



Carpenter Millwright College

WELL TRAINED. WORK READY.

STUDENT POLICIES AND PROCEDURES MANUAL



WELCOME

I would like to extend to you a warm welcome to 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 will 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,

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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 focus 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, Scaffolding, 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 the 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 emphasis 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 industrial mechanic 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

IMPORTANT DATES

Note: For specific dates, please refer to the Student Calendar provided.

Public Holiday – Labour Day

First Day of Classes

Public Holiday – National Day of Truth and Reconciliation

Public Holiday – Thanksgiving Day

Public Holiday – Remembrance Day

Last Day of Classes

Public Holiday – Christmas Day

Public Holiday – Boxing Day

Semester Break

Semester Break period (*subject to change*)

Public Holiday – New Year’s Day

Students Return

All Tuition Fees Due

Public Holiday – Family Day

Public Holiday – Good Friday

Program Completion

- Carpentry (Pre-Employment) – Completion of Program
- Industrial Mechanic (Pre-Employment) – Completion of Program (*pending successful completion of the two-week work term*)

Summer Break

Victoria Day

Canada Day

Civic Holiday (1st Monday in August)

HOURS OF OPERATION & CLASS TIME

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

Class times are:

- *Monday - Thursday: 8:30 am - 4:00 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/direction of the instructor.*

NOTE: *No lunch breaks on Friday, nutrition breaks only.*

ENTRANCE REQUIREMENTS

The entrance requirements for entry-level apprenticeship programs and advanced level apprenticeships at CMC are as follows:

Entry-Level Apprenticeship Programs:

- Minimum Requirement: A high school diploma or its equivalent, such as a G.E.D. or A.B.E. level three graduation.
- Mature Students: Applicants who do not meet the minimum requirement may apply as mature students, as per the Mature Student Policy. (Below)

Advanced Level Apprenticeship:

CMC collaborates with the Apprenticeship and Trades Certification Division and the Department of Immigration, Population Growth, and Skills for admissions to advanced level training.

- Entrance Requirements: The specific entrance requirements for advanced level training are determined by the apprenticeship and trades division.
- Acceptance Letter: Eligible apprentices must obtain a "class call" or acceptance letter from the Apprenticeship and Trades Certification Division for advanced level training.

It's important to note that the specific entrance requirements for advanced level training may vary depending on the apprenticeship and trades division. It is advisable for applicants to contact the Apprenticeship and Trades Certification Division directly to inquire about the specific requirements for the desired advanced level apprenticeship program.

MATURE STUDENT POLICY

The Mature Student Policy at CMC defines a mature student as an individual who has not received their high school diploma or equivalent, is in mature status, and has not attended a secondary institution in the past 12 months. Here are the key points of the policy:

Definition of a Mature Student:

- A mature student is someone who lacks a high school diploma or equivalent, meets the mature status criteria, and has not attended a secondary institution within the past 12 months.

Ability Demonstration:

- Mature applicants must demonstrate their ability to meet the requirements for certification in their chosen occupation. This may be done by writing the Canadian Adult Achievement Test (CAAT) Level B. The CAAT Level B assesses an individual's functional level in mathematics, reading, and language skills.

CAAT Test Administration:

- CMC administers the CAAT Level B test.
- CAAT Level B is intended for adults who have had five to eight years of formal education.
- The test is a series of multiple-choice tests.

Retention of CAAT Test Results:

- After completing the CAAT test, the applicant can choose whether CMC retains a copy of their test or if it should be immediately destroyed.
- If retained, the results become the property of CMC.

Test Retake Option:

- Applicants who do not achieve a high school equivalency on the CAAT assessment may be permitted to rewrite the test a second (and final) time.
- The retake is allowed after a three-month period.
- The decision to grant a second appointment for the retake is at the discretion of the assessor, based on the assessment score and availability of 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 test level B
- 16 years of age
- \$200.00 refundable deposit

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

REGISTRATION AND ORIENTATION

During the registration process at CMC, several activities and tasks take place to ensure a smooth enrollment. These include:

Textbook Purchase:

- Textbooks required for the program will be available for purchase during registration.

ID Card Photos:

- Photos will be taken for the purpose of creating student ID cards.
- These ID cards serve as identification for students within the college premises.

Completion of Registration Forms:

- All applicable registration forms will be completed during the registration process.
- This includes providing necessary personal and contact information to establish student records.

Following registration, students will participate in an orientation session, where they will receive important information about their program and become familiar with the college environment.

The orientation activities typically include:

College Student Policies and Procedure Manual:

- Instructors will review the College Student Policies and Procedure Manual with the students.

- This manual outlines the rules, regulations, and expectations that students need to adhere to during their time at CMC.

Review of Plan of Training (POT):

- Instructors will go through the Plan of Training (POT) specific to each program.
- The POT includes a program summary, course prerequisites, and details about the course methods and evaluation criteria.

College Tour:

- Students will be given a tour of the college facilities.
- This tour familiarizes students with important locations such as classrooms, labs, workshops, and support services within the college.

Introduction to Faculty and Classmates:

- Students will have the opportunity to meet and get introduced to their instructors and fellow classmates.
- This promotes a sense of community and establishes connections within the student body.

The registration and orientation processes at CMC aim to ensure that students are well-informed about the college's policies, procedures, and program requirements. It also provides an opportunity for students to familiarize themselves with the college environment and build relationships with faculty and peers.

ACCESS TO ACADEMIC AND FINANCIAL ADVICE

Students may meet with their instructor or the Student Services Representative to discuss their academic progress. Students may also meet with the Administration office to discuss payment plans.

PART III: CAMPUS INFORMATION

CAMPUS CONTACT

College Name: Carpenter Millwright College
 Address: 89 McNamara Drive in Paradise, NL A1L 3W2
 Mailing Address: P.O. Box 3040, Paradise, NL A1L 3W2
 Telephone: (709)364-5586 Fax: (709)364-5587 Email: cmcnl_info@ubcja.ca
 Webpage: www.carpentermillwrightcollege.ca
 Facebook:@CarpenterMillwrightCollege

COMMUNICATION

It is the responsibility of the student to check their email, Google classroom, and phone messages for all correspondence from CMC.

CAFETERIA

There is a cafeteria located on the second floor. The cafeteria is equipped with:

- Microwave oven
- Kettles
- Keurig coffee machine

- Refrigerator
- Vending machines

For sanitary reasons, please remove any workshop attire before proceeding to the cafeteria.

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 complimentary Wi-Fi access for our students.

Student access for Wi-Fi is: **Students**

Password: **CMCwelltrained3!**

Internet access is also available in the computer lab for students to complete course work.

Guidelines

1. Information gathering, and communication activities conducted through the internet must be related to the student's program of studies.
2. This policy 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 the 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 as determined by CMC does fall within the scope of CMC-related educational or administrative information. Therefore, accessing it violates CMC policy and is subject to appropriate disciplinary action.

9. In the case of alleged inappropriate or illegal use of college internet or technology, access to electronic files or other information may be requested and granted to authorities.

JOB PLACEMENT

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 or <https://www.acrc.ca/>

LOCKERS

Students are encouraged to find a vacant locker for the 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 CMC 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. *no search performed without reasonable...**

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).

TOOLROOM

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 supply their own 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.

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 Carpenter-Pre-Employment and Industrial Mechanic (Millwright) - Pre-Employment program, awards are granted to individuals in each category to give recognition for their outstanding achievements. CMC reserves the right to limit the award and make changes that circumstances 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

The Carpenter Millwright College (CMC) offers several scholarships for students enrolled in their programs. Here are the details of each scholarship:

Interex Bursary:

- Criteria: Presented annually to a student enrolled in the Carpentry or Industrial Mechanic (Millwright) Pre-Employment program at CMC.
- Description: This bursary provides financial assistance to eligible students pursuing the Carpentry or Industrial Mechanic (Millwright) Pre-Employment program.

Joint Apprenticeship Training Committee (JATC) Scholarship:

- Criteria: Awarded annually to a child or spouse of a member of Local 579, Local 1009, or a signatory contractor who is currently enrolled in the Carpentry or Industrial Mechanic (Millwright) Pre-Employment program at CMC.
- Description: This scholarship aims to support students who have a family connection to the specified unions or contractors and are pursuing the Carpentry or Industrial Mechanic (Millwright) Pre-Employment program.

Harry Gedge Memorial Scholarship:

- Criteria: Presented annually to a student enrolled in the Carpentry or Industrial Mechanic (Millwright) Pre-Employment program at CMC.
- Description: This scholarship is established in memory of Harry Gedge and is awarded to a student demonstrating excellence in the Carpentry or Industrial Mechanic (Millwright) Pre-Employment program.

Vince Burton Memorial Scholarship:

- Criteria: Presented annually to a student enrolled in the second, third, or fourth level of the Carpentry Apprenticeship Program at CMC, who is an active Union member and demonstrates commitment to their trade and personal development.
- Description: This scholarship is established in memory of Vince Burton and is awarded to a Carpentry Apprenticeship student who not only excels academically but also shows dedication to their trade and active participation in the Union.

To obtain more detailed information and application procedures for these scholarships, it is advised to contact the Administration Department at the Carpenter Millwright College.

CELLULAR PHONES / ELECTRONIC COMMUNICATION DEVICES

The use of cellular phones and other types of communication devices is permitted at CMC. However, they are not permitted to be used in the classroom/shops during 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 may be worn while studying at the CMC
 - Sleeved t-shirts
 - Long-sleeved shirt

- Appropriate work pants that fully cover the legs
- Approved PPE

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

*** Instructor discretion may be applied depending on the circumstances**

CODE OF BEHAVIOR

The code of behavior at Carpenter Millwright College (CMC) is designed to protect the interests and goals of all students and create a conducive learning environment. Students are expected to conduct themselves in a manner that promotes safety, respect, diversity, equity, and civility. The following behaviors are explicitly prohibited and may result in immediate suspension or expulsion:

- Abuse of, or disrespect for, the processes outlined in the Code
- Academic dishonesty (refer to academic offences)
- Committing criminal offences while on CMC/ACRC property
- Discrimination: All individuals are expected to adhere to the requirements of the Human Rights Act
- Disturbance: Conduct that is detrimental to any learning environment, whether by an individual or a group
- Drinking or cannabis use, including impairment, possession, use, or sale
- Substance related offences, including impairment, possession, use, or sale of illegal drugs
- Gambling
- Inappropriate conduct: Harassment, fighting, unsuitable language, or horseplay that jeopardizes the safety and well-being of oneself or others
- Causing injury or damage to persons or property, including threats, physical or mental harm, or misuse of CMC/ACRC property
- Use of profanity
- Making provocative gestures
- Theft: Stealing equipment, supplies, personal items, student records, or any school property
- Unauthorized borrowing of CMC's property

It's important to note that this list is not exhaustive, and all complaints made under the provisions of this code are considered serious by CMC. The code applies to all platforms, including off-site training, social media platforms, and various communication devices.

Students should familiarize themselves with the code of behavior and adhere to its principles to contribute to a safe and respectful learning environment. Violations of the code may have severe consequences for students' academic standing and continued enrollment at CMC.

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. The student will need to submit their concerns in writing to the CMC

Director as their first course of action. Once the complaint is received, the Director will conduct a review and investigation. This may include speaking with staff, students, and others as may be deemed necessary and a review of documents. CMC will respond to the students complaint in writing with their findings and a proposed resolution to the complaint.

If a student has followed the complaint resolution process and is still not satisfied with the response and the issue remains unresolved or the student has not received a response to the concern then the student may contact the Department governing Post Secondary Education.

CRIMINAL OFFENCES

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 are in the elevator when the fire alarm is activated, immediately exit once you arrive on 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 have 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 the 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 agency within 30 days.

Method of Payment

Payment for all tuition fees may be made by money order, cash, 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

Retention and repayment of fees

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 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 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 or 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.

Exceptions to refunds

18. (1) 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.

(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 and 10% of the total course fees where

(a) 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

(b) 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 in the course of 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) a private training institution

- (i) has the registration cancelled,
- (ii) has the renewal of the registration refused and the registration has expired, or
- (iii) has not applied for renewal of registration and the registration has expired.

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

(a) the registration fee under section 17;

(b) 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

(c) 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.

(5) Where a student withdraws from a course of instruction 21 days after the commencement of a semester, a private training institution may impose an administrative fee of 10% of that semester's tuition, to a maximum of \$500.

Refund not required

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

(a) 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;

(b) where a course of instruction offered by another registered private training institution is the same or similar to the course of instruction contracted by the student under paragraph (a); and

(c) 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.

Tuition fees

20. A private training institute shall collect from students tuition fees not in excess of the amount required to cover one semester at a time.

Acknowledgment and account statement

21. Where a private training institution received a 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.

Time of refund

22. (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 both to the bank and the student.

Refunds upon dismissal for cause

23. (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 good cause, the private training institution shall refund money paid for or on account of the fees by 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 damage or destruction was caused by the wilful action of the student.

FINANCIAL AID

There may be 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.gov.nl.ca/education/studentaid/> to learn more.

Support for Apprentices

Visit <https://www.canada.ca/en/services/jobs/training/support-skilled-trades-apprentices.html>

Department of Immigration, Population and Growth

<https://www.gov.nl.ca/ipgs/>

GENERAL OFFENCES

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

HARASSMENT

CMC and ACRC have a strong commitment to maintaining a work environment that is free from unlawful discrimination and harassment. This policy applies to all individuals associated with the organizations, including employees, students, officers, agents, suppliers, and customers. Any form of harassment or behavior that denies individuals their dignity and respect is considered a form of intimidation and **will not be tolerated**.

The organizations ensure that individuals who believe they have experienced harassment can register a complaint in confidence, with the assurance of prompt action and without fear of reprisal. Both the complainant(s) and the alleged offender(s) have their rights respected and protected during the process. The organizations will take appropriate disciplinary measures against any person(s) under their direction who subjects others to harassment, including the possibility of dismissal.

The policy explicitly covers various platforms, including off-site training/competitions, social media platforms (such as TikTok, Snapchat, Messenger, WhatsApp), and various communication devices like cellular phones, iPads, and computers.

Definition of Harassment

Source:

<https://www.canada.ca/en/government/publicservice/wellness-inclusion-diversity-public-service/harassment-violence/harassment-tool-employees.html>

Under the Policy on Harassment Prevention and Resolution, harassment is defined as:

improper conduct by an individual, that is directed at and offensive to another individual in the workplace, including at any event or any location related to work, and that the individual knew or ought reasonably to have known would cause offence or harm. It comprises objectionable act(s), comment(s) or display(s) that demean, belittle, or cause personal humiliation or embarrassment, and any act of intimidation or threat. It also includes harassment within the meaning of the Canadian Human Rights Act (i.e. based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability and pardoned conviction).

More specifically, harassment is normally a series of incidents but can be one severe incident which has a lasting impact on the individual.

Essentially, the definition of harassment means that more than one act or event is needed in order to constitute harassment and that taken individually, this act or event need not constitute harassment. It is the repetition that generates the harassment. In other words, harassment consists of repeated and persistent behaviours towards an individual to torment, undermine, frustrate or provoke a reaction from that person. It is a behaviour that with persistence, pressures, frightens, intimidates or incapacitates

another person. Each behaviour viewed individually may seem inoffensive; it is the synergy and repetitive characteristic of the behaviours that produce harmful effects.

However, one single incident can constitute harassment when it is demonstrated that it is severe and has a significant and lasting impact on the complainant.

Sexual harassment is defined as offensive or humiliating behavior related to a person's sex, behavior of a sexual nature that creates an intimidating, unwelcome, hostile, or offensive environment, or behavior of a sexual nature that could reasonably be thought to put sexual conditions on a person's opportunities. Examples of harassment include verbal abuse, yelling, threats, degrading or offensive remarks, spreading malicious gossip or rumors, inappropriate communication through email, social media, or texts, unwelcome physical contact, or bullying and intimidation.

Note: Sexual and physical assaults are defined by the *Criminal Code* and will be dealt with according to that legislation. If you have been assaulted, you should seek assistance immediately and contact the police 911.

Steps:

If an individual believes they are being harassed, they are encouraged to directly inform the person harassing them to stop, if it is safe and comfortable to do so. If direct communication is not possible or unsuccessful, the individual should follow the procedure for reporting harassment:

Filing a Complaint:

- Contact the Director of the College to file a written harassment complaint.
- Provide details such as what happened, when and where it happened, frequency, and any witnesses present.
- Complaints should be made as soon as possible.

Notification:

- The person accused of harassment will be informed in writing about the filed complaint and the allegations made against them.

Corrective Action:

- If a harassment complaint is substantiated, the Director will decide on appropriate action. Privacy and confidentiality are expected to be maintained by all parties involved in the process. Carpenter Millwright College, ACRC, and individuals involved in the harassment complaint process will comply with privacy legislation to protect personal information. Additionally, the policy provides a list of additional supports and resources for individuals seeking assistance, including victim services, law enforcement contacts, sexual assault crisis centers, mental health crisis lines, and support organizations.

*Please see additional resources at the end of policy.

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 and Recognition (PLAR)

CMC recognizes prior learning only from courses completed at other recognized post-secondary institutions. There is no fee for the PLAR process.

Transfer credit may be granted when a student has successfully completed courses at another recognized post-secondary institution and the course objectives are deemed equivalent to those of a course within the CMC program. Credit is awarded for the learning achieved, not for work or life experience. All PLAR decisions are subject to instructor review and discretion.

If a student is granted course credit, the hour value of that course will be deducted from the overall duration of the program. For example, if a student receives credit for a course valued at 90 hours, an addendum will be added to the training contract deducting those 90 hours from the program duration.

The PLAR process is based on the principle that valid, documented learning may warrant assessment for educational credit and is assessed on a case-by-case basis.

Methods used to evaluate prior learning may include:

Review of official transcripts

Assessment of equivalent post-secondary courses completed

Documentation such as diplomas or certificates from recognized institutions

For more information, please contact the Administration Department.

RECYCLING

CMC seeks to identify practices that 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 the 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 utilizing 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 as per the Plan of Training or did not complete the assigned course work in the required period as assigned by the instructor, the course will be considered a failure. 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 to repeat a course before the program's 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. Everyone must protect their health and safety and the health and safety of others by working in compliance with

legislation and established work practices and procedures. Everyone is accountable to report unsafe behavior, conditions, and practices to their immediate instructor/supervisor or a member of the onsite health and safety committee.

COVID Recovery Policy

Please visit:

<https://www.carpentermillwrightcollege.ca/newfoundland-labrador/covid-19-recovery-policy/>
to review our COVID policy.

Personal Protective Equipment

All persons entering the shop and yard area are required to wear safety equipment as laid out in the Occupational Health and Safety regulations which include the following but are not limited to, hard hat (CSA Code Z94.1), safety glasses (CSA Code Z94.3), steel-nose boots (CSA Approved), 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 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.

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 comprise 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.

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 offence, 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 offence, you must report to the Director and a one-week suspension will be enforced. Any subsequent offences will result in immediate termination.

SCENT-FREE

Due to the health concerns arising from exposure to scented products, CMC is a scent-free environment for all Students, Staff, and visitors . Examples of scents may include but are not limited to: shampoo, conditioners, hairsprays, colognes, aftershaves, lotions/ creams, pollen, and molds. (flowers,plants)

SCHOOL CLOSURE

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

- CMC Facebook page
- Local radio stations
- CMC main voicemail. 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.

Extreme Weather Policy

Ensuring the safety and well-being of all Students, Staff, and visitors during extreme weather events is a priority of the Carpenter Millwright College (CMC).

The following are the steps the CMC will take should an extreme weather event (eg./ snow storm) occur:

Prior to opening for the day:

- A decision on opening will be made by 7:00 a.m. at the latest. The decision will be broadcast in the following ways; on local radio stations, on the CMC FaceBook page, on the CMC webpage, via Instructors communicating with their students, and on the CMC answering machine
- When this decision is made no one is allowed into the building. Everyone is encouraged to stay home and be safe

If the building is open when the extreme weather event occurs:

- If it is safe for people to travel, then there will be an announcement giving people one hour's notice that the building is closing. This will give people time to arrange for pick up should they need to get someone to come to get them. Everyone else will be asked to leave the building immediately and head home
 - Students will be asked to check in with their Instructors when they arrive home safely.

- Staff will be asked to check in with their Supervisor when they arrive home safely. This is to ensure everyone makes it home and no one is stranded on the road
- If it is NOT safe for people to travel, then we will wait for circumstances to improve and ask people to advise their family that they are safe inside the College and will leave when conditions improve

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 offence, a three-day suspension after the second offence, and termination after the third offence.

SMOKING/VAPING

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

STUDENT ACCESS TO EVALUATION

Students may request access to evaluations by their instructor once they are graded. All evaluations are placed in the student file for storage.

SUPPORTS FOR STUDENTS WITH EXCEPTIONALITIES

CMC may provide “reasonable accommodations to the point of undue hardship” for students with exceptionalities.

- To be eligible for assistance the student will indicate on the **application for admission** they have an exceptionality (documented learning disability or diagnosed disability) and may require accommodations. The student must provide documentation specifying the exceptionality and the accommodations required when submitting their application.
For example, a copy of a psycho-educational assessment that identifies the diagnosis and recommendations of accommodations. Examples of accommodations that CMC may provide are an extended time for tests, alternate settings for tests, access to the building, and scribe using assistive technology.
- If documentation is not received prior to the start date of their program, there may be a delay in assistance.
- Once documentation is received it will be reviewed and considered by Student Services prior to commencing their program. Depending on the nature of the accommodation, students may be required to cover any expenses associated with the implementation of the accommodation.
- Student Services will meet with any student who submits documentation for an exceptionality prior to commencement of their program to discuss the accommodations required.
- Student Services and the student will then notify instructors and/or staff of accommodations that are to be put in place.

- Student Services may follow up with the student periodically if the accommodations are sufficient, however, the onus is on the student to indicate to CMC if the accommodations are effective for them.
- For students who need extra time to complete a test/exam, the CMC adheres to the provincial government policy that it follows for Level exams in the apprenticeship system. Specifically, students will be given 1.5 times the normal amount of time to complete the exam. For example, if an exam is 1 hour long, the student who requires extra time will be given 1.5 hours. Any student who is out of class/shop due to writing an exam will not miss any instructional time until the 1.5 timeline has been exceeded. After the 1.5-time allocation, the Instructor will resume regular teaching duties. The student is required to make up any missed time on their own.

TRANSCRIPTS AND DIPLOMAS

Students will have their transcripts and diplomas processed once all criteria has been met

- successfully completed all coursework
- accounts are paid in full
- if applicable, all work terms are completed and work terms packages are completed and returned to the College

It may take up to 15 business days to have your transcript and diploma processed and mailed to you. Please ensure your mailing address is updated with the Administration prior to completion of your program.

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, NOT the last date of attendance. This directly impacts 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.

WORTERM

A work term is a valuable opportunity for students to gain practical experience, enhance their skills, and make connections in their chosen trade. It provides a chance for students to apply the knowledge they have gained during their training in a real work environment. Here are some key points regarding work terms at Carpenter Millwright College:

Industrial Mechanic (Millwright) - Pre-Employment Work Term:

- The work term, known as Workplace Exposure (OT 1151), is an unpaid 80-hour placement that takes place in the last two weeks of the program.
- Students are encouraged to find their own work term placement, but if they are unable to do so, the Student Services Representative will assist in finding a placement.

- Prior to starting the work term, students must have paid all fees and completed all required courses.
- Must take place under the supervision of a JourneyPerson Industrial Mechanic (Millwright)

Presentation and Work Term Package:

- Students receive a presentation from the Student Services Representative about the work term requirements.
- Each student is given a work term package that includes consent forms, attendance recording, and evaluations for both the student and the host.
- Students must complete the consent forms, host evaluation, required hours of the work term, and adhere to the policies and procedures outlined by the host.

Responsibilities:

- The student is expected to conduct themselves professionally, follow the host's policies and procedures, and complete the necessary requirements of the work term.
- The host is expected to provide a safe and inclusive environment, track attendance, complete the work term package components, and provide constructive feedback to the student.
- The college assists the student/host in resolving conflicts, provides guidance and insurance documentation, arranges placements if necessary, and conducts mid-point check-ins.

Check-Ins and Monitoring:

- Industrial Mechanic (Millwright) students have a mid-point check-in from the Student Services Representative or the instructor.
- If a student is not attending or performing as agreed upon, the work term may be terminated, resulting in a failed work term. In such cases, the student must arrange another placement independently.

Insurance Coverage:

- Students have insurance coverage through the CMC policy during their work term.
- If a student requires an extension of the work term dates, they must contact the college for permission and to extend their insurance coverage.

Completion and Final Evaluation:

- All components of the Student Work Term Package and Host Work Term Package must be completed and submitted at the end of the work term to the Student Services Representative.
- Failure to complete and submit the required materials may prohibit the student from graduating.

It is important for students to follow the guidelines, fulfill their responsibilities, and communicate with the college and the host to ensure a successful work term experience.

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

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 offence, 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:

- 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 student 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 records all students' attendance. Your attendance will appear on your final transcript. 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 may need to be provided for any form of absenteeism immediately upon the student's return to school. Students must complete the hours for their respective program as per the Plan of Training (see appendix) to graduate. You will need to make up these missed hours at the Instructor's discretion. The instructors do not have to review or repeat any material with a student that has missed time.

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

Excused absences will be decided at the discretion of the instructor. It may include but is not limited to, sickness requiring medical attention, family emergencies, bereavement, etc. Even though absences may be determined to be excused, missed course material must be completed promptly on the student's *own* time.

Penalties for missing time may result in verbal warning, written warning, or immediate dismissal.

ASSIGNMENTS

Students must attain 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/PRACTICALS

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 2nd 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. CMC follows the Provincial Plan of Training for Apprentices.

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 offence, 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 their 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. 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 ensuring 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 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 offences as outlined in these policies.

CMC will determine re-admission. If students are granted readmission 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 may 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 behavior 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 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 the 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.

College Information:	
Carpenter Millwright College Facebook Page	https://www.facebook.com/CarpenterMillwrightCollege/
Carpenter Millwright College Website	https://www.carpentermillwrightcollege.ca/
Director - Shawn Skinner	sskinner@ubcja.ca
Program Coordinator - Tracey Johnson	traceyj@ubcja.ca
Administrative Assistant - Celeste White	cwhite@ubcja.ca
Advanced Level Carpentry Instructor - Amos Pynn	apynn@ubcja.ca
Advanced Level Industrial Mechanic Instructor - Neil Evely	nevely@ubcja.ca
Controller - Annette Young	annettey@ubcja.ca
Maintenance/Custodian - Chris Glynn	cglynn@ubcja.ca
Pre-Employment Carpentry Instructor - Rob MacLellan	rmacellan@ubcja.ca
Pre-Employment Carpentry Instructor - Travis Marsh	tmarsh@ubcja.ca
Pre-Employment Industrial Mechanic Instructor - Mike Critch	mcritch@ubcja.ca
Pre-Employment Industrial Mechanic Instructor - Cheryl Squires	csquires@ubcja.ca
Related Instructor - Jackie Budgen	jbugden@ubcja.ca
Safety Instructor - Randy Lowe	rlowe@ubcja.ca
Scaffolding/First Aid Instructor - Kevin Bemister	kbemister@ubcja.ca
Student Services Representative -	kmccarthy@ubcja.ca
Tester and Records Management - Beth Goodyear	bgoodyear@ubcja.ca

Additional Supports/Resources:	
Alcoholics Anonymous	https://area82aa.org/
Apprenticeship and Trades Certification Division	https://www.gov.nl.ca/atcd/
Atlantic Canada Regional Council of Carpenters Millwrights and Allied Workers	https://www.acrc.ca/
Bridge the Gapp	1-888-737-4688 or https://nl.bridgethegap.ca/youth/
Careers In Construction	https://www.careersinconstruction.ca/en
Crisis Text Line	Text "Talk" to 686868 (24/7)
Department of Immigration, Population Growth and Skills	https://www.gov.nl.ca/ipgs/
Doorways Walk-in Clinic St. John's (M, W, F 8:30 am to 4:30 pm; Tues & Thurs. 11:00 am to 7:00 pm)	(709) 752-4903
Employment Options	https://www.employmentnl.ca/english/
Empower	https://www.empowernl.ca/
Gambling helpline	1-888-899-4357
Health Sciences Centre 24-hour Emergency Department	(709) 777-6335
Hope for Wellness Hotline	1-855-242-3310
Job Bank – Government of Canada	https://www.jobbank.gc.ca/home
Learning Disabilities Association of Newfoundland and Labrador	https://www.ldanl.ca/
Memorandum of Understanding	https://www.gov.nl.ca/ipgs/files/app-forms-mou.pdf
Mental Health Crisis Line/Healthline	811 (24/7)
Mobile Crisis Response Team: (7 days a week, 9:00 am to 11:00 pm)	(709)737-4668
Multicultural Women's Organization of Newfoundland & Labrador (MWONL)	www.mwonl.org
Office to Advance Women Apprentices	https://www.womenapprentices.ca/
Plain of Training - Pre - Employment Industrial Mechanic	https://www.gov.nl.ca/atcd/files/IndMec-Mil_09-124_POT_PE_2019-03.pdf
Plain of Training - Pre-Employment Carpentry	https://www.gov.nl.ca/atcd/designated-trades/pots-aacs/plans-of-training-pot/
Royal Canadian Mounted Police	(RCMP) (709) 772-5400 911 (24-hour emergency)

Royal Newfoundland Constabulary	(RNC) (709) 729-8000 911 (24-hour emergency)
Sexual Assault Nurse Examiner	(SANE) https://emergency.easternhealth.ca/programs/sane/
Skilled Trades NL	https://skillscanadanl.ca/
Smokers helpline	1-800-363-5864
St. Clare's Hospital 24-hour Emergency Department NL Sexual Assault Crisis and Prevention Centre Crisis Line	1-800-726-2743 https://endsexualviolence.com/
Student Aid	https://www.gov.nl.ca/education/studentaid/
Student Financial Services – Government of Canada	https://www.canada.ca/en/employment-social-development.html
Support for Apprentices – Government of Canada	https://www.canada.ca/en/services/jobs/training/support-skilled-trades-apprentices.html
The Journey Project (Legal Support Services)	1-833-722-2805 or support@journeyprojectnl.com
Victim Services	https://www.gov.nl.ca/victimservices/
Warmline	1-833-753-5460
Wellness Together Canada	https://www.wellnesstogether.ca/en-ca/
Women in Resource Development Centre	https://wrdc.ca/

Thank you for choosing Carpenter Millwright College. If you have any questions, concerns or need any clarifications of the Student Policies and Procedures Manual please speak with your instructor or administrative personnel. Please note the policy may be subject to change.