE II

Student – Dean

- Student discusses concern with Dean.
- Student asked to provide written submission describing the concern and steps taken to date.
- Dean responds to student and faculty involved receive a response, in writing, within five business days.



FORMAL APPEAL PROCESS:

STAGE III

Formal Appeal Process

- Student completes an Academic Appeal Form¹ and forwards it to the Registrar within five days of written confirmation from Dean.
- Registrar notifies the Board Chair of Appeals Committee to confirm appropriateness of appeal.



STAGE IV

Academic Appeal Board Process

- Chair confirms appeal.
- Registrar collects documentation from the student, faculty, and Dean two days prior to the hearing.
 - Hearing conducted by Committee within ten days of receiving appeal form.
 - Each party to the appeal is heard separately.
 - Appeal Board makes a decision.
- The student and other parties involved will be notified, in writing, of decision of Appeal Board, by Chair, within three days of hearing.

¹ Please see Appendix for Academic Appeal Form

3.2 COMMUNITY SAFETY POLICY

POLICY:

All Loyalist College community members share the responsibility to create and maintain a safe and respectful college environment free from violent behaviour. Violence will not be tolerated at Loyalist College.

This policy applies to all students, employees, contractors, and members of the public when on Loyalist College property or while conducting or participating in Loyalist College business at any location.

Violence is the attempted or actual exercise of any intentional physical force that causes, or may cause, physical injury to a Loyalist College community member. It also includes any threats which give a person reasonable grounds to believe he/she is at risk of physical injury.

This policy also addresses a wide range of high risk or concerning behaviours which are in conflict with Loyalist College's values and Code of Conduct. These include, but are not limited to, aggressive, abusive or intimidating behaviours, harassment, threats, obscene acts, and other socially unacceptable and disruptive behaviours. These also include behaviours broadcast through the use of the internet, social networking websites, or text messaging and specifically include cyberbullying, online predators, violent or hateful conduct, and privacy invasion.

Weapons or replicas (anything used, designed, or intended to be used to cause injury) are not permitted on the Loyalist College campus, except where approved and used directly for a permitted educational purpose. Facility Services must be contacted in writing for approvals.

PROCEDURES:

All reports of violent incidents or concerning behaviours will be taken seriously, investigated, and responded to. Individuals who commit such acts may be subject to disciplinary action, criminal penalties, or both.

Loyalist College will provide training and education on violence prevention to all faculty, staff, and administration.

The Loyalist College Safe Community Protocol in Section 1.0, page 3 clearly articulates the expectations for addressing the prevention of violence within the college community. The Loyalist College Behaviour Responsibility Protocol also in Section 1.0, page 4, articulates the examples of behaviours which may result in specific imposed sanctions. Please become familiar with these protocols.

3.3 STUDENT CONFIDENTIALITY

POLICY:

Loyalist College protects the privacy of individuals, including students, with respect to personal information about themselves held by Loyalist College, and to provide said individuals with a right of access to that information.

PROCEDURES:

Conflict Resolution

Confidentiality is vital to support the possibility of resolution. Everyone involved in a conflict resolution is expected to keep all information confidential. The only exception to this is where there exists a danger to an individual or group of individuals or as required by law.

Information Technology

Each user of Loyalist College's information technology system is accountable for ensuring the confidentiality and integrity of information accessed, maintained, or disseminated consistent with legislated policy and Loyalist College Policies and Procedures. At the beginning of the school year, each student will be required to agree to Loyalist College Policies and Procedures in order to obtain a Loyalist College email account.

Students are reminded to be prudent about what they post on the internet.

Student Health

While the health status information of any student, staff, or faculty member is held in the strictest confidence, Loyalist College is also committed to protect the health and safety of other community members in our close living, working, and teaching environment.

Loyalist College recognizes that those who make information known regarding their health status (e.g. HIV/AIDS) enjoy the legal right to full confidentiality. The confidentiality of such information will be maintained by Loyalist College's Student Health Centre and will not be divulged to any member of Loyalist College's community or to the Public Health Office or other governmental organization.

3.4 COMMUNICABLE DISEASES POLICY

POLICY:

Loyalist College recognizes that students, staff, and faculty are its most valuable assets, and is committed to their well-being.

Loyalist College has adopted the following policies with respect to all communicable diseases including, but not limited to the following: Human Immuno-Deficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS), Hepatitis A and B, Measles, Meningitis, Mumps, Rubella, SARS, Tuberculosis, virulent influenzas, and sexually transmitted diseases:

PROCEDURES:

1. Loyalist College will endeavour to make available up-to-date educational materials and Public Health Unit bulletins to students, staff, and faculty concerning any communicable infection and disease. Loyalist College will also provide condoms on campus to help prevent transmission of disease.
2. Loyalist College is not responsible for spread or infection on campus caused by reportable or non-reportable infections and diseases (as defined by Health Canada). Nevertheless, staff and faculty in all departments where there is a higher likelihood of an accident involving blood, will receive specific training and will maintain special guidelines designed to help protect students, staff, and faculty from possible infection. Universal precautions (as described by Health Canada) will be followed in the treatment and continued care of any ill or injured student, staff, or faculty member.
3. Loyalist College will communicate to the local Public Health Office of Health Canada, all reportable communicable infections and diseases as per the following provisions:
 - While the health status information of any student, staff, or faculty member is held in the strictest confidence, Loyalist College is also committed to protect the health and safety of other community members in our close living, working, and teaching environment.
 - Loyalist College, in conjunction with the local Public Health Office, will give students, staff, and faculty appropriate information, as needed, on reportable communicable infections or diseases.
 - Loyalist College will meet all legal requirements of the local Public Health Office for quarantine or isolation of any student, staff, or faculty infected with a contagious disease.
4. No student who contracts a contagious infection or disease while enrolled will be asked to leave campus or de-enroll because of his/her illness UNLESS he/she poses a danger to campus community members as determined by the local Public Health Office or by Loyalist College's Student Health Centre.
5. In the event that testing for infection is required either by the Public Health Office or some other government body including Health Canada, it will be carried out only following consultation with a physician by the individual to be tested. If testing is required according to the Public Health Office or Health Canada, the need for such testing will be communicated confidentially to the individual by Loyalist College.
6. Loyalist College recognizes that those infected with HIV/AIDS or other sexually transmitted diseases may benefit from special counselling. Loyalist College encourages community members who have HIV/AIDS or sexually transmitted diseases to make their status known to the campus physician or their personal physician who can arrange for appropriate counseling.
 - Loyalist College recognizes that those who make information known regarding their HIV/AIDS status enjoy the legal right to full confidentiality. The confidentiality of such information will be maintained by Loyalist College's Health Services Office and will not be divulged to any member of Loyalist College's community or to the Public Health Office or other governmental organization.
 - HIV/AIDS is not a reportable infection or disease under the Health Canada provisions. Therefore, no disclosure information as to HIV infection status or the development of AIDS will be made without the express written authority of the infected individual unless otherwise required by law.
 - All fully qualified students have equal access to Loyalist College's programs and services. The HIV/AIDS status of a student will not affect eligibility for admission.
 - Notwithstanding the issue of confidentiality, Loyalist College will act appropriately and as necessary to protect the health and safety of all its community members, including those with HIV/AIDS.
7. The risk of being infected with HIV/AIDS through day-to-day casual contact with people anywhere is extremely low. Although there is no known cure for HIV/AIDS, a great deal is known about how the virus is spread. Recognizing that misplaced fear and a lack of understanding may exist regarding HIV/AIDS or sexually transmitted diseases, Loyalist College commits to work to prevent and eliminate discrimination or harassment toward any staff, faculty, student, or community member. Appropriate education will be provided along with the formulation and implementation of related campus policies protecting all community members.

3.5 ALCOHOL POLICY

POLICY:

Loyalist College adheres to the Ontario *Liquor Licence Act* (the "LLA"), which imposes specific regulations that govern alcohol use on campus. Loyalist College adheres to all federal, provincial, and local laws applying to the sale and consumption of alcohol. Areas covered under the LLA include legal drinking age and requirements for proof thereof, prohibitions against encouraging intoxication through drinking games, and civil liability. The legal age in Ontario for the consumption/possession of alcohol is 19 years of age.

If any part of this policy is in conflict with the current Ontario *Liquor Licence Act*, the LLA has precedence over this policy.

A goal of the Loyalist College Alcohol Policy is to promote responsible student and staff behaviour with respect to alcohol usage. We believe that responsible drinking can be taught. Loyalist College is committed to reduce the risk of alcohol related problems. The policy attempts to create a campus environment that facilitates personal moderation in alcohol consumption and impedes the development of alcohol-related problems.

No distinction is made between students, staff, and any other individuals who are on college premises concerning the consumption of alcohol on college property. The following statements refer to all members of the college community and visitors. Staff refers to full- and part-time college staff as well as students hired to work at licensed events.

The administration wishes to see Loyalist College's responsibilities in these areas discharged in an educational rather than a punitive manner.

Loyalist College maintains a Liquor License Board of Ontario licence which covers the consumption of alcoholic beverages in licensed areas as regulated by the appropriate college officials. With the exception of the living areas of the Student Residence, the consumption of alcoholic beverages beyond these licensed areas is illegal and is unacceptable conduct. Please refer to the Student Residence Policy on alcohol.

PROCEDURES:

At any licensed events where alcohol is served the overriding concern of the staff working is to prevent intoxication. Patrons must be refused further alcoholic beverages if, in the judgement of the server or manager, further alcohol will likely result in intoxication.

Students will be encouraged to seek assistance in dealing with problems relating to drugs/illegal substances, including alcohol, and are reminded that the Loyalist College Health Services and Counselling Services have professional staff trained to assist in these areas.

Impairment due to use of drugs/illegal substances or alcohol is never an excuse for violation of Loyalist College standards.

Facility Services and Security Procedure

When an instance of the illegal or excessive consumption of alcoholic beverages on Loyalist College premises is reported or observed, the appropriate Facilities Services/Security Staff will ensure that an Incident Report Form is completed and forwarded to the Director, Facilities Services, or designate. The Director, Facilities Services, or designate, and/or security staff will take whatever appropriate action is required to address the situation.

The Director, Student Success, or designate, shall receive all security notifications relating to excessive alcohol consumption. As a result, Student may be required to engage in treatment to address abuse of alcohol.

Tickets

When bar tickets are used at an event, the individuals who sell tickets must be Smart Serve trained. All tickets must be purchased from the designated ticket seller and redeemed at the bar.

Intoxication

The term intoxicated is not legally defined; therefore, it will be left up to the interpretation of trained servers to determine whether an individual is intoxicated.

Liability Insurance

Loyalist College reserves the right to require special and additional liability insurance to be purchased by an event organizer for a specific event.

Smart Serve Program

No Loyalist College staff member or student employee may serve alcohol unless he/she is at least 18 years old and has completed a Smart Serve training program or equivalent. The event sponsor/license holder is responsible for ensuring compliance of the Smart Serve training requirement.

All employees involved with alcohol serving will read and sign for their reading and understanding of this policy.

Under no circumstances will any staff, students, or visitors be allowed to serve themselves alcoholic beverages. Only Smart Serve trained individuals who are not themselves drinking alcohol and who are specifically working at an event, are allowed to serve other individuals at that event.

Security Arrangements

When a Special Occasion Permit event is held on campus, the event sponsor must contact the Director, Facilities Services, or designate prior to the event to determine if security staff are required.

Police

Loyalist College may require the presence of police officers for the duration of an event, the cost to be borne by the sponsoring group or individual.

3.6 DRUG/ILLEGAL SUBSTANCES POLICY

POLICY:

Students are prohibited from possessing, using, or trafficking drug/illegal substances and may be subject to prosecution under the law in addition to Loyalist College sanctions for any breach.

Impairment due to use of drug/illegal substances or alcohol is never an excuse for violation of Loyalist College standards.

PROCEDURE:

Any drug related offences can lead to immediate expulsion and/or referral to police. Sanctioning can vary depending on the nature of the situation.

Students suspected of using drug/illegal substances at Loyalist College are in violation of Loyalist College standards and will be referred to the Director, Student Success, or designate.

4.0 **REGISTRATION AND RECORDS**

4.1 STUDENT PROGRAM/COURSE REGISTRATION

Students are registered into a program course block. It is your responsibility to ensure that your registration is correct. Course changes (adds, drops, exemptions, etc.) should be made in consultation with program coordinators and/or the Registrar's Office. For new students, information about accessing your timetable and registration information on-line will be mailed to you prior to beginning a new semester. For further information, please contact the Registrar's Office (2H1) in the Kente (main) building.

In order to retain full-time student status, you must be enrolled in more than 70% of semester course hours of the program. Dropping to part-time enrolled status can affect a number of issues including your eligibility for the Ontario Student Assistance Program (OSAP). It is your responsibility to check with the Registrar's Office, your Program Coordinator, and the Financial Aid Office to determine the consequences of dropping to part-time status.

It is the student's responsibility to ensure that all changes to registration are reported to the Registrar's Office.

4.2 STUDENT ACADEMIC RECORDS

Verify your academic records and report errors or omissions to the Registrar's Office (2H1) no later than five days after receipt.

Ensure that the Registrar's Office has your correct name and address (permanent and local) and email address (other than your College email).

Ensure that all credits are met and that other program requirements for progression through your program and for graduation are completed.

Your student Academic Records are considered confidential and are released only with your permission. A record of grades (transcript) will be available to each student after the end of each semester unless there are outstanding obligations to the College (fees owing, library books overdue, etc.)

4.3 PROGRAM WITHDRAWAL DATES AND WITHDRAWAL PROCESS

Program Withdrawals	Fall	Winter	Spring
Program withdrawals with refund of fees (minus administrative fees and deferral fee)	Tuesday, September 22	Monday, January 25	Monday, May 17
Program withdrawals without academic penalty. Withdrawal (W) grades will be issued, rather than Incomplete (I) or Failure (F).	Friday, November 6	Friday, March 12	Friday, May 28

It is your responsibility to ensure that the Registrar's Office is informed, in writing, about your decision to withdraw from a program at Loyalist College.

A student must officially withdraw from a Loyalist College program within the first ten days of a semester to qualify for a refund of tuition fees paid (minus a \$100.00 administrative fee and a \$50.00 deferral fee).

Students who do not officially withdraw are considered to be registered and will receive failing grades on their transcript.

If you have to leave Loyalist College during your program, we would like to help you plan to return and complete your education in the future. Please discuss your intention with a Loyalist College Counsellor or your Student Success Mentor.

4.4 COMPULSORY ACADEMIC WITHDRAWAL POLICY

4.4.1 Students who do not successfully complete **50%** of the courses or modules in which they enroll in each of two consecutive semesters in the same program or different programs will not be allowed to re-enroll for a third attempt in any Loyalist College program in a subsequent semester unless special permission is granted by the School Dean. If the Dean is unable to grant re-enrolment in the course or program to the student, the student will not be eligible to re-enroll in any program at Loyalist College for a minimum of one calendar year.

4.4.2 Students who do not successfully complete the requirements of an individual course or module after two attempts will require special permission from the School Dean to re-enroll in that course or module for a third time. If the Dean is unable to grant re-enrolment in a specific course or module after two unsuccessful attempts, the student will not be eligible to re-enroll in that course or module for a minimum of one calendar year.

4.5 COURSE ADDITIONS, WITHDRAWALS, EXEMPTIONS, AND/OR CHANGES

4.5.1 Students who wish to add, withdraw, or drop from courses, or change sections after registration may do so with faculty permission. Courses can be dropped with no refund after ten days. Courses may be added or dropped within the first ten days of a semester in one of two ways:

- students can meet with a Student Success Mentor or faculty coordinator who will submit the appropriate paperwork to the Registrar's Office;
- students may see an Admissions/Registrations Representative in the Registrar's Office to make the changes.

Additional tuition will be charged for courses that exceed the standard program hours for the semester. The tuition for courses is calculated on the billing hours assigned to the course.

Courses officially dropped by the deadline for academic withdrawal without academic penalty will be assigned a grade of "W" (withdrawal).

Courses officially dropped after the deadline, courses will be assigned a failure.

Note: Withdrawing from courses can result in a change of status from full-time to part-time. This may affect financial assistance status. Students are asked to consider this carefully before making a decision to withdraw from courses. If in doubt of the impact on your financial status, please seek clarification from your Student Success Mentor or your Admissions Registration Representative.

4.5.2 Completed applications for course exemptions must be submitted to the Registrar's Office by the end of the first month in a semester.

4.6 LOYALIST COLLEGE GRADING SYSTEM

In most cases, students will receive a numerical/percentage grade. Numerical grades are submitted by professors and are used in the calculation of the program and semester weighted averages. When failed courses appear on the transcript, the numerical grade achieved is calculated in the program and semester weighted averages. Other grading symbols (see Transcript Definitions, Section 4.11) are not calculated in weighted averages.

4.6.1 *Grade Reports/Transcripts*

At the end of each academic semester, students may view their grade report in Banner. At the time of graduation, students will receive a transcript that reflects their entire academic history at Loyalist College. Students may request additional copies of their transcript or official transcripts from Banner.

4.6.2 *Calculation of Weighted Averages*

Semester and program weighted averages are used to determine Grade Point Average (GPA). GPA is used to determine promotional status, academic awards (such as Dean's List), and eligibility to graduate from Loyalist College.

The semester weighted average includes all credit courses taken in the semester. Each course is assigned a credit value. Each evaluated course will result in a grade ranging from 0 to 100 percent. The weighted average is calculated by multiplying the percentage grade achieved by the credit value. The semester weighted average is calculated by adding the semester weighted average and dividing by the total number of semester credits.

For example, a student completes four courses as follows:

<u>Subject No.</u>	<u>Course Title</u>	<u>Credit Hours</u>	<u>Grade Points</u>	<u>Weighted Score</u>
COMM 1000	Communications	03	70	210
MARH 1000	Business Math	03	65	195
ACCT 1000	Financial Accounting	03	72	216
COMP 1000	Introduction to Computers	03	80	410

Total Credit Hours = 12 (4 x 03 credits each)

Total Weighted Course Scores = 861 (210 + 185 + 216 + 240)

Semester Weighted Average = 71.75% (861 ÷ 12)

A program weighted average is computed similarly and includes all course grades for all semesters in the student's program.

4.6.3 Promotional Status

The passing grade for courses is 50% unless otherwise stated in the course outline or in the Loyalist College Calendar (for example, programs such as Early Childhood Education and Justice Studies). Students in Nursing and Practical Nursing must achieve a minimum average of 65% in each course. For most programs, the passing weighted average for promotion through each semester is 60%.

A student's promotional status, which is based on his/her academic performance, is determined at the end of each semester. Students are advised to consult program outlines for additional information regarding promotional status.

For most programs, a student with a semester weighted average of less than 60%, or with two or more failing grades, will be allowed to continue into the next semester on probation. A student that has an average of less than 60% in the subsequent semester must consult, and have approval to continue in the program from, the Program Coordinator. All courses must be successfully completed for graduation and progression through the program.

4.7 DEAN'S LIST

The Dean's List recognizes outstanding academic achievement and is awarded to graduating students from credit level programs who have no subject failures in their program and an overall program weighted average of 80% or higher.

4.8 SUPPLEMENTAL EXAMINATIONS

Supplemental examinations are a privilege normally granted by the School Dean, under limited conditions. Generally students are not eligible to write a supplemental exam for field placement or clinical components of a program.

Students wishing to request a supplemental exam are required to make the request in writing to the school Dean within seven days of the receipt of notification of the failing grade. The request should include the course name, section, faculty assigned, grade received, and reason for the request.

Further information on the conditions that apply to specific courses, programs, or schools is available in the program/course documentation or through the Dean's office.

4.9 TRANSFER OF CREDIT/COURSE EXEMPTIONS

Exemptions for courses successfully completed at other colleges or universities may be granted, at the discretion of the Program Coordinator or Dean. Course exemptions are not calculated in the GPA but are counted toward completion of the requirements of the program in which you are enrolled. Students must apply for exemption at registration or no later than the end of the first month of the semester in which the credit falls.

4.10 COLLEGE RESIDENCY REQUIREMENTS

In order to be eligible for any Loyalist College document of recognition (Certificate, Diploma, Applied Degree), a student must be enrolled and successfully complete at least 25% of that program's curriculum at Loyalist College.

4.11 TRANSCRIPT DEFINITIONS

AG - Aegrotat

Aegrotat standing applies to students whose performance over a significant proportion of the course has been more than satisfactory, but where, because of compelling personal reasons such as illness, the student is unable to complete the course. Aegrotat standing does not carry a grade point value and is not included in the calculation of the GPA but is credited toward program requirements. In the case of illness, the student is required to present a medical certificate to the Program Coordinator. Aegrotat standing is recommended by the Program

Coordinator and approved by the Dean and submitted to the Registrar's Office with supporting medical documentation. It is only awarded in exceptional circumstances.

- AU - Audit** Approval by the Dean for students to audit a course must be forwarded to the Registrar within the first fifteen school days of the semester. Audit students pay full course fees, but are not required to attend class, submit assignments, write term tests or final exams. No evaluation is provided and no credit is granted.
- CC - Course Continuing** CC indicates that the course will continue the following semester. This is not included in the semester weighted average.
- EX - Exemption** An EX is awarded in recognition of academic credit based on previous training or work experience which is deemed by the College to be sufficiently similar to program curriculum to warrant an exemption. Students must make application to the Program Coordinator for exemptions by the end of the first month of the academic semester. Courses approved for exemption are not computed in the semester weighted average. The Coordinator and School Dean make the final decision based on the material provided, sign the Exemption Request Form (available from the Registrar's Office,) and send the approved form to the Registrar's Office. Exemptions will not be added to the student's record until the student has registered at the College. There is a \$25.00 fee charged per course for assessment of exemptions. Students may not exempt more than 75% of program requirements.
- FSP - Failure with Supplemental Privilege** An FSP is assigned to a student whose achievement in a course is at a failing level but warrants the opportunity to upgrade. The FSP is treated as an "F" until such time as it is replaced with a grade achieved through the supplemental process. Any FSP not upgraded within four months will revert to an "F" in the term record. The highest mark that can be awarded as the result of a successful supplemental is a 60%.
- IN - Incomplete** The IN grade may be granted when a student has not completed the course requirements in a normal semester for acceptable reasons and has been granted an extension of time. An IN is not intended to give an extension to a student who has completed all elements of a course with failing status. A student who has an IN in a course which is a prerequisite to a course in the succeeding term may be permitted to register in that course with the permission of the Program Coordinator. IN grades will be converted to a failure after thirty calendar days from date of mark submission. Grades may be changed after the thirty days using the standard Grade Change Form. IN grades have no numerical value and are not computed in the program weighted average.
- F - Failure** Unsuccessful completion of a course.
- P - Pass** The P grade indicates successful completion of skill-based requirements in courses and modules where a Pass/Fail evaluation system is used. A P grade is not computed in the GPA since the course has a zero credit value.
- TC - Transfer Credit** A TC is awarded in recognition of credits earned at an external institution. Students must make application to the Program Coordinator for transfer credits by the end of the first month of the semester. The student must supply all supporting documents (official transcripts, course descriptions, etc.) to the Program Coordinator. Courses approved are listed on the academic transcript but not computed in the program weighted average. The Coordinator, School Dean, or Chair, make the final decision based on the material provided, sign the Transfer Credit Request Form (available from the Registrar's Office), and send the approved form to the Registrar's Office. Transfer credits will not be added to the student's record until the student has registered at the College. There is a \$25.00 per course fee to a maximum of \$250.00 for assessment of transfer credits. At least 25% of program requirements must be completed at Loyalist College.
- W - Withdrawal** A W is used when a student officially withdraws from a course/program by the official withdrawal "without academic penalty" date. A student who does not officially withdraw in writing from the course/program will be awarded a failure. To officially withdraw, the student must complete the withdrawal process. The process begins with the Student Success Mentor or when written notification from the student is received by the Registrar's Office.
- Dean's List** The Dean's List recognizes outstanding academic achievement and is awarded to graduating students from credit level programs, who have no subject failures in their program and an overall cumulative program weighted average of 80% or higher.
- Repeated Courses** All grades are recorded on the student's transcript. If a course is repeated due to a failed or lower grade, the higher grade will be used to compute averages or to determine academic standing. The lower grade will not be included in the calculation of the diploma GPA.

5.0 STUDENT SUCCESS

5.1 SUGGESTIONS FOR STUDENT SUCCESS

Student Success staff assist students in meeting their educational goals at Loyalist College. We want you to thrive. Student Success staff are available to discuss services which encourage success whether it be with a Counsellor, Student Success Mentor, or a Mind & Wellness Advisor. As well, students are encouraged to speak directly to a professor, program coordinator, Dean, or other staff. Review this list and identify which options may be most appropriate to meet your needs. We are here to help - all you need to do is ask.

Get individual help from a **faculty member** in a problem area. Contact your faculty member and make an appointment.

Meet regularly with a **Student Success Mentor** to review overall academic progress.

Receive free peer tutoring from an upper year student in specific course areas. Meet with the Coordinator, **Peer Tutoring and Academic Skills Centre** in the Student Success Hub to apply for a student tutor. The Centre also offers one-on-one assistance with writing and mathematics on a drop-n basis in the Student Success Hub.

The **Aboriginal Resource Centre** assists Aboriginal students on campus and acts as a liaison between Loyalist College administration, Aboriginal communities, and government agencies. See Paul Latchford, Coordinator, Aboriginal Services in 1H13.

International students can receive orientation, assistance, and support arranged through the **International Centre** located in 2H15. Contact Lucinda Pritchard.

Refresh, review, or add to your skills in mathematics, grammar, essay and report writing, or basic computer skills with the **Loyalist College Prep Program**. Classes in all of these skills run daily and are available to help all Loyalist students at no extra cost. To arrange for help, come to room 54 in the Pioneer Building or call Brian Gibb at ext. 2306.

Improve learning skills, time management, and test taking skills. Learn how to study more effectively. Meet with a **Student Success Mentor** or **Counsellor** in Student Success Hub.

Clarify present career goals or explore other options. Meet with a Career Advisor in the **Employment & Career Services** office in 2H3.

Attend all classes. Work with your **Student Success Mentor** to overcome any barriers that exist for attendance. Research shows that each missed class may lower your final mark by 5%!

Resolve a personal concern such as depression, stress, or lack of motivation interfering with your college success. Meet with a **Counsellor** in the Student Success Hub.

Get assistance on library usage and research and learn how to access dozens of specialty databases. See the staff in the **Parrott Library** for more than 200 individualized learning programs for assistance with math, English, health, technology, computers, career development, business, and other program areas.

Use the **SAL (Student Access Computer Lab)** in the Learning Commons to complete assignments; use the Internet for research, and access on-site support provided by student assistants.

Use your Loyalist College Student Government **Student Handbook/Day Planner** to keep track of your assignments, tests, and other important dates as well as read about many resources and services at Loyalist College.

Explore **Audio-Visual Resources** that might assist in learning specific material in the Parrott Library.

Spend more time on study, assignment completion, and test preparation. Meet with your **Student Success Mentor** to set up a study schedule and plan.

Reduce your course load to allow more time for remaining courses. In some programs this is not possible and in others it may have financial aid implications. If you decide to drop a course, you must obtain a "drop-add" form from the **Registrar's Office** (2H1) and meet with your **Student Success Mentor**. The form must then be returned with all the required signatures within the required timelines. For OSAP recipients, full-time study usually requires 60% of the course hours or 60% of the courses of the full program.

5.2 FINANCIAL SUPPORT

Explore financial options for student loans, bursaries, and awards. Contact Pearl Vani-Hill, **Financial Aid** (2H1) or Joanne Farrell, **Student Scholarships & Bursaries** (2H1).

Under the Ontario Student Assistance Program (OSAP) students must maintain satisfactory academic progress in the courses for which financial assistance has been provided. Students who fail to maintain a 60% average each semester are placed on academic probation for OSAP purposes. If placed on probation, the student is required to maintain a 60% average and submit a copy of his/her marks to the **Financial Aid** office at the beginning of each semester before further OSAP funding will be released.

Find part-time employment to ease the strain on your budget. Pick up a list of area employers looking to hire Loyalist College students for part-time employment from the **Employment & Career Services** office.

The **Loyalist College Food Bank** is available to students who find themselves in an emergency situation. Ask a **Counsellor** or your **Student Success Mentor** for assistance.

5.3 CHANGING PROGRAMS

Explore options for changing programs for the next semester or the next academic year. See a **Counsellor** or your **Student Success Mentor**. Career testing is available.

Use the Career Explorer website to investigate changing careers at www.loyalstc.on.ca/cal. Available only from computers inside the College, click on the "search" button at the top of the page to explore careers or on the "Planning" button, then "Career Research Tool" to complete four online inventories - values, skills, interests, and style - and get some online suggested career choices.

5.4 HOUSING

Find a place to live on or off-campus: **On-Campus** - Chris Carson, Residence Office, **Off-Campus** - Brenda Beaudon (1H11).

Loyalist College provides off-campus housing leads through www.Places4Students.com. This site enables you to find the place that is right for you. Maps and telephones are available to help you in your search. You can also post listings, post a profile, and find potential roommates. Loyalist College does not inspect any of the homes listed. It is the student's responsibility to judge their suitability. Loyalist College cannot and does not accept responsibility for housing arrangements made by persons using the registry.

5.5 DISABILITY SERVICES OFFICE

The Disability Services Office supports students with disabilities related to mobility, hearing, vision, medical conditions, attention deficit, and learning. Services provided may include note taking, alternative test accommodations, psycho-educational assessments, assistive technology and equipment, ASL interpreting, learning strategy support, specialized tutoring, and taped texts. Students registered with the Disability Services Office have access to an assistive technology computer lab.

Students are encouraged to contact Jennifer Vincent, Manager, Disability Services Office early to discuss appropriate accommodations and supports. The office is located in Room 2L20. To book an appointment, either drop by Room 2L20 or call Jodie Russett in the Student Success Hub (613) 969-1913 ext. 2519, or by e-mail at jrussett@loyalstc.on.ca.

5.6 HEALTH SERVICES

Get assistance with a health problem or receive health information/education from the Loyalist College Health Nurse, Lauren Deans, in the **Health Centre** (1H7). A physician is available on campus one afternoon per week. Students may be able to receive 80% back for prescription drugs.

Work on building a healthier lifestyle. Diet and exercise can play a critical role in your performance and how you feel. Contact the Nurse in the **Health Centre** for information on these areas.

5.7 LOYALIST COLLEGE STUDENT GOVERNMENT

Experience student government activities - orientation, pubs, comedians, guest lecturers, special events, and much more. Loyalist College Student Government is located in the Student Centre. Check out our website at www.loyalistsstudents.com for more information.

Contact **Loyalist College Student Government** if you experience any difficulties academically or socially. They are here for you and also have representatives on all Loyalist College committees.

De-stress in the **Student Centre** by watching hit movies, playing a game of pool or a video game, or just chatting with friends.

5.8 SOCIAL/RECREATION

Meet new people. Participate more in Loyalist College activities, outdoor education trips, co-ed campus recreational sports, intercollegiate sports, and other recreational activities. We have an activity for you. Remember, work hard and play hard. For more information, see Cory Mestre in the **Fitness Centre**.

Make some new friends - consider joining a club or activity like the Karate Club, the International Student Club, or volunteer with Loyalist College Student Government.

Get fit, increase your study stamina and concentration, and reduce stress in the **Fitness Centre** (1H5) with exercise equipment and fitness classes.

5.9 USE OF COMPUTER AND OTHER LOYALIST COLLEGE FACILITIES

Loyalist College provides computer facilities for the use of employees and students in support of the teaching and learning process. Upon registration and agreement to abide by the Loyalist College 2009-2010 Student Policies, all students will be assigned a Loyalist College e-mail address which will be maintained for their use and for college communications for the duration of their formal involvement with Loyalist College. Students will be responsible for checking their Loyalist College e-mail using Loyalist College resources or otherwise accessing their Loyalist College e-mail which includes ensuring that their Loyalist College e-mail account is forwarded to any other account or ISP that they may wish to use. Further information and instructions are available through the Student Access Lab. Program and course documentation will include expectations for use of e-mail and other instructional technology as part of the learning process.

The following limitations are placed on the use of Loyalist College computer facilities in order to ensure that they are used as effectively and efficiently as possible. Similar restrictions apply to other Loyalist College facilities and laboratories.

Users of Loyalist College computer facilities, systems, and/or workstations must:

- use only those computer accounts/passwords officially assigned to them, only for such purposes as appropriately authorized, and must not grant other individuals access to their personal accounts;
- use computer facilities only in such a manner that does not interfere with the work of other students or Loyalist College employees. Interference includes altering in any way the hardware or software without appropriate authorization, or affecting normal operation of the system by flooding the net with messages, chain letters, or solicitations;
- use computer facilities only for normal personal and learning purposes. This specifically excludes uses for individual profit or commercial gain;
- in addition, the use of Loyalist College computer facilities to send or display obscene, abusive, derogatory, harassing, or discriminatory messages, or the use of Loyalist College facilities for any purpose that violates the Criminal Code of Canada, Ontario Human Rights Code, other relevant statutes or regulations, or Loyalist College policies/procedures is forbidden.

Violations of any of the above will be subject to appropriate disciplinary action including, but not limited to, suspension of user privileges, as well as potential further disciplinary action and sanctions outlined elsewhere in this document (see the Loyalist College Behaviour Responsibility Protocol).

5.10 USE OF ELECTRONIC DEVICES

Loyalist College is committed to creating a positive learning environment for all students. With an increased number of personal electronic devices being used for communications and data storage, the following policy outlines the use of such devices during classes and examinations. This directive includes, but is not limited to, the use of cell phones, pagers, beepers, palm pilots, MP3s and electronic day timers.

5.10.1 The use of electronic devices in a classroom setting must be sanctioned by the course professor. Cell phones are to be turned off during class and lab sessions.

5.10.2 Students who require electronic devices to support their learning are required to advise the course professor at the beginning of the academic term.

5.10.3 The use of electronic devices during mid-terms or final examinations is strictly prohibited unless sanctioned by the professor setting the exam. Permission to bring the electronic devices to the examination must be approved by the professor two weeks in advance of the scheduled examination.

5.10.4 Any student using an electronic device during a mid-term or final examination, other than those approved by the professor, will be considered to have committed an act of academic dishonesty.

5.10.5 Students using an electronic device in class without professor permission will be given a verbal warning and a notation will be placed on the student's academic file. Student may receive a grade of zero.

5.10.6 A second offence may lead to the student being expelled from the class and a written warning of the offence being placed on the student's academic file.

5.10.7 A third offence will lead to the student being expelled from the program.

Violations of any of the above will be subject to appropriate disciplinary action including, but not limited to, suspension of user privileges, as well as potential further disciplinary action and sanctions outlined elsewhere in this document (see the Loyalist College Behaviour Responsibility Protocol).

5.11 USE OF LOYALIST COLLEGE LOGO OR WORDMARK

The use of the Loyalist College logo and wordmark are protected by law. Modification to the logo or wordmark, or use of the Loyalist College logo or wordmark in any way which would tend to allow them to become generic, lose their distinctiveness, mislead the public, or which would or could jeopardize their value or validity, or be materially detrimental to or inconsistent with the image, goodwill, and reputation of Loyalist College is strictly prohibited. Students in violation of this procedure will be given a verbal warning and a notation will be placed on the student's academic file. A second offence may lead to the student being expelled from their course.

5.12 CHILDREN ON CAMPUS

In embracing lifelong learning, it is recognized that children will be involved in various activities on campus. We welcome children under the age of 16 into our facilities provided that an adult supervises them at all times to protect their safety and well being. In respecting the needs and rights of children, we also have to respect the rights of the Loyalist College community to work productively in a well-maintained, effective learning environment.

Loyalist College discourages students from bringing children to class under any circumstances.

High-risk areas where there is a hazardous process or environment, such as the weight-room, labs, shops, work rooms, or the gymnasium (except when attending an organized event), are out of bounds for those under age 16.

All high-risk activities such as the use of roller blades, skate boarding, etc. are prohibited.

5.13 TRAVELING OUTSIDE OF CANADA AS PART OF ACADEMIC PROGRAM

All Loyalist College students traveling out-of-country as part of their academic program are required to complete the **International Travel Procedures at Loyalist College** booklet prior to departure and submit it to the appropriate Dean for review and authorization.

5.14 STUDENTS ON UNPAID WORK PLACEMENTS

When a Loyalist College student is on authorized, unpaid work placements as part of their Loyalist College program, accident insurance coverage is provided by the Ministry of Training, Colleges & Universities (MTCU) in the event that the student has a placement-related accident or illness.

Insurance coverage will be provided by either the Workplace Safety and Insurance Board (WSIB), if the student is at placement sites covered by WSIB, or by ACE INA Accident Insurance, if the placement site is not covered by WSIB.

Accident insurance coverage is provided when the student is:

- on a placement authorized by Loyalist College.
- not on the placement site's payroll.
- participating in the activities of the placement site's industry.

Accident insurance coverage is not provided when the student is:

- volunteering their services to an employer to develop marketable skills.
- staying at a placement site beyond the time indicated on the Placement Agreement.
- at a workplace solely for the purpose of a visit or casual observation.
- doing unpaid research for the College.

Out-of-Province or Out-of-Country Placements:

- If a student is on a placement outside of Ontario, they are covered by ACE INA Accident Insurance plan. It does not cover emergency health care except if health care is needed as a result of an accident while participating in the placement. If a student is going on an out-of-country placement, they should obtain their own travel insurance and extended health care coverage.
- If any student wishes to know the details of the private accident insurance, the brochure, **ACE INA Brochure 08-21-06 The Accident Insurance Plan Supporting Training Participants, Policy SG10284501** is available from their School office or from Human Resource Services (3H20).

Registering for Placement Accident Insurance:

- In order to be covered by accident insurance, students must fill out section A, part 1 of the MTCU Work/Education Placement Agreement form and sign in section E. If the student is under age 18, a parental signature is also required. Loyalist College's placement contact will provide the forms and additional guidance on the process prior to the placement.
- A signed copy of the completed MTCU form must be returned to the student's College placement contact on or before the first day of placement. The student should keep one copy for their own files and make sure the placement site supervisor has a copy of the completed form for his/her files.

If a Student has an Accident While on Placement:

- If a student is injured while at a placement site, they must **immediately** report the accident to their placement site supervisor and their Dean or school placement contact. Their placement site supervisor will ensure that they receive any needed first aid or medical treatment.
- The student's Dean, or his/her designate, will ensure that an Incident Investigation Report is completed. The student will be asked for details of the accident (what happened, why, when, and what could have been done to prevent the accident). They will also be asked to provide their Social Insurance Number.
- The Loyalist College Health & Safety Coordinator will file the necessary forms with WSIB and MTCU and make the initial contact with ACE INA Insurance. Subsequent contact about the accident claim may be directly from WSIB or the private insurer.
- If, because of the accident, the student is not able to attend placement or seek additional medical treatment after the initial report of accident, they must advise their Dean, or designated, placement contact, who in turn will advise the Health & Safety Coordinator. Additional WSIB or ACE INA forms may be required.

Placement Safety:

When a student is on an unpaid work placement, they have the same rights and responsibilities as if they were a paid employee. These include:

- The **Right to Know** about what hazards there are in their workplace and to know what can be done to prevent injuries from them. The **Right to Participate** in health and safety activities in their workplace without fear of discipline. The **Right to Refuse** work that they reasonably believe can be dangerous to themselves or others.
- The **Responsibility to Work Safely**, using all the machinery and equipment the way they were trained to do. The **Responsibility to Report Hazards** to their supervisor immediately, if they know that safety laws are not being followed. The **Responsibility to Use or Wear Protective Devices**. Student should not remove guards or protective device designed to protect them and are reminded to always wear their safety gear. If a student is not sure about how to do a task safely they should ask their supervisor.

5.15 EMPLOYMENT

Drop by the Employment and Career Services Office in Room 2H3 for information about on and off-campus jobs. Part-time, summer, and full-time jobs are available.

Learn how to create an attention-grabbing resume that will distinguish you from the crowd and take the terrified out of the interview and job search process.

Start now to make your job search after graduation less stressful. Research the companies you think you would like to work for and find out what they look for in an employee – they will be impressed and remember you!

Explore full-time, part-time, and summer jobs at our annual February Career Fair. Last year, almost 100 employers from a wide variety of industries and service organizations were on hand to recruit new employees.

Register today at www.workopolisCampus.com to explore great employment opportunities advertised by employers specifically for Loyalist College students and graduates. Drop by the **Employment & Career Services** office for the access code.

5.16 ADDITIONAL RESOURCES

Get an answer to a question that you have but do not know who to ask. Ask a Liaison Officer (ext. 2204 or liaison@loyalistic.on.ca); look on the Loyalist College website at www.loyalistcollege.com; or ask your Program Coordinator.

Ensure that you have all required books, supplies, and software as well as an appropriate study location. the **Loyalist College Bookstore** (1H8) sells all required books and resources for your program as well as a variety of other products.

The **Xerox Business Centre** (1H24) provides a variety of services such as duplicating, overhead creation, faxing, courier, and colour copying to assist students in creating excellent presentations and reports.

6.0 IMPORTANT INFORMATION AND DATES

6.1 CONTACT INFORMATION

POSITION/NAME

Registrar/Director, Admissions:

Jeff Macnab

Financial Aid:

Pearl Vani-Hill

Dean, Schools of Health Sciences and Human Studies:

Karen Brooks-Cathcart

Acting Dean, School of Media Studies

Jane Harrison

**Dean, Schools of Business & Management Studies, Biosciences,
Centre for Justice Studies:**

Dan Holland

**Dean, Bancroft Campus, Schools of Skills Training, Access, Continuing
Education, Satellite Services, Architecture, Building Sciences:**

Tom Malloy

Director, Student Success:

Catherine O'Rourke

Coordinator, Student Success:

Jodie Russett

Student Success Mentors:

Schools of Health Sciences & Human Studies:

David Beer

Schools of Bioscience, Business, Justice Studies:

Sean Fitzgibbons

Schools of Architecture, Building Science

Media Studies, Skills Training & Access:

Debra O'Shaughnessy

Counsellor:

Rebecca Lazar

Mind & Wellness Advisor:

Valerie Geen

Director, Student Life:

Fred Pollitt

Residence Manager:

Chris Carson

Manager, Athletics:

Jim Buck

Director, Facilities Services:

Kirk Fleming

Vice-President, Academic (Acting):

Geoffrey Cudmore

Vice-President, Enrolment Management and Student Services:

George Burton

Manager, Employment & Career Services:

Laura Naumann

Student Scholarships & Bursaries:

Joanne Farrell

CONTACT INFORMATION

613-969-1913, Ext. 2366

jmacnab@loyalistic.on.ca

613-969-1913, Ext. 2226

vanihill@loyalistic.on.ca

613-969-1913, Ext. 2313

kcathcar@loyalistic.on.ca

613-969-1913, Ext. 2437

harrison@loyalistic.on.ca

613-969-1913, Ext. 2328

dholland@loyalistic.on.ca

Belleville: 613-969-1913, Ext. 2880

Bancroft: 613-332-1743, Ext. 2223

tmalloy@loyalistic.on.ca

613-969-1913, Ext. 2256

orourke@loyalistic.on.ca

613-969-1913, Ext. 2519

jrussett@loyalistic.on.ca

613-969-1913, Ext. 2130

dbeer@loyalistic.on.ca

613-969-1913, Ext. 2571

sfitzgib@loyalistic.on.ca

613-969-1913, Ext. 2254

doshaugh@loyalistic.on.ca

613-969-1913, Ext. 2240

rlazar@loyalistic.on.ca

613-969-1913, Ext. 2675

vgeen@loyalistic.on.ca

613-969-1913, Ext. 2174

fpollitt@loyalistic.on.ca

613-969-1913, Ext. 2102

ccarson@loyalistic.on.ca

613-969-1913, Ext. 2145

buck@loyalistic.on.ca

613-969-1913, Ext. 2444

kflaming@loyalistic.on.ca

613-969-1913, Ext. 2604

gcudmore@loyalistic.on.ca

613-969-1913, Ext. 2355

gburton@loyalistic.on.ca

613-969-1913, Ext. 2244

lnaumann@loyalistic.on.ca

613-969-1913, Ext. 2202

jfarrell@loyalist.on.ca

Fall Semester 2009

Sunday, September 6	Residence Move-In day
Monday, September 7	Labour Day
Tuesday, September 8	Program/College Orientation for all students
Wednesday, September 9	Classes begin
Wednesday, September 16	Getting Connected Fair
Tuesday, September 22	Deadline: Program withdrawals with refund of fees
Friday, September 25	Deadline: Applications for course exemptions
Monday, October 12	Thanksgiving (no classes)
Monday, October 26-30	Study Week
Tuesday, November 3	Loyalist College Open House
Friday, November 6	Deadline: Program/course withdrawals without academic penalty (Grade 'W')
Friday, December 18	Last day of classes, Fall Semester
Wednesday, December 23	Grades Due

Winter Semester 2010

Monday, January 11	Classes begin all programs
Monday, January 25	Deadline: Program withdrawals with refund of fees
Friday, January 29	Deadline: Applications for course exemptions
Thursday, February 11	Career Fair
Monday, February 15	Family Day (no classes)
Monday, March 1-5	Study Week
Friday, March 12	Deadline: Program/Course withdrawals without academic penalty (Grade 'W')
March 15-19	Loyalist Days (Liaison Program)
Friday, April 2	Good Friday (no classes)
Saturday, April 17	Spring Open House
Friday, April 23	Last Day of classes, Winter Semester
Wednesday, April 28	Grades Due

Spring/Summer Semester 2010

Monday, May 3	Classes begin
Monday, May 17	Deadline: Program withdrawal with refund of fees
Monday, May 24	Victoria Day (no classes)
Friday, May 28	Deadline: Applications for course exemptions
Friday, May 28	Deadline: Program/course withdrawals without academic penalty (Grade 'W')
Thursday/Friday, June 10 & 11	Convocation
Thursday, July 1	Canada Day (no classes)
Monday, August 2	Civic Holiday (no classes)
Friday, August 6	Last day of classes, Spring/Summer Semester
Wednesday, August 11	Grades Due

Note: Dates are subject to change. Please verify timelines with your School Office.

APPENDIX



Academic Appeal Form

Please provide information regarding your appeal in the appropriate spaces below. Submit the completed form, together with supporting documentation, to the Registrar in Room

Student Name _____ Student No. _____ Program _____

Academic issue being appealed:

Name(s) of faculty/staff members involved:

Reason for appeal:

Informal steps completed. (See Procedure Flow Chart) Please attach documentation.

Step 1: _____
Name of person to whom appeal was made Date of appeal

Step 2: _____
Name of person to whom appeal was made Date of appeal

Additional information:

Student's signature

Date submitted

A copy of this form will be kept on file with a copy of the Board's decision.