

**STUDENT POLICY AND PROCEDURES  
MANUAL**



**Carpenter Millwright College**

**WELL TRAINED. WORK READY.**

**August 2019**



## WELCOME

I would like to extend a warm welcome to the Carpenter Millwright College and wish you much success as you begin your career as a skilled tradesperson.

We provide learner-centered education, with a focus on experiential learning. We continually innovate to meet the needs of the ever-changing construction industry. You can be assured that the training you'll receive at Carpenter Millwright College is built to meet the current and future job markets, and that industry experts build our programs.

In these pages, you will learn about the policies and procedures CMC has adopted to ensure the highest quality of instruction for our students. Our methodology in developing these guidelines **reflects the expectations of our industry**, thus encouraging superior work ethic, quality of work, and a strong desire to master the trade. These policies were established to reduce conflict and confusion, and to ensure all students receive consistent equitable treatment.

All staff members have an open-door policy and would be pleased to help you with any of your concerns or questions.

I hope you have an enjoyable learning experience at Carpenter Millwright College, and I would like to wish you great success in your program. Welcome aboard!

Sincerely,

Shawn Skinner  
Training Director

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## PART I: ABOUT US

The Carpenter Millwright College (CMC) has been established to provide practical training to those seeking employment in the construction trades. Our experienced instructors emphasize on delivering industry-approved programs and certifications that give students the skills required in today's residential, commercial, and industrial construction sectors.

CMC is affiliated with the Atlantic Canada Regional Council of Carpenters, Millwrights and Allied Workers (ACRC) and is part of one of North America's largest building-trades unions, the United Brotherhood of Carpenters (UBC), which represents nearly half a million members in the construction and wood-products industries.

***With a dedicated focus on safety and comprehensive training, our goal is to provide employers with highly qualified, trained, and safe workers.***

CMC is committed to the training of the highest quality. Our state-of-the-art facilities, experienced instructors and staff, and up-to-date tools and equipment keep you at the pulse of what is happening in the current and emerging job market.

We partner with industry to deliver programs that are relevant and in-demand in today's construction sector. CMC seeks to build beneficial relationships to facilitate its delivery of practical, high quality, employment-oriented training.

We place an emphasize on replicating a worksite atmosphere to give students real and practical learning opportunities. Successful graduates will enter (or re-enter) the industry as skilled workers and assist in achieving overall organizational goals.

*Our values include:*

- Safety – First and Always
- Training Excellence
- Integrity
- Diversity and Accessibility
- Student Support
- Beneficial Partnerships

Our motto is: ***Well Trained. Work Ready.***

## *MISSION STATEMENT*

CMC and ACRC are committed to providing training of the highest quality for occupations in the carpentry, joinery, and millwright trades. This commitment is supported by highly qualified members/staff, state-of-art facilities, tools/equipment, and curricula developed to meet the needs of current and future members and job markets. As union leaders in our industry, we will put our resources back into CMC so that the members will benefit from its growth and success.

## **PART II: ADMINISTRATION AND ADMISSIONS**

### HOLIDAY SCHEDULE

The following holidays will be observed by CMC for 2019-2020 on the dates listed below:

<i>New Year's Day, January 1, 2019</i>	<i>New Year's Day, January 1, 2020</i>
<i>Good Friday, April 19, 2019</i>	<i>Good Friday, April 10, 2020</i>
<i>Victoria Day, May 20, 2019</i>	<i>Victoria Day, May 18, 2020</i>
<i>Memorial/Canada Day, July 1, 2019</i>	<i>Memorial/Canada Day, July 1, 2020</i>
<i>Civic/Provincial Day, August 5, 2019</i>	<i>Civic/Provincial Day, August 3, 2020</i>
<i>Labour Day, September 2, 2019</i>	<i>Labour Day, September 7, 2020</i>
<i>Thanksgiving, October 14, 2019</i>	<i>Thanksgiving, October 12, 2020</i>
<i>Remembrance Day, November 11, 2019</i>	<i>Remembrance Day, November 11, 2020</i>
<i>Christmas Day, December 25, 2019</i>	<i>Christmas Day, December 25, 2020</i>
<i>Boxing Day, December 26, 2019</i>	<i>Boxing Day, December 26, 2020</i>

### HOURS OF OPERATIONS & CLASS TIME

Open from 8:00 am to 4:30 pm, Monday to Friday

#### **Class times are:**

- *Monday - Thursday: 8:30 am - 4:30 pm*
- *Friday: 8:30 am - 1:30 pm*
- *Lunch breaks (half-hour) and nutrition breaks (two – 15 min) may be staggered. Students are asked to refer to the class schedule*

**NOTE:** *No lunch breaks on Friday, nutrition breaks only. Part-time course hours may vary (participants will be notified)*

## ENTRANCE REQUIREMENTS

### Entry-Level Apprenticeship Programs

The minimum entrance requirement for entry-level apprenticeship programs is high school diploma or equivalent (i.e., G.E.D or A.B.E. level three graduation). Applicants who do not meet this requirement may apply as a mature student (*see Mature Student Policy*).

Applicants wishing to enter an entry-level apprenticeship program who are already a registered apprentice with the Apprenticeship and Trades Certification Division must follow the entrance procedures for direct entry apprentices.

### Advanced Block Apprenticeship:

CMC works in collaboration with the Apprenticeship and Trades Certification Division, and the Department of Advanced Education Skills and Labour in the admissions for advanced block training. Entrance requirements are determined by the apprenticeship and trades division. Eligible apprentices must obtain a "class call" (*acceptance letter*) from Apprenticeship and Trades Certification Division for advanced block training.

## MATURE STUDENT POLICY

Defines a mature student as an individual who has not received their high school diploma (*or equivalent*), is 19 years of age or older and has not attended a secondary institution during the past 12 months. The applicant will be required to demonstrate their ability to complete the requirements for certification in the occupation by writing the Canadian Adult Achievement Test (CAAT) and obtain an overall average of high school equivalency or higher.

The CAAT is a unique measure of an adult's current functional level in mathematics, reading, and language. This series of multiple-choice tests has been designed specifically for the Canadian adult, regardless of the previous school experience.

CMC administers the CAAT test Level B. The CAAT test Level B is for adults who have had from five to eight years of formal education.

Once a test is written the applicant has the choice for CMC to retain a copy of the CAAT test or to immediately destroy the test. The results that are retained are then the property of CMC.

Those who do not obtain a high school equivalency in the assessment may be permitted to rewrite a second (and final) time after three months. A second appointment will be at the discretion of the assessor, based upon the assessment score and available appointments.

## ACCEPTANCE PROCEDURE

Applications will only be processed once all information has been received. Once the applicant demonstrates they meet the entrance requirements, and a seat is available, an acceptance letter will be mailed.

For an application to be complete, the following items are required:

- fully completed application form
- copy of high school transcript or diploma (or equivalent)
- mature students must complete the CAAT
- \$40.00 non-refundable application processing fee
- 16 years of age

Students may be conditionally accepted into a program of study they have applied for if they did not supply all required documentation. Official enrolment and signing of the contract will not transpire until all entrance requirements have been met.

### REGISTRATION/ORIENTATION

The first day of scheduled classes for all entry-level apprenticeship programs is designated for registration/orientation. During registration, there will have textbooks available for purchase, photos are taken for ID cards, and all applicable registration forms will be completed.

During orientation, students are introduced to the faculty members and classmates.

### ACCESS TO ACADEMIC AND FINANCIAL ADVICE

Students may meet with their instructor or the student services representative to discuss their academic progress. All first-year Pre-Employment Carpenter and Industrial Mechanic (Millwright) students will have a mid-term review with the student services representative to discuss their academics and their attendance. Students may also meet with the student services representative regarding questions about their financial plan.

## **PART III: CAMPUS INFORMATION**

### CAFETERIA

There is a cafeteria located on the second floor. For a small fee, you may purchase items from the cafeteria.

Microwaves are available for students wishing to bring their lunch. For sanitary reasons, please remove any workshop attire before proceeding to the cafeteria. This is the **ONLY** designated area for food and drinks.

### CLASSROOM, SHOP, AND YARD

Students are **NOT** permitted to work in the shop/yard without the presence of an instructor or approved supervisor.

### EMERGENCY EXITS / FIRE EXTINGUISHERS

Students should become familiar with the location of all fire exits and fire extinguishers.

### INTERNET ACCESS

We are pleased to provide Wi-Fi access for our students. The student access for Wi-Fi is **Students** and password: **Students2016!** Internet access is also available in the computer lab for students to conduct an activity that relates to their course of the student.

### **Guidelines**

1. Information gathering and communication activities conducted through the internet must be related to the student's program of studies.
2. This policy is applies to all computers and other forms of communication devices used at the CMC, whether personally or CMC owned.

3. Users are expected to share responsibility for the protection of resources and participate in the enforcement of the policy.
4. Similar ethical and moral principles that guide the conduct of other communication (e.g. telephone, face-to-face interaction, written correspondence, etc.) apply to CMC related internet use.
5. All related uses of the internet are to be legally permissible; consistent with CMC's educational and administrative activities; within the guidelines of related CMC policies; considerate of the resources and respectful of the privilege of use.
6. Users recognize that the information acquired through the internet is the property of someone and respect their ownership rights. Information may not be copied without permission of the copyright owner.
7. Users recognize that individual use of the internet is potentially reflective of CMC and acknowledge an obligation to conduct their use of the internet appropriately within this context.
8. Objectionable material does not fall within the scope of CMC related educational or administrative information needs. Therefore, accessing it violates CMC policy and subject to appropriate disciplinary action.
9. Although the privacy of acquired information is normally respected, in the case of alleged inappropriate or illegal use, access to electronic files or other information may be requested by authorities.

#### JOB PLACEMENT

CMC will assist, where possible, in finding job placements for its graduates. CMC cannot guarantee jobs to its students, it is committed to doing its very best in helping each student with their job search.

Upon graduating from the program, students should keep in contact with CMC to have access to all the latest employment opportunities available. There may be times when employers have an urgent demand for an apprentice and CMC are not able to locate any available apprentices. All graduates are encouraged to stay in contact to ensure they do not miss a good career placement.

All students of CMC may join the Carpenter or Millwright unions. For information on union membership, contact (709) 364-5430.

#### LEARNING RESOURCE CENTRE

CMC is equipped with a Learning Resource Centre that is accessible by all students for study purposes.

#### LOCKERS

Students are encouraged to find a vacant locker for storage of books and personal items. Students are responsible for providing their locks. If a vacant locker is not available, students are encouraged to share lockers with peers. There is no guarantee for a locker for each student and is not responsible for any items lost, stolen, or left behind after graduation. To maintain the safety of all staff and students, CMC reserves the right to search the contents of any locker, at any time.

### PARKING

CMC has a designated area for student parking. However, there may not be enough parking for each student and no student may claim parking space by right. Parking is a privilege, not a right. CMC will **not** be held responsible for any damages that occur to vehicles while on the property. There are two spaces in front of both buildings that are reserved and designated as “Blue Zone”. Students must have an authorized parking permit to park in this area. A speed limit of 10 km/hr is enforced in the parking lots to ensure the safety of students, staff, and visitors to CMC, ACRC, and OAWA offices.

### TELEPHONE SERVICES

Students are NOT permitted to use the telephone in the administration office or instructor’s offices.

### TESTING

Students will not be permitted to bring any books, book bags, cellular phones or other electronic devices, written papers, or any other items during testing without first seeking permission from the person conducting the exams. Students will NOT be permitted to leave the exam room once the exam is in process. Be sure to bring sharpened pencils, erasers, calculators, and carpentry codebooks if required before the exam starts. Programmable calculators are not permitted (basic calculator only, unless otherwise specified).

### TOOL ROOM

Tool rooms are in each shop which houses the various hand and power tools for the affiliate program. The contents of these tool rooms are managed by the instructor in charge. No tools shall be removed from the tool room without proper authorization from your instructor. All students are expected to have their hand tools.

### TRANSPORTATION

The Town of Paradise partners with Metrobus to offer public transit to the Town of Paradise. Route 30 operates weekdays during peak hours between the Paradise Double Ice Complex and the Avalon Mall in St. John's. The full route information is on their website [www.metrobus.com](http://www.metrobus.com).

## **PART IV: GENERAL POLICIES**

### AWARDS PROGRAM

CMC strives for excellence and has established an awards program to recognize and reward superior academic achievement. Upon completion of the first year Pre-Employment Carpenter and Industrial Mechanic (Millwright) program, awards are granted to individuals in each category to give recognition for their outstanding achievement. CMC reserves the right to limit the award and make changes that circumstance may require. Also, to ensure fair and equitable distribution, CMC reserves the right to limit the number of awards a student shall receive.

#### **Award of Excellence**

This award is presented to the student who demonstrates exceptional leadership and safety and achieves outstanding academic excellence within their program.

### Merit Award

This award is presented to a student who exerts an outstanding dedication to the program, improves and builds upon skills, willingly accepts challenges, and demonstrates respect for peers and instructors.

### Perfect Attendance Award

This award is presented to a student who completes an apprenticeship program with a 100% attendance record.

### SCHOLARSHIPS

CMC has maintained a list of scholarships. Please see the Administration Department for details:

#### Joint Apprenticeship Training Committee (JATC) Scholarship

This scholarship is awarded annually to a child or spouse of a member of Local 579, Local 1009, or signatory contractor. They must be completing their first level of pre-apprentice training.

#### Interex Bursary

This bursary is based on financial need and will be awarded to a new student in the Pre – Employment Carpentry Program until December 2019.

#### Ben Curtis Memorial Scholarship

This scholarship is presented annually to a student enrolled in the **second, third or fourth** level of the Carpentry Program who exhibits dedication, good skill development, leadership, professionalism, and good academic performance.

### CELLULAR PHONES / ELECTRONIC COMMUNICATION DEVICES

The use of cellular phones and other types of communication devices are permitted at CMC. However, they are not permitted to be used in the classroom during class sessions, or during examinations. Students must obtain permission from their Instructor to have their device turned on during class. If permission is granted, the device must be set on “vibrate” and the individual must leave the room to accept or make calls.

### DRESS CODE

To ensure the security and safety of all who study and work at CMC, students must wear clothing that is appropriate to the nature of their work/studies and in conjunction with Health and Safety regulations.

Students **MUST** wear clothing that:

- Promotes a positive and professional image
- Does not distract, cause embarrassment, or lead to misunderstanding
- Is absent of political or contentious slogans
- For the health and safety of all students, the following is a sample list of articles that **must** be worn always while studying at the CMC:
  - Sleeved t-shirts (approved for classroom study only. No short sleeves permitted in shops)
  - Long-sleeved shirt (mandatory to be worn always while working in the shops/yard)
  - Appropriate work pants that fully cover the legs (no spandex)
  - Approved PPE (see Safety Policy for listing)

While students are encouraged to wear coveralls while working in the shops the following **must** be applied always:

- Long hair tied back
- No Jewelry
- No Hoodies
- No Strings

### CODE OF BEHAVIOUR

The code of behaviour is intended to protect the diverse interests and goals of all students and to provide broad guidance in identifying and discouraging behaviour that conflict with the learning environment. Students must conduct themselves in a way that supports teaching and learning. They should strive to make the campus safe and one that promotes an atmosphere of civility, diversity, equity, and respect.

The following behaviours are *prohibited*, will result in *immediate* suspension and may result in expulsion. This list is not exhaustive but provides examples of breaches of the code of behaviour. This code deliberately does not place violations in a hierarchy. CMC views all complaints made under the provisions of this code as serious.

- ABUSE OF, OR DISRESPECT FOR: the processes of this Code
- ACADEMIC DISHONESTY: (see academic offences)
- CRIMINAL OFFENCES: while on CMC, ACRC property
- DISCRIMINATION: against any individual or group for any reason, including national or ethnic origin, race, colour, gender, age, sexual orientation, physical, or mental disability
- DISTURBANCE: individual or group conduct which is detrimental to any learning environment
- DRINKING/CANNIBIS USE: including impairment, possession, use, or sale
- DRUGS: including possession, use, or sale of illegal drugs
- GAMBLING
- INAPPROPRIATE CONDUCT: such as harassment, fighting, unsuitable language, or horse-play which may jeopardize the safety and well-being of oneself or others
- INJURY OR DAMAGE TO PERSONS OR PROPERTY: including the threat of injury or damage, to other persons (physical or mental) or their property, as well as, the misappropriation of, misuse of, or damage to the CMC/ACRC's property
- INTOXICATED OR INFLICTED CONDITION
- PROFANITY
- PROVOCATIVE GESTURES
- THEFT: equipment, supplies, personal items, student records, or any school property
- UNAUTHORIZED BORROWING OF CMC'S PROPERTY

### COMPLAINT RESOLUTION

CMC is committed to the prompt and equitable resolution of student conflict issues to the satisfaction of both the student and the college. If you would like to submit a formal complaint, please see the Administration Department.

### CRIMINAL OFFENSES

Students, while on school property, who commit a criminal offence that is subject to the Criminal Code of Canada will be referred directly to the proper legal authorities. This will not exclude any other penalties which may be administered by CMC.

### EVACUATIONS

All staff, students, and others who may occupy the building at the time of a fire or other emergencies must adhere to the evacuation procedures.

An evacuation order may come in one of two methods either; the fire alarm will be activated (sounded) or fire wardens or CMC staff may go room-to-room and shout the order such as "**Fire, Fire, and Fire**". Upon hearing the fire alarm or the verbal warning, immediately proceed out of the building using the nearest exit and assemble in the designated muster point as directed by your instructor or a staff member. For your safety, you are not permitted to go back into the building for any reason, or to go to your locker to get books, clothing, or personal effects. You must leave the building immediately and in an orderly fashion.

Elevators are NOT to be used during an evacuation. Always take the stairwells. During an evacuation, fire wardens will stay with any person who cannot negotiate the stairs. Fire wardens will identify persons needing help and assist to evacuate them. If you're in the elevator when the fire alarm is activated, immediately exit once you arrive at the floor.

Once outside of the building and to the muster point, you are required to acknowledge the person taking roll call to ensure you are accounted for. During the evacuation, you may receive further direction from fire wardens or CMC staff. Staff members and alternates have been designated in various locations of the building to ensure everyone has left safely. The designated staff members have role calls readily available in case of evacuation to ensure all those working in their area has safely left the building.

### PRACTICE DRILLS

CMC will carry out unannounced practice drills for evacuation periodically throughout your program. These drills are for your safety and must be taken seriously. During drills, any discrepancies or problem areas will be recorded and reviewed for corrective action. The name of any person not taking the drill seriously, not adhering to emergency procedures or disregarding direction from CMC staff will be recorded and disciplinary action may be taken.

### FEES

All students are required to pay all fees for the semester in which they are enrolling on the registration day for that semester. Textbooks must be paid in full at time of purchase. Students paying their way through the program (without any financial assistance), may make payment arrangements for tuition and sign a self-payment schedule. Self-payment schedules are negotiated with the students to a maximum period of two-thirds of the program as all account balances must be paid in full at this time. If a student fails to withhold their commitment as outlined in the payment schedule, they may not be permitted to attend classes until all outstanding fees have been paid.

Students withdrawing or terminated from their program beyond two-thirds duration are not subject to a refund. **See Retention and Repayment of Fees** below for more information. If a student withdraws or

is terminated from CMC with an outstanding balance, the college will make a reasonable agreement for the outstanding fees to be paid. If the student fails to make payment arrangements or to repay the fees per the agreed terms, the student may be placed in a professional collection's agency within 30 days.

#### Method of Payment

Payment for all tuition fees may be made by money order, cash, or Interac. Personal cheques will only be accepted for programs for more than four weeks. Any cheques returned due to non-sufficient funds will be subject to an NSF fee (currently \$20.00).

#### Retention and Repayment of Fees

AS STATED IN BY THE PRIVATE TRAINING INSTITUTIONS ACT, 1989, AMENDED DECEMBER 1998, SECTIONS 17 TO 24

17.

(1) Where a student has contracted for a course of instruction at a private training institution and subsequently exercises the option to void the contract at least 21 days before the commencement date of the course, the private training institution shall refund the money paid by or on behalf of the student including the registration fee under section 16.

(2) Where a student has contracted for a correspondence course at a private training institution and subsequently exercises the option to void the contract within 14 days of signing the contract, the private training institution shall refund the money paid by or on behalf of the student including the registration fee under section 16.

(3) Notwithstanding any provision contained in a contract in respect of a course of instruction at a private training institution, the institution shall not retain money paid for on account of instruction given by the private training institution where the registrant or representative of the private training institution has made false or misleading statements regarding the course of instruction or regarding the nature of the contract for the purpose of inducing a person to enter into the contract and all money so received shall be immediately repaid to the person who has paid it and the contract is void.

18.

(2) Students of private training institutions shall be entitled to a refund of money paid with the exception of the registration fee under section 16 where the student has contracted for a course of instruction at a private training institution and gives notice in writing either delivered personally or by registered mail to the private training institution less than 21 days before the commencement date of the course of instruction of the student's intention not to commence the course of instruction.

(3) Students of private training institutions shall be entitled to a refund of money paid except for the registration fee under section 16 and 10% of the total course fees where:

1. The student has contracted for a course at a private training institution and does not give notice in writing by registered mail to the private training institution before the commencement date of the student's intention not to commence the course of instruction and does not attend the first 5 consecutive days of the course of instruction; or

2. The student has contracted for a course of instruction for a correspondence course at a private training institution and gives notice in writing by registered mail to the private training institution more than 14 days after signing the contract and provided all lessons have been returned in good condition.

3. Students of private training institutions shall be entitled to a refund of money paid where;

(a) the student has contracted for a course of instruction at a private training institution and gives notice in writing either delivered personally or by registered mail to the private training institution after the commencement date of the course of instruction of the student's intention to cease taking the course of instruction;

(b) the student has contracted for a course of instruction at a private training institution and fails to exercise the option to void the contract under section 15 before the date upon which the first class is held, then exercises the option notwithstanding that the student may not have participated during instruction;

(c) the student has contracted for a correspondence course at a private training institution and exercises the option to void a contract under section 15 after part of the course of instruction has been supplied and serviced; or

(d) Private training institution has the registration cancelled.  
has the renewal of the registration refused and the registration has expired  
has not applied for renewal or registration and the registration has expired.

(4) Refund of money referred to in subsection (3) shall not include;

1. The registration fee under Section 17;

2. The fees for the proportion of the course already supplied and serviced or in the case of correspondence courses the fee for lessons supplied and evaluated, and for the purposes of this paragraph any portion of a week shall be considered one week in determining the amount of the refund; and

3. The retail cost of equipment that has been supplied to the student by the private training institution unless the equipment has been returned to the private training institution unopened or as issued within 10 days of receipt by the student.

19.

(1) Where a private training institution has supplied, and serviced two-thirds or more of a course of instruction and has not received a proper notice of a student's intention to cease attending the course before that date, the private training institution shall not be obliged to refund money paid for or on account of the fees by or on behalf of a person who has contracted for that course of instruction.

(2) The private training institution is not required to repay money to a student where:

1. A student has contracted for a course of instruction at a private training institution and the registration of this private training institution is cancelled or expires before the course of instruction has been completed.
2. Where a course of instruction offered by another registered private training institution is the same or like the course of instruction contracted by the student under paragraph (a); and
3. Where the student and the private training institution referred to in paragraph (a) agree in writing with the owner or operator of the registered private training institution referred to in paragraph (b) that the student will complete the course of instruction at the registered private training institutions referred to in paragraph (b) at no additional cost to the student.

20. A private training institution shall collect from student's tuition fees not more than the amount required to cover one semester at a time.

21. Where a private training institution received proper notice of a student's intention to withdraw from a course, the private training institution shall acknowledge receipt of the notice and provide the student with a statement of money retained by the private training institution.

(1) Where a private training institution is required to refund money under sections 17 and 18, refunds shall be made to the person entitled within 30 days of the receipt by the private training institution of the notice referred to in sections 17 and 18.

(2) If a student received a student loan, the refund cheque is to be made payable to both the bank and the student.

22.

(1) Where a private training institution has after the commencement date of a course of instruction dismissed a student due to academic failure, contravention of an institution regulation, misconduct or failure to pay the required fees under a written contract for a course of instruction and the private training institution has satisfied the superintendent that the dismissal was for a good cause, the private training institution shall refund money paid for or on account of the fees or on behalf of the student except.

(a) The registration fee under section 16; and

(b) The proportion of the fees for the course of instruction that the part of the course of instruction supplied and serviced to the date of dismissal bears to the course of instruction

(2) Where a private training institution has dismissed a student under subsection (1), the private training institution may retain, in addition to the money referred to in subsection (1), an amount required to repair or replace property of the private training institution that has been damaged or destroyed as a direct result of the action or conduct of the dismissed

student and the private training institution has satisfied the superintendent that the damaged or destruction was caused by the willful action of the student.

23.

(1) where a student has enrolled in a private training institution for qualifying in a specific subject and successfully completes the course of studies for that subject and where the student has fulfilled the terms of the written contract made between the student and the institution, the institution shall issue the student a certificate to evidence the successful completion of the course of studies for that subject.

(2) Where a student has enrolled in a whole course of instruction in a vocation and successfully completed the course of studies for that vocation and where the student has fulfilled the terms of the written contract made with the institution, the institution shall issue the student a certificate or diploma and a transcript of marks to evidence the successful completion of the course of instruction.

(3) Where a student has enrolled in a whole course of instruction in a vocation and fails to meet the passing standards of the course but has fulfilled the terms of the written contract made with the institution, a student be entitled to receive, on request from the institution, a transcript of marks.

#### FINANCIAL AID

There are funding options that may be available to you:

##### Student Aid

The Government of Canada and the Government of Newfoundland and Labrador work together to provide student financial assistance. Both loans and grants are available to help you access and pay for post-secondary education. With one application you will be assessed for both federal and provincial financial assistance. Please visit <https://www.aesl.gov.nl.ca/studentaid/> to learn more.

##### Support for Apprentices

Visit <https://www.canada.ca/en/employment-social-development/services/apprentices.html>

##### Employment Insurance Sponsorship

Visit <https://www.aesl.gov.nl.ca/default.htm>

#### GENERAL OFFENCES

Any offences not specifically referred to in this document, but which are judged to be detrimental to the CMC and members of CMC's community will be referred to the appropriate authority for disciplinary action.

#### HARASSMENT POLICY

ACRC and CMC are committed to providing a work environment that is conducive to the performance of work and is free of unlawful discrimination and harassment. This policy applies to all employees, students, officers, agents, suppliers, and customers of the organizations. CMC and ACRC consider harassment or any behaviour which denies individuals their dignity and respect, to be a form of

intimidation and will not tolerate its occurrence. The organizations will ensure that individuals who believe they are or have been subjected to harassment can register a complaint(s) in confidence with the assurance of prompt action without fear of reprisal. The organizations will exercise care to respect and protect the right of both the complainant(s) and the alleged offender(s). The organizations will take whatever disciplinary measures as they deem necessary and appropriate against any person(s) under its direction who subjects any individuals(s) to harassment. Anyone who is found to have engaged in sexual or other forms of unlawful harassment will be subjected to disciplinary action, up to and including discharge.

#### Definitions

Harassment based on race, religion, religious creed, sex, marital/family status, physical/mental disability, political affiliation activity or opinion, colour, ethnic, or national origin or social orientation or sexual orientation, is any such unlawful behaviour that is directed at or is offensive to, an employee (s), or endangers an employee's job, undermines performance, or threatens the economic livelihood of the employee(s).

Harassment of a sexual nature is comprised of unwelcome sexual comments, jokes, gestures, pictorials, or physical contact that the individual knows, or ought reasonably to know, to be unwelcome, objectionable or offensive. The behaviour may be on a one-time basis or a series of incidents.

#### INSURANCE COVERAGE AND ACCIDENTS

Students, while on the property of CMC, have insurance coverage against accidents. If an accident, or "near miss", happens, no matter how minor, the student must report immediately to an instructor who will take the necessary action. Appropriate forms may be obtained from the instructor or the administration office.

#### PRIOR LEARNING ASSESSMENT RECOGNITION PROCESS

If you have acquired skills through work experience, other unrecognized training programs, or through self-studies or other life experiences, CMC may perform a Prior Learning Assessment Recognition (**PLAR**) process with you. If the skills you have learned are equivalent to the contents of the program, a credit will be awarded for that learning gained from experience and not the experience itself. Transfer of credit will also be awarded from courses completed at another recognized school where the objectives are equivalent to the objectives of the course within the program.

If a student is granted a course credit, the hour value of that course will be deducted from the duration of the program. For example, a student receiving a credit for a course that has an hour value of 90, then the contract of training will have an addendum deducting the 90 hours from the duration of the program.

Students have a **maximum of two weeks** from the start date of their program to apply for **PLAR**. Applications for PLAR may be subject to an administration fee of \$500.00.

The **PLAR** process assumes that valid learning is significant and warrants an assessment for educational credit. PLAR can involve various forms and methods to assess learning.

Methods used to evaluate prior learning:

- (a) Oral interviews between assessor and learner

- (b) Assessment of “equivalent” courses studied
- (c) Challenge exams
- (d) Performance evaluations
- (e) Documentation (evidence of learning, e.g. transcript, diploma, a record of work experiences and proven competencies achieved).

For more information, contact the administration department.

### RECYCLING

CMC seeks to identify practices which involve protecting the environment and encouraging new practices to maximize the recycling of waste materials. Students should become familiar with the location of recycling bins as well as recycling practices of CMC.

To accomplish our recycling objectives, the following steps will be taken by staff and students:

Place recyclable materials in appropriately marked containers or locations (paper, beverage containers, wood, metal, nails, oil, etc.).

- Maximize the use of recycled materials.
- Only print when necessary. Use electronic means of sending documents. When printing, use double-sided options.
- Follow environmentally friendly protocol for cleaning tools and equipment, and for discarding hazardous products.
- Recognizing that waste reduction is preferable to recycling and to utilize waste reduction techniques.

Students shall not assume that recycled materials are available for personal use and must seek permission from the director before taking any recycled product. Any unauthorized use will be considered theft.

### REPEATING COURSES

If a student fails a course (see Exams) or did not complete the assigned course work in the required period as assigned by the instructor, the course will be considered failed. Extraordinary circumstances shall be documented and reported to the instructor who will have the discretion to grant any extensions for course work.

Students may re-apply in the following semester (or later) to repeat the course(s) and will be responsible for paying for the full cost of the course. At the discretion of the director, CMC may decide for repeating a course before program finish date.

### SAFETY POLICY

ACRC and CMC are committed to and responsible for an effective health and safety program that protects its staff, students, property, equipment, and the public from injury and illness.

Active participation by everyone is required to reach our goal of an accident-free environment. CMC will make every effort to provide and maintain a safe and healthy workplace by implementing an occupational health and safety program, adhering to acceptable industry standards, and complying with

occupational health and safety legislation. In keeping with occupational health and safety legislation, a healthy and safe workplace will be accomplished in consultation and cooperation with management and workers, the occupational health and safety committee.

Violations of health and safety regulations, rules, and work procedures are taken very seriously, and everyone is reasonably expected to protect the health and safety of themselves and others. Every worker must protect their health and safety and the health and safety of other others by working in compliance with legislation and established work practices and procedures. Everyone is accountable to report unsafe behavior, conditions, and practices to his or her immediate instructor/supervisor or a member of the onsite health and safety committee.

#### Personal Protective Equipment

All persons entering the shop and yard area are required to wear safety equipment as laid down by the occupational health and safety regulations which includes the following, but are not limited to, hard hat (CSA Code Z94.1), safety glasses (CSA Code Z94.3), steel-nose boots (CSA Approved), work gloves and hearing protection when necessary. Anyone found in either of these areas without wearing the required equipment will be asked to leave and will not be permitted to re-enter until the proper equipment is worn. Students are not permitted to wear white hats.

#### Occupational Health & Safety Committee

The occupational health and safety committee is an advisory team comprised of management and worker representatives whose primary role is to assist CMC in creating and maintaining health and safety in the workplace. The committee is responsible for monitoring the health, safety, and welfare of the workers, students, as well as other members entering the workplace. A current listing of OH&S committee members is posted on bulletin boards throughout CMC.

The goal of the OH&S committee is to promote and monitor the internal responsibility system by encouraging employers and workers to resolve health and safety concerns reasonably and on their own, with minimum third-party intervention. A key role of the committee is to identify health and safety concerns and initiate workable solutions to improve the quality of life for workers and students of CMC that is conducive to learning.

As per the occupational health and safety act, the OH&S Committee shall be comprised of a *minimum* of two worker representatives and one employer representative where there are 10 - 50 workers in the workplace. However, the college recommends that at least one instructor from each program participate on the committee to ensure each shop is adequately represented. It is also recommended that ACRC have one worker representative serve as a committee member. CMC encourages one student representative from each program to participate in functions of the committee to help ensure the highest quality of health and safety is maintained at CMC while fostering learning for students regarding the OHS act and creating a safety culture in their workplace.

Student representatives shall be elected within their respective classes. Upon graduation, the student representative's position shall be discontinued, and replaced with a new student representative from the subsequent class.

### Three Strike Policy

This policy is necessary to ensure the safety of all staff and students of CMC and is enforced by the CMC's OHS committee. Each member of the committee and all instructors and supervisors have the power and responsibility to enforce this policy. It is the responsibility of all students and staff of CMC to report any unsafe work practices to an immediate supervisor or member of the OH&S committee.

If at any time, a student or worker is seen demonstrating unsafe work practices, the following policy will be enforced:

Strike 1: For the first offense, an oral warning is issued. The warning will be recorded by the committee member, instructor, or supervisor and given in memo form. The memo will be kept on your file.

Strike 2: For the second offence, you must report to the Director where a formal letter will be given to you and placed on your academic file at the administrative office.

Strike 3: For a third offense, you must report to the Director and a one-week suspension will be enforced. Any subsequent offences will result in immediate termination.

### SCHOOL CLOSURE

In the event of an unscheduled closure, announcements will be made:

- CMC Facebook page
- Local radio stations
- CMC main voice mail. Attempts will be made to ensure that school closures are announced by 7:00 am

If an unscheduled closure occurs throughout the day, an announcement will be made through CMC's public address (PA) System.

Classes that are cancelled due to school closure will be rescheduled as soon as possible. Students may be required to work extra hours to make up for lost days.

### SHOP CLEAN-UP

All students must abide by the clean-up duties of the shop and yard area. Failure to comply will result in a written warning for the first offense, a three-day suspension after the second offense, and termination after the third offense.

### SMOKING

Smoking is NOT permitted inside the building. There are designated smoking areas and disposal containers located outside of the building where all cigarettes **MUST BE** discarded.

### SUPPORTS FOR STUDENTS WITH DISABILITIES

CMC will assist, where possible, with appropriate accommodations for individuals with self-identified disabilities. Supports may be provided to students who request them. To be eligible for assistance the applicant will be required to provide appropriate documentation. For example, a copy of a psycho-educational assessment that identifies the diagnosis and recommendations of accommodations. If not received there may be a delay in assistance.

Examples of accommodations that CMC may provide are extended time for tests, alternate setting for tests, access to the building, and scribe using assistive technology.

The onus is on the student to follow up on their accommodations needed. CMC student services representative will then notify all instructors of accommodations that are to be put in place.

### TRANSCRIPTS AND DIPLOMAS

Please be advised that it may take up to 15 business days to have your transcript and diploma processed and mailed to you.

### VOLUNTARY WITHDRAWAL

Any student wishing to withdraw from their program at CMC must notify the administration office to terminate their contract of tuition. Non-attendance does not constitute official withdrawal. The termination date will be the date the student requests to be terminated or is terminated by CMC for non-attendance. Terminations, in this case, will NOT be based on the last date of attendance. This will affect the refund policy.

### WORKLOAD

Students must realize that to achieve the greatest learning experience possible, they should contribute extra time over and above regular school hours. CMC strongly suggests that each student take advantage of the shop time available during the day and complete all reading assignments at home.

### WORK TERM

Per the plan of training for the pre-employment Industrial Mechanic (Millwright) Program, all students in the entry-level one program must complete the workplace exposure. This is an unpaid 80 - hour work term that is held in the last two weeks of the program.

All 17 – week scaffolding students must complete a 35 – hour unpaid work term in the last week of their program.

Students cannot proceed on their work term without passing all required courses and all payments are made in full to CMC. Failure to do so will result in not attending their work term.

All students in the pre-employment Industrial Mechanic (Millwright) program are encouraged to find their work term, however, if they cannot the student services representative will assist the student with their placement. All scaffolding students are placed on their work term by their instructor.

Before the student commences their work term, they will receive a presentation from the student services representative on the requirements of their work term.

## **PART V: ACADEMIC POLICIES & PROCEDURES**

### ACADEMIC OFFENSES

Any staff member of CMC who is aware of an academic offence committed by a student is responsible for informing the student as soon as possible of the consequences of the offence in writing. Proceedings against the student should be given by the director of CMC after reviewing all the supporting evidence.

All decisions that are made concerning the offence must be brought to the student's attention in the form of writing. This written record will be kept on the student's file until he or she has completed their course of study at CMC then it will be destroyed. It will be composed of a description of the offense, a statement that the offence has been reviewed with the student and the complainant, and a brief account of the penalty being enforced.

### **Cheating**

Cheating is a dishonest practice that is strictly prohibited. Cheating involves, but is not limited to, the following actions:

- copying another student's work
- writing an exam or assignment for another student or having him/her do it for you
- obtaining or providing unauthorized assistance
- using or having unauthorized material
- Copying, paraphrasing, or translating the work of other students are also considered to be cheating.
- If a student provides another student with a copy of their work, they are implying permission for their work to be copied, therefore, they are cheating as well.

CMC will **NOT** tolerate any form of cheating. Violations of the above mentioned may result in a **one-week suspension** for the first offence and an **immediate dismissal** for the second offence.

### **Unauthorized Communication**

Any students communicating during an exam is cheating and is subject to the same penalties as cheating. Communication may be defined as written, verbal, body gestures, and the use of an electronic communication device during the exam delivery.

### **Plagiarism**

Plagiarism is an act where one copies, translates or paraphrases published or unpublished material without giving reference to the source where the information came from. Students committing plagiarism are subjected to receiving a 0% grade and face possible suspension.

### **Confidential Materials**

Students are prohibited from obtaining, or trying to obtain, sell, or distribute in any way, confidential material such as exams, assignments, student records, etc. Such actions may be considered theft or cheating.

### **Falsification of an Academic Record**

If a student alters a CMC academic record or provides CMC with falsified documentation for gaining acceptance or receiving credit, they will be committing a serious breach of academic honesty.

### **ATTENDANCE**

CMC strictly adheres to a 100% attendance policy. Students must attend and be punctual to all classes within the program. Any student arriving late, or leaving early, will be marked unexcused for that portion of the day. Where possible, written documentation shall be provided for any form of absenteeism immediately upon the students return to school. Students are required to initial the

attendance record with their instructor at the end of each week before the instructor submits to student services representative for monitoring, data entry, and as an official report.

Students are required to contact the administration office 709-364-5586/info@cmcnl.ca if they are not able to attend school. A voice message may be left after hours. Failing to notify CMC staff of your absence will be considered unexcused.

Excused absences will be decided at the discretion of the instructor. It will include, but not limited to, sickness requiring medical attention (doctor's note required), family emergencies, bereavement, etc. Even though absences may be determined to be excused, missed course material must be completed promptly.

### ASSIGNMENTS

Students must attain at least a 70% mark on all assignments. Assignments that are passed in late are subject to grade deductions or not accepted as pre-determined by the instructor.

### EXAMS

To complete a course, a 70% grade is required. A mark of 70% must be achieved in both the theory and practical components of the course.

Final course grades (unless otherwise specified) are based on a weighted average of the theory and practical marks.

### RE-WRITES AND SUPPLEMENTARY EXAMS

If a student does not receive 70% on an exam they will have the option to either re-write the exam on the Friday in the week in which the exam was failed or the following Friday. The student must achieve a minimum of 70%, however, the 2<sup>nd</sup> attempt exam will have a maximum value of 80%. Should a student not complete the exam in one of these two-time slots, or by the discretion of their instructor, they will receive a grade of zero on the exam and be required to complete the course at their own expense.

### DISCIPLINE POLICY

CMC expects students to be respectful towards college property, other students, the community, and themselves. Students are expected to obey the laws of the community along with the policies of CMC.

### **Penalties**

If a student commits an academic offense, CMC reserves the right to enforce any or all the following penalties:

- rejection of an application for admission
- rejection of submitted work, with no credit given
- academic probation
- suspension
- expulsion
- reprimand
- legal action

### Academic Probation

Academic probation intends to formally serve notice that a student may not be making satisfactory progress. The conditions of academic probation are intended to specify the achievement standards required to graduate; to identify unsatisfactory academic performance at an early date; to provide an occasion for counselling, and to give students whose ultimate success is in question further opportunity to demonstrate their ability to meet academic expectations.

- Students may be placed on probation for failure to maintain normal academic progress in their program. Probation will be removed when determined that satisfactory academic progress has been demonstrated.
- Students with less than a 70% average for theory and shop work may be placed on academic probation unless extraordinary circumstances exist.
- Academic probation will be continued for all students if they have a grade of less than 70%. It will be removed when the grade has been met. Should the grade point deficit reach a point whereby a student is unable to complete two-thirds of his or program, the student will be terminated from CMC.
- Academic probation may only be served once. This is applicable for returning students who had served academic probation in a program they were previously enrolled in CMC. If a student's academic probation has been lifted, and later falls below the required academic status, the performance committee will review the student's file to determine immediate dismissal.

### Expulsion

CMC is committed to taking all reasonable steps to ensure the students can complete their program. CMC commits to ensure that within this general framework that all students are treated fairly and equitably. Students who do not support the academic and ethical goals of CMC for themselves and their fellow students may be subject to penalties, up to and including expulsion.

In general, CMC will attempt to resolve a situation without an expulsion. Verbal warning, written warnings, probation, and suspension may precede this final and most serious of actions. Where CMC deems the integrity, safety or well-being of students, staff, clients, visitors, and other guests are in danger then expulsion may be applied at the Director's discretion at any point in the process.

Students may be expelled if they do not meet the performance or attendance standards, or other offenses as outlined in these policies.

CMC will determine re-admission. If students are granted re-admission after an initial dismissal, they will be placed on probation for the duration of their enrolment.

Expulsion from CMC may deny future registration privileges. A student that is dismissed for non-academic reasons may not necessarily be approved for readmission for two years. These dismissals may relate to harassment, unsafe acts, defacing school property, stealing, academic dishonesty, or violation of other school policies. Requests for readmission must be submitted to the CMC Administration.

### Reprimand

A student will be allowed to continue at CMC once a letter is given to them outlining the nature of the misconduct and the implications of further misconduct. The penalty of reprimand may be imposed by various CMC staff. The director is to receive a written notice of the offence.

## Suspension

A student may be suspended from their program for a specified period and the details of the suspension will be stated in writing. Instructors and the student services representative have the authority to suspend a student for one week for cheating or any other behaviour that disrupts or interferes with classroom activities. In such cases, the director must be notified immediately, in writing, who may then decide to suspend further or even terminate from the program after further consultation with the program coordinator. If the student is reinstated and continues to behave inappropriately, the instructor, student service representative, will notify the director in writing and further action will be taken.

## PERFORMANCE POLICY

CMC has determined that a student is in good standing if their performance is not less than 90 percent of all required course material complete at any point in time. A review of each student's performance is conducted monthly, or more often if deemed necessary by the instructor and/or the student services representative. CMC may choose to deny continuation of a program if a student fails to maintain reasonable academic progress, as specified by CMC at any time throughout the duration of the program. The college may specify additional academic standards for which students are responsible for compliance with these regulations. All actions taken to enforce these regulations will be noted on the student's academic record.