



ACADEMIC POLICIES AND GUIDELINES

Foreword

McKenzie College of Design is dedicated to maintaining high standards and professionalism in all program offerings. Towards this end, the following set of policies and guidelines have been developed in conjunction with and, in support of, the pedagogical model unique to our College – the McKenzie Model. It should be noted that these policies and guidelines are to be used in the spirit of their intent and NOT as a set of legalistic imperatives. Faculty, staff and you, as the student, are expected to study this document carefully in order to intelligently apply the academic policies and guidelines outlined herein.

Welcome from Staff and Faculty

Welcome to McKenzie College of Design! As a private college we strive to be the best in offering cutting edge training in Art and Design

Our industry is exploding with opportunities for people who have the skills and the creative talent to thrive. At McKenzie, we have developed industry relevant programs to meet the needs of a changing creative economy. Never before has change come this fast — to how we work, how we think, and how we create.

Choosing McKenzie College of Design means investing in your creative future — and we're committed to helping you get the most out of that investment. Developing and understanding your abilities and passions will be key to making the most of your time here and we offer you leading technology, current software, and access to our comfortable, creative environment to get you where you need to go.

This document is designed to inform you of the administrative and academic policies and procedures at McKenzie College of Design. If you have any questions or require assistance, we are here to help. This document should be viewed as a statement of responsibilities: yours as a student and ours as your instructors and support staff.

We will work hard to provide you with the best tools and instruction possible. We rely on you to take advantage of our resources in an environment where we CREATE, INNOVATE, & ELEVATE. **Our programs are intense and demanding and require a great deal of effort and commitment on your part in order to be successful.**

We wish you all the best in the coming academic year.

Welcome to McKenzie College of Design.

Mission Statement

McKenzie College strives to deliver education and training in a creative, supportive environment — helping students grow into confident, inspired professionals.

Goals of the College

- Provide on-site certificate and diploma programs in high-demand creative fields.
- Graduate highly skilled and adaptable professionals who welcome change and challenge, and are ready to embrace greater responsibility in the workplace.
- Contribute to the economic development of the local and provincial community through programs that enhance competitiveness and creative talent.
- Provide quality programs in a learning environment that develops students' unique abilities and enhances personal growth.
- Continually assess every facet of the College's programs to ensure relevance to the creative and language education sectors.
- Maintain program relevance and integrity by developing close relationships with the local and provincial community and industry, and with government representatives at national and international levels.
- Maintain an open admissions policy that affords all academically qualified persons access to a unique post-secondary education and training environment.

Storm Days

1. In the likely event of inclement weather classes may be cancelled for a half-day, full day or more, or be delivered online.
2. Cancellation of classes at McKenzie College of Design will be announced on the McKenzie College of Design official website: www.mckenzie.edu and the Official McKenzie College of Design Facebook page prior to 7:00 am.
3. It is the responsibility of you the student to check these sources in order to plan accordingly. If no such announcement is made, the you should assume classes have not been cancelled.

Academic Calendar Year 2026-2027 -

Event	Day	Date
2026		
First day of Classes	Tuesday	September 8
National Day of Truth and Reconciliation	Wednesday	September 30
Thanksgiving	Monday	October 12
Remembrance Day	Wednesday	November 11
Christmas break	Friday	December 18
2027		
First day of New Term	Monday	January 4
Family Day	Monday	February 15
March break	Monday-Friday	March 1 - 5
Good Friday	Friday	March 26
Easter Monday	Monday	March 29
Last day of VAF	Friday	April 16
Victoria Day	Monday	May 24
Last day of VGA, VCD, TVGA	Friday	June 25

The McKenzie Model

The McKenzie Model is our approach to teaching and learning. It focuses on creativity, hands-on collaboration, and applying what you learn to real-world projects.

Our programs balance design and technology, with design as the common thread running through everything we teach. You won't just learn how to use technology — you'll learn how to use it as a design tool.

We believe you learn best by doing: working on projects that reflect industry practice. That's why you're expected to follow project steps and requirements as outlined by your instructor,

How Skills Are Developed

Your skills are built through two types of project modules:

1. **Instructional Project Modules** — These teach you a specific set of skills through related content.
2. **Examination Project Modules** — These test how well you can combine the skills and knowledge you've learned in earlier modules. They're also used when a single project requires you to work across different software programs.

Every module covers four connected topics: **Design Theory and Process**, **Technical Theory and Process**, **Technical Skills**, and **Professional Practice**.

Learning Teams and Teaching Teams

The McKenzie Model is built on two key ideas:

1. **Learning Teams** — You'll learn best by working with others. You'll be placed in small groups of four or five to work on tutorials, research project requirements, and brainstorm design ideas together.
2. **Teaching Teams** — Your instructors bring different strengths and expertise. They work together to make sure everything you're taught fits together into one clear, connected body of knowledge.

The Four A's

Our teaching approach is built on four principles:

1. **Anticipation** — You'll learn better when you know what to expect: what you're learning, when, and how.
2. **Assimilation** — You'll apply what you learn right away through real, industry-relevant projects.
3. **Acquisition** — You'll build new skills through self-directed learning, hands-on discovery, feedback, and presenting your work.
4. **Assistance** — Your instructors are there to guide you — through feedback, grading, and one-on-one check-ins.

How You're Evaluated

Your work is graded on your skills and how well you apply them to real-world projects. Specifically, you'll be evaluated on:

- How clearly you explain your project concept
- How well you use specific design elements
- How you present your final project

The Teaching and Learning Environment

The nature of the McKenzie Model requires our Faculty and you to work together in teams.

Your instructors talk to each other regularly to keep what you're taught consistent, so your learning across different topics comes together clearly and each project builds logically on the last. They'll work with you as a team, encouraging exploration rather than just handing you answers. That's because the McKenzie Model relies on you discovering things for yourself — so instructors act more as mentors and guides than traditional lecturers, using questions and constructive feedback (the Socratic approach) to help you learn. This approach has two goals: to help you connect knowledge, skills, and put theory into practice, and to mirror the real world, where learning and doing happen at the same time.

The McKenzie Model was built to prepare you for the creative Industry — and this industry runs on teamwork, so learning to work well with others is part of the job. In a field that changes quickly, knowing how to learn independently, and through doing, matters just as much as any specific skill. That's why regular attendance matters beyond just being present for instruction: it's your chance to learn from and support your classmates, and to get expertise, feedback, and advice from your instructors in a hands-on, studio-based program.

2.0.0 General Policies and Guidelines

2.1.0 General Information

2.1.1 College policies have been formulated in the best interests of the you, your classmates, and the College. The provisions of this document are not to be regarded as an irrevocable contract between the you and the College. However, changes in College policy are rarely made during a school year, since plans for each session are made well in advance.

2.1.2 McKenzie College of Design reserves the right, out of necessity, to change any policy/guideline contained in this document at any time with or without notice.

2.1.3 McKenzie College of Design reserves the right, out of necessity, to change any requirement contained in this document at any time with or without notice.

2.1.4 The College further reserves the right to require a student to withdraw at any time under appropriate procedures.

2.1.5 McKenzie College of Design also reserves the right to impose probation on any student whose conduct, attendance or academic standing is unsatisfactory.

2.1.6 Any admission on the basis of false statements or documents is void when the fraud is discovered and the student may be terminated on such grounds. In such cases, the student may not be entitled to any credit for work, which he/she may have completed at the College.

2.1.7 Admission of a student to McKenzie College of Design for any academic term **does not** simply or otherwise guarantee that the student will be re-enrolled in any succeeding academic term.

2.1.8 Enrolment in, and subsequent completion of a program of studies does not guarantee full time employment.

2.2.0 Definition of College Facilities and Resources

2.2.1 Facilities, Equipment, and Resources

The following are deemed the property of McKenzie College of Design:

2.2.1.1 All building infrastructure and furnishings owned or leased by McKenzie College of Design

2.2.1.2 All computer resources owned or leased by McKenzie College of Design. These include all computer hardware; peripherals; parts; network cabling and devices; software and related manual, media, and servers.

2.2.1.3 All audio and video equipment and support peripherals; audio and video owned or leased by McKenzie College of Design

2.2.1.4 All books and printed material designated as reference materials

2.2.2 Proprietary McKenzie College of Design Academic and Administrative Resources

2.2.2.1 All proprietary material created by McKenzie College of Design in printed and digital format are considered the property of the College. These include all tutorials (printed and digital); notes and handouts; policy and procedure documents; templates; and guidelines.

2.2.2.2 These documents have been provided to faculty, staff, and you solely to facilitate working and learning at McKenzie College of Design.

2.2.2.3 Faculty, staff, and you have been granted the right to use these materials in the context of teaching, working, and learning at McKenzie College of Design.

2.2.2.4 These documents are the intellectual property of the College and may not be copied, distributed, or sold in any form without the expressed written authorization of McKenzie College of Design.

2.2.2.5 Upon enrolment in any McKenzie College of Design program the student agrees that their likeness may be used by McKenzie College of Design for non-commercial, educational or promotional purposes.

2.2.3 Student Work

2.2.3.1 All work submitted by you as required by the course assignments and projects, or work completed for a portfolio while a student of McKenzie College of Design may be used by McKenzie College of Design for non-commercial, educational or promotional purposes.

2.3.0 Use of Facilities and Resources

Policies regarding the use of College Facilities and Resources have been formulated to meet four specific objectives:

- To ensure that the investment in these resources benefit all faculty, staff, and you;
- To ensure that our facilities and resources are used to promote the enormous talent and abilities of our you and graduates;
- To ensure the maintenance of an environment conducive to creative work and learning; and;
- To ensure the maintenance of a healthy, safe, and professional environment.

McKenzie College of Design invests significantly towards the provision of excellent facilities and resources for faculty, staff and you. Most of these are shared resources. The following policies have been designed in order to ensure that these facilities and resources are maintained for the benefit of all:

2.3.1 Unless specifically designated or authorized, no equipment, software, books, audio/video and digital media may be removed from College premises without authorization from College Administration or Faculty.

Members of various Industries regularly frequent the College. In order to ensure that the Campus presents itself in the most professional manner, the following policies have been designed:

In an effort to promote the school and the interests of the you, you fellow classmates, College administrators and instructors often display student work on College premises.

2.3.2 These displays may not be removed without permission.

2.3.3 Unauthorized removal of displayed work shall be considered acts of theft and/or vandalism.

2.3.4 Destruction and/or defacement of displayed work shall be considered acts of vandalism.

In order to keep faculty, staff, and you informed, the College provides bulletin boards on campus, these bulletin boards are used to provide all with notices, announcements, and reminders of important information; upcoming events; job openings and other opportunities; and student loan bulletins, etc. Also, our classroom are equipped with whiteboards that are used primarily for instructional purposes and to post important notices from instructors and campus administrators. These policies have been designed to ensure that these resources are used appropriately:

2.3.5 Authorization must be obtained from an instructor or campus administrator before any notice, memo, announcement, and/or bulletin may be posted on any notice/bulletin board or wall on campus property.

2.3.6 Defacement, destruction, and unauthorized removal of any of the above-mentioned shall be considered acts of vandalism.

2.3.7 Numerous visitors frequent our campus facilities – offensive and/or denigrating messages or drawings on whiteboards on campus property is strictly prohibited.

The following policies ensure a positive, respectful educational environment that is conducive to creative work and learning:

2.3.8 You are permitted to use your laptop or phones to listen to music and other audio material while you are working but you must use headphones at all times. you are not permitted to view videos, use streaming services, facebook, email or text during class time.

- The use of headphones are not allowed while a instructor is teaching or showing a demo.
- The use of headphones are not allowed while your classmate is presenting their work
- The use of headphones are not allowed while we have a guest speaker.
- During demos, presentations, and guest speakers your laptop should be closed or put away. Unless otherwise told by a McKenzie Staff member.
- **If any student is caught using headphones under these conditions there is a 5% deduction off their mark from their current project.**
- **REPEATED OFFENSES WILL BE SUBJECT TO THE SAME PROGRESSIVE CONSEQUENCES AS ABSENCES (SEE POLICY 4.7.1)**

2.3.9 You are expected to turn your phones to silent and refrain from answering phone calls and messages while class is in session. If you expect an urgent phone call on a particular day, please ask your instructor for an exception to this rule. you may be asked to put your electronics in your bags if devices seem to interfere with learning.

- The use of cellphones are not allowed to be used for streaming purposes.
- The use of cellphones are not allowed while a instructor is teaching or showing a demo.
- The use of cellphones are not allowed while a student is presenting their work
- The use of cellphones are not allowed while we have a guest speaker.
- **If any student is caught using cellphones under these conditions there is a 5% deduction off their mark from their current project.**
- **REPEATED OFFENSES WILL BE SUBJECT TO THE SAME PROGRESSIVE CONSEQUENCES AS ABSENCES (SEE POLICY 4.7.1).**

2.3.10 To promote learning and to realistically mimic the workplace, you are afforded a high degree of control over their configuration and operating parameters including the installation of desktop pictures, themes and screensavers. To promote creativity, you are permitted and even encouraged to design and install your own desktop pictures, themes, and screensavers. However, desktop pictures, themes, and screensavers must be professional and respectful of others. Any desktop picture, theme and/or screensaver that may be deemed sexually, culturally, or ethnically offensive is strictly prohibited.

The following policies ensure the maintenance of a healthy, safe, and professional environment:

2.3.11 Only faculty and staff may access College facilities after 4:30 p.m. if you wish to access the college after 4:30 p.m. you must be accompanied by a faculty member.

2.3.12 Photo ID's are issued as student cards.

2.3.13 College premises, facilities, or resources (including all computer hardware and software resources) may not be used for the personal solicitation of funds or for commercial purposes.

This includes solicitations for charitable or community organizations.

2.3.14 College premises, facilities, or resources may not be used for social events without obtaining permission from College Administration.

2.3.5 A mandatory building security pass is issued to you. You must NOT give the security pass to anyone. Pass must be carried/worn while on campus. Pass remains property of the college and must be returned upon withdrawal, graduation, or program completion.

If lost or stolen report immediately to Cathy (ccormier@mckenzie.edu) so the card can be cancelled. **A replacement fee is \$45.00.**

2.4 Alcohol & Drug Policy

1. Purpose

The purpose of McKenzie College of Design's Alcohol & Drug Policy is to promote a safe and healthy learning environment by reducing the risks associated with substance use and supporting members of the McKenzie community who are affected by it.

2. Scope

This policy applies to every student of McKenzie College of Design, while:

- on College premises;
- attending College-sponsored events, field trips, or off-site activities; and
- engaging with College staff, faculty, or fellow you in any official College capacity.

3. Definitions

Fit to Study: Able to complete assigned academic tasks and participate in class interactions (Discussions, Feedback/Review sessions, one-on-one instructor meetings) safely and effectively.

Impairment: An abnormal physical, mental, or emotional state that renders an individual unfit to perform their assignments safely.

Substance Use: Includes the use of alcohol, legal drugs, illegal drugs, prescription medication, or over-the-counter medication that affects how any student thinks, feels, or acts.

4. Policy Statement

You are expected to attend classes, workshops, and all College-related activities in a fit-to-study state. You must not be impaired by alcohol or drugs, including cannabis, while on College premises or participating in College-sponsored activities. You are responsible for understanding whether any prescription or over-the-counter medication you are taking may affect your ability to safely and effectively complete your coursework. If you believe a medication may impact your fitness to study you encouraged to speak confidentially with a member of College staff in advance.

The possession, sale, or distribution of illegal drugs on College premises or at College-sponsored events is prohibited and may be reported to law enforcement, in addition to any College response under this policy.

5. A Support-First Approach

McKenzie College of Design recognizes that substance use concerns are often health matters, not solely conduct matters.

Where a concern about a classmate's substance use or impairment arises, the College's first response will be supportive rather than punitive, including:

a private conversation between the student and a staff member (e.g., Registrar or instructor) to understand the situation; referral to appropriate counselling, health, or community support resources; and reasonable academic accommodations while your classmate addresses the concern (e.g., short-term deferral, adjusted deadlines), where appropriate. Disciplinary action under the College's Code of Conduct will be considered only where:

- A student's behaviour while impaired creates a safety risk to themselves or others;
- A student is found in possession of, selling, or distributing illegal drugs;
- A student refuses reasonable support or accommodation and impairment or substance use continues to affect their fitness to study; or
- There is a repeated pattern of concerns after support has been offered.

6. Reporting a Concern

Any staff, faculty member, or student who observes signs of impairment or has a substance use concern about a student should report it promptly to the Instructor or Registrar. Reports will be handled discreetly and with care for the student's privacy. Where there is an immediate safety risk (e.g., a student appears significantly impaired in class), staff should prioritize immediate safety — removing the student from the activity — before addressing the broader concern.

7. Confidentiality

Information shared under this policy will be treated as confidential and shared only with those who need to know in order to support the student or address a safety concern, in accordance with the College's privacy obligations.

4.0.0 Academic Policies

The Academic Policies of McKenzie College of Design have been crafted to ensure the highest of academic and professional standards.

4.1.0 Course Load - Adding/Deleting Courses

4.1.1 The course load and schedule at McKenzie College of Design are predetermined. Since every student is allotted the maximum number of courses, no course may be added.

4.1.2 Deleting courses, unless pre-arranged with the consent of your instructor and the Registrar, will render the student deficient in total courses necessary for graduation.

4.2.0 Failure, Redo, and Make-up Assignments/Projects

4.2.1 A final grade below 70% is considered a Fail.

4.2.2 If you get a failing grade you have two options.

- You may choose to undertake to redo the project or assignment following specific guidelines outlined by the instructor of record or,
- When deemed necessary by the instructor of record, you may complete a special make-up assignment/project.

4.2.3 you may use McKenzie's facilities to complete the project; however, classmates currently enrolled will have priority access to available equipment during school hours.

4.2.4 If the resubmitted project is deemed to be satisfactory, the student will receive a maximum mark equal to the minimum-passing grade for that course which is 70%. (Also Article 4.11.0 – Grading Policy)

4.2.5 Redo and Make-up Assignments may only be undertaken if you have received a failing grade. This mechanism MAY NOT be used to improve upon a passing grade.

4.3.0 Scholastic Deficiency

McKenzie College of Design is committed to helping you succeed in your studies. To do this, you are kept abreast of your scholastic performance and are warned if you are falling behind. The following are our policies with regards to Scholastic Deficiencies (Also see Article 4.5.0 – Academic and Administrative Probation):

4.3.1 A student is deemed to be in scholastic jeopardy and scholastically deficient if any of the following conditions are met:

- 1.If the student performs below passing in two consecutive project modules;
- 2.If the student's overall performance places him/her in jeopardy of not being able to make the minimum overall passing grade in his/her program of studies;
- 3.If the student displays a trend in late submission of work which is defined as two consecutive late submissions or three non-consecutive late submissions.

4.4.0 Withdrawal

4.4.1 If a student wishes to withdraw from McKenzie College of Design, the student must submit a written notice by the WITHDRAW FROM PROGRAM FORM to the Registrar. Such notice should contain the reason for the withdrawal.

4.4.2 The request for withdrawal will enter an approval process.

4.4.3 As part of the approval process, a meeting shall be conducted between the student, a member of administration and/or the college president.

4.4.4 In the case of approved withdrawal, you shall be refunded tuition in accordance with the Tuition Refund Policy 5.2.0 as per the Private Occupational Training Act and Regulations.

4.5.0 Academic and Administrative Probation

4.5.1A student may be placed on Academic Probation for disregarding academic policies.

Causes for being placed on Academic Probation include:

- Failure to meet minimum educational standards as defined under Article 4.3.0 – Scholastic Deficiency;
- Failure to meet academic student responsibilities as enumerated elsewhere within this document;
- Disruptive, or otherwise inappropriate conduct;
- Unsatisfactory attendance and/or tardiness as defined in Article 4.7.0 – Attendance and Tardiness; and
- Conduct prejudicial to any individual, the class, program, or College.

4.5.2 A student may be placed on Administrative probation for disregarding non-academic policies. Causes for being placed on Administrative Probation include:

- Non-payment for services rendered by the College;
- Failure to meet non-academic student responsibilities as precisely written elsewhere within this document;
- Criminal, disruptive, or otherwise inappropriate conduct;
- Failure to comply with non-academic policies listed in this document; and
- Conduct prejudicial to any individual, the class, program, or College.

The faculty and staff of McKenzie College of Design make every effort to treat you with fairness and grace. Towards these ends, the following procedure shall be followed in placing a student under Academic and/or Administrative Probation:

Administrative Probation:

- On first offense, the instructor(s) of record and/or a College administrator shall formally warn you verbally. A Student Performance Form (see appendix) detailing the substance of the meeting and it shall be recorded in your file after the verbal warning is given. It is not required to present, to the student during the first offense.
- On second offense, the instructor(s) of record and/or a College administrator shall issue a second Student Performance Form and meet with you. At this meeting, you will be presented with the Student Performance Form and a resolution plan is to be determined between you and instructor/college administrator. The resolution agreed upon is to be documented and signed by you and instructor/college administrator. Copy of said form shall be filed in the your records.

- On third offence, you shall be placed on Academic and/or Administrative Probation. You will be required to sign a Compliance Contract (see appendix) The Compliance Contract shall clearly spell out:
 - The nature of the offense(s);
 - The conditions that you would have to comply with to ensure the lifting of the probation;
 - The duration of the probation;
 - If you are under the age of majority, a waiver to authorize the College to contact the student's parents or guardian without your authorization; and
 - The consequences of continued non-compliance.
- Copies of the Compliance Contract will be filed in your records.
- Failure to comply with the conditions outlined in these contracts may result in the withholding of Diplomas and/or Transcripts, suspension, and/or dismissal
- Refusal to sign a Compliance Contract shall result in immediate dismissal.

4.5.5 You may be placed on Academic and/or Administrative Probation only twice per academic year. You may be dismissed immediately after any non-compliance of the Compliance Contract.

4.5.6 Payments and Payment Plans

If you are unable to pay your tuition and fees in full at the time of registration may arrange a payment plan through the Registrar's Office, subject to the following terms:

PLAN	NUMBER OF PAYMENTS	INTEREST
2 Payment Plan	2	No interest
4 Payment Plan	4	5%
Monthly Payment Plan	Monthly Installments	7%

Administrative Fee

A non-refundable administrative fee of \$30 applies to payment plans (except 2 payment plans)

Late Payments

A late payment fee of 5% calculated on the missed installment will be applied to any payment not received by its due date.

Graduation Requirement

All your outstanding fees, including any applicable interest and late payment charges, must be paid in full no later than one (1) week prior to the graduation ceremony. If you have an outstanding balance after this deadline you will not be permitted to:

- Attend the graduation ceremony,
- Participate in the graduation art exhibit, or

Withholding of Documents

Transcripts, certificates, and diplomas will be withheld until the student's account balance is paid in full. Requests for these documents cannot be processed while a balance remains outstanding.

4.6.0 Dismissal

4.6.1 A student may be dismissed from McKenzie College of Design for disregarding administrative and academic policies. Causes for dismissal may include:

- Failure to meet the conditions prescribed under the conditions of Academic and/or Administrative Probation (see Article 4.5.0)
- Refusal to comply to conditions leading up to and including Academic and/or Administrative Probation;
- Extended unexcused non-attendance in excess of a total of 14 days;
- Criminal conduct. A student may be dismissed summarily for any criminal conduct.

4.6.1 In the case of dismissal, you shall be refunded tuition in accordance with the policies of the applicable provincial Department of Education.

4.7.0 Attendance and Tardiness

As described in the McKenzie Model, regular and timely attendance is vital to be successful at McKenzie College of Design. As such, regular class attendance is essential to proper academic progress and is expected. Unexcused absences will result in a lowered achievement rating and an undesirable record.

The following are our policies with respect to attendance:

4.7.1 In accordance with the Canadian Government's International Student Program requirements, McKenzie College of Design will collect and submit records of international student attendance and/or proof of advancing in the program to the federal government. These records will be submitted on an annual basis, or more frequently at the discretion of the federal government. Such reporting will comply with applicable privacy legislation.

4.7.2 Excused absences shall be granted only for sickness and on compassionate grounds.

4.7.3 In the case of sickness, a medical excuse must be provided from a qualified health care practitioner – the excuse shall be submitted to the student's instructor within two school days of the student's return to class. The instructor shall file the medical excuse with the student's attendance records. This letter **MUST** have an original signature of a qualified health care practitioner, digital signatures are not accepted.

4.7.4 Compassionate leave of absence must be sought in writing from the student's instructor. An excused absence will be granted only for the following:

- Death or illness in the family – a letter from a parent or guardian will also be required if the student is below the age of majority. The written request for absence and/or letter from the student's parent or guardian must be submitted to the student's instructor within two school days of the student's return to class. The instructor shall file these documents with the student's attendance records.
- Time critical and essential errands and or appointments/meetings outside the school – these include: The securing of student loans and other professional/legal appointments;
- Signing of leases of residence but not the seeking of places of residence or moving;
- Interviews for job placements; and Research for required projects as specified by the instructor.

These excuses must be sought in writing from the instructor at least one day before the date of absence.

4.7.1 A student is considered to be excessively absent from a course when:

- you miss three days of class, you will receive a verbal warning. If you who miss five days of instruction will receive a written warning and after 10 days you may be put on Academic Probation
- When total unexcused absences equal the number of periods of instruction scheduled in one calendar week; and/or
- When absences indicate non-compliance with an approved instructional attendance policy.

4.7.1 If your are absent without excuse for 14 days in total will be subject to dismissal as per Article 4.6.0. Such determinations will be made on an individual, case-by-case basis.

4.7.2 Tardiness – you are expected to be on time for all classes. Academic probation and/or dismissal may result from extreme cases of tardiness. If you anticipates being late, you must notify instructor or the college administrator prior to class start via phone or email

4.7.3 Failure to notify their instructor or the college administrator prior to class start will be marked absent for a half-day.

4.8.0 Extensions

4.8.1 Extensions for project and assignment deadlines shall be granted only if you have missed work due to excused absences and delays brought about by events beyond the student's control. These delays include:

- Hardware or software failure resulting in significant loss of time or the student's work (loss of work due to faulty data management practices will not be considered as grounds for extension);
- Other extenuating circumstances beyond the student's control not covered in this document – the validity of these circumstances shall be individually determined by the instructor based on his/her good judgment.

4.8.2 In an emergency, which causes a student to be absent, it is the student's responsibility to make arrangements with the instructor to complete missed work. The instructor will then decide, based on College policy, if the student should be permitted to make up missed work or if other action should be taken.

4.8.3 If an extension is granted, a reasonable due date must be set for the completion of the work. The amount of time allotted to the extension must not exceed the total amount of missed time and no time shall it unfairly advantage the student who has been granted the extension over other you.

4.9.0 Testing

A certain amount of classroom testing is necessary for each course.

4.9.1 You must complete the required tests and exams on the schedule required by the instructor in order to receive a passing grade.

4.9.2 All tests and examinations will be announced in advance so that a student may prepare.

4.9.3 Any test or examination not completed by the deadline set by the instructor may result in an automatic failure of that particular test unless specific arrangements are made with the instructor.

4.10.0 Projects and Assignments

All courses include assignments and projects.

4.10.1 You must complete the assignments and projects required by the instructor in order to receive a passing grade.

4.10.2 Any work not completed by the deadline set by the instructor will result in a per day penalty of 10% per day up to three days or 30%. Work handed in later than 3 days of a project or assignment deadline **may received a failing grade of 55%.**

4.10.3 Any work handed in later than 3 days of a project or assignment deadline may only receive a maximum grade equivalent to the minimum passing grade set by the College (see Article 4.11.0 – Grading Policies for details)

4.10.4 In some cases, under extenuating circumstances, you may make arrangements with the instructor to pass in an assignment late. The key is two-way communication between the instructor and the student. Arrangements must be made beforehand, not after the fact. If you are granted permission to hand in an assignment or project late, the stipulation in Articles 4.8.3 and 4.8.4 must be applied.

4.11.0 Grading Policy

McKenzie College of Design maintains high academic standards that reflect the requirements of the Industry. These standards are enforced and tested in time-critical assignments, projects and exams that require our you to meet the qualitative, quantitative, and time limitations of the workplace.

McKenzie College of Design adopts a unique grading scheme that keeps you informed of your progress throughout your studies. This grading scheme was developed in recognition of the need to indicate with fairness and clarity how performed from two opposing perspectives. First, you need to be informed on your level of achievement based upon the expectations of industry and second, you also need to be kept apprised of your performance based on a level of reasonable achievement given the amount of instruction that you have received at any given point in the program.

To ensure that you are kept informed of your preparedness, the following grading policies have been developed:

4.11.1 Instructors shall provide you with a clear description of the evaluation criteria to be used for all projects, assignments, tests, and exams at the beginning of each course. Instructors shall mark and return all your work within 10 business days.

4.11.2 Evaluation sheets shall contain a detailed breakdown of the grade received and rationale for grade assigned.

4.11.3 The passing grade for all projects, assignments, tests, and exams is set at C or 70%.

4.11.4 Beginning with and including the Mid-Term Examination Project, with the exceptions listed in Article 4.11.6 governing grading of late work and make-up projects and assignments, you shall be assigned a single "Grade of Record" for all projects and assignments. This grade shall be calculated based upon the Industry Standards as outlined in Article 4.11.5.

4.11.5 The "Grade of Record" for all projects and assignments up to but not including the Mid-Term Examination Project shall be determined based upon the following scale:

90% to 100% A Excellent work based upon reasonable expectations of student progress

80% to 89% B Very good work based upon reasonable expectations of student progress

70% to 79% C Good work based upon reasonable expectations of student progress (Pass)

69% and less F Unacceptable work based upon reasonable expectations of student progress

4.11.6 As per Article 4.2.0 governing Failure, Marginal Failure, Redo, and Make-up Assignments/Projects and Article 4.10.3 governing Late Work Submissions, the following grading policies shall apply:

- Work submitted within 3 days of the specified due date shall be penalized at a rate of 10% per day up to a total of 30%.
- Satisfactory work submitted in excess of 3 days from the due date shall not receive a Grade of Record in excess of 70%. In these instances you will be assigned an "Indicative Grade" determined based upon the grading scale prescribed in Article 4.11.5. This grade would give you a sense of how you would have performed in relation to Industry expectations had you submitted the work on time. The penalty for late work would also reflect the unforgiving nature of missed deadlines in practice.
- You may only undertake to improve upon a failing grade or marginal failure through Redo and Make-up Assignments and Projects as outlined in Article 4.2.0. Provisions for Grade Appeals and Changes are provided for in Article 4.12.0.
- The maximum grade that a student may be assigned as a Grade of Record is 70% for Redo, and Make-up Assignments and Projects. If the remedial work is satisfactory, you will also be assigned an "Indicative Grade" determined based upon the grading scale prescribed in Article 4.11.5. This grade would give the student a sense of how he/she would have performed in relation to Industry expectations had he/she passed the project on the first attempt.

4.11.7 All written tests and examinations shall be graded based upon the grading criteria predetermined by the Instructor. In the case of written tests and examinations Articles 4.11.5 to 4.11.6 do not apply.

4.12.0 Grade Appeals and Changes

4.12.1 Any student may appeal an assigned grade.

4.12.2 **A Grade Appeal must be submitted within 10 working days of the assignment of the grade in question.**

4.12.3 Grade Appeals must follow the Grade Appeal policies and procedure described in Article 4.12.4

4.12.4 Procedure and Policies for Grade Appeals

4.12.4.1 Should you fail to make the passing grade of 70% in any Project Module or Exam, you have three courses of action open to them:

1. Firstly, you can discuss the project with the instructor of record to determine grade reassessment or a suitable course of remedial action.
2. If an acceptable resolution cannot be reached with the instructor, you may then request a formal grade reassessment with the office of the Registrar. The procedure and policies for a formal appeal of grade is as follows:
 - a. Student is to complete a **Grade Appeal Form** detailing the Project Module particulars and outlining the grounds of the appeal (See Appendix for Sample)
 - b. The instructor of record will be advised of the grade appeal and shall formulate a written response outlining the rationale for grade assigned.
 - c. The instructor of record will also submit, with his/her written response the following documents:
 - i. Project Outline and Description including any handouts detailing assessment criteria and weigh
 - ii. Grades for all you in the class
 - iii. The project (including all digital files and written documentation) of the student appealing the grade
 - iv. Three pieces of comparative work from the same class: one in excess of 5 percentage points above the grade appealed; one within $\pm$ 4 percentage points of the grade appealed; and one in excess of 5 percentage points below the grade appealed.
 - d. The Office of the Registrar will then convene a Grade Review Committee, which shall be made up of the Registrar or designate; and one instructor who is knowledgeable in the subject matter dealt with in the Project Module. No member of the Grade Review Committee shall have any direct involvement in the initial grading of the Project.
 - e. The Review Committee may choose, at their discretion, to meet with the student appealing the grade and the instructor of record.
 - f. The Review Committee shall review the grade and based upon the assessment of the work alone choose one of the following actions:
 - i. Grade unchanged with or without recommendation for remedy as per Article 4.12.4.3 below
 - ii. Grade increased
 - iii. Grade reduced with or without recommendation for remedy as per Article 4.12.4.3 below
 - g. The decision of the Grade Appeal Committee is final.
 - h. If you are still dissatisfied with the recommendation of the Grade Review Committee, he/she may then make an appeal to the Department of Post-Secondary Education, Training and Labour as per their policies.

4.12.4.2 An instructor may correct any appealed grade after initial consultation with the you making the appeal. A grade change at this stage need not be formally reported to the Registrar of the College. However, once a formal grade reassessment request has been made to the office of the Registrar, the instructor may only make a grade change in his/her written response. In this instance, if you are satisfied with the grade change, the Appeal process is terminated and all documents filed. You may also choose to proceed with the Appeal Process at which point the Grade Review Committee shall be the only authority for any grade changes.

4.12.4.3 **Correction and Resubmission:** A student may, after consultation with the instructor of record be asked to correct any deficiencies in their submission and re-submit the project for grading. In these instances, the recorded grade should indicate that Correction and Resubmission has taken place. Unless extraordinary circumstances exist, the award of Honours and Awards at the time of Graduation must take this into account. If correction and resubmission is adopted, a specific but reasonable due date must be set. Also, any corrective work shall not result in extensions or other special dispensations in class attendance, participation, and ongoing Projects and class work.

4.13.0 Plagiarism

4.13.1 Plagiarism is the form of academic dishonesty in which an individual submits or presents the work of another person or other entity (corporation, copyrighted material, etc...) as his or her own.

4.13.2 Additionally, when one uses excerpts or takes over another person's line of thought, argument, design, arrangement, or supporting evidence, the originator of such material must be acknowledged through footnotes and appropriate citation.

4.13.3 Complete plagiarism exists when a whole piece of work is copied from an author, or composed by another person and presented as original work.

4.13.4 All forms of academic dishonesty, including misrepresentation in essay and/or project work are considered serious offences within the College and will be dealt with accordingly.

4.14.0 Cheating

4.14.1 Cheating is the use, possession, receipt or transmission of unauthorized information pertinent to the subject of any supervised test during such test or examination, or an attempt to commit the same. This also applies to assignments and projects.

4.14.2 In a case where there is no evidence of premeditation or preparation, the instructor may require a substitute examination or project, or may assign a grade of zero for the test, examination, or project at which the offence occurred.

4.14.3 If evidence of premeditation is presented, you will receive a grade of zero in the course, and further penalties may be recommended.

4.15.0 Graduation

4.15.1 In order to graduate from McKenzie College of Design you must:

- Successfully complete all required courses in the program.
- Complete all records, files, projects, assignments and examinations as necessary;
- Maintain satisfactory attendance; and
- Fulfill all financial obligations to the College.

4.16.0 Honours and Awards

At the graduation of each class, McKenzie College of Design celebrates the achievements of the top you from each of the program offerings. The following are the policies governing the selection of these honourees:

4.16.1 **Honour Roll** – In order for a student to be selected to the Honours Roll, you must:

- Achieve an overall program average of 85% with not more than one grade less than 80%;
- Demonstrate exemplary professional conduct and behaviour throughout their course of studies; and
- Maintain an exemplary attendance record with no more than a total of 3 unexcused absences throughout their studies.

4.16.2 **President's List** – In order for a student to be selected to the President's List, you must:

- Achieve an overall program average of 90% with not more than one grade less than 85%;
- Demonstrate exemplary professional conduct and behaviour throughout their course of studies; and
- Maintain an exemplary attendance record with no more than a total of 3 unexcused absences throughout their studies.

4.16.3 **Most Improved Student** – Each year, the Faculty and Staff of McKenzie College of Design elect one student from the graduating class as the student who has demonstrated the greatest improvement. The selection of this student is based upon:

- The student's ability to qualify for graduation as per Article 4.15.0;
- A significant and sustained improvement in academic performance throughout the program;
- The student's demonstration of exemplary professional conduct and behaviour throughout their course of studies; and
- The maintenance of an exemplary attendance record with no more than a total of 5 unexcused absences throughout their studies.
- A majority vote of the instructors of record for the student's program of studies.

5.0.0 Student's Rights and Responsibilities

5.1.0 Student Support

5.1.1 Student services are offered through the McKenzie Admissions and Advising Office. Services include information and supporting documentation for:

- i Visa and study permits
- ii Working in Canada
- iii Financial planning
- iv Health insurance
- v Life services and activities such as housing, transportation, sports, clubs, etc.

5.2.0 Tuition refund policy (As per the Private Occupational Training Act and Regulation)

When instruction has actually commenced and the student has voluntarily withdrawn, in writing, from the occupational training program, the training organization is entitled to the following:

5.2.1 Proportion of the tuition fees applicable to each quarter of the occupational training program completed.

5.2.2 The duration of the occupational training program as expressed in the contract will be divided into quarterly increments or, if the duration is not expressed in the contract, the total number of hours will be so divided,

5.2.3 A quarter shall be deemed to be completed if instruction has actually been undertaken in that quarter and previous quarters have been fully completed, no refund shall be given when the student has begun the last (4th) quarter.

5.3.0 Supplies and Materials

McKenzie College of Design has invested considerable time and effort in identifying the best learning materials available for our courses. More importantly, the use of required supplies, hardware, software and/or textbooks is critical in succeeding in the program.

5.3.1 Purchasing of required supplies at the beginning of each semester is mandatory, unless otherwise notified.

5.3.2 you will not be given supplies, hardware, software or textbooks on credit.

5.3.3 if you do not have the required supplies for a course may be denied access to that course at the discretion of the instructor.

5.3.4 A list of required supplies, hardware, software and/or textbooks will be given at the start of each course, if applicable.

5.4.0 Address & contact person

5.4.1 you are required to have a current mailing address, telephone number and email address on file at the administration office.

5.4.2 you are also required to provide a current mailing address, telephone number and email address of an individual who should be contacted in case of emergencies. For you below the age of majority this individual MUST be a parent or guardian.

5.4.3 Any changes to the above-mentioned information must be reported to the Administration immediately.

5.5.0 Student conduct

5.5.1 you enrolled at McKenzie College of Design are expected to conduct yourself in a manner that will reflect credit to the College, the community, and yourself.

5.5.2 Each student, by registering, assumes the responsibility to become familiar with and to abide by the general regulations and rules of conduct listed. If found guilty of violation of any of these rules, you may be subject to the placing of a hold on your record; the withholding of grades, credits, transcripts, or diplomas; disciplinary probation, or dismissal.

5.5.3 The following actions are prohibited at or on any College property and may result in disciplinary action:

1. Possession or consumption of alcoholic beverages (See Alcohol and Drug Policy);
2. Use possession, sale, distribution or any other transaction of drugs;
3. Cheating in any form;
4. Stealing;
5. The use of indecent or abusive language;
6. Vandalism or destruction of property;
7. Falsification of College records;
8. Assault or physical abuse;
9. Unauthorized entry and/or occupancy of College facilities;
10. Violation of McKenzie College of Design Workplace Harassment Policy (See appendix A).

5.6.0 Student Grievances

5.6.1 You have the right to appeal any of the following:

- A violation of rules and/or procedures of the College;
- Arbitrary or capricious action by a College employee;
- Improper removal from the College or a program of the College for academic reasons;
- Improper denial of admission or readmission to the College or a program of the College;
- Information contained in the student's record.

5.6.2 Should a student have a complaint or grievance, he/she must follow the McKenzie College of Design Complaint Resolution Policy outlined in Article 5.7.0.

5.7.0 McKenzie College of Design Complaint Resolution Policy

5.7.1 At any time before, during, or after their program, you are invited to speak to any College official to ask for information or advice in any number of areas affecting student life at McKenzie College of Design. While we do not profess to be experts, we can listen and do our best to direct your concerns through the proper channels, or to mediate for you if necessary. If the concern or complaint is of a more serious nature, the following policy is to be followed:

5.7.2 General concerns/complaints are to be directed to their instructor.

5.7.3 If the concern/complaint concerns their instructor, you are to direct the concern/complaint to the Registrar.

5.7.4 The person/persons issuing the complaint shall meet with the designated college official to discuss and review the issue. At this time, if resolution is not possible through immediate action acceptable to parties involved, the Student Complaint Form should be completed and signed by the person/persons issuing the complaint, then given to the appropriate college official.

5.7.5 The college official(s) will address the complainant's documented issues with the appropriate persons and/or the areas of concern and review all information in order to resolve the issues in a reasonable and appropriate manner.

5.7.6 The college official(s) will then review a course of action developed from the complainant's and respondent's written remarks to provide for an appropriate resolution, to be agreed upon by parties involved.

5.7.7 If, at this time, the above process does not meet with complainant's or respondent's approval, the complaint then can be presented to the applicable provincial Department of Post-Secondary Education Training & Labour

6.0.0 Computer Use Policies

6.1.0 Introduction

6.1.1 The McKenzie College of Design computer network consists of a school-wide wireless network. Users must meet certain responsibilities and are subject to certain limitations. Those who fail to meet these responsibilities or fail to operate within these limitations may have their network privileges suspended or revoked.

6.2.0 Disclaimer

6.2.1 McKenzie College of Design will actively investigate and sanction reported violations of the policies set forth below. However, the College is not responsible for user conduct. Users should be aware that there are many services on the Internet that they might find offensive. They must accept responsibility for their own navigation of the Internet.

6.3.0 Privacy

6.3.1 All users must understand that electronic communications are by no means secure and that during the course of ordinary management of computing and networking services, Network Administrators may inadvertently view user files.

6.3.2 If a user is suspected of failing to meet any of the responsibilities enumerated below, that user's right to privacy is superseded by the College's interest in maintaining the network's integrity and protecting the rights of all other network users.

6.3.3 Should it be suspected that the security of the network or one of its components is threatened, or should a violation of this policy be reported, or should the College determine that there is some additional strong and compelling reason to do so, user files may be examined under the direction of a Staff member. This may be done only at the written direction of the President. The user will be notified of this action, but no sooner than at the time the user files are accessed for examination.

6.4.0 Safety

6.4.1 While unwanted or unsolicited contact cannot be controlled on the network, network users who receive threatening communications in violation of this policy should bring them to the attention of McKenzie Staff and/or Network Administrators.

6.5.0 Intellectual Freedom

6.5.1 The network provides an open forum for the expression of ideas, including viewpoints that are strange, unorthodox, and unpopular. The Network Administrators place no official sanctions upon the expression of personal opinion on the network.

6.5.2 Such opinions must be presented in a manner that is free of obscenity, forgery, and other illegal forms of expression, which are not acceptable uses of the College's network and, therefore, are considered a violation of the network policy.

6.5.3 Such opinions may not be represented as the views of McKenzie College of Design; and individual users are responsible and accountable for any material posted and transmitted on the network in violation of this or other College policies, or Provincial or Federal law.

6.6.0 User Responsibilities

6.6.1 **To enjoy the privileges of network access, each network user is expected to meet certain responsibilities and honor certain limitations. If a user is found to have knowingly violated a network responsibility, his or her network access may be suspended.** Depending on the seriousness of the violation, the user may also be subject to other College disciplinary actions and violations of Federal or Provincial laws will result in referral to the appropriate legal authorities.

6.6.2 **Note:** The responsibilities listed below apply to the use of all computers on campus; additional responsibilities may be associated with specific campus networks and computers at the College.

6.6.3 Users must operate within the appropriate Federal and/or Provincial laws and College policies, and must not engage in any conduct that presents a risk to the operating integrity of the systems and their accessibility to other users.

6.6.4 Users must abide by the terms of all software licensing agreements and copyright laws.

Users must not make copies of copyrighted material or make such material available on the network, unless permitted by a license.

6.6.5 Users must not use the network resources of the College to gain or attempt to gain unauthorized access to remote computers, networks, or systems.

6.6.6 Users may not use the College's networks to access, produce, or distribute pornography.

6.6.7 Users should notify the Network Administrator and the appropriate authorities about violations of computer laws and policies, as well as about potential loopholes in the security of its computer systems and networks.

6.6.8 Users are to respect the rights of other users, including their rights as set forth in other College policies for you, faculty, and Staff; these rights include but are not limited to privacy, freedom from harassment, and freedom of expression.

6.6.9 Users may not place on any computer system on campus or College owned computer system any type of information or software that infringes upon the rights of another person.

6.6.10 Users may not place on any computer system on campus or college-owned computer system any type of information or software that gives unauthorized access to another computer account or system.

6.6.11 Users may not misrepresent themselves or their data on the network.

6.6.12 Users are responsible for the use of their accounts. No user may give anyone else access to his or her account, or use a McKenzie College of Design computer account assigned to another user. A user must not attempt to obtain a password for another user's computer account.

- 6.6.13 Users are responsible for the security of their passwords. This includes making sure no one else knows it. A user who suspects someone knows his or her password should contact the Campus Administrator immediately to have that password changed.
- 6.6.14 Users must not attempt to monitor other users' data communications, nor read, copy, change, or delete other users' files or software, without permission of the owner(s).
- 6.6.15 Users must not attempt to circumvent data protection schemes or exploit security loopholes.
- 6.6.16 Users must not deliberately perform acts that are wasteful of computing resources or which unfairly monopolize resources to the exclusion of others.
- 6.6.17 Users must not deliberately perform acts that will seriously impair the operation of computers, terminals, peripherals, or networks. This includes, but is not limited to, tampering with components of a local area network (LAN) or a high-speed backbone network, otherwise blocking communication lines, or interfering with the operational readiness of a computer.
- 6.6.18 Users must not run or install on any of the computer systems of the College, or give to another user, a program that could result in the eventual damage to a file or computer system and/or the reproduction of itself. This is directed towards, but not limited to computer viruses, Trojan horses, and worms.
- 6.6.19 Users may not use the College's computer systems or networks for solicitation of funds or for commercial purposes. This includes solicitations for charitable or community organizations.
- 6.6.20 Users may not use the College's networks to distribute chain letters.
- 6.6.21 This policy supplements existing McKenzie College of Design policies. These cover such acts as theft of computer services (including copyrighted computer programs), theft or mutilation of McKenzie College of Design property such as computer equipment, and the unacknowledged or unauthorized appropriation of another's computer program, or the results of that program, in whole or in part, for a computer-related exercise or assignment. Ultimately, any and all network conduct or misconduct is subject to the same policies that govern conduct in other College venues.

6.7.0 Violations

- 6.7.1 Violations or suspected violations of the policies enumerated above should be reported promptly to any of the Staff of McKenzie College of Design.

6.8.0 Network Usage

- 6.8.1 Use of network resources (Streaming, storing, processing etc.) for non-course related files (photos, sound, games, etc.) is strictly prohibited, unless your instructors state otherwise

6.9.0 WIFI PASSWORD

Youaretheb35st!

APPENDIX

APPENDIX A - McKenzie College of Design Workplace Harassment Policy

APPENDIX B - Grade Appeal Form

APPENDIX C - Student Complaint Form

APPENDIX D - Student Performance Form

APPENDIX E - Compliance Contract - Administrative Probation

APPENDIX F - Compliance Contract - Academic Probation

APPENDIX A - McKenzie College of Design Workplace Harassment Policy

1. Application

This policy applies to all personnel including staff members, part time staff, volunteers, contractors, fee for service individuals, you and clients.

2. Policy Statement

- 1.As an employer, McKenzie College of Design is committed to providing a work and educational environment in which all individuals are treated with respect and dignity. It is the employer's responsibility to prevent and eliminate harassment in the workplace.
- 2.Harassment in the workplace is a form of discrimination. It is unwelcome and unwanted. It affects the individual's ability to learn and work. It can also be an expression of abuse of power, authority, or control and is coercive in nature
- 3.Managers are responsible to take appropriate preventive or corrective action and to put a stop to any harassment they are aware of, whether or not a complaint is filed. Failure to take appropriate action may result in disciplinary measures being imposed on the manager as well as the offending person.
- 4.Harassment in the workplace will not be tolerated and managers must take appropriate action to protect their employees and others in the workplace. Harassment in the workplace constitutes a disciplinary infraction and shall be dealt with appropriately.
- 5.The abuse of one's authority or position, to intimidate, coerce, or harass is forbidden. All managers and supervisors are responsible for their employees' work environment.
- 6.This policy is not intended to limit or constrain the employer's right to manage. Performance reviews, work evaluation and disciplinary measures taken by the employer for any valid reason do not constitute harassment in the workplace.
- 7.This policy delineates some unacceptable behavior but does not modify any other rights or obligations.

3. Definitions

For the purposes of this policy, harassment in the workplace includes **personal and sexual harassment, poisoned work environment and abuse of authority.**

Personal Harassment

Personal harassment means any objectionable or offensive behavior that is known or ought reasonably to be known to be unwelcome. It includes objectionable conduct, comment or display made on either a one-time or continuous basis that demeans, belittles, or causes personal humiliation or embarrassment. Without limiting the above, personal harassment includes harassment within the meaning of the New Brunswick Human Rights Act, i.e., harassment on the basis of the following prohibited grounds of discrimination: race, color, religion, national origin, ancestry, place of origin, age, physical disability, mental disability, marital status, sexual orientation or sex.

Sexual Harassment Sexual harassment means any conduct, comment, gesture or contact of a sexual nature, whether on a one-time basis or a series of incidents that might reasonably be expected to cause offence or humiliation; or that might reasonably be perceived as placing a condition of a sexual nature on employment, an opportunity for training or promotion, receipt of services or a contract. Examples of behavior that can constitute sexual harassment include, but are not limited to:

- Unwanted touching, patting or leering;
- Sexual assault;
- Inquiries or comments about a person's sex life;
- Telephone calls with sexual overtones;
- Gender-based insults or jokes causing embarrassment or humiliation;
- Repeated unwanted social or sexual invitations; and;
- Inappropriate or unwelcome focus/comments on a person's physical attributes or appearance.

Poisoned Work/School Environment A poisoned work environment is characterized by an activity or behavior, not necessarily directed at anyone in particular, that creates a hostile or offensive workplace. Examples of a poisoned work environment include but are not limited to: graffiti, sexual, racial or religious insults or jokes, abusive treatment of an employee and the display of pornographic or other offensive material.

Abuse of Authority Harassment also includes **abuse of authority** where an individual **improperly** uses the power and authority inherent in a position to endanger a person's job, undermine the performance of that job, threaten the person's economic livelihood, or in any way interfere with or influence a person's career. It is the exercise of authority in a manner which serves no legitimate work purpose and ought reasonably to be known to be inappropriate. Examples of abuse of authority include, but are not limited to, such acts or misuse of power as intimidation, threats, blackmail or coercion.

Workplace

The workplace includes but is not limited to the physical work site, washrooms, cafeterias, training sessions, business travel, conferences, work related social gatherings, the employee or client's home or worksite, etc.

Campus

The campus includes but is not limited to the physical school premises, classrooms, studios, washrooms, cafeterias, common areas, computer labs, the library, school-related events, field trips, orientation sessions, work placements, offsite classes, and any online or virtual learning environment.

Complainant

Is the person who alleges that she/he has been harassed by the respondent.

Respondent

Is the person who is alleged to have harassed the complainant.

President

The President of McKenzie College of Design or designate.

Manager

Supervisors, directors, principals of schools, directors of finance, and facility managers. A manager may be designated to be responsible for formal complaints or in any other role as determined by the President.

Parties to the complaint

The complainant, respondent, and witnesses to the event.

4. Procedure

Upon becoming aware of any incident which may fall under the definition of harassment nothing precludes the President from foregoing the procedure under this policy and taking appropriate action which may include invoking the normal disciplinary procedure.

Informal Complaint – Mediation

Complainants and managers must use the informal procedure to attempt to resolve workplace harassment unless it is inappropriate to do so.

- An effective way to end the problem of harassment in the workplace is to communicate concerns directly by telling the person that the behavior is unwelcome and must stop or by requesting the manager to do so.
- A complainant should request the assistance of a manager in the informal resolution of a workplace harassment complaint. If the communication is done orally the complainant should have the manager present. If done in writing, it is advisable to forward a copy to the manager, and to keep a copy of the letter. The manager may help with other methods of informal resolution such as discussion and mediation, to assist the parties in voluntarily reaching an acceptable solution.
- When the facts are not in dispute and it is determined by the President that the respondent or any other person has committed an act or acts constituting harassment the President shall take appropriate action up to and including dismissal.
- Nothing in the informal procedure prevents a manager from recommending the matter be investigated or if the informal complaint procedure is not successful from recommending further action.

Formal Procedure

Where appropriate, the complainant may choose to file a formal complaint. The employer is committed to responding to all complaints, however, it is in the President's discretion whether or not to investigate complaint if it is not filed within a year of the alleged circumstances leading to the complaint unless:

- There is a strong factual and legal case,
- There is evidence of substantial loss or damage to the complainant and a clearly identifiable remedy,
- There are justifiable reasons beyond the complainant's control for filing the complaint within the one year limit, and
- The respondent will not be unduly prejudiced by the extension.
- A formal complaint must be written and signed. It should give an accurate account of the incident or incidents of harassment including times, places and parties involved. When completed, the complaint is submitted to the manager, or President.
- The President shall investigate or shall appoint an investigator to ensure the complaint is investigated in a confidential and expeditious manner. When there is a direct reporting relationship between the complainant and the respondent, it may be in the best interest of all parties for them to be physically and hierarchically removed from one another for the period of the investigation. If there is no reporting relationship, the employer shall determine if the parties should be physically removed from one another for the period of the investigation.
- The President or the investigator may upon reviewing the written complaint and interviewing the complainant determine whether or not the complainant has a prima facie complaint under this policy which merits further investigation. The President or investigator shall inform the complainant whether or not the investigation will be pursued and may take action to resolve the issue.
- The respondent shall be informed of the complaint, presented with a written statement of allegations and afforded an opportunity to respond. Unless directed otherwise the investigator shall gather and analyze the information, summarize the findings and may propose corrective action or make recommendations. The investigator shall report the findings and recommendations to the President who shall determine whether the respondent has committed an act or acts constituting harassment.
- Where it is determined that the respondent has committed an act or acts of harassment, the President shall take appropriate action up to and including dismissal. The President may take any other action deemed advisable.
- A complaint under this policy that involves falsehood or malicious intent or is otherwise made in bad faith, as determined by the investigation, shall be subject to appropriate disciplinary action.
- The parties to the complaint must be informed in writing of the outcome.

5 Other Options

Complaints to the New Brunswick Human Rights Commission

New Brunswick Human Rights Act complaints should normally be filed within one year from the time the harassment occurred. Complaints are investigated by the New Brunswick Human Rights Commission. For more information, call the New Brunswick Human Rights Commission.

Complaints under the Criminal Code

Sexual and other forms of assault are covered under the Criminal code. In these instances, the police can be asked to lay criminal charges. Sexual and other forms of assault are serious criminal offenses that should be reported to the police.

6 Rights and Responsibilities

A shared responsibility

While all managers and employees share responsibility for understanding and preventing harassment in the workplace, it is important to recognize that, under the law, managers carry more responsibility than other employees.

President or designate

The President is responsible for the implementation and administration of this policy. The President shall:

- Appoint an investigator or investigators as soon as possible;
- Consult with the investigator or investigators to set a reasonable time frame for the completion of the investigation;
- Review the findings and the recommendations;
- Determine the outcome and the appropriate action to be taken, and ;
- Ensure the parties are informed of the outcome in a timely fashion.

Managers

Those who have authority to prevent or discourage harassment may be held accountable for failing to do so. This accountability extends to anyone in a management or supervisory position. The employer may share liability with managers and others in founded complaints. Managers are also responsible for ensuring that the rights of both the respondent and the complainant involved in a harassment incident are protected. Fair and equitable procedures must be ensured for all parties.

Complainants

Complainants have the right:

- To make a complaint and to obtain a review of the complaint
- To be accompanied by a person of their choice during the interview; and;
- Not to be subject to retaliation for the reason of having made a complaint under this policy.

It is the responsibility of the complainants:

- To immediately make known, if possible their disapproval or unease to the individual;
- To follow all procedures under this policy;
- To cooperate with all those responsible for dealing with the investigation of the complaint; and;
- To maintain confidentiality.

Respondents

Respondents have the right:

- To be informed that a complaint has been filed;
- To be presented with a written statement of allegations and to be afforded an opportunity to respond to them; and;
- To be accompanied by a person of their choice during their interview.

It is the responsibility of the respondent:

- To follow all procedures under this policy;
- To cooperate with all those responsible for dealing with the investigation of the complaint; and;
- To maintain confidentiality.

Witnesses

Witnesses have the right:

- Not to be subject to retaliation because he or she has participated as a witness.

It is the responsibility of the witness:

- To meet with the investigator and to cooperate with all those responsible for the investigation of the complaint; and;
- To maintain confidentiality with respect to the investigation.

Investigator(s)

The investigator shall:

- Ensure the respondent has received a written statement of the allegations;
- Ensure all parties involved have been informed of their rights and responsibilities;
- Interview the parties concerned and any witnesses;
- Collect all pertinent evidence;
- Use a mediation process where appropriate;
- Prepare a report; and;
- Ensure the investigation is completed in a timely fashion taking into account particular circumstances. (usually up to 3 months)

GRADE APPEAL FORM



STUDENT COMPLAINT FORM

STUDENT NAME: _____ DATE: _____

STUDENT NUMBER: _____ INSTRUCTOR: _____

PROGRAM/CLASS: _____

McKenzie College Complaint Resolution Policy

At any time before, during, or after their program, students are invited to speak to any College official to ask for information or advice in any number of areas affecting student life at McKenzie College. While we do not profess to be experts, we can listen and do our best to direct, your concerns through the proper channels, or to mediate for you if necessary. If the concern or complaint is of a more serious nature, the following policy is to be followed:

- General concerns/complaints are to be directed to their instructor.
- If the concern/complaint concerns their instructor, students are to direct the concern/complaint to the office of the Registrar.
- The person/persons issuing the complaint shall meet with the designated college official to discuss and review the issue. At this time, if resolution is not possible through immediate action acceptable to parties involved, the Student Complaint Form should be completed and signed by the person/persons issuing the complaint, then given to the appropriate college official.
- The college official(s) will address the complainant's documented issues with the appropriate persons and/or the areas of concern and review all information in order to resolve the issues in a reasonable and appropriate manner.
- The college official(s) will then review a course of action developed from the complainant's and respondent's written remarks to provide for an appropriate resolution, to be agreed upon by parties involved.
- If, at this time, the above process does not meet with complainant's or respondent's approval, the complaint then can be presented to the applicable provincial Department of Post-Secondary Education Training & Labor

WHAT IS THE CONCERN OR ISSUE? (Describe situation in clear, simple terms.) Use the an additional page if needed.

Student Signature



STUDENT PERFORMANCE FORM

STUDENT NAME: _____ DATE: _____

___ **FIRST OFFENSE** ___ **SECOND OFFENCE** ___ **POST COMPLIANCE CONTRACT OFFENSE**

WHAT IS THE CONCERN OR ISSUE? (Describe situation in clear, simple terms.)

IF THIS IS A 2ND OFFENCE, THE STUDENT MUST COMPLETE THIS SECTION

By signing here, I acknowledge that I met with my instructor and the above issues were discussed and that I agree to the resolution below.

Student Signature _____ Date _____

STUDENT RESOLUTION

INSTRUCTOR NAME

INSTRUCTOR SIGNATURE

DATE



COMPLIANCE CONTRACT - ADMINISTRATIVE PROBATION

DATE:

STUDENT NUMBER:

STUDENT NAME:

PROGRAM:

This learning contract outlines the necessary parameters in order for you to successfully complete your program of study and subsequently graduate from your current program

ADMINISTRATIVE INFRACTIONS:

You are in arrears on your tuition payments in the sum of \$_____ and have failed to pay said amount after repeated requests. This is an infraction of College Policy Article 4.5.2. A student may be placed on administrative probation for disregarding non-academic policies. Causes for being placed on Administrative Probation include:

- Non-payment for services rendered by the College;
- Failure to meet non-academic student responsibilities as enumerated elsewhere within this document;
- Criminal, disruptive, or otherwise inappropriate conduct;
- Failure to comply with non-academic policies listed in this document; and
- Conduct prejudicial to any individual, the class, program, or College.

REPERCUSSIONS:

As a result of the above Administrative Infractions, you have been placed on Administrative Probation effective_____. The duration of the probation shall be in effect for a period of _____ calendar weeks till the _____ at which time your performance shall be re-evaluated.

CONDITIONS:

The conditions for the lifting the Academic Probation placed upon you, you shall agree to:

1. Pay the outstanding amount of \$_____ to the office of the Campus Administrator on or before the _____.
2. You shall also agree that should you fail to meet the conditions above, the College may elect to undertake more severe disciplinary action up to and including dismissal from your program of studies.



COMPLIANCE CONTRACT - ADMINISTRATIVE PROBATION

By signing below, both parties agree to the conditions set forth in the Compliance Contract.

STUDENT SIGNATURE

ADMINISTRATIVE SIGNATURE

STUDENT NAME (Please Print)

ADMINISTRATIVE NAME (Please Print)



COMPLIANCE CONTRACT - ACADEMIC PROBATION

DATE:

STUDENT NAME:

STUDENT NUMBER:

PROGRAM:

This learning contract outlines the necessary parameters in order for you to successfully complete your program of study and subsequently graduate from XXXXXXXX program

ACADEMIC INFRACTIONS:

A student may be placed on Academic Probation for disregarding academic policies. Causes for being placed on Academic Probation include:
Failure to meet minimum educational standards as defined under Article 4.3.0
– Scholastic Deficiency;
Failure to meet academic student responsibilities as enumerated elsewhere within this document;
Disruptive, or otherwise inappropriate conduct;
Unsatisfactory attendance and/or tardiness as defined in Article 4.7.0 – Attendance and Tardiness; and;
Conduct prejudicial to any individual, the class, program, or College.

REPURCUSSIONS:

As a result of the above Academic Infractions, you have been placed on Academic Probation effective (DATE). The duration of the probation shall be in effect for a period of XX calendar weeks till the (DATE) at which time your performance shall be reevaluated.



COMPLIANCE CONTRACT - ACADEMIC PROBATION

CONDITIONS:

The conditions for the lifting the Academic Probation placed upon you, you shall agree to:

CONSEQUENCES OF NON-COMPLIANCE:

You shall also agree that should you fail to meet the conditions above, the College may elect to undertake more severe disciplinary action up to and including dismissal from your program of studies.

By signing below, both parties agree to the conditions set forth in the Compliance Contract.

STUDENT SIGNATURE

ADMINISTRATIVE SIGNATURE

STUDENT NAME (Please Print)

ADMINISTRATIVE NAME (Please Print)