



# YELLOWQUILL

## UNIVERSITY COLLEGE

FIRST NATIONS INSTITUTE OF HIGHER LEARNING



## **Student Policies and Procedures Manual**

## TABLE OF CONTENTS

Welcome to Yellowquill University College .....	3
Treaty 1 Land Acknowledgement .....	3
Mission, Vision and Value Statements.....	3
Starting your Journey as a Student .....	4
New Student Checklist .....	5

### GENERAL REGULATIONS

Cellular Phones .....	6
Change of Personal Information .....	6
Drugs and Alcohol.....	6
Fire Drills .....	7
Food and Drinks.....	7
Freedom of Information and Protection of Privacy Policy.....	7
Housing .....	7
Lost and Found .....	7
Appointments (medical, dental, legal, counselling, etc.).....	7
Keep the Grounds Clean .....	8
Parking .....	8
Smoking .....	8
Student Services .....	8
Telephone .....	8
Visitors .....	8

### ACADEMIC POLICIES

Academic Appeal Policy .....	9
Attendance Policy – Mature Student High School Diploma .....	9/10
Attendance Policy – Post Secondary .....	10
Attendance Policy – First Nation Child and Family Services Worker Diploma; First Nation Addictions and Mental Health Diploma: First Nations Bachelor of Teaching.....	10/11
Attendance Policy – Remote Learning .....	11
Academic Honesty Policy .....	11
Academic Probation .....	11
Acceptable Use of Computer Policy .....	11/12
Consequences for Violating Internet Access Policy .....	13
Grievance Policy and Process .....	13
Prior Learning Assessment and Recognition (PLAR) .....	13
Re-Admission .....	14
Repeating A Class .....	14
Student Refund Policy .....	14
Voluntary Withdrawal .....	14

School Initiated Withdrawal .....	15
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### **Student Conduct Policy**

Student Conduct Policy Guidelines .....	16
Personal Assault & Threatening Behaviour .....	16

### **Final Exam Policies**

Final Exam Policies – Mature Student High School Diploma .....	18
Exam Paper Policies .....	18
Examination Writing Policies .....	19
Final Exam Policies – Post-Secondary .....	19
Exam Paper Policies .....	19
Examination Writing Policies .....	19/20

## Tansi, Aniin, Han! Welcome to Yellowquill University College!

As you begin your journey with us, we invite you to take a moment to learn about the many nations that are represented at our University College and the gifts that you all bring to our campus community. You are encouraged to get involved with various activities, opportunities, and to ask for help when you need it.

Treaty 1 Land Acknowledgment, Yellowquill University College acknowledges that it is situated on Long Plains First Nation -Treaty 1, traditional territory of the Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene Peoples, and on the homeland of the Métis Nation.

### Mission Statement

Mandated and established in 1984 by the Dakota Ojibway Tribal Council, Yellowquill University College embraces all learners and provides holistic education and training. The college encompasses a team of dedicated and supportive professionals guiding our learners to achieve excellence and success in education, employment, and economic development. (Became Yellowquill University College in February 2021)

### Vision Statement

Yellowquill University College is a First Nations accredited educational institute of excellence, preparing and advocating for students to meet the needs of the 21st century and beyond while providing an appropriate environment that preserves and enhances culture and tradition.

### Values Statement

#### **Wisdom**

To cherish knowledge is to know wisdom.

#### **Love**

To know peace is to know love.

#### **Honesty**

Be honest with yourself and others.

#### **Humility**

Is to know yourself as a sacred part of creation.



#### **Truth**

Living the truth is living the Seven Teachings.

#### **Respect**

To honour all creation is to have respect.

#### **Courage**

It takes courage to do what is right.

## STARTING YOUR JOURNEY AS A STUDENT

Starting your journey as a student with a plan will set you up for success, especially as you become busy with schoolwork.

Did you know for every hour of class time it is recommended to set aside 2-3 hours for studying and/or homework? For this reason, it's important to find balance in your commitments to school, work, family, friends, and activities.

Students who prioritize their wellbeing tend to learn more effectively so make sure you take time to eat healthy food, sleep well, exercise, and do things that bring you joy or increase your energy.

***The most important strategy for success to remember is to reach out and ask for help as soon as you need it. It is a sign of strength and wisdom to use the services and resources that are designed specifically for you.***

Whether it's on the first day finding your classroom, logging into Zoom, paying your tuition and fees or studying for a midterm, there are many people at Yellowquill University College who are here to help you!

The Yellowquill University College Student Policies and Procedures is an extremely important document for you to review and to refer to throughout your journey as a student.

## NEW STUDENT CHECKLIST

Set yourself up for success early by carefully reviewing and completing each item, as appropriate, below:

- **Check with registration for your courses as early as possible** – Take note of the important dates within the academic schedule.
- **Sign into your Yellowquill University College email account** – Most Yellowquill University College services, staff, and instructors will communicate via email. It is your responsibility to regularly check and respond to any emails.
- **Attend orientation at the beginning of September** – All students should attend orientation to learn about their programs, services, student life, take a guided tour, and more.
- **Pick up your student ID** – Your card will be available at Reception/Student Records.
- **Set up a budget plan** – Creating a budget to balance the expenses and sources of income is important. If you need assistance, please contact Student Services.
- **Travelling by bus?** – There are various locations where you can purchase a student bus pass. A validated student ID must be shown to the operator when using a post-secondary Peggo card. Please be aware that Winnipeg Transit does not accept bills or pennies on any of its buses and operators do not carry or make change.
- **Set up a semester schedule** – Using your course outlines, put all important dates including assignment deadlines, tests, and midterms onto one calendar so you can map out your term. Share your schedule with important people in your life so that they know what to expect.
- **Elder on Campus** – All students are encouraged to meet with the Elder on campus.
- **Engage in your campus community** – Whether your taking part in cultural activities, workshops, guest speaker sessions, and other campus activities or joining the Student Council, it's easier to study and learn when you're having fun and making connections.

## 1.1..... General Regulations

### CELLULAR PHONES

Cell phones are **NOT** to be turned on in the classroom. If you are expecting an important call, set your phone to vibrate and answer it in the hallway.

### CHANGE OF PERSONAL INFORMATION

Let the office and your department head know immediately if you have a change in address, phone number, e-mail, or sponsorship during the year.

### DRUGS AND ALCOHOL

Yellowquill University College has a “Drug/Alcohol Free” policy for the College space and any activity planned and attended as a student. Any activity, sale, use or distribution of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited at the college, and on any college related outing/event. This prohibition also applies to any type of drug-related paraphernalia. A student in the possession of illegal drugs may be suspended or expelled and the law enforcement officials may be contacted.

A student shall not possess, buy, sell, use, transmit, apply, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, tranquilizer, prescription drug (not a drug authorized by a medical prescription from a licensed physician for use by the student), alcoholic beverage, marijuana, intoxicant, or mood-altering chemical of any kind or counterfeit drug and/or drug related paraphernalia.

Out of respect for fellow students and instructors, a student shall not attend the College or related functions when they smell of alcohol or are under the influence of drugs.

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**The following procedures will be followed if a student is found to be under the influence:**

- 1. The student will be asked to leave the college immediately and not return until they are no longer under the influence.**
- 2. An incident report will be completed and submitted to the Director.**

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If the student’s conduct regarding alcohol or drug use is repeated, the student will be suspended for a period of a) 5 days, b) one term, or c) one year. The student will receive written notification outlining the length of his or her suspensions as well as the conditions for re-admission to the college.

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**If suspected of possession or selling of drugs:**

- 1. Police will be notified.**
- 2. Student will be suspended pending the police investigation.**
- 3. If found guilty, the student will automatically be suspended for a period of either a) one term, b) one year, or c) permanently.**

## **FIRE DRILLS**

We have fire drills to provide practice in case of an emergency. When the bell rings, please move quickly and quietly out of the building as directed by your instructor. A fire safety plan will be shared with you at the beginning of the academic year.

## **FOOD AND DRINKS**

Drinks are allowed in classrooms as long as the containers have lids. It is recommended that all food be consumed in the student lounge.

## **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY POLICY**

Personal information is any that/which identifies an individual, including name, address, email address, phone number, age, sex, race, and educational or employment history. The university college may collect such personal information directly from a student for purposes of admission, registration, and other fundamental activities related to attendance in an education institute centre in Manitoba. Such information will form part of an official student records.

The Students Record's/Registrar's office keeps all such records. Exceptions may be made for statistical or institutional research projects approved by the college, official college business or other limited exceptions provided within the Freedom of Information and Protection of Privacy Act (e.g., to locate next of kin in an emergency). The college will not divulge any information on a student file to any agency or person other than the student without the student's written permission.

Yellowquill University College protects the information provided and any other information placed in the official student's file and uses such information only in compliance with the Act (even if a specific waiver has not been included).

## **HOUSING**

Yellowquill University College does not have student housing. It is the student's responsibility to make his or her own arrangements for housing.

## **LOST AND FOUND**

If you find something, bring it to the receptionist. If you lose something, check with the receptionist.

## **APPOINTMENTS (medical, dental, legal, counselling, etc.)**

Students are encouraged to make medical appointments after school hours so that it does not interfere with their regular scheduled classes. It is the student's responsibility to make up any work missed upon returning to class.



### **KEEP THE GROUNDS CLEAN**

Place all garbage in the bins provided. Please refrain from spitting, spitting out sunflower seeds, or leaving cigarette butts and garbage on the ground. Keep our school clean!

### **PARKING**

There are a limited number of parking stalls for students and are available on a first-come, first-served basis: the parking lot is located on the corner of Silver and Madison (there may be a minimal charge). There is some street parking available on Madison Street.

### **SMOKING**

Smoking is not allowed in the building. Smoking is permitted on the side and the back of the building. Students are to dispose of their cigarette butts in the canisters provided.

### **STUDENT SERVICES**

The Student Services department provides counseling and career resources for our students. Our counselor can assist you with academic, personal, and career decision-making. The counselor also has information about post-secondary programs, scholarships, bursaries, and funding. Students can also schedule an appointment with a therapist. We also have elders available to our students three days during the week during the school year.

### **TELEPHONE**

We will not call students out of class for phone calls unless they are emergencies. However, the receptionist will post messages for you on the bulletin board by the main office if the callers are polite and respectful. Students are not to use staff phones. Pay phones for the students are in the student lounge.

### **VISITORS**

All visitors must report to the office and give their reason for being in the college. Students are asked NOT to invite friends to the college, except under exceptional circumstances or for open houses. Children should not be in the building, for our insurance coverage does not cover children under the age of 18.

## 1.2.....Academic Policies

### **ACADEMIC APPEAL POLICY**

Students have the right to appeal an academic decision she or he feels is not warranted. The following process is to be followed:

1. The student must first discuss the decision with the instructor. If the student and the instructor can resolve the concern, there is no need to continue with the appeal.
2. If the student and instructor are unable to resolve the matter, and the student feels the matter is still unresolved, he or she should follow the formal appeal process outlined below.
  - a. The student must present a formal letter of appeal to the Program Coordinator. The letter, signed by the student, must outline both the situation and the specific reason(s) why the decision should be changed.
  - b. The Coordinator will review the letter and may interview the student and the instructor. The Coordinator may also review any relevant materials and will then provide a written decision regarding the legitimacy of the appeal. The written decision will either support or reject the appeal, and will provide the reasons for that judgment. If the appeal is supported, the Coordinator will award a new grade or take other corrective actions. If the appeal is rejected, and the student feels the need to continue with the appeal, she or he must do so with the Director.
  - c. If the student appeals to the Assistant Director, she or he must do so in written form. The letter must outline the additional reasons why he or she feels the decision of the Program Coordinator are not acceptable. The Assistant Director will meet with the student and the instructor to review the course outline and the instructor’s evaluation of the student. The Assistant Director will notify the student, the instructor, and the Coordinator of the final decision.

### **ATTENDANCE POLICY – Mature Student High School Diploma**

Regular attendance plays a large part in your success as a student at Yellowquill University College. Regular, punctual attendance in all classes is expected of all students. Each student must attend regularly in order to stay enrolled in a course and in the program. If you are a sponsored student, you should be aware that all sponsors are updated on your attendance bi-weekly. Based on this information, sponsors, like employers, may decide to terminate the student’s funding.

We understand that you may have business or medical appointments. For this reason, Mature Student High School Diploma students have Friday afternoons off. We also realize that occasionally crises occur. If you know that you will be late or have to miss a class or a whole day, please call and leave a message with our receptionist. You will still be marked absent in any class that you miss, but the reason will be on record in case your sponsor wishes to inquire about any absences.

If a student misses eight classes in one course, he or she may have to apply to re-enter the course. After a re-entry meeting, the coordinator will set the conditions for the student to continue in the program. The student will sign a learning contract that they will make a commitment to attend all classes, inform the program coordinator whenever they are unable to attend, and make arrangement with their instructors regarding missed assignments or tests. If attendance does not improve, the student will receive a warning letter from the Program Coordinator (a copy is sent to the sponsor) placing the student on a month-to-month (or as specified) probation. If there is no discernible improvement, a letter of termination will be issued by the Director/Assistant Director.

### **Attendance Policy – Post Secondary**

Regular, punctual attendance in all classes is expected of all post-secondary students. Each student must attend regularly in order to stay enrolled in a course and in the program. If you are a sponsored student, please be aware that all sponsors are updated on attendance regularly. On the basis of this information the sponsors, like employers, may decide to terminate the student's funding.

It is understood that you may have business or medical appointments so for this reason, you should make appointments outside the classroom instruction/participation times. The College also realizes that occasionally a crisis may occur. If you know that you will be late or have to miss a class or a whole day, you are required to call and leave a message with the receptionist. The receptionist records all student calls for instructors or funding agencies. Students are required to attend all classes. You will still be marked absent in any class that you do not attend, but the reason will be on record in case your sponsor wishes to inquire about any absence.

If a student exceeds three (3) days of absence per month without a legitimate reason (i.e., medical), he/she will be referred to the counselor (these criteria will not apply to part-time modular programs). After that meeting, the program coordinator will set conditions for the student to continue in the program. The student will sign a learning/work completion contract whereby they will make a commitment to attend, and plan with their instructor(s) regarding missed assignments or tests. If attendance does not improve, the student will receive a warning letter from the Program Coordinator (a copy will be sent to the sponsor) placing the student on academic probation. If there is no discernible improvement, a letter of termination may be issued by the Director/Assistant Director.

### **Attendance Policy – First Nation Child and Family Services Worker Diploma; First Nation Addictions and Mental Health Diploma; First Nations Bachelor of Teaching Degree**

If a student exceeds two (2) days of a two-week/one-week course, he/she must meet with the Instructor and the course may need to be repeated. The instructor will set conditions for the student to continue in the course, which will include a commitment by the student to attend the remainder of the course and make arrangements for finishing any missed assignments or tests by a specified date.

If attendance does not improve in future courses, the student will receive a warning letter from the Program Coordinator and/or college Director (a copy is sent to the sponsor) placing the student on academic probation. If there is no discernible improvement, a letter of withdrawal will be issued by the college Director.

In the case of extended illness or medical leave, each situation will be evaluated and will be subject to the policy of YQUC.

### **Attendance Policy – Remote Learning**

Attendance is required every day, in all classes. We will track absences and tardiness, just as we would during a typical school year. The school will track attendance by noting who is present in the Zoom/Google/Team's classroom (your instructor may insist on turning/leaving your camera on). We understand that there may be extenuating circumstances at times related to the ongoing health situation and the very real challenges it presents. We will do our best to support students so that regular attendance is possible and supportive of learning.

If you know that you will not be present for remote learning, please contact the college in one of these ways:

1. By phone to the Main Office line 204-953-2800 (please leave a voicemail if no one is able to take your call right away).
2. By email to your instructor prior start of class.

### **ACADEMIC HONESTY POLICY**

Instructors will outline the academic expectations for students at the start of each course, including course activities, learning outcomes, and the evaluation process. Instructors are expected to be consistent in the application of deadlines, participation, grading, and individual assistance. Cheating and plagiarism (copying from an author or a peer without acknowledgement) are serious matters that could result in a lower mark, no mark, probation, or suspension.

### **ACADEMIC PROBATION**

Students who register at Yellowquill University College make a commitment to complete their program of studies. Yellowquill University College makes a commitment to provide a high-quality academic program. Any student who fails to make satisfactory academic progress will be put on probation for designated period of time. If the student does not make up all work missed and meets satisfactory attendance requirements by the end of the probationary period, he/she will be withdrawn from their program of studies.

### **ACCEPTABLE USE OF COMPUTER POLICY**

1. Computers are to be used for educational purposes only. Internet access is not to be used for any unethical, illegal, or inappropriate purposes at any time. The following activities are **NOT** allowed during class times:
  - a) Social media

- b) Personal e-mail
- c) Games
- d) On-line shopping
- e) Sending solicitations or personal sales material

**\* Note:** *Personal e-mail and texting may be done ONLY during breaks, and before and after classes. \**

2. The university college environment should be welcoming to all. Certain types of information or internet sites must not be accessed, downloaded, stored, or distributed under any circumstances. This includes, but is not limited to; gambling, offensive pictures, pornography, videos, text etc. That can be considered obscene, criminal, defamatory, discriminatory, violent, harassing, or hateful.
3. The University College's computers have been configured for educational purposes only. Therefore, making changes to the computers in any of the following ways are not permitted:
  - a) Downloading music or videos unless requested by Instructors for instructional presentations.
  - b) Deleting software from the computer or changing configurations.
  - c) Placing viruses or other harmful programs on a computer.
  - d) Installing any programs on a computer, such as limewire or any other file sharing program.
  - e) Accessing or creating personal websites or personal storage websites including file and data sharing websites.
  - f) Installing ANY physical storage device unless approved by the Network Administrator. The only exception may be small USB storage devices that have been scanned for viruses and are to be used for homework transporting only.
  - g) Illegal activities.
  - h) Using a computer to distribute or find illicit drugs.
  - i) Attempting to circumvent the security system or view data files of other persons in the system.
4. Educational resources (Hardware, Software, and Internet Access) are provided by Yellowquill University College for the specific purpose of student education and not for personal use.
5. Any other internet activity not specifically outlined in this document and deemed a risk by the Director and Network Administrator to the security of Yellowquill University College is NOT allowed.

Social media sites are a privilege and not a right. Any request to access restricted websites is to be evaluated on their merit for education and the impact on the bandwidth consumption.

### **Consequences for Violating Internet Access Policy**

Consequences for a breaking any of the above rules will result in the temporary suspension of user account with details of offenses sent to the Director of Yellowquill University College. Logon hours may be expanded or limited at the discretion of the Director and/or Network Administrator.

A written request by an instructor to the Director detailing the need for access with a written promise not to do it again will be required to remove suspension.

### **GRIEVANCE POLICY AND PROCESS**

If a student believes that a staff member of Yellowquill University College has unfairly treated him or her, he or she may file a grievance. The grievance process is intended for resolving non-academic issues and for matters that do not involve perceived harassment. The following process is to be used:

1. If possible, the student should approach the person who has treated him or her unfairly and try to resolve the issue.
2. If the student feels uncomfortable approaching the person, the student may ask another staff member, an advisor, or a Student Council representative to act as a mediator or advocate.
3. If the matter remains unresolved, the student may write a letter specifying the grievance to the Director. The Director will hold a meeting with the student and the person to mediate a solution.

### **PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)**

Prior Learning Assessment and Recognition (PLAR) is a process used to identify, document, assess, and recognize skills, knowledge, and judgment. Learning takes place in many situations outside of the classroom: work, hobbies, family, life, military, volunteer activities, travel, independent study, and workplace training.

You may be eligible for credit in the Mature Student High School Diploma program, if you can demonstrate that your prior learning is equivalent to what you would take in one of our formal courses.

Our counselors can work with you to:

- Set expectations of what PLAR can do and how prior learning may be proven.
- Gather information on your past experiences and accomplishments.
- Assess what you have learned and how it can be translated into skills and knowledge.
- Prove your learning through a variety of methods including practical demonstrations, interviews, portfolios, and testing.
- Apply the recognition of the skills and knowledge to employment and future education, and possibly, earn academic credits here at Yellowquill University College.

\*\*\* PLEASE NOTE: PLAR for post-secondary programs will be assessed on a case-by-case basis. \*\*\*

## RE-ADMISSION

If a student voluntarily withdraws from the college, he/she may be re-admitted at the beginning of a new term. Students who have been suspended or have withdrawn without providing an adequate explanation will not be re-admitted for one academic year, depending upon circumstances.

## REPEATING A CLASS

If a student fails to complete a class or fails to achieve a passing grade, he/she may repeat the class in another term. The failing grade will remain on the transcript, but the second grade earned will also be recorded with the notation "**repeat**". A student may repeat a class as a refresher class one year after originally completing the class.

## STUDENT REFUND POLICY

The **Mature Student High School Diploma Program** at Yellowquill University College has two types of fees: non-refundable and refundable.

*Non-refundable fee:* A \$60.00 registration fee is used to cover administrative and graduation costs.

*Refundable fee:* A \$20.00 book deposit is charged for each course. This fee is refunded to the student when the book is returned. This must be paid by the student, not by the funder.

The **Post-Secondary Programs** at Yellowquill University College do have a refund policy for tuition costs; however, the refund is made directly to the party (the funder) who paid the tuition fees.

## VOLUNTARY WITHDRAWAL

Any student who wishes to voluntarily withdraw from the college should do the following:

1. Contact his or her Instructor.
2. Contact his or her funding agency.
3. Submit a letter stating his or her reason for withdrawing.

Students who withdraw for good reason can re-enroll at a later date. The funding agency will be notified of the student's withdrawal effective the date of the last class attended. The deadline for voluntary withdrawal is three weeks prior to the final exam. Students withdrawing in this way can have the code VW (Voluntary Withdrawal) placed on the final transcript. Students withdrawing later than three weeks from the final exam will receive the mark earned in the course.

Students wishing to withdraw from their program must complete a Student Withdrawal Form and submit it to their department head.

## SCHOOL INITIATED WITHDRAWAL

Yellowquill University College reserves the right to withdraw any student who is not attending regularly or making satisfactory academic progress. The college may also withdraw a student for any of the reasons listed in the student conduct policy.

The college staff will act with dignity and respect when interacting with students, and will expect that all students will treat each other and staff members with the same dignity and respect.

Students will act in a manner that will contribute to a safe, positive, and constructive learning environment.

Conduct that does not demonstrate the values of dignity and respect and which does not contribute to a safe, positive, and constructive learning environment will be considered unacceptable and will not be tolerated by the College. Unacceptable conduct will be subject to whatever action is appropriate, which may include suspension. In some instances, appropriate action may include involvement of authorities outside the college. This list of definitions is not all-inclusive and will be modified as required by the college.

### *Consequences*

Consequences for unacceptable conduct are intended to be corrective. When consequences are imposed, they are to reflect the severity and nature of the original unacceptable conduct. Such consequences will be administered through the Director/Assistant Director.

If a student fails to comply with the Student Conduct Policy Guidelines, the following process will be followed:

1. The student will immediately meet with the Director/Assistant Director at which time written notification will be given to the student outlining the student's suspension from the college. The suspension will be for a period of five (5) school days and will commence immediately upon notification.
2. A critical incident report will be completed by all parties involved and submitted to the Director/Assistant Director.
3. The Director/Assistant Director will investigate the severity and nature of the unacceptable conduct.
4. The student will receive notification in writing outlining the consequence of his or her unacceptable conduct, as well as the process for re-admission to the college.
5. The consequences may include but are not limited to:
  - a. An additional five-day suspension
  - b. One module
  - c. One term suspension
  - d. One-year suspension



- e. Expulsion
- 6. The Director will make the final decision on the consequence.

## 1.3 STUDENT CONDUCT POLICY

### STUDENT CONDUCT POLICY GUIDELINES

*Definition of Unacceptable Student Conduct in Support of this Policy:*

#### **Personal Assault & Threatening Behaviour**

This includes any physical, written, or verbal assault directly at any individual or group, occurring within any Yellowquill University College related activity, which results in physical, mental or emotional harm, injury to or criminal harassment, of any member of the college community.

**Examples:** Hitting, slapping, punching another person; stalking another person; using threatening language; communicating in any manner an image, picture, or graphic that is threatening.

#### *Behaviour Endangering the Safety of Others*

This includes any behaviour that potentially or actually endangers the safety of any person in the course of any Yellowquill University College related activity.

**Examples:** Tampering with fire access doors or discharging fire extinguishers; unsafe operation of a motor vehicle; inappropriate use of tools, equipment, or procedures that place a person at risk.

#### *Failure to Comply with Reasonable Requests of College Employees*

This includes any failure to comply with a reasonable request or directive of a Yellowquill University College employee, issued in order to protect the rights, privileges, or safety of any member of the college community.

**Examples:** Failure to leave the building during a fire alarm; refusal to remove a vehicle parked in a no-parking area; or refusal to remove weapons from the college.

#### *Use of Social Media in a Disrespectful Manner*

This includes posting any negative comments on any social media platform that disrespects the integrity of any Student, Instructor, or the College.

**Examples:** Posting a negative comment regarding an Instructor because you were not satisfied with your grade; posting any negative comments about the College because you were suspended; posting a negative comment regarding a fellow student because of a difference of opinion.

#### *Disruptive Behaviour/Disorderly Conduct*

This includes any behaviour that interferes with the provision of College services or of instruction or

interferes with any member of the Yellowquill University College community by students and any others accompanying them.

**Examples:** Verbal outbursts, physical gestures, loud headsets, actions or interruptions, which can limit or interfere with the provision of college services or instructional activities; unwarranted and unreasonable disturbances during any Yellowquill University College related activity.

#### *Unauthorized Entry or Presence*

This includes any unauthorized act of entering, remaining in, or allowing others to have access to areas of Yellowquill University College.

**Examples:** To enter, or allow others to gain entry to classrooms, labs, outside of authorized time and conditions; or unauthorized presence in any College office or area.

#### *Misuse of Information*

This includes falsification, alteration, or misuse of personal identification, records, or documents.

**Examples:** Unauthorized alteration of grades or records; or refusal to produce valid identification upon request.

#### *Theft of Personal or College Property*

This includes any theft or unauthorized removal of property belonging to Yellowquill University College or to any member of the Yellowquill University College community.

**Examples:** Theft of college resource books; theft of personal property such as knapsacks or purses; or unauthorized duplication of computer software belonging to Yellowquill University College.

#### *Vandalism/Intentional Damage or Misuse of Personal or College Property*

This includes any intentional altering of, or damage to, any resource property belonging to Yellowquill University College or to property of any member of the Yellowquill University College community.

**Examples:** Damaging college textbooks, defacing the college building (inside or outside), or damaging vehicles.

#### *Violation of Federal, Provincial or Municipal Laws, Statutes or Regulations*

This includes any behaviour that violates the laws, statutes or regulations of Canada, Manitoba, the City of Winnipeg, or any applicable municipality.

**Examples:** Violation of Liquor Control Act; possession, use or sale of illicit substances such as steroids; possession of weapons on campus; violations of the Motor Vehicle Act; or issuing a false fire alarm.

#### *Disrespectful or Demeaning Behaviour*

This includes any statement, publication, notice, sign, symbol, emblem or other representation that

gives a member of the Yellowquill University College community reasonable cause to believe that he or she has suffered hatred or contempt.

**Examples:** language, cartoons, photos, symbols, etc., which expose a person or class of persons to hatred or contempt.

#### *Making False, Frivolous, or Vexatious Complaints*

This includes any complaint that is intentionally made by a person who knows it is false, frivolous, or vexatious.

**Examples:** Alleging a theft of personal property that is untrue; alleging an assault that is found to be false; numerous complaints made by the same student when that student is actively inciting discord.

## 1.4 FINAL EXAM POLICIES

### FINAL EXAM POLICIES – Mature Student High School Diploma

It is required that all students write the exam in order to attain the credit. Students who are absent from an exam without acceptable reason (the student's illness, disability, or a family member's funeral) will receive a DNW (Did not Write).

If a student is unable to write an exam, he/she must contact the College prior to the start of the exam and provide a valid reason.

The student must give the Director a written reason for not writing the exam (medical certificate for medical reasons) and request a new exam date no later than seven days after the exam date.

The student must write the exam no later than 14 days after the original date, or wait until the next time that that exam is given.

A mark of DNW (Did Not Write) will be recorded until the exam is written. If the exam is not written, a final grade will NOT be given.

#### EXAM PAPER POLICIES

- The name of the instructor and the date of the exam must be on the exam paper.
- The weight or mark for each question shall be clearly indicated on the exam paper.
- The exam will clearly show what percentage of the total course mark that the exam represents.

## **EXAMINATION WRITING POLICIES**

Exams will be written between 9 a.m. And 12 noon.

Students are not allowed to leave an exam within the first hour of the exam, and students may not enter to write an exam after the first hour of writing has passed. If a student is late by one hour or more, she or he must go through the appropriate channel to arrange a new exam date.

Students who arrive late will not receive any time past the posted exam times.

Instructors are to let students know in advance if calculators or any other devices may be used during the exam.

No cell phones, head phones, or other such devices are allowed in the exam room. Calculators, where permitted, will be the only electronic devices allowed in the exam room.

Students will not receive a break during the exam. Students are not to leave an exam unattended if they are returning to complete the exam.

## **FINAL EXAM POLICIES – Post-Secondary**

A student who is unable to write an exam must get the instructor's approval in advance. Alternate arrangements may be made at the discretion of the lead facilitator. To fulfill the requirements of the course, the final exam must be written.

Students who are absent from an exam without an acceptable reason (i.e., the student's illness, disability, or a family member's funeral) will receive a grade of **0**.

### **EXAM PAPER POLICIES**

- A. The name of the instructor and the date of the exam must be on the exam paper.
- B. The weight or mark for each question shall be clearly indicated on the exam paper where appropriate.

### **EXAMINATION WRITING POLICIES**

Exams normally are to be written between 9 a.m. And 12 noon unless otherwise arranged/posted.

Students are not allowed to leave an exam within the first hour of the start time of the exam, and students may not enter to write an exam after the first hour of the writing of the exam has passed.

If a student is late for an exam by one hour or more, he or she must proceed with the criteria set out within the absence section of this policy.

Students who arrive for an exam late will not receive any time past the posted exam times.

Instructors are to let students know in advance if calculators or any other devices may be used during the exam.

No cell phones, head phones, or other such devices are allowed in the exam room. Calculators, where permitted, will be the only electronic devices allowed in the exam room.