

# Loyalist College

**STUDENT MANUAL 2012–2013**



[loyalistcollege.com](http://loyalistcollege.com)



## Welcome to Loyalist College

September 2012

Loyalist College is proud to be the post-secondary institution of your choice. We value you as a college community member and encourage your participation in the many opportunities available to support your success.

Maintaining a positive respectful learning environment is everyone's responsibility. It is essential that you become familiar with the information in this manual and understand your responsibility to ensuring Loyalist College is a supportive environment for all. In particular, please note the Loyalist College Protocols: Community Safety and Behaviour Responsibility. These protocols articulate your responsibility in preventing discrimination and harassment and our responsibility in addressing inappropriate behaviour.

College can be the beginning of an exciting journey on the road to future success. Work hard, make new friends, explore new ideas, do volunteer work, and get involved in student government. Participate fully in the Loyalist College experience – academics, residence life, student activities, athletics, and membership in the Belleville/Quinte community. Prepare for your future!

The entire staff at Loyalist College want you to be successful; as such there are many opportunities for you to access assistance to ensure you achieve your goal.

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

Catherine O'Rourke  
Director, Student Success

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## 1.0 LOYALIST COLLEGE 2012-2013 STUDENT POLICIES

### 1.1 RESPECTFUL COLLEGE COMMUNITY POLICY

Loyalist College is committed to fostering a caring culture in which every College community member may work and learn in an environment of mutual respect for the dignity and worth of each person. In such an environment, free from personal harassment, each person will have the opportunity to contribute fully to Loyalist College's mission and vision and each person's contribution will be respected. We will act in accordance with our guiding values which include respect, integrity and transparency.

Loyalist College will promote education, increased awareness and prompt action as the most effective mechanisms for preventing personal harassment as defined in this policy and will not tolerate or condone personal harassment should it occur.

All concerns and complaints related to personal harassment will be addressed in a manner that is timely, facilitative and fair with due regard to confidentiality.

Establishing and maintaining a respectful college community is a shared responsibility of all College community members.

#### RESPONSIBILITIES:

College Community Members contribute fully to Loyalist College's mission and vision and each person's contribution will be respected. We will act in accordance with our guiding values which include respect, integrity and transparency.

College community members share the responsibility to create a climate of respect and maintain an environment free of personal harassment.

The following are actions which community members will undertake to support a respectful college community:

- Act in a manner that demonstrates mutual respect for the dignity and worth of others;
- Refrain from engaging in, condoning or ignoring behaviour inconsistent with a respectful environment;
- Address concerns and complaints in a timely manner as outlined in the resolution procedures.

### 1.2 STUDENT CODE OF CONDUCT

Loyalist College expects everyone 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. Fair warning is given that we reserve the right to initiate a Violence Threat/Risk Assessment when a member of the Loyalist community behaves in a manner jeopardizing the safety and security of Loyalist College (Appendix F).

Three behavioural disciplinary actions may result in immediate expulsion known as “Loyalist College’s Three Strike Approach”. 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 reserve the right to apply its own policies and procedures independent of the processes or outcomes of the procedures required by these jurisdictions.

Loyalist College is mandated by law, and by the community it serves, to provide an educational environment that ensures academic relevance, demonstrates professionalism, 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; and
- 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 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 responsibility with Loyalist College for creating and maintaining a respectful and productive learning environment.

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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; and
- academic integrity and academic appeal process.

The expectations of Loyalist College as they relate 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; and
- adhere to those policies to the best of their ability and assist and encourage fellow students to adhere to the policies.

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- adhere to those policies to the best of their ability and assist and encourage fellow students to adhere to the policies.

### *1.2.1 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 Code 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 2012/2013 Student Policies will be published on the Loyalist College website and in the 2012/2013 Student Manual.
- The Loyalist College 2012/2013 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 2012/2013 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 2012/2013 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. The Loyalist College 2012/2013 Student Policies are not 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 2012/2013 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 2012/2013 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 2012/2013 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 Dean or 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 2012/2013 Student Policies;
- 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;
- the right of 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;
- the right to proceed under the Ontario Human Rights Code, the Criminal Code of Canada, or through private civil proceedings;
- the time limits which may apply to other avenues of recourse;
- the options available under the Loyalist College 2012/2013 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; and
- 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 Behaviour Incident Report form (available from the Student Success Hub) will be submitted to the Dean or 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 2012/2013 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 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 may proceed to the formal process.

### Formal Resolution

If a formal hearing is requested the Director, Student Success, or designate, will appoint an appropriate three person Board Hearing. In normal circumstances a Board 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:

- External Dean,
- Student Success Team Member, and
- Student Representative.

### Board Hearing

Where possible, the appointed 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 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

<b><i>Prohibited Grounds</i></b>	Race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, or disability.
<b><i>Harassment</i></b>	Engaging in a course of vexatious comment or conduct that is known, or ought reasonably to be known, to be unwelcome.
<b><i>Discrimination</i></b>	Treating an individual, or group of individuals, differently based on a "prohibited ground".
<b><i>Negative Environment</i></b>	<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>
<b><i>Harassment/ Discrimination</i></b>	<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>
<b><i>Sexual Harassment</i></b>	<ul style="list-style-type: none"><li>• 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</li><li>• 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</li><li>• 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.</li></ul>
<b><i>Timely</i></b>	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.

***Confidentiality***

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.

***College Community***

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; and visitors or guests who have no ongoing connection to the institution but are on campus.

***Working Day***

A working day is defined as a regular business weekday from 8:30 a.m. to 4:30 p.m.

### ***1.2.2 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; and
- 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; and
- 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

Attendance is the single largest determinant of student success and as such students should attend all classes. 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. Students are advised to review their individual Course Outlines to be aware of faculty attendance expectations.

## 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, a positive attitude creates an atmosphere that promotes learning and success. 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, classes held in the community or placement may not be appropriate for audio taping;
- 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; and
- the right to privacy of the faculty and the members of the class or community will be respected.

### Online Behaviour

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

### *1.2.3 Relationships with Students Outside the Classroom*

#### **POLICY:**

Relationships outside the classroom refers to student-to-student interactions in such areas as the Student Access Lab, gymnasium, 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.

### *1.2.4 Relationships with Faculty and Staff Outside the Classroom*

#### **POLICY:**

Student 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); and
- contacts with any faculty member, support staff member, or member of the College Administration 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; and
- maintain a non-confrontational attitude in interactions with faculty and should approach even difficult matters with a view to resolving the problem at hand.

### 1.2.5 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 integrity. At minimum, a student will be graded zero on any material thought to be dishonest, but the College may reserve the right to impose a full range of sanctions including suspension or expulsion.

#### Academic Integrity Protocol

##### *1. 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 allegation;
- 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.

## *2. 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.

## *3. Process for Student*

If a student has reason to debate allegations of academic dishonesty he/she will:

- respond to allegations of academic dishonesty;
- submit a written appeal within five business days to appropriate faculty

## *4. Process for International Students*

Incidents of academic dishonesty will result in poor academic standing and as a result, you will NOT be eligible to apply or maintain the Off-Campus Work Permit (OCWP). If at any time you become ineligible for the OCWP, it is your responsibility to surrender the permit.

### Disciplinary Records

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

## **1.3 VIOLENCE PREVENTION POLICY**

### **POLICY:**

Violence will not be tolerated at Loyalist College. All College community members share the responsibility to create and maintain a safe and respectful College environment free from violent behaviour. Please review the Safe Community and Behaviour Responsibility Protocols on Pages 4 and 5 of this document.

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

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. The College will provide training and education on violence prevention and College members will attend the appropriate training as identified by their supervisor.

## PROCEDURES:

### Prevention:

- Treat everyone with respect and dignity.
- Practice early intervention as it can often prevent escalation.
- At the beginning of each semester, faculty members must define the behaviour expectations for each of their classes. These behaviours are spelled out in the “Course Outline Template”. Promote a non-violent culture within the learning environment by immediately and directly addressing problem behaviours and consistently and fairly applying consequences to problem behaviours.
- When an employee is displaying concerning behaviour, managers and supervisors must address the behaviour promptly and directly and reinforce the accepted standards of workplace behaviour.
- When dealing with unwanted behaviours or a potentially violent situation:
  - Ensure personal safety for yourself and others,
  - Focus on the situation, issue or behaviour; not the person,
  - Maintain constructive relationships and the self esteem of others,
  - Take initiative to make the situation better,
  - Refer to Appendix B for some verbal and non-verbal strategies to use to reduce your risk.
- Recognize the warning signs that something is wrong and report all concerning behaviours or situations. Refer to Appendix B.
- Behaviours of Concern for some examples of worrisome behaviours that may indicate a person is troubled and possibly moving toward greater risk of violent behaviour.
- If a worker could be expected to come in contact with a person with a history of violent behaviour in the course of their work and the risk of workplace violence is likely to expose the worker to physical injury, the supervisor must provide information to the worker necessary to protect the worker from physical injury. Contact the Director of Human Resources to assist in determining the appropriate information to disclose to staff members.

### Response & Reporting

- Staff, students and faculty are expected to report all acts of violence or high risk behaviour on College property or during a College-approved activity using Appendix F Violence Prevention Incident Report (VPIR). Complete page 1 with as much information as available.
- Staff, students and faculty are also expected to report domestic violence that would likely expose a College community member to physical injury while on College property.
- Once completed, the Violence Incident Report form will be forwarded to their manager, dean or designate. The Manager/Dean (or designate) will complete the follow-up section (F) of the “VPIR”, within 48 hours of the incident.



- Upon completion of the form, copies will be distributed to the Director of Student Success for students and the Occupational Health & Safety Coordinator for staff.
- The manager, dean or designate is responsible to contact the complainant, whenever possible within 48 hours, advising them of the initial status of the incident. As the status changes, they must also continue to provide updates to the complainant in a timely manner.
- Privacy legislation permits sharing of personal information under circumstances where there is imminent danger to the safety of any person.
- No reprisals will be taken against any individual who makes a report in good faith. However, if a report is made vexatiously or for vindictive purposes, discipline may ensue.
- All reports of violent or other high-risk behaviour will be taken seriously and these incidents will be investigated.
- Response to violent or potentially violent situations will depend on the level of risk present:
  - **Level I - Alert** – (behaviours of concern) Stay calm and de-escalate situation. Intervene quickly, address problem behaviours directly and where appropriate, and separate conflicting parties. Document the incident on the “VPIR” form and report it to your manager or dean. Your Student Success or Human Resources contact may be approached for advice or guidance on appropriate response and sanctions.
  - **Level II - Caution** – (personal safety concerns / threatening behaviour) Stay calm and de-escalate situation; ensure physical safety for yourself and others. Document the incident on the “VPIR” form and report it immediately to your manager or dean **and** your Student Success contact (for students) or Human Resource contact (for staff).
  - **Level III - High Risk** – (threat of physical injury) is immediately reported to Security (at ext 0 or use an emergency communication device), requesting assistance. Avoid escalation of the threatening or dangerous behaviour. If the situation cannot be diffused upon arrival of Security staff, Police presence will be requested (9-1-1). Seek support and /or assistance from others in your immediate area and go to a safe location. (See Appendix OHS-007(C) for a list of College members trained in “Non-Violent Crisis Intervention”) As soon as possible, report the incident to your manager or dean **and** if involving a student, Student Success or if involving a staff member, HR. Document the details of the incident on the “VPIR” form. The Director of Student Success will convene the HRAT, if required. Note: Students threatening imminent self-harm should be immediately escorted to Counseling Services or contact the Police (9-1-1) for assistance.
  - **Level IV - Emergency** - (imminent risk and immediate danger of death) is reported by calling 9-1-1 from any land-line or cell phone. Also, call Security (at ext 0 or use an emergency communication device) so that they can direct the arriving first responders. If appropriate, seek shelter and lockdown. Refer to Emergency Response Plan OHS-017. Document details of the incident on the “VPIR” form as soon as is safe to do so. The Director of Student Success will convene the HRAT, if required. Refer to Appendix OHS-007(A) for a summary of the appropriate responses by risk levels.

- Never put yourself (or your students or staff) in any imminent danger. Do not step between individuals involved in an altercation and never leave staff, students or yourself alone with a violent offender.

### Consequences/Sanctions

Consequences appropriate to the violation will be applied up to and including termination of employment or expulsion from College programs, courses and activities. Determining what actions will be taken will depend on the context, number of previous incidents and level of risk of the incident:

- **Level I risk** will normally be managed by College faculty and staff in conjunction with their respective manager or dean. Your Student Success or Human Resources contact may be approached for guidance.
- **For Level II risk and above**, the appropriate actions and sanctions will be determined by the Director of Student Success or HR, as appropriate, in conjunction with the dean or manager.

Unlawful activities as defined by the Criminal Code will be reported to and investigated by the Police. The College may apply sanctions separate from those applied by the Police. Weapons related offences will automatically result in Police involvement and immediate expulsion from the College.

Any community members who could be affected by the sanction imposed must be notified. This could include security, residence management, or the Complainant. A member of the Student Success or Human Resources team, as appropriate, is responsible to make the appropriate notifications.

Please Note: Staff can obtain an electronic copy of the Violence Prevention Incident Report Form on the Loyalist wiki at:

[http://loyalistwiki.loyalistcollege.ca/Schools%2c Departments and Committees/Health and Safety](http://loyalistwiki.loyalistcollege.ca/Schools%2c_Departments_and_Committees/Health_and_Safety).

Student can obtain hard copies of the Violence Prevention Incident Report Form at the Student Success Hub desk. Also see Appendix IV on page 33.

## 1.4 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.

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.

## 1.5 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 counselling.
  - 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 the Loyalist College 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.

## 1.6 ALCOHOL POLICY

### POLICY:

Loyalist College adheres to the Ontario *Liquor License 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 License 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 reducing 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-time 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 license 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 judgment 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, the 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.

## High Risk Drinking Practices:

The College prohibits high-risk alcohol related practices, including but not limited to bulk purchases (kegs, etc), use of accelerated intake devices (beer funnels, etc) and/or drinking games. Any activity that encourages excessive or quick consumption of alcohol is prohibited.

## 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 will be borne by the sponsoring group or individual.

## Behavioural Expectations While Consuming or While under the Influence of Alcohol

Loyalist College is committed to maintaining a safe and secure campus environment for all of our Students and Staff. As such all members of the Loyalist College community are expected to conduct themselves at all times in observance of the Code of Conduct. Students are at all times accountable for their behaviour while under the influence of alcohol and expected to conduct themselves in a manner that maintains their own and others personal safety, security and harmony on campus. Impairment due to use of drugs/illegal substances or alcohol is never an excuse for violation of Loyalist College standards.

Loyalist College recognizes that we have a duty of care for all of our students. If a student repeatedly demonstrates an inability to exercise safe behaviour the college must take steps to ensure this student's safety of person and environment is maintained

Loyalist College maintains a three level step disciplinary system in accordance with the Student Behavioural Code of Conduct. This system intends to support students identifying problematic behaviours and taking appropriate measures to correct such behaviours. However, despite support and intervention, if these behaviours are repeated three times, the policy allows for disciplinary measures including sanction, suspension or formal exit from the college. In addition, depending on the severity of the incident as per the Behavioural Responsibility Protocol any incident may be immediately deemed as a Level 2 or 3 violations and subject to the associated intervention without the requirement of prior occurrences.

All acts of disruptive, belligerent, harassing or unruly behaviour will be immediately referred to on-campus security. The student is obligated to comply with the direction of security given their primary mandate is to maintain campus security (i.e. "I will escort you to your room where you are to remain in the company of friends until you are obey or I will be calling paramedics due to your level of intoxication, please remain seated here").

All acts of threatening or violent behaviour will be immediately referred to Police and the student is expected to comply with all directions and legal requirements of their interactions with Police.

The following information outlines how the three-step Behavioural Code of Conduct system addresses alcohol and drug related violations.

Level 1	<ul style="list-style-type: none"><li>• The student will receive a letter of caution outlining the incident, expectations of future behaviour and consequences.</li><li>• The student will be mandated to complete a minimum of 1 psycho-educational session focusing on moderate drinking, either in individual or group format.</li><li>• If the student is a residence student and where warranted the Residence Manager the student will be subject to a fine of \$250</li></ul>
Level 2	<ul style="list-style-type: none"><li>• If under the age of 25 years old and residing in Residence, the Students Parents and/or Guardian will be notified of their problematic alcohol related behaviour and informed about their son/daughter's future sanctions should the behaviour continue. The Parent will also be informed about on-campus and off campus counselling supports if they wish to support their son/daughter in accessing such services.</li><li>• The student will be mandated to attend an assessment with Counseling Services and subject to the Counsellors participation recommendations.</li></ul>

	<ul style="list-style-type: none"> <li>• The student will be referred to the Risk Assessment Review team and subject to participating in an intervention plan if deemed necessary.</li> <li>• The student will be expected to sign and comply with a Behavioural Expectation Contract.</li> <li>• If the student is a residence student they will receive a fine of \$500 or can choose to reside off campus.</li> </ul>
Level 3	<ul style="list-style-type: none"> <li>• The students Parent and or Guardian will be notified of this 3<sup>rd</sup> incident and the associated consequences.</li> <li>• The student may be mandated to attend formal addictions counselling outside of the college</li> <li>• The student faces suspension and/or formal exit from the College and or Residence.</li> </ul>

### **Potential Indications That a Person Appears to be Intoxicated**

In accordance with the Smart Serve Ontario Certificate Training Program, a person who appears to be intoxicated is a person who appears to show **any four** of the following signs of impairment:

I inappropriate speech volume  
 M motor control (fine) deteriorates (loss of hand-eye co-ordination)  
 P pace of speech  
 A alertness decreases  
 I inappropriate sweating  
 R red eyes or bloodshot eyes  
 M motor control (gross) deteriorates (loss of balance)  
 E enunciation poor, slurring words  
 N noticeably shallow breathing  
 T tiredness

### **Moderate Drinking Practices**

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.

The College expects all members of the Loyalist Community to exercise moderation in their alcohol consumption behaviour as per Health Canada's Low Risk Drinking Guidelines.

Moderate Drinking Guidelines entail the following alcohol consumption related behaviour

**A Standard Drink** = 314ml or 12oz (1 regular sized bottle) of 5% beer, cider or cooler.  
 142ml or 5oz glass of 12% wine.  
 43ml or 1.5oz serving of distilled alcohol content (vodka, gin, rye, rum, etc)

### Rates of Consumption

- For men, no more than 15 drinks per week, with no more than 3-4 drinks consumed per occasion, with days of abstinence in between.
- For women no more than 12 drinks per week with no more than 2-3 drinks consumed per occasion with days of abstinence in between.

These guidelines can be found in their full version at <http://www.ccsa.ca/eng/priorities/alcohol/canada-low-risk-alcohol-drinking-guidelines/pages/default.aspx>

## 1.7 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.

## 2.0 REGISTRATION AND RECORDS

### 2.1 STUDENT PROGRAM/COURSE REGISTRATION

Students are registered into a program course block. It is each student's responsibility to ensure that their registration is correct within Banner. 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 timetables and registration information online will be mailed prior to beginning a new semester. For further information, contact the Registrar's Office (2H1) in the Kente (main) building.

In order to retain full-time student status, a student 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 each student's eligibility for the Ontario Student Assistance Program (OSAP). It is each student's responsibility to check with the Registrar's Office, their 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.**

## 2.2 STUDENT ACADEMIC RECORDS

Each student should:

- verify their academic records and report errors or omissions to the Registrar's Office (2H1) no later than ten (10) days after posted;
- ensure that the Registrar's Office has their correct name and address (permanent and local) and email address;
- ensure that all credits are met and that other program requirements for progression through their program and for graduation are completed.

### Release of Student Academic Records

Academic Records are considered confidential and are released only with permission from the student. 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.)

### Attention International Students:

You are required to retain full-time student status (more than 70% of semester course hours) to be eligible to apply or maintain the Off-Campus Work Permit. If at any time you become ineligible for the OCWP, it is your responsibility to surrender the permit.

## 2.3 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 18	Monday January 21	Monday May 13
Program withdrawals without academic penalty. Withdrawal (W) grades will be issued, rather than Incomplete (I) or Failure (F).	Friday November 2	Friday March 8	Friday May 24

Students are responsible to ensure that their Student Success Mentor is informed about their decision to withdraw and are required to complete Official Withdraw Form.

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). Further charges for consumable and ancillary fees may be non-refundable.

Students who do not officially withdraw are considered to be registered and will receive failing grades on their transcript. Withdrawing from courses can result in a change of status from full-time to part-time. This may affect financial assistance. Students are asked to consider this carefully before making a decision to withdraw



from courses. If in doubt of the impact on financial status, please seek clarification from your Student Success Mentor or your Admissions Registration Representative.

A student, who must leave Loyalist College during his/her program, should discuss his/her intention with a Loyalist College Counsellor or Student Success Mentor, who will help create a plan to return to College.

## 2.4 INTERNATIONAL STUDENT WITHDRAWAL POLICY

Students who have been admitted to Loyalist College and who have received a Study Permit are expected to register and attend classes in the program to which they were admitted and complete the semester for which they have paid tuition. Transfers in the first semester of study to other post-secondary institutions are not condoned and penalties will apply.

However, the College recognizes that there are some unforeseen circumstances in which a student may be allowed to withdraw and leave Loyalist College and receive a refund of their tuition fees. International students who withdraw give up their admission and status as students at Loyalist College. Information about students who withdraw will be reported to Citizenship and Immigration Canada. A student who withdraws and who later wishes to return to Loyalist College must re-apply for admission.

The following outlines the refund policy at Loyalist College. Any inquiries should be directed to Jodie Russett, International Coordinator at [jrussett@loyalistc.on.ca](mailto:jrussett@loyalistc.on.ca)

## Withdrawal and Refund Process:

No exceptions will be made for students who register or apply late.

Denied Study Permit:	<ul style="list-style-type: none"><li>• Apply in writing requesting refund to the International Centre on or before the 10<sup>th</sup> day of classes.</li><li>• Provide proof of permit refusal from Canada Immigration. College will verify this information.</li><li>• Fees will be refunded and returned minus:<ul style="list-style-type: none"><li>• \$150 administration fee</li><li>• \$250 withdrawal fee</li><li>• \$150 Residence withdrawal fee (if applicable) – if one week prior to classes</li></ul></li></ul>
Arrive In Canada and Withdraw Within First 10 Days: (e.g. transfer to different college or return home)	<ul style="list-style-type: none"><li>• Apply in writing requesting refund to the International Centre on or before the 10<sup>th</sup> day of classes.</li><li>• Provide Registrar copy of offer letter (LOA) from new college. Fees will be directly refunded to this college, not the student.</li><li>• Fees will be refunded and returned minus:<ul style="list-style-type: none"><li>• \$150 administration fee</li><li>• \$500 withdrawal fee</li><li>• \$250 housing assistance fee (if applicable)</li><li>• \$500 Residence withdrawal fee (if applicable)</li></ul></li></ul> <p style="text-align: center;"><b>Consumable fees, Ancillary fees, Health Insurance fees are non-refundable</b></p>
Unable to Attend:	<ul style="list-style-type: none"><li>• Apply in writing requesting refund to the International Centre on or before the 10<sup>th</sup> day of classes.</li><li>• Fees will be refunded and returned minus:<ul style="list-style-type: none"><li>• \$150 administration fee</li><li>• \$150 Residence withdrawal fee (if applicable) – if one week prior to classes of \$500 Residence withdrawal fee (if applicable )</li></ul></li><li>• If requested, students can be offered admission for the next intake if applicable.</li></ul>
Withdrawal After 10 <sup>th</sup> Day of Class:	<ul style="list-style-type: none"><li>• Fees are non-refundable after the 10<sup>th</sup> day of classes.</li></ul>

**All refunds are returned to their place of origin and are not returned directly to the student.**

**Students transferring to a different college, refund fees will be sent directly to the new college.  
For Bank Transfers, students will be required to provide banking details for refund.**

**Refunds take approximately four to six weeks after the completed withdrawal application process to process.**

## 2.5 COURSE ADDITIONS, EXEMPTIONS, AND/OR CHANGES

Students who wish to add, or drop courses, and/or change sections after registration may do so with faculty permission. (Courses can be dropped with no refund after ten (10) days. Courses may be added and/or dropped within the first ten (10) days of a semester in one of two ways:

- Students should meet with a Student Success Mentor and/or Faculty Coordinator who will submit the Course Add/Drop Form to the Registrar's Office;
- Students may see an Admissions/Registrations Representative in the Registrar's Office to make the changes;

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.

Additional tuition will be charged for courses that exceed the standard program hours for the semester. The tuition for courses is calculated based 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).

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

### 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 an exemption to the course coordinator or designate no later than the first 10 days of the semester.

## 2.6 LOYALIST EVALUATION OF STUDENT PERFORMANCE

### POLICY

Loyalist College is committed to standardize the evaluation of student performance and to convert the grades to grade points and a Grade Point Average.

### PROCEDURE

#### *2.6.1 Grades*

A final grade for each course is recorded on the student's transcript. This grade represents the summative evaluation or level of achievement of the established learning outcomes or course requirements. At the beginning of each course, the students will receive an approved course outline which identifies pre/co-requisites, learning outcomes, course content and assessment strategies.

- in the fall of 2012, years one and two of all programs will have a minimum passing grade of 60%, and
- in the fall of 2013 all courses in each program will have a minimum passing grade of 60%.

## 2.6.2 Definitions

<b><i>P</i></b> - Pass	The P grade indicates successful completion of skill-based requirements in courses where a Pass/Fail evaluation system is used. A P grade is not computed in the Grade Point Average.
<b><i>AU</i></b> - Auditing	The AU grade is used for those students who are approved to audit a course by the Dean. 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. The approved Audit Request Form (available from the Registrar's Office) must be forwarded to the Registrar's Office within the first ten (10) school days of the start of the academic semester.
<b><i>W</i></b> - Withdrawal	A W is used when a student officially withdraws from a course/program by the official withdrawal date "without academic penalty" as stated in the academic schedule. 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. Students must complete an official withdrawal form (available from the Student Success Mentors). The Dean may approve the W grade after the deadline if there are extenuating circumstances surrounding the student's withdrawal from a course or program. The Dean is responsible for forwarding the written decision to approve the W grade(s) to the Registrar's Office.
<b><i>AG</i></b> - 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.
<b><i>EX</i></b> - Exemption	<p>An EX is awarded in recognition of academic credit deemed by the College to be sufficiently similar to program curriculum to warrant an exemption.</p> <p>Students must make an application to the course professor for exemption(s) within the first ten (10) school days of the start of the academic semester. The student bears full responsibility to acquire and supply all supporting documents (official transcripts, course descriptions, etc.) to the course professor as required for the purposes of evaluating a request for exemption. Courses approved for exemption are not computed in the semester weighted average. Normally an exemption will not be granted if the initial credit was obtained more than seven (7) years prior to the request.</p>

The School Dean or Chair will make the final decision based on the material provided and specific program requirements. The signed Exemption Request Form (available from the Registrar's Office) is sent to the Registrar's Office. Exemptions will not be added to the student's record until the student has registered at the College. A fee will be charged per course for assessment of exemptions (please refer to current College fee structure). Students may not exempt more than 75% of program requirements.

#### ***TC - Transfer Credit***

A TC is awarded in recognition of credits earned at an external institution. Students must make application to the professor for the transfer credit(s).

Students must make application to the course professor for transfer credits within the first ten (10) school days of the start of the academic semester. The student bears the full responsibility to acquire and supply all supporting documents (official transcripts, course descriptions, etc.) to the course professor. Courses approved for transfer credit are listed on the academic transcript but are not computed in the program weighted average. Normally a transfer credit will not be granted if the initial credit was obtained more than seven (7) years prior to the request.

The School Dean or Chair will make the final decision based on the material provided and specific program requirements. The signed Transfer Credit Request Form (available from the Registrar's Office) is sent to the Registrar's Office. Transfer Credits will not be added to the student's record until the student has registered at the College. A fee will be charged per course for assessment of transfer credits (please refer to current College fee structure). Students may not receive transfer credits for more than 75% of program requirements.

### ***2.6.3 Supplemental Opportunities***

#### **Supplemental**

- Supplemental opportunities are a privilege which may be granted by the Program area and approved by the School Dean or Chair.
- A supplemental examination/assignment provides the opportunity for a student to re-write a final exam or resubmit an assignment. Students have the right to supplemental opportunities only where supplemental examinations/assignments are available, if it is mathematically possible for them to pass the course upon successful completion, and if they meet specific program requirements. Generally students are not eligible to write a supplemental exam for field placement or clinical components of a program. Upon successful completion of a supplemental examination/assignment the professor will submit the grade to the Registrar's office. The student will receive the minimum passing grade for the course.
- Students are required to make a written request to the course professor within seven (7) days of the receipt of notification of the failing grade if they wish to pursue this option. 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.
- The School Dean or Chair will make the final decision based on the material provided.

## Learning Contracts

- Learning contracts are a privilege which may be granted by the program area and approved by the School Dean or Chair.
- A learning contract provides the opportunity for a student to complete outstanding course requirements and/or elements of a course that were not successfully completed during the regular semester. Learning contracts are situation and student specific and the availability, feasibility and requirements are set out by the individual program. Students have the right to register in a learning contract only if they meet specific program requirements. The student will receive the minimum passing grade for the course.
- Learning contracts will be put in writing and will clearly identify the learning outcomes, evidence to be submitted and timeline for submission. Faculty and student will sign the contract with final approval by the dean or chair. The signed learning contract will be sent to the Registrar's office by the Deans' office. Students must register and pay for the learning contract through the Registrar's office..
- Upon successful completion of a learning contract the professor will submit a pass/fail mark for the learning contract along with a grade change form to the Registrar's office.
- The School Dean or Chair will make the final decision based on the material provided.

### *2.6.4 Final Grade Submission/Changes*

Faculty are required to submit grades on the student information system within five (5) working days following the completion of classes.

If a student has incomplete work or has been granted extensions past this date, the grade earned to this date will be entered. Once the full course requirements have been met, grade changes will be submitted by the faculty through the Grade Change Request Form (available from the Registrar's office). This must be done within thirty (30) calendar days following the grade submission deadline. Extensions beyond this deadline may be granted by the School Dean under exceptional circumstances.

**The grade appeal process** is noted below. A student can appeal a mark anytime during the semester as per the process below. However, a student has ten (10) working days from the issuance of final grades (grades submission deadline) to initiate an academic grade appeal.

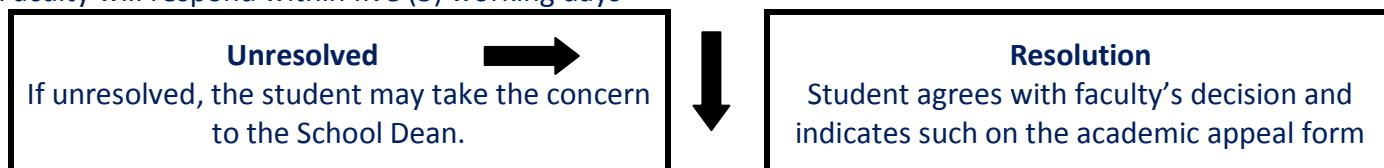
## 2.6.5 Academic Grade Appeal: Procedure Flow Chart

### STAGE I

#### **Student – Faculty**

**Note:** Any appeal related to marks or grades must be initiated within ten (10) working days from issuance of final grades.

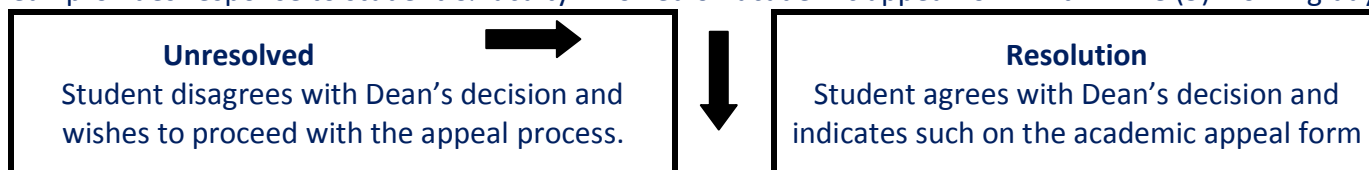
- A student completes the academic appeal form and submits to the faculty.
- In the case of final grades appeal, the form must be submitted within ten (10) working days from the issuance of that final grade
- Faculty will respond within five (5) working days



### STAGE II

#### **Student – Dean**

- Student must submit the signed completed academic appeal form to the Dean.
- Student discusses concern with Dean.
- Dean provides response to student & faculty involved on academic appeal form within five (5) working days.



### STAGE III

#### **Student – Academic Appeal Board**

- Student forwards the academic appeal form to the Registrar's office within five (5) working days of written confirmation from Dean.
- The Registrar, in consultation with the Appeal Board chair will either confirm that the matter is appropriate for consideration by the Appeal Board or refer the appeal to the appropriate individual or group. If appropriate, the appeal will then be reviewed by the Academic Appeal Board.
- Chair establishes a hearing date within ten (10) working days of receiving the request.
- Registrar collects documentation from the student, faculty, and Dean in order to distribute to academic appeal board at least two (2) working days prior to the hearing.
- Each party to the appeal is heard separately.
- The chair of the Academic Appeal Board will notify student and other parties involved of decision in writing, within three (3) working days of the hearing with a copy to the Vice-President, Academic and the President.
- The decision of the Appeal Board is final and must be implemented in a timely manner by the responsible parties.
- In the case of an appeal based on process or procedures of the Board, the appeal would be reviewed by the Vice-President Academic.
- Normally, the student would be allowed to participate in classes or placement pending the outcome of an appeal. However, the Dean of the school in which the student is registered has the right to preclude attendance, based on circumstances.



## 2.6.6 Grade Point Average (GPA)

### Calculation of Grade Point Average

The grade point average includes all applicable credit courses. Courses are either assigned a credit value or a pass/fail designation. Credit courses receive a numeric grade; pass/fail courses are not included in GPA calculations. The weighted average is calculated by multiplying the numeric grade achieved in the course by the credit value of the course. The GPA is calculated by totaling the weighted averages and dividing by the total number of semester credits.

For example, a student completes four courses as follows:

Subject No.	Course Title	Credit Hours	Grade Points	Weighted Score
COMM 1000	Communications	02	70	140
MATH 1000	Business Math	04	85	340
ACCT 1000	Financial Accounting	03	72	216
INTN 1004	Internship	N/A	P	0

*Total Credits = 9 (2 + 4 + 3 credits)*

*Total Weighted Course Scores = 696 (140 + 340 + 216)*

*Semester GPA = 77.33% (696 ÷ 9)*

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

## 2.6.7 Academic Standing

### Promotion

- A student's *promotional* status, which is based on his or her academic performance, is determined at the end of each semester. Students are advised to consult program handbooks for additional information regarding promotional status. Students must complete all required course work prior to being permitted participation in field placement.
- A student may be placed on academic probation based on specific program requirements. In order to graduate, all courses must be successfully completed.
- When a student repeats a course, all grades are recorded on the student's transcript. For GPA and academic standing calculations, the higher of the two marks will be used.

### Compulsory Academic Withdrawal

- Students who do not successfully complete at least 50% of the courses 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 College program unless special permission is granted by a dean.
- Students are advised to consult program handbooks for additional information regarding compulsory academic withdrawal.
- Student with any failures during probationary period will result in compulsory withdrawal from the program for one academic year.

### Dean's List

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

### **2.6.8 Credential Completion/Graduation Timelines**

Students are expected to complete their program of study within the following time limits, based upon the original program or course start date (\*some exceptions may apply):

Program Type	Timeline
One-year program	up to 3 years
Two-year program	up to 5 years
Three-year program	up to 7 years
Brock/Loyalist Nursing program	up to 6 years
Continuing Education, postsecondary program	up to 7 years

\* An academic review to ensure current competencies are met may be required in certain program areas. Written approval from the Dean is required to extend these time limits.

**For further information please contact Laura Naumann, Director Student Enrolment Services and Registrar at (613) 969-1913 extension 2366, or by email at [lnaumann@loyalistc.on.ca](mailto:lnaumann@loyalistc.on.ca)**

## 3.0 STUDENT SUCCESS

### 3.1 SUGGESTIONS FOR STUDENT SUCCESS

Student Success staff assist students in meeting their educational goals. 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 faculty, Program Coordinator, Dean, or other staff. The following list identifies some options that may help you:

- 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. Meet with the Coordinator, **Peer Tutoring and Academic Skills Centre** or **apply on line for a tutor**. The Centre also offers one-on-one assistance with writing, mathematics, and computers on a drop-in basis in the Student Success Hub. Students can apply to become a tutor or to get a tutor.
- The **Aboriginal Resource Centre**, located in 3H8, assists Aboriginal students on campus and acts as a liaison between Loyalist College administration and government agencies.
- International students can receive orientation, assistance, and support arranged through the **International Centre** located in the Hub.
- Refresh, review, or add to your skills in mathematics, grammar, essay and report writing, or basic computer skills with the **Loyalist College Academic and Career Entrance 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 P54.
- Improve learning skills, time management, and test taking skills. Learn how to study more effectively. Meet with a **Student Success Mentor**. Appointments can be arranged through the 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%.
- Seek support for 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 Resource Centre** (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 track 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.
- 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.

### 3.2 FINANCIAL SUPPORT

Explore financial options for student loans, bursaries, and awards. Contact **Financial Aid** (2H1) or **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. Visit Employment and Career Services for links to local and on-campus job opportunities.

**In emergency circumstances, meet with your Student Success Mentor.**

### 3.3 CHANGING PROGRAMS

Use the Career Cruising website to investigate changing careers at [www.loyalistc.on.ca/cal](http://www.loyalistc.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.

Loyalist offers an online learning assessment tool to help students identify their learning strengths and challenges. Accessible from any computer with internet access at [www.loyalistplanforsuccess.com](http://www.loyalistplanforsuccess.com), students have an opportunity to gain insight into their learning preference which will enhance their opportunities for success.

### 3.4 HOUSING

Find a place to live on or off-campus: **On-Campus**, Residence Office, Commons Building.

Loyalist College provides off-campus housing leads through [www.Places4Students.com](http://www.Places4Students.com). This site enable you to find the place that is right for you. Maps and telephone numbers 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.

### 3.5 ACCESSABILITY CENTRE

The **AccessAbility Centre** 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 AccessAbility Centre have access to an assistive technology computer lab.

Students are encouraged to contact the AccessAbility Centre early to discuss appropriate accommodations and supports. The office is located in 2L20. To book an appointment, either drop by 2L20 or contact the Student Success Hub at 613-969-1913 ext. 2519.

### 3.6 HEALTH SERVICES

Get assistance with a health problem or receive health information/education from the Loyalist College Health Nurse, in the **Health Centre** (1H7). A physician is available on campus two afternoons 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.

Disposal of Needles: We are the site for the Public Health Unit funded "needle exchange" program.

### 3.7 LOYALIST 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.loyaliststudents.com](http://www.loyaliststudents.com) fore 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 or pool or a video game, or just chatting with friends.

### 3.8 SOCIAL AND RECREATION

Meet new people. Participate in Loyalist College activities, outdoor education trips, co-ed campus recreational sports, intercollegiate sports, or other recreational activities. Remember, work hard and play hard. For more information, stop by the **Fitness Centre** (1H5).

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

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

### 3.9 USE OF COMPUTERS 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 2012-2013 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 the 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 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, and well as disciplinary action and sanctions outlined elsewhere in this document (see the **Loyalist College Behaviour Responsibility Protocol**).

### 3.10 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. The use of electronic devices to collect images in change rooms or restrooms is also forbidden and may result in immediate dismissal.

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

The use of electronic devices during any assessment activity 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, failure to abide by this restriction may result in sanctions for academic dishonesty.

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 after multiple warnings.

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.

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 further disciplinary action and sanctions outlined elsewhere in this document (see the **Loyalist College Behaviour Responsibility Protocol**).

### 3.11 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 result in the student being expelled from their course.

### 3.12 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 the age of 16.

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

### 3.13 TRAVELLING OUTSIDE CANADA AS PART OF ACADEMIC PROGRAM

All Loyalist College students travelling 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.

### 3.14 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; and you are 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; or for the purpose of a visit or casual observation;
- Staying at a placement site beyond the time indicated on the Placement Agreement;
- 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 SV10284501** 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 a 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, or 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**. A 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.

## 3.15 EMPLOYMENT

Drop by the Career Centre in (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.loyalistcareercentre.ca](http://www.loyalistcareercentre.ca) to explore great employment opportunities advertised by employers specifically for Loyalist College students and graduates. Drop by the **Career Centre** for the access code.

### 3.16 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@loyalistc.on.ca](mailto:liaison@loyalistc.on.ca)); look on the Loyalist College website at [www.loyalistcollege.com](http://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.

## 4.0 CONTACT INFORMATION

Position	Contact Information
Registrar/Director, Admissions .....	613-969-1913 Ext. 2366
Financial Aid .....	613-969-1913 Ext. 2226
Dean, Schools of Health Sciences, Human Studies .....	613-969-1913 Ext. 2313
Dean, School of Media Studies .....	613-969-1913 Ext. 2437
Dean, Schools of Business, Biosciences, Justice Studies .....	613-969-1913 Ext. 2328
Dean, Bancroft Campus, Schools of Skills Training, Continuing .....	Belleville 613-969-1913 Ext. 2880
Education, Satellite Services, Architecture, Building Sciences .....	Bancroft 613-332-1743 Ext. 2223
Director, Student Success .....	613-969-1913 Ext. 2256
Coordinator, Student Success .....	613-969-1913 Ext. 2519
Student Success Mentors	
Health Sciences, Arts, eLab .....	613-969-1913 Ext. 2130
Human Studies, First Generation .....	613-969-1913 Ext. 2574
Business, Design, Culinary, Esthetics, Academic and Career Entrance .....	613-969-1913 Ext. 2254
Biosciences, Media .....	613-969-1913 Ext. 2578
Building Sciences, Skills Training, Justice Studies .....	613-969-1913 Ext. 2571
Aboriginal .....	613-969-1913 Ext. 2611
Counselling and Mind & Wellness Services .....	613-969-1913 Ext. 2519
Director, Student Life .....	613-969-1913 Ext. 2174
Manager, Residence .....	613-969-1913 Ext. 2102
Manager, Athletics .....	613-969-1913 Ext. 2145
Director, Facilities Services .....	613-969-1913 Ext. 2444
Vice-President, Academic .....	613-969-1913 Ext. 2604
Student Scholarships and Bursaries .....	613-969-1913 Ext. 2202

## APPENDIX A

### 2012-2013 ACADEMIC SCHEDULE

#### **Fall Semester 2012**

Monday, August 27	Bursary Application Open – My Loyalist Portal
Sunday, September 2	RESIDENCE MOVE-IN DAY
Monday, September 3	LABOUR DAY
Tuesday, September 4	Program/College Orientation for All Students
Wednesday, September 5	Classes Begin
Friday, September 14	Deadline: Bursary Applications
Tuesday, September 18	Deadline: Program Withdrawals with Refund of Fees
Friday, September 21	Deadline: Applications for Course Exemptions
Monday, October 8	Thanksgiving (No Classes)
Monday October 22 – 26	Study Week
Tuesday, October 30	Loyalist Open House
Friday, November 2	Deadline: Program/Course Withdrawals without Academic Penalty (Grade “W”)
Friday, December 14	Last Day of Classes, Fall Semester
Wednesday, December 19	Grades Due

#### **Winter Semester 201**

Monday, January 7	Classes Begin for All Programs
Monday, January 21	Deadline: Program Withdrawals with Refund of Fees
Friday, February 1	Deadline: Applications for Course Exemptions
Monday, February 18	FAMILY DAY (No Classes)
Monday, February 25 - March 1	Study Week
Friday, March 8	Deadline: Program/Course Withdrawals without Academic Penalty (Grade “W”)
March 11 - 15 (tentative)	Loyalist Days (Liaison Program)
Friday, March 29	GOOD FRIDAY (No Classes)
Friday, April 19	Winter Semester End Dates Begin
Saturday, April 20	SPRING OPEN HOUSE
Wednesday, April 24	Grades Due

#### **Spring/Summer Semester 2013**

Monday, April 29	Classes Begin
Monday, May 13	Deadline: Program Withdrawals with Refund of Fees
Monday, May 20	VICTORIA DAY (No Classes)
Friday, May 24	Deadline: Applications for Course Exemptions Deadline: Program/Course Withdrawals without Academic Penalty (Grade “W”)
Thursday/Friday, June 6 and 7	CONVOCATION
Monday, July 1	CANADA DAY (No Classes)
Monday, July 8	Deadline: Fee Payment for Fall 2013
Friday, August 2	Last Day of Classes, Spring/Summer Semester
Monday, August 5	CIVIC HOLIDAY (No Classes)
Wednesday, August 7	Grades Due

# APPENDIX B

## 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><b>I – ALERT: <u>Creates Anxiety</u></b> <i>Concerning Behaviour:</i> Behaviour is individually managed, not frequent, not severe, results in no long-term negative consequences for others or the learning/work environment.</p> <p>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.</p> <p>Refer student to college resources before behaviour escalates.</p> <p>Intervene when people send “signals” that they are at risk of “losing their cool” with others.</p> <p>Discuss concerns with a member of faculty, Student Success team, or administration.</p>	<p><b>Action:</b> If behaviour occurs, stay calm and de-escalate.</p> <p>Request Faculty/Staff intervene quickly. Separate conflicting parties. Assess further risk; Seek support to deal with current situation and to prevent repeats.</p> <p>Document incident and refer to Manager/Dean for investigation and follow-up. <i>*incident forms available in the Student Success Hub.</i></p>
<p><b>II – CAUTION: <u>Personal Safety Concerns</u></b> <i>Threatening Behaviour:</i> Behaviour has a detrimental influence on the learning/work environment, is objectively apparent; increased frequency or severity of violence has increased beyond Level I.</p> <p>Includes behaviours such as: bullying, harassment, intimidation, or offensive actions verbal threats.</p>	<p>Understand, communicate, and model Code of Conduct.</p> <p>Intervene when people send “signals” that they are at risk of “losing their cool” with others.</p> <p>Encourage peers to seek/support for stress/anger/depression (counselling) before behaviour escalates.</p> <p>Discuss concerns with a member of faculty, Student Success team, or administration.</p>	<p><b>Action:</b> If behaviour occurs, stay calm and de-escalate.</p> <p>Request Faculty/Staff intervene quickly. Ensure your own physical safety.</p> <p>Seek support to deal with current situation and prevent repeats.</p> <p>Document incident and refer to Director of Student Success /Dean for investigation and follow-up. *</p>
<p><b>III – DANGER: <u>Personal Safety at Risk</u></b> <i>Aggressive Behaviour:</i> Threat to personal safety or the safety of others is perceived.</p> <p>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 to a College employee or security.</p> <p>Become educated on diffusing situations.</p> <p>Become knowledgeable about College Safety Procedure prior to critical event. Refer to Director of Student Success.</p>	<p><b>Action:</b> If behaviour occurs, avoid escalation; call 0 for security (call 911 if needed).</p> <p>Seek safe location.</p> <p>Document incident and refer to Director of Student Success /Dean for investigation and follow up. *</p>
<p><b>IV – EMERGENCY: <u>Immediate Danger</u></b> <i>Potential Death:</i> Threat to life safety and/or imminent risk to College occupants creating College crisis.</p> <p>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><b>Action:</b> If behaviour occurs, avoid escalation; call 911 and Security “0”.</p> <p>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, however any severe behavior may 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.  
*\*incident forms available in the Student Success Hub*

For further information, please refer to Violence Prevention Policy OHS-007 located at the Student Success Hub Information Desk.



# APPENDIX C

## LOYALIST COLLEGE BEHAVIOURAL RESPONSIBILITY PROTOCOL

A learning-centred college community—your right to study.

Level	Behaviour	Level of Response	Responsibility
<b>Level I – Minor: Alert</b> 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.	Examples may include: • disruptive • lewd • academic dishonesty • verbal abuse • bullying	Responses may include: • written warning and note to student file • revocation of privileges • fines up to \$100 • mandated referrals • Three Strikes Approach	Dean or Director, Student Success
<b>Level II – Moderate: Caution</b> 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.	Examples may include: • hostility • intimidation • aggressive outbursts • harassing conduct	Responses may include: • written warning and note to student file • revocation of privileges • fines up to \$200 • mandated referral • probation/suspension • Three Strikes Approach	Dean or Director, Student Success
<b>Level III – Major: High Risk</b> Any illegal behaviour on campus. All governing municipal, provincial, and federal laws apply.	Examples may include: • physical injury • weapons threat • physical assault • pushing • hitting/punching • kicking • threat to injure self or others (verbal or written)	Responses may include: • written decision and copy to student file • revocation of privileges • fines up to \$500 • mandated referral to a community agency • probation/suspension/expulsion	Director, Student Success Vice-President, Enrolment Management and Student Services
<b>Level IV – Severe: Emergency</b> Serious offences on campus requiring immediate action.	Examples may include: • potential death • use of weapon • beating/choking • threat to kill	Responses may include: • written decision and copy to student file • revocation of privileges • fines up to \$500 • mandated referral to a community agency • probation/suspension/expulsion	Loyalist College Senior Management

**NOTE:** Three strikes approach, however any severe behaviour may 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.

For further information, please refer to Violence Prevention Policy OHS-007 located at the Student Success Hub Information Desk.



## APPENDIX D

### LOYALIST COLLEGE ACADEMIC APPEAL FORM

#### LOYALIST COLLEGE 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 2H1, within ten (10) days.

Student Name \_\_\_\_\_ Student No. \_\_\_\_\_ Program \_\_\_\_\_

Academic issue being appealed:

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Name(s) of faculty/staff members involved:

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Reason for appeal:

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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:

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\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date submitted

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

## APPENDIX E

### REPAYMENT OF CANADA/ONTARIO INTEGRATED STUDENT LOANS (OSAP) AND PART-TIME CANADA STUDENT LOANS

February 2012

#### YOUR REPAYMENT RESPONSIBILITIES

As a borrower, it is important that you understand the terms and conditions of your loans and fulfill your obligations in order to keep your loans and your credit in good standing. Remember that repayment is your responsibility and that you must keep your lender notified of any address change.



#### WHEN MUST I MAKE PAYMENTS?

Six months after you graduate or stop being a full-time student (withdraw or drop to part-time studies). The first six months is called your grace period. The interest on your loans begins to accrue as soon as you stop being a full-time student. Within this six-month period you must contact your lender to consolidate your loans and set up a repayment schedule.

#### WHO IS MY LENDER?

The National Student Loan Service Centre (NSLSC)  
[canlearn.ca](http://canlearn.ca)  
1-888-815-4514  
National Student Loan Centre  
Public Institution Division  
Box 4030, Mississauga, ON L5A 4M4

#### HOW DO I START TO REPAY MY LOANS?

You will be notified by mail that your loan repayment is about to begin. If you have not received anything by mail, make sure you contact the NSLSC before your six-month grace period is over. Your payments will begin on the first day of the seventh month after you stop being a full-time student. You can register on the NSLSC's website [canlearn.ca](http://canlearn.ca) to check the status of your loans, update your address and review payment and transaction history.

#### HOW MUCH WILL MY MONTHLY PAYMENTS BE?

Your payments will be calculated based on the total amount of your loan principal and the interest rate at the time of your loan consolidation. Canada Student Loan interest rate is prime plus 5% for a fixed rate or prime plus 2% if it is floating. Ontario Student Loan interest rate is prime plus 1%. To get an idea of how much your student loan monthly payment will be, check the Loan Repayment Calculator at [canlearn.ca](http://canlearn.ca).

#### CAN I PAY OFF MY LOAN FASTER?

You can make lump sum payments at any time, which will reduce your principal and in turn reduce the amount of interest you are paying.

#### DO I HAVE TO REPAY ALL MY STUDENT LOANS?

If you received more than \$7,300 during a two-semester year you may be eligible for the Ontario Student Opportunity Grant. At the end of each school year, OSAP verifies your income from Revenue Canada and compares it to the income you reported on your OSAP application. If there is no discrepancy your debt will be reduced to \$7,300 by the Ontario Student Opportunity Grant. This money is not paid directly to you. It is paid to the NSLSC to reduce your debt.

### **WHAT SHOULD I DO IF I HAVE TROUBLE REPAYING MY LOANS?**

You should contact the NSLSC at 7-888-815-4514 to discuss your eligibility for the following programs:

**Interest Relief** - If you qualify for Interest Relief the federal/provincial government pays the interest and you will either be exempt from monthly payments or have your payments reduced.

**Debt Reduction** - If you have been out of school for five years and have problems repaying your student loans, you may qualify for this program.

**Revision of Terms** - If you do not qualify for either Interest Relief or Debt Reduction you can reduce your monthly loan payments by lengthening the repayment period.

**Repayment Assistance Plan (RAP)** - introduced in August 2009, this program helps borrowers repay what they can reasonably afford. For more information on RAP and any other repayment assistance programs, please visit: [canlearn.ca](http://canlearn.ca), [osap.gov.on.ca](http://osap.gov.on.ca) or call the NSLSC at 1-888-815-5414.

### **I AM REPAYING OSAP LOANS, BUT HAVE DECIDED TO RETURN TO SCHOOL FULL TIME - DO I HAVE TO CONTINUE PAYMENTS?**

If you have previous student loans and you plan to continue your studies, you must ensure your previous loans are placed in interest-free status so that you do not have to repay the loans or interest while you are in school. Contact the Financial Aid Office (OSAP) to place your loans on hold.

### **FAILING TO REPAY YOUR FUNDING**

If you do not make your payments you will be considered in default. Your debt will be turned over to a collection agency and your default will be reported to the credit bureau; as a result, your ability to obtain credit may be impaired. You will also be restricted from receiving further financial assistance until the default has been cleared. If you default you will also be ineligible for the Ontario Student Opportunity Grant, Interest Relief Programs and other federal and provincial financial aid programs.

### **REPAYING A DEFAULTED STUDENT LOAN**

**Canada Student Loans for full - and part-time studies:**

Contact the private collection agency listed on your collection notice or contact the Federal Canada Student Loan Plan via the NSLSC at 1-888-815-4514.

**Ontario Student Loans:**

Contact the private collection agency listed on your collection notice or call 1-800-387-5604 to determine which collection agency holds your account.

### **PART-TIME STUDENTS**

Six months after you have completed your studies and/or stopped being a part-time student, you are responsible for beginning to repay the principal and interest on your Part-Time Canada Student Loan.

The actual rates and conditions for repayment are set at the time you begin repaying. You must contact your lender, the NSLSC, at 1-888-815-4515 to make repayment arrangements.

### **CREDIT COUNSELLING/DEBT MANAGEMENT**

Credit counselling enables you to gain control over your finances by learning to budget and manage your money in order to acquire financial stability. A debt management program arranged with your creditors is based on your current circumstances and ability to make payments. If you are having trouble repaying your student loans and/or would benefit from credit and budget counselling you should contact the Credit Counselling Services in your area. Look in the yellow pages under Credit Counselling.

### **FINANCIAL AID OFFICE (OSAP)**

Monday to Friday, 9:00 am to 4:00 pm  
Kente Building, Room 2H2  
Wallbridge-Loyalist Road  
Belleville, ON K8N 5B9  
Phone: 613-969-1913 Ext. 2226 or 2425  
Fax: 613-969-7905

## APPENDIX F

### ***Loyalist College, Violence Threat and Risk Assessment: Fair Notice Statement***

***Loyalist College is committed to creating and maintaining a campus environment in which all members of the Loyalist community are free to engage in their chosen academic or vocational pursuit in a safe, secure and harmonious manner. Loyalist College is part of a larger nationwide initiative known as the Violence Threat and Risk Assessment Community Protocol. This protocol will be activated in order to maintain campus safety and security. Loyalist College will respond to any and all threats of violence.***

#### **What behaviors warrant a Violence Threat/Risk Assessment to be initiated?**

A Violence Threat/Risk Assessment will be initiated when a member of the Loyalist community behaves in a manner jeopardizing the safety and security of Loyalist College. These behaviours include, among other activities, **acts of violence including fighting, verbal/written threats to harm or kill others, online or text based threats to harm or kill others, possession of weapons (including replicas), bomb threats and fire setting.**

#### **What is a threat?**

- an expression of intent to do harm or act out violently against someone or something.
- may be verbal, written, drawn, posted on the Internet, texted or made by gesture.

#### **What is a Violence Threat/Risk Assessment team?**

Loyalist College has a multi-disciplinary Violence Threat/Risk Assessment Team. The team may include members of the Student Success Team, Security, Senior Administration, Faculty Representatives, Residence Staff and Belleville Police Services. As required, community providers will be invited to participate in addition to the threat makers parents/guardians and staff from their former educational institution.

#### **Do I Have to Participate in a Threat Assessment?**

It is important for all parties to engage in the Student Violence Threat/Risk Assessment process. If for some reason there is reluctance or refusal to participate in the process by the threat-maker or parent/guardian, the threat assessment process will still continue in order to ensure a safe and caring learning environment for all.

#### **What Happens during a Violence Threat Risk Assessment?**

Interviews will be conducted with the threat-maker, parents/guardians, faculty, service providers and other individuals whom can provide additional information relevant to the threat and/or threat maker. These interviews will assist the team in determining the level of risk and developing an appropriate intervention plan.

#### **Do I Have to Participate in an Intervention Plan?**

The intervention plan is designed to provide the threat maker with the support necessary to maintain their own and others safety and security. If you have been the subject of a Violence Risk Threat Assessment you are obligated to participate in and adhere to a Student Intervention Plan.



# APPENDIX G

## VIOLENCE PREVENTION INCIDENT REPORT



VPIR # \_\_\_\_\_

### Violence Prevention Incident Report

#### Forward All Completed Reports Within 48 Hours to:

Director of Student Success (for students)  
Occupational Health and Safety Coordinator (for staff)

#### A. General Information

Date of Report (month, day, year)	Date of Incident (month, day, year)	Time of Incident (hour:minute am/pm)
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#### B. Complainant Information

Name:	Contact Information:
Position:	Department:

#### C. Offender Information

Name: \_\_\_\_\_

Approximate Age: \_\_\_\_\_ ☐ Male ☐ Female

Description: \_\_\_\_\_

Relationship between complainant and offender (if any):

☐ Co-worker ☐ Client ☐ Student ☐ Member of Public ☐ Other Specify \_\_\_\_\_

Other details (e.g. use of drugs or alcohol, possession of a weapon):

Apparent Motive:

#### D. Witness(es)

1. Name:	Contact Information:
2. Name:	Contact Information:

#### E. Details of the Incident

Type of incident (e.g. physical injury, verbal abuse, threatening behavior, verbal threat, written threat, damage to personal/other property):

Location of incident (attach sketch if possible):

Outcome (e.g. police called, fatal injury, medical assistance, first aid, emotional shock or distress, legal action initiated):

Other relevant information:

Possible contributing factors:

Relevant events which preceded the incident:

Suggested preventative/remedial action:

**Submit this report to your Manager/Dean (or designate)**

**F. Follow Up**

**TO BE COMPLETED BY MANAGER/DEAN (OR DESIGNATE)**

Identify Incident Level of Risk (refer to Section 5.2 of OHS-007):

☐ I – Alert      ☐ II – Caution      ☐ III – High Risk      ☐ IV – Emergency

Preventative/remedial action taken (e.g. workplace controls, environment, training, work practices, coaching or counseling):

Was Complainant Referred to Support System? ☐ No ☐ Yes - \_\_\_\_\_

**For Level II, III, IV Risks – Incident must be referred to HRAT/HR for the determination of appropriate actions/sanctions:**

Incident referred to: ☐ Student Success (student) Date \_\_\_\_\_

☐ Human Resources (staff) Date \_\_\_\_\_

Recommended disciplinary action/sanction:

Complainant contacted to advise them of the status of the incident: ☐ No ☐ Yes Date: \_\_\_\_\_

How contacted: ☐ Verbal ☐ E-mail ☐ In-person

**REMINDER: WITHIN 48 HOURS, THE MANAGER/DEAN MUST CONTACT COMPLAINANT TO ADVISE THEM OF THE STATUS OF THE INCIDENT**

**G. Manager/Dean Signature**

Name \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_  
(not required if form submitted electronically)

**Forward All Completed Reports Within 48 Hours to:**

Director of Student Success (for students)  
Occupational Health and Safety Coordinator (for staff)

See Loyalist Wiki (<http://loyalistwiki.loyalistcollege.ca/>) under Health and Safety for the Violence Prevention Policy OHS-007.

**CONFIDENTIAL WHEN COMPLETED**

# SHARE THE AIR

## Be Scent Smart & Smoke Free!

Loyalist College is committed to a safe and healthy environment for all.

In consideration of others, please:



### Do not smoke:

- ♦ In any College building
- ♦ In any Residence building
- ♦ In covered patio areas
- ♦ In any vehicle used for College business
- ♦ In bus shelters
- ♦ Within 9 metres of any entrance to a College building
- ♦ At or near any College sports field, tennis courts or play-ground area

For those who wish to smoke, [click here](#) for a map of smoking areas.

### Avoid using or wearing:

- ♦ Perfume or cologne
- ♦ Aftershave
- ♦ Scented hairspray
- ♦ Scented body lotion
- ♦ Scented soap or shampoo
- ♦ Scented laundry soap or fabric softener
- ♦ Air freshener in your office

Scented products can trigger asthma attacks, allergies and other health problems in some people.

## We all share the air!

**LOYALIST**  
MY COLLEGE • MY FUTURE