

Signature of Student

APPENDIX B

COMMUNITY CODE OF ACADEMIC, PERSONAL AND PROFESSIONAL CONDUCT PROCEDURES

These procedures are in place to support Policy #2-03, Community Code of Academic, Personal and Professional Conduct. It is the responsibility and expectation of all members of the college community to act in accordance with good citizenship, institutional policies, professional associations' ethical guidelines, and local, provincial, and national legislation. In the event that expected behaviours are not met, and/or violations against persons or property occurs, appropriate procedures and reparations will be implemented, to include:

Employees

Violations of this policy will be addressed through VC Human Resources policies.

Visitors

In the event that the principles and guidelines described within this policy are violated by a visitor, the incident will be referred to the appropriate authority for resolution (e.g. RCMP, College Director or designate).

Students

Violations of this policy will result in reparations and sanctions that are designed to support the victim(s) and provide education and opportunity for learning for the offender, but will not create risk for the institution and/or the community. In some instances, student suspension may be recommended to the College Director.

Violations Occurring Within a Teaching and Learning Activity

A student who has behaved in such a manner as to disrupt the teaching and learning environment will be subject to the following procedures:

- a. In the event that the disruption is such that further instruction is compromised, the instructor may ask the student to leave. If the student will not leave, it may be appropriate to dismiss the class. Safety should be a consideration, and the RCMP will be contacted, as needed.
- b. Following a student's dismissal from the class, the student must meet with the Instructor prior to returning to the classroom. This meeting will be initiated by the Instructor and should occur prior to the next scheduled class to determine an appropriate course of action. If the Instructor feels threatened by the situation, the incident must be reported to the College Director prior to the scheduling of the meeting as alternate steps may be deemed necessary.
- c. If the matter cannot be resolved by the Instructor, the concern must be referred to the College Director for the development of an appropriate course of action. Unless safety is a concern, as determined by the Instructor, the student may return to the classroom, pending a decision from the College Director.
- d. In complex situations the College Director may consider use of the Principles and Procedures outlined in the Student Appeals Policy #2-10.
- e. Depending on the incident, the College Director will determine and communicate in writing to the student and other parties as needed, an appropriate course of action which may include, but is not limited to:
 - Verbal reprimand
 - Behaviour contract
 - Restorative justice
 - Remuneration for damages
 - Reporting to law enforcement as is appropriate
 - Non-academic suspension
 - Restricted access to campus
 - Removal from a specific course or program
 - Recommendation for suspension to the Valemount College Society Board of Directors
- f. If necessary, certain College personnel will receive information regarding the incident.

Violations Occurring Outside of a Teaching and Learning Activity

In the event that violations to this policy occur outside of the teaching and learning activity, the matter will be addressed by the College Director.

- a. Any person becoming aware of a violation should report the occurrence to the Executive Assistant or College Director.

b. The College Director will meet with the involved parties to determine appropriate courses of action which may include, but are not limited to:

- Verbal reprimand
- Behaviour contract
- Restorative justice
- Remuneration for damages
- Reporting to law enforcement as is appropriate
- Non-academic suspension
- Restricted access to campus
- Recommendation to the dean for removal from a specific course or program
- Recommendation for suspension to the president

c. The College Director is responsible for communicating in writing, relevant information regarding the determined courses of actions, to the student and appropriate persons. Such persons may include Instructors and the Valemount College Society Board of Directors.

Bullying and Cyberbullying

Bullying and Cyberbullying by a student or another member of the college community should be reported to the College Director, who will meet with the involved parties and determine appropriate courses of action. The course of action will be developed with the intention of providing support to the victim and mitigating risk to the community and the college. Furthermore, actions should allow for education and learning for the offender. These actions may include, but are not limited to:

- Verbal reprimand
- Behaviour contract
- Restorative justice
- Remuneration for damages
- Reporting to law enforcement as is appropriate
- Non-academic suspension
- Restricted access to campus
- Recommendation to the dean for removal from a specific course or program
- Recommendation for suspension to the president

APPENDIX C

STUDENT COMPLAINT/DISPUTE RESOLUTION PROCEDURES

The Student Dispute Resolutions Committee is a committee of the Valemount College Society. The Student Dispute Resolutions Committee may become involved at any point during these processes to assist and provide advice as is necessary and/or as requested by students and employees.

A complaint can allege such things as (but will not be limited to):

- a) an error in grading an assignment or assessing a performance
- b) an error or injustice on grounds other than grading - for example:
 - i) the method of evaluation was not fair and reasonable
 - ii) the decision maker was biased on non-human rights grounds
 - iii) the instructor deviated significantly from the course outline

Stage 1 Dialogue/Informal Complaint Process

Step 1. The student attempts to resolve the issue with the concerned party (or parties) normally within ten (10) business days of the grade, decision, or action pertaining to the complaint.

Step 2. In the event that the issue is not resolved in Step 1, or if the concerned party (or parties) has/have not responded within five (5) business days of the student's initial contact, the student is normally expected to, within the next five (5) business days, notify the concerned party (or parties), in writing, that the issue will be brought forward to the College Director. If the concerned party is the College Director, the student is normally expected to, within the next five (5) business days, notify the concerned party, in writing, that the issue will be brought forward to the Student Dispute Resolutions Committee.

Step 3. A representative from the Student Dispute Resolutions Committee will meet with the student and concerned party together, if appropriate, to discuss the complaint.

**If the student is or was enrolled in an approved program, is dissatisfied with the determination, and has been misled by the institution regarding any significant aspect of that program, he or she may file a complaint with the Private Training Institutions Branch (www.privatetraininginstitutions.gov.bc.ca)*

Stage 2 – Decision/Formal Complaint Process

Step 1. If the issue is not resolved as per Stage 1, or if the concerned party has not responded, the student should, within the next five (5) business days, discuss the matter further with the College Director and present the written complaint, including details, signaling the student's intent to further escalate their complaint by filing a Formal Complaint. The student should suggest a remedy. A copy of the formal complaint will be provided to the concerned party.

Step 2. The College Director, or the Student Dispute Resolutions Committee if the complaint is against the College Director, will provide a written response to the student within 45 days after the date on which the complaint was made. This response will describe and conclude the outcome of the complaint process. A copy will be retained by the College Director and the Student Dispute Resolutions Committee, and a copy will be retained in the student's record.

Appealing the Decision

If the student feels that the issue is still not resolved and wishes to appeal the decision, the student should refer to the Appeal Policy (Student Appeal Policy #2-10). Normally the student must file an appeal within ten (10) business days after receiving the final decision as described in Stage 2 of the original complaint.

APPENDIX D

EVALUATION OF STUDENT PERFORMANCE PROCEDURES

Final Examinations

1. College Director/Executive Assistant Responsibilities

The Executive Assistant under the direction of the College Director or designate has the right to postpone examinations for emergency and unexpected disruptions (e.g. illness, inclement weather). Every effort to avoid examination cancellation will be made, but in the event that an examination is cancelled, students will be notified using contact information as recorded in individual student records. (eg: phone, email) as soon as possible of the new scheduled time. Students should expect to be available throughout the full final examination period.

2. Instructor Responsibilities

- a) Instructors are responsible for preparing examinations in a timely manner in order to meet the needs of students enrolled in the various course delivery modes.
- b) Instructors will assign a mark of zero to the final examination of any student who fails to attend without an approved absence.
- c) Instructors are responsible for rescheduling and invigilating an alternate examination at an alternate time for students excused from the scheduled sitting. Instructors may also communicate and liaise with the College Director or Executive Assistant to provide an alternate invigilation time for students who have Instructor permission.
- d) Instructors are responsible for informing students of any materials for use during the examination.

3. Invigilator Responsibilities

- a) Invigilators will ensure that all examinations commence promptly at the scheduled time.
- b) Invigilators will ensure that rules are conveyed prior to the examination start, including what materials are permitted and the time parameters for starting and leaving the examination.
- c) Invigilators will ensure that student identification is verified.
- d) If the Invigilator suspects cheating, evidence will be collected or documented and a report will be written and submitted to the Instructor responsible. Students will normally be allowed to continue to write the examination and will be informed of the concern after the examination. If applicable, Invigilators will confiscate any unauthorized materials for the duration of the examination.
- e) Invigilators will ask students who are disruptive during an examination to leave. Such situations will be documented and submitted to the Instructor responsible for follow-up.

4. Student Responsibilities

- a) Students with examination conflicts will be expected to initiate a resolution with their Instructors directly. It is expected that a resolution will be finalized more than 10 business days in advance of the examination sitting. Students may seek direction and guidance from the College Director or Executive Assistant.
- b) Students are expected to write their examination at the scheduled time. If not, the student will be given a mark of zero on the examination. Exceptions due to circumstances such as medical or compassionate reasons (e.g. death in the family) can be discussed with the Instructor. Where possible, the student is expected to communicate in advance with the Instructor if they are unable to attend the scheduled sitting. Rescheduling is at the discretion of the Instructor and will not be unreasonably denied, but verification will be required. If more than one course examination is involved, the student may wish to seek guidance through the College Director or Executive Assistant. Students are responsible to ensure their alternate examination schedule is coordinated with and confirmed by the Instructor.
- c) Students may be expected to display a valid student ID or picture ID during the examination. Students whose identity cannot be validated by the Invigilator may not be allowed to write the examination.
- d) Once an examination has begun, a student will not be permitted to leave the examination and rebook at a later date. Only the course Instructor may authorize a rescheduling with an alternate examination.

- f) Students may be admitted up to thirty minutes after the start of an examination, but they will not be given additional time to complete.
- g) Students must not leave the examination until a minimum of thirty minutes has passed.
- h) Students are responsible for knowing what materials are approved for use during the examination (e.g. calculator, dictionary). Personal electronic devices must remain turned off and out of sight for the duration of the examination. To prevent distraction of others, food is not normally permitted. A water bottle is permitted.
- i) Students who are excused by the Invigilator temporarily for any reason during the examination must not take or access any materials, including personal electronic devices.

APPENDIX E

SEXUAL VIOLENCE AND MISCONDUCT COMPLAINT PROCEDURES

The purpose of these procedures is to support Valemount College Policy #2-07 Sexual Violence and Misconduct. It is the responsibility and expectation of all members of the college community to act in accordance with good citizenship, institutional policies, respect towards each other and to be in compliance with applicable legislation. In the event that expected behaviours are not met and violations of this policy occur, appropriate supports and procedures will be implemented.

In order to protect complainants and respondents in the immediate aftermath of a disclosure of sexual violence and/or misconduct, interim measures that increase the safety of the complainant, the respondent and the broader College community may be implemented, pending the conclusion of investigative processes. Such interim measures may include the following: no-contact between the parties, leave provisions, adjustment of class or work schedules, temporary ban and/or restricted access to all or some college facilities.

Further measures to protect the complainant and the respondent may be implemented pending the conclusion of the investigation and if necessary, the Sexual Violence and Misconduct Complaint Committee may be notified to facilitate campus safety measures. Anyone, including the respondent or witnesses, who discloses or receives a disclosure about a sexual violence and/or misconduct issue will be offered and provided support as appropriate and reasonable in the circumstances.

1. SEEKING SUPPORT FOLLOWING SEXUAL VIOLENCE AND/OR MISCONDUCT

Complainants may choose to disclose only to seek support without necessarily a request for an investigation. If the complainant does not request an investigation, no investigation will occur unless there is a concern of harm to others, or unless the college is otherwise legally required to conduct an investigation into the allegations. The College recognizes that persons experiencing sexual violence and/or misconduct may require urgent, immediate and/or on-going care and support. Access to external and internal resources will be provided as needed. Persons wishing to report to law enforcement may request assistance in doing so from the College through the supports as described above.

2. COMPLAINT OPTIONS

Below are options available for complainants to report sexual violence and/or misconduct against them. All reports will result in support for the complainant and will anonymously be recorded as an incident that is included in the report to the College Director who in turn, will provide a report to the Student Dispute Resolutions Committee. Reports should, where possible, include the following information about an incident:

the type of misconduct as per the definitions described within this policy;

- whether the incident occurred on or off campus;
- whether all participants are members of the College community, and if so;
- whether they are students or employees.

No identifying information is reported. Logged complaints are created by the Executive or Campus Assistant. If the Executive or Campus Assistant is a participant, the complaint will be reported to and logged by the College Director.

a) Non-Actionable Complaint reported to the college

Complainants may choose to disclose their complaint only to College authorities (Executive/Campus Assistant or College Director) or to a member of the College community without requesting action. Although no investigation would take place, unless the College is legally required to conduct one, any member of the community receiving a disclosure is expected to report this disclosure to the Executive Assistant, as is appropriate normally, by the end of the next business day. When there is a risk of significant harm to the health and safety of one or more persons, the College has the obligation to contact law enforcement and to take necessary precautions. The complaint will be logged anonymously as an incident in a report to the College Director, who will provide an annual report to the Board of Directors and the Student Dispute Resolutions Committee.

b) Actionable Complaint reported to the college

Complainants may choose to report an actionable complaint to College authorities (Executive Assistant or College Director). Actionable complaints initiate an investigation and may result in sanctions as described in these procedures. The College will normally begin the process by the end of the next business day after having received the complaint. The

actionable complaint will be logged anonymously as an incident that is included in an incident report to the College Director, who will provide an annual report to the Board of Directors and the Student Dispute Resolutions Committee.

c) Actionable complaint reported to law enforcement and the college

Complainants may choose to report a complaint directly with law enforcement and to College authorities; the College holds the right to conduct or suspend an investigation when actionable complaints are referred to law enforcement and a criminal proceeding has been initiated. The actionable complaint will be logged anonymously as an incident that is included in an incident report to the College Director, who will provide an annual report to the Board of Directors and the Student Dispute Resolutions Committee.

d) Non-Actionable, anonymous complaints reported to law enforcement

Complainants may choose to report a complaint anonymously with law enforcement through a third party arrangement or personally. Unless such reports become known to the College, no incident will be logged in the incident report to the College Director.

3. INVESTIGATIVE PROCEDURES, FINDINGS AND SANCTIONS

An individual who has experienced sexual violence and/or misconduct falling within the scope of this policy, or a third party authorized to act on their behalf, may request an actionable complaint that results in the matter being investigated. Only individuals trained in sexual violence investigations will be authorized to conduct an investigation.

Students

When an actionable complaint comes forward, the College Director or their designate will be advised and will authorize an investigation. The findings from the investigation will be provided to the College Director or designate for the determination of sanctions as appropriate.

When an actionable complaint comes forward that involves a College employee and a student, a joint investigation will be conducted under the authority of the College Director and may include a designated member of the Board of Directors as required. Such investigation will be in compliance with applicable College policies, however the process set out may be modified to protect privacy rights. When a student complainant has filed an actionable complaint, and a finding is made regarding the respondent, the following sanctions may occur:

- verbal reprimand;
- behaviour contract;
- restorative justice;
- reporting to law enforcement;
- restricted access to campus;
- recommendation for suspension or termination to the Board of Directors;

Where sanctions have a direct impact to the complainant, the complainant will be consulted with and may be apprised of the sanctions.

Visitors

In the event that the principles and guidelines described within this policy are violated by a visitor, the incident will be referred to the appropriate authority for resolution (e.g. law enforcement, the College Director or their designate). In some instances, the visitor may be immediately required to leave the campus as an interim measure, contracts may be cancelled and/or other steps may be taken to remediate the situation.

Privacy of the complainant and the respondent will be maintained to the extent possible, except in situations where one or more person's safety is at risk or where the College is required by law to disclose information. In such cases the College will disclose confidential or personal information only on an as-needed basis and in compliance with the BC Freedom of Information and Protection of Privacy Act and Personal Information Protection Act.

Media

Media contacts will be directed to the College Director or designated member of the Board of Directors.

APPENDIX F

PROCEDURES FOR REGISTRATION, DE-REGISTRATION, PREREQUISITES, WAITLISTS AND WITHDRAWALS

Registration

1. Prior to registering, students may be required to pay a non-refundable deposit which will be applied to their tuition upon registering for courses. Applicants will be advised in their letter of invitation as to the deposit amount, if any, and timelines within which to pay prior to registering.
2. Students who are financially sponsored may be eligible for fee deferrals. Students should contact Valemount College to confirm eligibility requirements.
3. Dates for registration will be set as part of the Schedule and Deadlines and will be posted on the website. Priority registration dates will be established in the following order:
 - *Continuing Students*: Valemount College provides an opportunity for priority registration to continuing students. Continuing students will be eligible to register two weeks in advance of new students. To be eligible for this status, a student must be registered in the previous academic year. Students who have taken more than two terms off (excluding Spring/Summer) will not be considered a continuing student and will be required to re-apply to the College.
 - *New Students*: New students will be eligible to register two weeks following Continuing Student registration.
4. Students may register online via the Valemount College website or in person. Students registering in person will be required to provide their student card, or photo ID.
5. Students wishing to register by proxy must provide the College with written permission, including the student's signature. Forms are available on the Valemount College website in the Admissions and Registration Section. A student's proxy must register in person and will be required to provide photo ID at time of registration.
6. Students may register and repeat a course up to a maximum of two (2) times. This does not include withdrawals. Students who wish to register for a course a third time, must obtain written permission from the relevant Instructor or the College Director. Students who register for a course for a third or subsequent time without permission will be de-registered by Valemount College.
7. The last day to register for a program will be posted in the Schedule and Deadlines on the Valemount College website. After this date, qualified students may register in a course only with the written permission from the course Instructor or College Director.

De-Registration and No-Show

1. Valemount College may de-register students for not meeting course prerequisites according to timelines stated in the Schedule and Deadlines on the Valemount College website.
2. Valemount College may de-register students from courses or a program when fees are not paid in full, sponsorship confirmation has not been submitted (if applicable), or there is no approved fee deferral by the fee deadline. Deadlines to pay full fees will be stated in the student's letter of acceptance and posted in the Schedule and Deadlines on the Valemount College website.
3. It is the student's responsibility to inform the Instructor if they will be absent from the first class and/or any subsequent classes during the add-drop period to avoid de-registration for no-show (non-attendance). Instructors will take attendance during the add-drop period to determine no-show information. When no-show is determined, the Instructor will advise the Administrator to de-register the student.
4. Valemount College will notify all de-registered students of their de-registration for reasons including, but not limited to, unmet prerequisites, unpaid fees, or no-show.

Prerequisites

1. Stated prerequisites for courses must be met by timelines posted in the Schedule and Deadlines on the Valemount College website.
2. All course prerequisites will be listed with course descriptions on the College's website. Unless otherwise stated, a minimum grade of C must be obtained to meet the prerequisite.
3. Proof of prerequisites can be met by submitting official transcripts, successful assessment placement results, or a declaration of mature student status where applicable (see Policy #4-08). Where appropriate, students may also discuss and obtain prerequisite waivers from instructors.

Waitlist for Courses

1. Where demand exceeds course capacity, a waitlist will be kept by Valemount College until the deadline posted in the Schedule and Deadlines on the Valemount College website.
2. When a seat becomes available in a waitlisted course, the first waitlisted student will be contacted and provided a timeline within which to claim the seat. Students will be contacted by telephone or electronically to be advised they have a seat and will be provided with a deadline to register. Students who are waitlisted are responsible for checking telephone messages and electronic messages. If a waitlisted student is offered a seat, but does not claim it by registering within the timelines provided, the student will be removed from the waitlist and the seat will be offered to the next waitlisted student.
3. The waitlist period will end and be cleared five business days from the start of classes in the new term. The remaining add-drop period will be open to qualified, first-come, first-served registrations up to the last day to register.

Withdrawing from a course

1. Students have the opportunity to withdraw from a course without academic penalty within the established timelines posted in the Schedule and Deadlines on the Valemount College website. Students must complete a Course Withdrawal Form or provide written notification (including their signature) indicating they wish to withdraw from a specific course or program, and submit this documentation to Valemount College.
2. Students with a documented medical reason for withdrawing after the posted deadline may be approved to withdraw without academic penalty. Students must submit a request in writing with official documentation from a registered medical practitioner to Valemount College for consideration of approval. Such withdrawal will have no impact on the student's grade point average or transcript. There is no appeal for medical withdrawal rulings.
3. Guidelines and timelines to receive refunds for withdrawal are outlined in the Fees and Refunds Policy #3-01.

APPENDIX G
PROCEDURES FOR MATURE STUDENTS

Mature Student Status

Students wishing to declare Mature Student status must complete the attached declaration form and identify for which course(s) they would like to waive the course prerequisite. The completed form must be submitted to Valemount College, along with photo ID to confirm the student's birthdate, prior to the published deadline to meet pre-requisites.

Eligible Courses

Mature student status has some limitations with regard to courses and programs (please consult the Course Calendar on the Valemount College website for complete course listings).

MATURE STUDENT DECLARATION

Student Name (print): _____ Student No.: _____

I wish to enroll in the following course(s):

Term: _____ Course Code: _____ Section: _____

Term: _____ Course Code: _____ Section: _____

I declare myself as a mature student (19 years or older in the calendar year at the time of registration).

I understand that Valemount College strongly encourages consultation with the College Administrator or College Director before taking any courses without the necessary prerequisites.

I understand that I have enrolled in this course(s) without the prerequisites and am fully aware of the work demands associated with the course.

I understand that I will be held to all the same academic standards, policies and academic deadline dates as those students who have met the prerequisites. *Students not wishing to participate in course work, assignments and exams or who wish to take a course simply for their own interest should refer to Audit Students Policy #4-02.*

Student Signature: _____ Date: _____

FOR OFFICE USE (only):

Date Received: _____ Received by: _____
(Name and Signature in Full)

Date Entered: _____ Entered by: _____
(Name and Signature in Full)

APPENDIX H

PROCEDURES FOR PLACEMENT ASSESSMENT

Placement and Assessment Procedures

1.0 Communication of Placement Results

1.1 Final assessment scores will be recorded on an Educational Testing Summary (ETS) sheet and scanned to the student record. Results will normally be communicated to students within a week of the assessment being completed.

1.2 Applicants may receive a copy of their ETS, but will not be provided with a copy of their marked Placement Assessment.

2.0 Storage of Placement Assessment Materials and Results

2.1 All assessment materials and assessment results will be securely stored.

2.2 Hard copies of assessments are stored for three years and then destroyed. Results of the assessment will be included as part of the student's permanent record.

3.0 Retesting

3.1 English Assessment Placement results are valid for three years. Math and ESL Assessment results are valid for two years. Program specific assessments are normally valid for two years but timeframe for validity can be impacted by significant changes to the content of the assessment.

3.2 Retesting can be done on the recommendation of the appropriate faculty or after discussion with an educational advisor. Normally, only one retest per subject area is allowed within a one-year timeframe. No further retesting will be permitted without either registration in an upgrading course or documentation of work with a tutor.

4.0 Fees

Assessment fees are posted on our website.