



# Student Handbook

Alberta

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Replaces all previous versions  
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## **Welcome!**

From our admission process right through to our employment support after graduation, we strive to provide our students with a meaningful experience. It is this dedication that gives our graduates the competitive edge in the workplace.

Once you begin your studies, you will become aware of how our learning process will stimulate, involve, and challenge you to succeed. You will build an impressive skill set in your area of study and gain the interpersonal expertise that will help make you successful.

Our programs are designed to reflect the requirements of the employers in your chosen career field. Throughout your studies, you will work in ways that will mirror what you will find in the workplace. When you complete your program, you will be ready to begin your career.

At Reeves College, you have access to a strong support team that is dedicated to helping you every step of the way. This team consists of your Faculty, Admissions Representatives, Campus Director, Financial Representatives, Student Services, Employment Services Personnel, and Administrative Staff.

Your fellow students are also an important part of this team as they are just as serious about their success as you are. Do not hesitate to speak to any of these people if you need help. We are all here for one reason – your success!!

We congratulate you on making the commitment to further your education and achieve your career goals. We wish you success throughout your program and beyond!

**Mission Statement  
Reeves College**

*We Change Lives through Education*

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## **About This Handbook**

This Handbook contains important information about the academic policies of the College as well as the services provided to you while you are a student at the College. It is an excellent source for information about what is expected of you while you are attending school and the steps that can be followed to ensure your success.

Every effort has been made to ensure the Handbook is accurate as of the date of publication. The Handbook is periodically reviewed and updated as necessary to reflect current academic and operational policies and procedures. Changes are effective when made.

Please take time to read this Handbook and ensure that you have signed the last page of this document and returned a copy to the College.

# ACADEMIC POLICIES AND PROCEDURES

## Admissions

### *Admissions Policy*

Admission to programs at Colleges requires applicants to follow a formal application procedure. The application and admissions process includes an interview with an admissions representative; meeting with a financial administrator or financial planner; validating that the applicant meets the program admission requirements; signing a formal enrolment agreement.

At all times the College is responsible for providing prospective students with accurate information about the programs it offers so that the student can make informed decisions. Admission is based upon applicants meeting the prescribed program admissions requirements. Admission to programs must be approved by the Campus Representative.

Director, the student will be asked to provide the Director with appropriate documentation to support the request. This documentation from an appropriate professional, should reflect the student's





**The administration reserves the right to deny any request that does not meet the educational requirements of the College.**

## REGULATED PROGRAM EXCEPTIONS

### *Dental Assisting*

When a student applies to the Dental Assisting Program requesting Transfer Credits or Prior Learning for courses taken, the application and transcripts are to be forwarded directly to the Dental Assisting Coordinator or program lead in order to make a decision regarding which courses qualify. The following guidelines must be followed in order to allow for the transfer of credit.

- The transfer student has come from a CDAC-accredited Dental Assisting program
- The transfer student submits an official transcript with courses equivalent to the Reeves Dental Assisting curriculum
- The transfer student may be admitted only into the appropriate semester (Phase I or Phase 2)

Student wishing to transfer from another Dental Assisting program whose passing requirement is below 75% will be required to write the Reeves Dental Assisting Challenge Exam and must receive a minimum passing mark of 75% to be admitted.

## TRANSFER OF CREDITS TO OTHER PUBLIC OR PRIVATE INSTITUTIONS

The mission of the College is to help students prepare for entry-level employment in the students' chosen field of study. The value of programs is their deliberate focus on marketable skills and occupational outcomes. Credits earned for programs at the College are not designed as stepping stones for transfer to another institution.

In the Canadian higher education system, transferability of credit is determined by the receiving institution taking into account that school's own policies such as factors as course content, grades, accreditation and licensing. The College does not imply, promise, or guarantee transferability of credits from any of its programs to any other institution.

It is the student's responsibility to determine whether other schools will accept credits acquired from the College. Applicants should be encouraged to make this determination as early as possible.

### **Attendance**

The College expects regular and punctual class attendance. Punctuality is as important as good attendance. Students are expected to attend every class session, in accordance with their contractual agreement. Student absences will be recorded from the first day the class meets. In case of an absence, it is the student's responsibility to notify the College before the start of classes on the day of absence. The student is also responsible for notifying the third party funder, if applicable, of the absence.

Online students are required to sign in to the MyCampus LMS for at least 30 minutes on the first 9 0 Td12.3 (bs)- (he f)-12.3 (0 m)2.

must be deemed as reasonable based on Student Aid's definition of a reasonable excuse. If you miss 5 consecutive days without contacting the College with a reasonable excuse, you will be withdrawn from studies and Student Aid will notified of your withdrawal.

- x Regardless of College approved absences (reasonable excuses), if you have missed 15 consecutive days (including scheduled breaks), you will be withdrawn from studies. If applicable, Student Aid will be notified of your withdrawal and this will result in the immediate termination of your funding.
- x During your time as a student, should you have excess absences that prevent you from successfully completing your program within the scheduled study period (by the contractual end date), Student Aid will be notified of your withdrawal, and notification will result in immediate termination of funding.

When a student is unable to attend class, he or she must demonstrate that there have been unanticipated, extenuating, and mitigating circumstances which prevented his or her attendance. Excused absences include personal illness or illness of a close family member where the attention of the student is required, death of an immediate family member, accident, or other unforeseen circumstances making it impossible for a student to attend class, funeral, personal appointments for acute or preventative health care, and court appearances. Excused absences must be accompanied by written proof. All absences are recorded regardless of the reason for the absence.

Some externally regulated programs have their own set of attendance criteria.

**Note:** Students are required to attend all scheduled classes regularly, including make-up sessions. From time to time, class or practicum/clinical placement schedules may be adjusted to address changing or unexpected circumstances including the temporary interruption of service. In order to ensure students have achieved the required hours of

other benefits, or who are funded by an agency that requires the reporting of attendance, attendance warnings and probation shall be reported to the funding agency and may result in the termination of benefits.

Termination of benefits from a funding agency or student loan funding does not constitute dismissal from the College or program. The student may continue in a program of study if he or she can demonstrate an ability to pay tuition without the assistance of funding, and if he or she has not contravened the sections of this policy and procedure requiring dismissal.

### *Interruption of Studies*

If for any reason a student interrupts his or her studies by being absent from scheduled classes for more than five (5) consecutive days or by missing a scheduled examination, he or she must meet with the Campus Director or Designee. Non-attendance does not constitute notice of withdrawal. The College will consider only two reasons as valid for interruption of studies:

1. Medical Reasons - The student must provide a physician's note attesting to the illness and stating the dates that the student was required to be away from college.
2. Compassionate Reasons - The student must provide a letter explaining the circumstances surrounding the absence. A compassionate reason for absence must meet the definition "a suddenly-arising situation beyond the control of the student."

Re-admission will be considered on a case-by-case basis. Students must submit a written letter to the Campus Director or designee requesting re-admission. The student will be responsible for payment of all fees relating to the College up to and including the date of termination in accordance with the Refund Policy. Students may not be able to resume their program where they left. The student's scheduling and/or completion dates may also be changed as a result.

### **Re-admittance to the College**

Students who have interrupted their studies must re-apply for admission and meet the current admission requirements in place for that program

Students should make an appointment for a formal interview with the Campus Director or designee to initiate the re-admittance process. Students must be in good financial and academics standing in in order to be re-admitted to the College.

Students must be in good financial and academic standing in order to be re-admitted. If proper notice was not given of the absence, a student may be re-admitted under probationary terms. An exception may be made if the student has a valid reason for the absence.

### **Academic Integrity**

Academic Integrity and Honesty are fundamental for the growth and acquisition of knowledge, teaching, and the open and unfettered circulation of ideas. They are the cornerstone of the academic community.

Academic Dishonesty disregards the source of information and ideas and calls into question the accuracy and integrity of educational works. It compromises the values of the College and is unfair to students who pursue their education with honesty and integrity. Academic dishonesty will not be tolerated.

### **Definitions of Academic Dishonesty**

**Cheating** is any act of academic dishonesty. Cheating includes, but is not limited to:

- x Any use of aids such as calculators, phones, crib notes, notes, books, electronic devices, photocopied materials, and AI-generated materials, which have not been expressly permitted during exams or projects;
- x Copying for the purpose of providing an advantage to yourself or another student;
- x Submitting another person's work as your own or providing work for another person to submit as their own;
- x Falsifying or misrepresenting academic records;
- x Intentionally helping or attempting to help another student to commit any act of academic dishonesty (including unauthorized communication with another student in a test or exam);



disciplinary sanctions if the student is found to be in violation of any College regulations during the period of probation.

3. **Suspension** – Separation of the student from the College for a designated period of time, after which the student is eligible to return. Conditions for re-admission may be specified.

4. **College or Campus E**

course/module, he or she may receive the first repeat at no cost. Subsequent attempts will be charged the full cost of the course/module, as well as any other incidental cost. The Campus Director will make a determination based on the circumstances.

Students may only repeat a course if class space is available; courses requiring an outside examination are excluded. All repeated courses will appear on the student's academic transcript however, only the most recent attempt will count towards the program average. Please remember that repeating a course/module is a privilege that the student must earn. The repeating of a course/module is permitted if a student meets the conditions outlined below. All conditions must be met:

1. The student has completed an interview with the Campus Director, or designee.
2. The student has demonstrated good attendance.
3. The student has been punctual for class.
4. The student has demonstrated significant effort.
5. The student has completed all the requirements for the course/module and simply was unable to achieve a passing score on the first attempt.
6. The student has met all other graduation requirements.

### **Test and Exam Rewrites**

Upon appeal to the instructor, a student may rewrite a test, exam, or project when he or she has received a mark below the mark required on an exam or project, unless specifically barred from doing so by the curriculum.

The instructor meets with the student and reviews the material, the student's study habits, motivation, time management, and sets a date to rewrite the evaluation.

The student must wait a minimum of 24 hours and no more than 3 days before rewriting an exam or project.

*If the student successfully passes the re-write exam, the highest grade will be recorded as the rewrite mark. If the exam is provided by an external certifying agency, the exam rewrite policy of the external certifying agency will apply. If the student scores below the minimum passing mark, the higher grade will be kept.*

In the event that a student is unsuccessful on the re-write, he or she must meet with the Campus Director or designee to discuss the options available for continuing in the program of study.

If the student fails the rewrite, no other rewrites will be allowed. There may be an exam cost associated with rewrites in some programs.

**Please note that externally regulated programs may have their own rewrite policy.**

### **E-Resources and Materials**

Students will be granted an access license to e-resources, which includes e-books that are subject to an expiration date beyond program completion. Once any of the e-books have been accessed, the e-book will become non-refundable.

Note: E-book(s) for each course will be made available on the first day of class after attendance has been taken. If you have trouble accessing your e-book(s) please contact your campus Student Services.

There may be elements of a program that may utilize or introduce on-line learning components, or blended learning modules of program delivery during the program.

The course materials, e-books and resources for students are accessible through the college's Learning Management System(LMS). Students are required to bring their own web enabled device (laptop or tablet) in order to access the course materials and resources. Students are responsible for ensuring that their devices are in proper working order and that they are fully charged before the start of each school day.

Students' programs may include the use of hard copy or e-copy textbooks and learning guides-as needed. The College reserves the right to make changes to the adopted text or to the text edition or version used at any time. As with any material, errors may occur in textbooks and learning guides used by the College. The College makes every effort to identify errors and provide errata to students. In the event that errors are discovered in internally generated textbooks or learning guides, the College has a protocol for correction. If errors are discovered, the instructor should be advised.

All students and instructors receive an organizational e-mail address. As part of class preparation, please ensure you have received your e-mail address, as well as access to the Learning Management System (LMS) and all related course e-resources. When communicating with other students or staff, please use the email address provided to you.

Student access to licensed software and services, including email, Adobe cloud, MS Office etc. provided for program studies will expire upon conclusion of studies as follows:

- x Graduated - 6 months after graduation date
- x Terminated - immediately upon termination
- x Withdrawn - 30 days past the date of withdrawal
- x Cancelled – accounts will be deleted for students who do not commence studies

### **Device Requirements**

A device (tablet, notebook, or laptop) suitable to the student's curriculum is required to access LMS course materials and resources.

All devices must be able to connect to the Internet wirelessly via the campus Wi-Fi "*campusnet*" and be capable of fulfilling all curriculum IT requirements.

Students will also need an active, Campus supplied, 9 digit (XXX-XXXXXX) AD (Active Directory) user account and password in order to connect to the campus WiFi "*campusnet*" with their personal device. l8e.ish

### Support

- x Students are responsible for support on their own device
- x Campus will supply wireless (Wi-Fi) Internet connection
- x Campus bandwidth may vary depending on location

### Risks/Liability/Disclaimer

Campus maintains and controls the ownership of all Campus IP addresses.

Campus will not be responsible for:

- x Student choice of hardware, peripherals, operating system, software, applications, or hardware configurations
- x Student usernames or passwords as they apply to student hardware, peripherals, operating system, software, applications, or hardware configurations and consequences thereof if student cannot access the services
- x Student warranties as it applies to student hardware, peripherals, operating system, software, applications, or hardware configurations



IP	In Progress
CR	Prior Learning Credit
CR	Advanced Standing

*Pass (P)*

A “Pass” grade is given for students who successfully complete a course that is designated by only a pass or fail mark (i.e. Practicum). A “P” grade counts toward graduation.

*Withdrawal (W)*

Students who withdraw before 33% of the course has elapsed will receive a grade of “W” (Withdrawal).

*Fail (F)*

Students who do not complete all required components of a course, or who receive a cumulative score of less than 60% in a course will receive a fail. Students who withdraw beyond 33% of a course or who do not complete all of the required assignments in any course will be given an “F” or an “I” at the discretion of the Instructor.

*Incomplete (I)*

An “Incomplete” grade does not remain on the student transcript provided all required assignments are satisfactorily completed within 30 days after the course has ended. Should an “Incomplete” be left unresolved past 30 days, it will automatically become an “F” and remain on the transcript.

*In Progress (IP)*

An “In Progress” notation is given for students who are in the process of completing a module or program component at the time of the transcript issue.

*Audit (AUD)*

An AUD notation is given where students take a course not for credit.

*Advanced Standing Credit (CR)*

A “CR” grade is given for students who successfully completed an accredited course that is transferrable to their program upon entry into the College

*Credit for Prior Learning (CR)*

A “CR” is given where students’ skills acquired through self-study or work experience have been approved for credit toward the program.

All final grades must be submitted by the instructor 5 business days after the last day of class.

**Please note that externally regulated programs may have their own grading scale.**

*Grade Disputes*

A student in disagreement on an academic/education matter should attempt to resolve the issue first with their instructor. If a satisfactory resolution cannot be found with the instructor, the student can seek a resolution with the Campus Director or designee.

Students who feel they have received an erroneous grade must appeal that grade to their instructor and/or Campus Director a maximum of five (5) business days after the start of the following module/course or term. (Externally regulated programs and/or cohort based programs may have their own policy. Check with your Campus Director.) Only final grades may be appealed. If the student and instructor do not reach a resolution, the student may appeal to the Campus Director of the College. The Campus Director, after consultation with the instructor and student, will make a determination. The student, if still dissatisfied, may appeal by following the Dispute Resolution Policy found in this manual.

*Appealing Academic Termination*

Any student wishing to appeal an academic termination may do so in writing to the Campus Director. The student must submit a letter to the Campus Director within ten (10) days of the dismissal letter. The written appeal must state the mitigating circumstances that contributed to the termination. The written appeal must be supported with appropriate documentation of the mitigating circumstances and an explanation on how the circumstances have been remedied or



### *Projects and Course Assignments*

Most courses require completion of one or more projects or other assignments. While the requirements for assignments vary widely, all students are expected to present projects and course assignments for marking in a format that would be acceptable in the workplace. All course requirements will be provided by your instructor.

### **Participation**

The College fosters an environment that closely resembles the work place. We believe that it is important to teach not only academics, but also the attitudes that are required for a successful career.

On campus students should be prepared to participate in the following ways:

1. Attend all class hours scheduled for each course within the program of study.
2. Complete all projects, homework, tests, quizzes and exams as assigned and on time.
3. Participate actively in classes, labs, and placements.
4. Contribute to all discussions, debates, and question periods.
5. Be punctual and remain in class for the full scheduled class time.
6. Be pro-active and responsible for their success and seek help when it is required (i.e. academic, financial, budgeting, guidance, etc.).
7. Demonstrate a commitment to their studies.
8. Progress at a satisfactory rate throughout the program.

retained in the student's file. The Campus Director is notified that the plan is in place. The student is expected to have adhered to the action plan for improvement and to have shown significant improvement by the scheduled review date. If no change is seen, the College may choose to proceed to the next step.

3. Probation. At this step, the student must meet with the Campus Director or designee. The Campus Director or designee will set out the terms and conditions of probation and will set a review date. A copy of the probation document will be given to the student with an original document retained in the student's file. On the scheduled p-1.1 ( w).

as 'incomplete'. If the student is funded by student loans or another agency, the financial administrator will inform the agency of the change in end date and that the student did not complete the program.

The College makes every effort to assure timely and appropriate placements for all qualifying students. In the event that a work experience is not secured in the projected time frame, the practicum coordinator will work to find a placement as quickly as possible.

Students must have met the all of the following requirements in order to be scheduled into a practicum/internship/preceptorship/clinical placement or work related experience. Please note that externally regulated programs may have additional requirements.

- x Successfully passed all modules/courses prior to be considered for placement
- x Attendance record must not have fallen below an average of 80%
- x Satisfied all financial obligations to the College
- x Submitted and have approved all required documentation for the placement by the indicated due date
- x International students must have the required study permits and related documents in hand, to participate (and have the responsibility to remain current with respect to any changes in Citizenship and Immigration Canada policy).

Students can decline to participate by completing the appropriate documents, and as a result will not be eligible to graduate from the program.

## **CAMPUS REGULATIONS**

### **Hours of Operation**

Campus hours of operation vary by location; therefore, students should check with their campus for specific hours of operation.

#### *Instructional Hours*

Classes are normally scheduled in four or five hour blocks - morning, afternoon and evening (where available).

Each class day, regardless of what percentage of the class is in attendance, will start at the scheduled time. Students arriving late may not be admitted to class until after the morning break, unless Student Services or the Instructor has given permission. Check with your Campus Director or designate.

Breaks should last no longer than 10 minutes. Under no circumstances should a class be ended prior to its official ending time. We are required by Rbb 10 minut8 (i)3..1iby Td[nor]-6.4 (( )J0-12.3 (anc)-8 (e)J0 T 5 (e.)-1.1 (c)-8 (i)-0.002 T1 (as)-8 (s)-8

## Security

The College takes every step possible to provide a secure learning environment. Students must also take steps to ensure the security of their work and property. Please follow these simple guidelines:

- Always carry your Student Identification.
- Never give out your password or other personal information that would allow someone to log into the College network using your identity.
- Never leave a “logged in” computer unattended.
- Always keep personal belongings with you.
- Report any suspicious or unsafe activity to a staff member.
- During an emergency, follow the instructions of a staff member.

Students may not allow access to our buildings to unauthorized personal visitors. Common areas, like lobbies, may be open to visitors. We advise our employees to only permit visitors in those areas for a short time and for specific reasons. Students are responsible for accompanying any of their underage visitors at all times.

## Smoking

**AT ALL TIMES**, smoking in any form (including, but not limited to e-cigarettes, rolled tobacco or cannabis) on all college property or at any college function, or any college class, or college class time, or at any function sponsored or supervised by the college is strictly prohibited.

**AT ALL TIMES**, smokers (including, but not limited to e-cigarettes, rolled tobacco or cannabis) shall not congregate at the front of the college buildings and smoke, or leave any cigarette butts or smoking litter in front of the college buildings.

**AT ALL TIMES**, all students shall ensure that the grounds outside the college buildings are kept neat and tidy.

## Statutory Holidays

The College observes statutory holidays as noted below. Colleges are closed on these days. Please be aware that some statutory holidays fall on weekends, which means that the following working day is taken as the holiday.

- New Year’s Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day

## Severe Weather Conditions

In cases of severe weather conditions, e.g. snowstorm, heavy snowfall, and windstorms which cause serious damage, all schools will follow the actions taken by the local public School Board. Staff and students may check the College website to find out whether or not the Campus will be closed. Listen to local news stations to receive information on school closures.

## Student Identification

The College’s Student Identification Card contains your student number and program information. It is important for you to carry your Student Identification Card with you so that it is available at all times when onsite at the campus.

You may be required to produce it as identification for the following:

- Signing out resource materials
- Proof of identification while onsite (e.g. at work experience, field trips etc.)
- Obtaining tuition receipts, transcripts, and other College documents
- At some locations, you may be required to wear your student identification so that it is visible when onsite at the campus

There is a \$10.00 replacement fee for lost or stolen Student Identification Cards.

## Student Printing and Photocopying

Administration office photocopiers are not available for student use. Students are required to make their own arrangements for photocopying. Where possible, coin/card operated machines are made available to students.

## Telephones

Administration office phones are not available for student use. Some **may** have a courtesy (local line only) available for student use. Any student carrying a cell phone must turn it off when entering a classroom, lab, or study area. As a consideration for your fellow students, no cell phone calls (either incoming, outgoing, or text messages) are permitted in the learning areas.

## Children on Campus

From time to time, children accompany parents to campus. If students are conducting a short visit when they are not attending class, they may bring children as long as they are supervising them at all times. Please be mindful, however, that children are not permitted in the classrooms or labs at any time, and are not permitted to use the computer resources.

# COLLEGE POLICIES

## Harassment and Non-Discrimination

The College is committed to providing a positive learning environment where the individual differences of all students and staff are valued and respected. The College neither condones nor tolerates any discrimination or harassing behaviour that undermines the dignity, self-esteem, and productivity of any student or staff member.

The College considers harassment and/or discrimination by any student or staff member to be a serious breach of human rights that requires immediate resolution. Such resolution may include disciplinary measures up to and including dismissal or expulsion.

### *Discrimination and Intimidation*

Discrimination and intimidation as it applies to the College is defined as refusing to participate in classroom and/or other activities because of the race, colour, ancestry, place of origin, political belief, religion, marital status, family status, sexual orientation, physical or mental disability, gender, age, or criminal conviction of any person.

### *Harassment*

Harassment for the purposes of this policy is defined as any unwelcome remarks, behaviours, or communications based on race, colour, ancestry, place of origin, political belief, religion, marital status, family status, sexual orientation, physical or mental disability, gender, age, or criminal conviction which causes offence or humiliation to any person.

### *Sexual Harassment*

Please refer to Appendix 1 - Sexual Misconduct Policy

### *Personal Harassment*

Personal harassment is defined as unwelcome remarks, behaviours or communications directed toward an individual or

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27. Violation of federal, provincial, or local laws and college rules and regulations on college property, or at college sanctioned or college sponsored functions
- 28.

## CONSEQUENCES OF MISCONDUCT

Except where noted above, one or more of the following sanctions may be imposed on any student found to have violated the *Student Code of Conduct* or any of the policies, rules, or regulations of the College.

- x Warning – A notice in writing to the student that the student is violating or has violated the College regulations
- x Loss of Privileges – Denial of specific privileges (such as Internet access) on a permanent basis or for a designated period of time
- x Probation – A written reprimand for violation of a specific policy or an action with conditions set for continued enrolment at the College. (Probation is set for a designated period and includes the probability of more severe disciplinary sanctions if the student is found to be in violation of any College regulation during the period of probation.)
- x Suspension – Separation of the student from the College for a designated period of time, after which the student is eligible to return. (Conditions for re-admission may be specified.)
- x College or Campus Expulsion – Termination and withdrawal from the student's program of study with loss of all campus privileges

The above list is not meant to be progressive or exhaustive, and the College reserves the right to impose the sanction it deems appropriate

### *Netiquette Guideline for Online Learners*

Netiquette refers to Internet etiquette, or manners and good conduct to respect when communicating both in writing and in person on the Internet. These etiquette rules apply to online communication such as e-mail, chat, forums, discussion boards, live classes, and social networking sites. It is especially important to follow Netiquette guidelines when online communication is non-verbal.

### *General Guidelines for Online Communication:*

The basic rules of courtesy, politeness and good conduct to be observed on the Internet include:

1. **Use careful spelling and formatting that make reading easier.** The use of capital letters is considered a shouted word. Their use is therefore to be avoided at any time. For highlighting, it is best to use bold or italics. Spelling errors, and mixed up sentences reflect on you; correct spelling and grammatical construction are necessary, so keep in mind to read your posts before you submit them.
2. **Use proper English language.** It is generally frowned upon to write in texting language. Moreover, try to avoid slang words as much as possible, as this is also an online education environment and slang is considered neither academic nor professional.
3. **Be precise.** Being misunderstood is quite common in online interactions; escape the miscommunication trap by double checking that what appears perfectly clear to you is not confusing your readers. The best way to test your messages for clarity is to read them aloud before you send them; this way, you will be able to see if they make sense.
4. **Avoid overuse of emoticons.** Use emoticons sparingly to express emotion when you feel the message may need the extra signifier to the reader.
5. **Avoid speaking/ writing about confidential data,** since the majority of electronic devices can be subject to failures, eavesdropping or recording. It is also mandatory to respect privacy and confidentiality laws.
6. **Tone down your language.** Because written language lacks the support of facial or voice communication clues,

9. **Be credible.** Finally, be careful not to mislead people when replying to a question. If you are uncertain about your answer, say so. And if you are using the intellectual property of others, e.g. websites, books, blogs, journal articles, etc. to support your argument, always cite your sources. Assigning proper credits when referencing other sources is a sign of being a respectful, responsible, and trustworthy online discussion participant.
10. **Use Discretion.** All in all, never say online what you wouldn't say in real life and to another person's face. Keep these netiquette tips for online discussions in mind, and you will be able to expand your knowledge base and share insights and perspectives with your virtual classmates, enhancing your e-Learning experience.

*Specific Guidelines – E-mail*

The particular rules of courtesy, politeness and good conduct to be observed when using e-mail include:

1. Use the blank carbon copy function ("bcc") to send an e-mail while ensuring the confidentiality of several people who do not know each other.
2. Purge the body of the message of all the previous addresses when "forwarding" a message to ensure the

















## **APPENDIX 1 – Sexual Misconduct Policy**

The College is committed to providing its students with an educational environment free from sexual misconduct, and treating its students who report incidents of sexual misconduct with dignity and respect. The purpose of this policy is to ensure that the rights of those affected are protected.





## ATTENDANCE POLICIES AND STUDENT HANDBOOK AGREEMENT

As a student, you are expected to attend classes on a regular basis and notify the campus immediately of any absences or lateness.

### **What does this mean to you as a student?**

You will be subject to withdrawal based on the following external and internal policies:

- x Student Aid requires private educational institutions to withdraw students who have missed five (5) consecutive days without contacting the College. As a student, you must contact the College and provide documentation either before or during the absence detailing the reason for the absence. Moreover, absences must be deemed as reasonable based on Student Aid's definition of a reasonable excuse. If you miss 5 consecutive days without contacting the College with a reasonable excuse, you will be withdrawn from studies and Student Aid will notified of your withdrawal. ¶28311649.o y'.6 (n)-2 (en N.6 (

**EMERGENCY CONTACT & MEDICAL INFORMATION**

**CONSENT TO USE OF IMA T**