



STUDENT HANDBOOK 2023-2024

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SIIT Locations

Main Campuses

Saskatoon Campus

229 4th Avenue South
Saskatoon, SK S7K 4K3
Phone: 306-373-4777
Toll-free: 1-877-282-5622

Prince Albert Campus

710 C 15th Avenue East
Prince Albert, SK S6V 7A4
Phone: 306-953-7225

Regina Campus

265 Albert Street
Regina, SK S7R 2N5
Phone: 306-546-2945

Head Office

100 – 103A Packham Avenue
Asimakaniseekan Askiy Reserve
Saskatoon, SK S7N 4K4
Provincial toll-free: 1-800-667-9704
Phone: 306-244-4444

Community Locations

For more information on programs offered in communities throughout Saskatchewan, please contact our Saskatoon Campus.

Career Centers

See the Employment and Career Services Section for Career Centre Locations

About SIIT

Saskatchewan Indian Institute of Technologies (SIIT) is a First Nations-governed educational institution, one of only four credit-granting post-secondary institutions in the province, and the only accredited Indigenous institution. SIIT provides adult students with academic, vocational, and technical training as well as services and supports for employment and career growth. Indigenous students are at the core of SIIT, representing over 90% of the student body.

Vision and Mandate

SIIT's Strategic Plan sets out a bold Vision: "Through student-focused, market-relevant programs and services in an Indigenous learning environment, we create work-ready achievers and role models who appreciate the value of learning now and in the future".

In all things, SIIT is committed to supporting a First Nations focus and is dedicated to ongoing collaboration with First Nations stakeholders and communities to implement student-focused strategies. SIIT recognizes a broad array of stakeholders that includes students, job seekers, graduates, instructors, educators, training partners, employers, Elders, First Nations leaders and communities, SIIT staff, management, and board.

Our History

Established in 1976 as the Saskatchewan Indian Community College, SIIT was created in response to the need for quality post-secondary education for Indigenous people in an environment that promotes traditional ways and supports success. SIIT originally delivered adult academic upgrading and later branched into post-secondary programs.

With increases in funding, SIIT expanded its base of satellite colleges and added fully certified occupational courses and curriculum to its program offerings. In 1985, the Federation of Sovereign Indigenous Nations (FSIN) passed an Act respecting the Saskatchewan Indian Institute of Technologies. In 2000, the Province of Saskatchewan conferred SIIT the authority to grant certificates, diplomas, and credits by passing the *Saskatchewan Indian Institute of Technologies Act (SIIT Act)*- making SIIT the only credit-granting Indigenous institution in the province.

Our Existing Network

SIIT continues to expand its provincial impact and now encompasses a network of three principal campus sites, nine strategically located career and trades training centers, two mobile job connection units, and over 35 community learning sites.

SIIT maintains focus on advancement of post-secondary education, adult education, and skill development for all First Nation peoples through multiple pathways that support student success. One of SIIT's key strategies is to enter partnerships to ensure growth and innovation. Programs are planned and delivered based on labour demands and community needs. Industry partnerships are cultivated to provide critical connections to work experience opportunities and relevant, meaningful employment.

Important Dates

30 August 2023	Adult Basic Education (ABE) Classes Begin
01 September 2023	Post-Secondary Classes Begin
04 September 2023	Labour Day STAT- NO CLASSES for all students
05 September 2023	Trades & Industrial Classes Begin- for exceptions contact admissions@siit.ca
02 October 2023	National Day for Truth & Reconciliation STAT-NO CLASSES
9 October 2023	Thanksgiving STAT-NO CLASSES for all students
10 November 2023	Remembrance Day STAT- NO CLASSES for all students
13 November 2023	First Nations Unity Day STAT- NO CLASSES for all students
18 December – 2 January 2024	Post-Secondary Christmas Break- NO CLASSES
21- 29 December 2023	ABE Christmas Break-NO CLASSES
23- 29 December 2023	Trades & Industrial Christmas Break-NO CLASSES
02 January 2024	SIIT Classes Resume
19 February 2024	Family Day STAT- NO CLASSES for all students
19 - 23 February 2024	Reading Week –NO CLASSES for all students (for exceptions contact Instructor)
21 – 22 March 2024	NO CLASSES for ABE Students (<i>Tentative</i>)
29 March 2024	Good Friday STAT- NO CLASSES for all students
01 April 2024	Easter Monday STAT- NO CLASSES for all students
02 – 05 April 2024	SIIT Easter Break – NO CLASSES for ABE Students
16 April 2024	First Nations Governance Day STAT- NO CLASSES for all students
20 May 2024	Victoria Day STAT- NO CLASSES for all students
31 May 2023	ABE Last Day of Classes * For Post-Secondary and Trades and Industrial program end dates, please refer to your course syllabi or contact your instructor.*
21 June 2024	Indigenous Peoples Day STAT- NO CLASSES for all students
13 June 2024	SIIT Convocation (Tentative)

Information for Students

Tânisi, Hau Kona, Anîn Šikwa, Hau Koda, Edlānét'e, Hau Kola, Welcome to SIIT!

Site Information

Parking

Students handle their own parking at SIIT program locations. Contact your Program Coordinator or Office Administrator for information on available parking in your vicinity.

Lockers

Some site locations are equipped with locks and lockers for student use. Students are expected to use the lockers responsibly. SIIT cannot be held accountable for lost or stolen student property at any of its locations. Contact Program Coordinator if interested in getting one.

Food and Drinks

Each campus or program site will appoint an eating area and define classroom regulations. Food and drink are strictly prohibited where there are computers or laboratory equipment.

Student Leadership Council

Each campus or program site may have a student leadership body. SIIT expects student leadership council representatives to meet the following criteria:

- (1) Maintain a minimum academic average of 60%.
- (2) Maintain a minimum 90% attendance record.
- (3) Maintain acceptable overall performance and conduct; and
- (4) Be in good financial standing with SIIT.

Safety Policies and Procedures

SIIT prides itself on building and maintaining a safe environment for all of our students and staff. SIIT has a formal Emergency Response Plan for each of our locations. Detailed information regarding site-specific safety protocols is available through your Campus Coordinator, Program Coordinator, or instructors.

Student Events

Information regarding events at your location is available through your Campus or Program Coordinator.

At SIIT, there are many services available to support your success. If you have any questions or needs, please inquire with your instructors, the Program Coordinator, or any member of the Student Services Team.

Student Services

Student Services at SIIT offers a broad range of supports and services to assist students in their educational journey. A specialized team of Learning Specialists, Student Supports Coaches, and Academic Advisors provide services that focus on academic success. Student Counsellors provide social and emotional supports, Student Resource Coordinators offers connections to community services, and Student Navigator offers supports in financial literacy. To ensure a culturally responsive and encouraging environment, Student Services receives guidance from Elders and a Cultural Coordinator to provide leadership and additional supports. In addition, the Student Support Hub is a platform accessible to all students and staff and was developed to create an online community and encourage interactions. In the Hub is where you will find additional information, resources, and tools to support your overall wellness. To access supports and services available at your location, please email Student Wellness Supports at supportservices@siit.ca.

Principles of Student Success at SIIT:

- Endeavour to find balance in the physical, emotional, mental, and spiritual elements of your life to ensure proper self-care.
- Contribute positively to your program by being an active participant within your learning community.
- Be engaged in your studies and be prepared to learn.
- Strive for your personal best.
- Welcome new experiences and pursue new opportunities while at SIIT.
- Be respectful of yourself, your learning spaces, and your learning community; and
- Be responsible for your actions.

Employment and Career Services

SIIT Career Centers provide opportunities for job seekers to establish connections to their employment/career destination of choice by providing individual and group support that enhances their ability to enter the workforce. Services for job seekers include:

- (1) Career counselling/ planning;
- (2) Resume/ cover letter preparation;
- (3) Connection to employer partners;
- (4) Interview skills preparation; and
- (5) Pre to post hire job coaching.

To access services, visit the Career Centre nearest you:

Career Centre - Battlefords

1301 – 101st Street
North Battleford, SK S9A 0Z9
Phone: 306-445-4890 Fax: 306-445-4925

Career Centre - Creighton

687 Bereskin Avenue
Creighton, SK S0P 0A0
Mailing: P.O. Box 353
Creighton, SK S0P 0A0
Phone: 306-688-1222 or 306-688-2140 Fax: 306-688-1221 Toll-free: 1-844-688-1222

Career Centre - La Ronge

1303 La Ronge Avenue
P.O. Box 1588
La Ronge SK S0J 1L0
Phone: 306-425-5758 Toll Free: 1-866-750-8820 Fax: 306-425-5792

Career Centre - Lloydminster

4602 49th Avenue
Lloydminster, SK S9V 0T2
Phone: 306-825-6558 Fax: 306-825-4078

Career Centre - Meadow Lake

905 1st Avenue West
P.O. Box 2030
Meadow Lake, SK S9X 1Z4
Phone: 306-234-2375 Fax: 306-234-2378

Career Centre - Prince Albert

710 C 15th Avenue East
Prince Albert, SK S6V 7A4
Phone: 306-953-7228
Fax: 306-953-7231 or 306-953-5808

Career Centre - Regina

2415 7th Avenue
Regina, SK S4R 5E7
Phone: 306-721-4473 Fax: 306-721-4478

Career Centre - Saskatoon

Main Floor, 229 – 4th Avenue South
Saskatoon, SK S7K 4K3
Phone: 306-373-4694 Fax: 306-244-5717

Career Centre - Yorkton

253 Myrtle Avenue
Yorkton, SK S3N 1R5
Phone: 306-783-2224
Fax: 306-783-2248

Office of the Registrar

The Office of the Registrar is located at the Saskatoon Campus and is responsible for the following documents and services:

- Student ID cards;
- Canada Student Loans documentation;
- Personal information changes – address and name;
- Tuition and fee payments;
- Confirmation of Enrollment (does not apply to applicants who are accepted into a program);
- T2202A tax receipts and enrollment verification;
- Academic records, course outlines for credit transfer requests, transcripts, certificate, and diploma issuance.

The Office of the Registrar is open weekdays: Monday – Thursday 8:00 a.m. – 4:30 p.m. and Friday 8:30am – 4:00 p.m. and can be contacted at **1-877-282-5622 Toll Free or by email at registrar@siit.ca**.

Document Requests

To request documents, you will need to complete a *Document Request Form* accessed through the Office of the Registrar at **1-877-282-5622 Toll Free or by email at registrar@siit.ca**.

Financial holds must be cleared from your account before documents such as transcripts, parchments, and course outlines for credit transfer requests will be issued.

- | | |
|---|-----------|
| • Certificate/Diploma Parchment Reprint | \$30 |
| • Official SIIT Transcript: 1 Copy | \$10 |
| • MyCreds Digital Transcript | \$10.50 |
| • Unofficial SIIT Transcript | No charge |

MyCreds Transcript Request

MyCreds is a national credential wallet for post-secondary learners that has been created by Canadian higher education leadership. All certified documents carry a digital signature that meets the legal standards for authentic electronic documents in North America, Australia, and New Zealand. There are many benefits to students and graduates such as 24/7 access to your documents, eliminate the time in processing your request and eliminate mailing costs and time. For more information on MyCreds visit <https://mycreds.ca/learners/faqs/> or email registrar@siit.ca to request your transcript through the MyCreds platform.

Student Loans

When you apply for a student loan, you will receive a *Program Information Form* to send to SIIT. The form can be emailed to registrar@siit.ca or faxed to 1-306-477-1602. The Registrar's Office will complete the program information form and send to the Student Services Centre

The National Student Loans Service Centre (NSLSC) is responsible for assessing your application and will notify SIIT of approved funds by requesting a *Confirmation of Enrollment*. The Registrar's Office will confirm your enrollment with NSLSC once the SIIT Registration and Consent Forms have been received and processed. You will receive a letter from SIIT confirming any deductions for tuition and compulsory fees and other important details.

If you have any questions about the status of your student loan application, please contact Student Loans Support Services or login to your Advanced Education Portal account.

Transfer Credit

SIIT is a member of the Alberta transfer and learner pathways system which is led by post-secondary institutions and organizations in Canada working together to recognize students previously completed post-secondary courses and programs. Transfer opportunities are shared publicly through the Transfer Alberta Search Tool, which is housed on [Transfer Alberta Search](#). It contains searchable courses and program transfer decision information. This information is monitored and updated by member institutions.

Saskatchewan members are SIIT, University of Regina, and Saskatchewan Polytechnic. If you have questions about this learning pathway initiative or transfer credit, please contact an Admissions Advisor at advisor@siit.ca, call 306-477-9325 or visit our website www.siiit.ca.

Student Records/ Privacy and Confidentiality

This is a summarized version of the policy.

The Saskatchewan Indian Institute of Technologies (SIIT) is committed to respecting and protecting the privacy of the personal information it obtains about its students, clients, employees and stakeholders in the course of their employment, studies and business at SIIT. The personal information of students at SIIT includes all information found in student record files including student names, dates of birth and home addresses, student numbers, financial records, disciplinary matters, Criminal Record Checks, Vulnerable Sector Checks (where applicable) and medical diagnoses and assessments.

With prior consent, SIIT may disclose the personal information of students to outside third parties. SIIT will ensure that all third-party providers employ a comparable level of protection of personal information as SIIT does, except where disclosure by SIIT or the third-party provider is required by law. Where possible,

SIIT will utilize privacy agreements/contracts with third party providers to protect the confidentiality and security of personal information.

A student at SIIT who would like to know what personal information SIIT has collected about them should direct the inquiry to the Office of the Registrar who will respond to the inquiry as quickly as possible and, in any event, no later than thirty (30) days after receiving the request. If the thirty (30) day timeframe cannot be made and an extension is required, written notice will be provided to the individual outlining the expected date of response. Any student who has a question or complaint about the content, administration or application of this policy should direct the inquiry to the Office of the Registrar. The Office of the Registrar will investigate the complaint and notify the student of the outcome of the investigation, including any action(s) taken as a result.

Release of Student Records

Student records include files, documents and other materials containing information directly related to a student. SIIT Faculty and Administration are given specific/ predetermined access rights to a student's records. A student has the right to review his or her academic history.

SIIT assumes responsibility for the confidentiality of student records. No information about a student's academic record will be released to a third party without the written consent of the student. Third party requests may be subject to a \$100.00 processing fee payable to SIIT prior to release of student information. SIIT Finance will accept payments by cheque, money order, e-transfer, debit and credit card (Mastercard, Visa).

Student Status

Student full-time and part-time status is determined based on the program length and/ or the number of classes in which the student is enrolled:

Full-time student: Four (4) or more classes per semester.

Part-time student: Less than four (4) classes per semester or pending program criteria.

Registered student: A student's status is considered 'registered' when the SIIT Registration Form is completed and submitted to the Registrar's Office for processing. This is important for students who are requesting confirmation of enrolments.

Course Withdrawal and your Academic Record

Students enrolled in a credit Certificate or Diploma program (including online courses) who withdraw from a course within a specific term or program in its entirety within an academic year will be subject to the *Course Withdrawal Schedule* and the *Tuition & Fee Refund Schedule* provided in this handbook. **Note: Both schedules vary in deadlines and dates - the Course Withdrawal affects your academic record while the Tuition & Fee Refund Schedule determines refunds.** Non-attendance or consecutive absences in a course(s) are not

considered official notification of intention to withdraw from a course. See Academics Student Policies: Attendance.

It is advisable that a student considering withdrawing from a course consult with the Program Coordinator as some programs may not allow partial enrolment or a prerequisite course is required for continuation. Note: Before withdrawing from a course, the student must ensure they are enrolled in enough courses to remain eligible for financial aid such as scholarships, student loans, and/or band/agency funding. See previous section on Student Status for full-time and part-time student course load.

The *Student Program Request Form* may be obtained from the Program Coordinator and must be completed by the student and submitted with the signature of the student and Program Coordinator. The form must be received at the Registrar’s Office before or within 5 business days of the effective date of withdrawal. The effective date of course withdrawal will not be backdated if the notice is received after 5 business days. Ignorance of the deadline or its consequences will not be accepted as a valid reason for failing to comply with the course withdrawal schedule.

<u>Course Withdrawal Schedule</u>	<u>Academic Record</u>
Withdraw occurs before 75% of a course has elapsed	Withdraw or “W” will be recorded on the student transcript and will not impact the cumulative average.
Withdraw occurs after 75% of a course has elapsed	Withdraw Fail or “WF” will be recorded on the student transcript. A “WF” can negatively impact the cumulative average.

Post-Secondary Certificate and Diploma Courses

Fall term:

- For courses starting September 1st – 5th the deadline to withdraw from a class in semester-long courses without academic penalty is November 17th, 2023, at 4:00 p.m.

Winter term:

- For courses starting January 3rd – 5th and ending May 24th, the deadline to withdraw from a class in semester long courses without academic penalty is April 19th, 2024, at 4:00 p.m.
- For courses starting January 3rd – 5th and ending May 31st, the deadline to withdraw from a class in semester long courses without academic penalty is April 26th, 2024, at 4:00 p.m.
- For courses starting January 3rd – 5th and ending June 20th, the deadline to withdraw from a class in semester long courses without academic penalty is May 10th, 2024, at 4:00 p.m.

Trades & Industrial Certificate and Diploma Courses

The option to withdraw from a course is not available for Trades programs.

For refund eligibility, please refer to the *Tuition and Compulsory Fees Refund Schedule*.

Student Tuition and Fees

Students are responsible for ensuring that they are always in good financial standing. The payment of all tuition and fees is a requirement for program continuation, release of marks, parchments, and other documents.

In accordance with the *SIIT Act*, SIIT is authorized to determine fee structures for its programs, services and related resources. SIIT sets tuition and fees annually and communicates this information to applicants, students, and stakeholders. Tuition and fees for students enrolled in SIIT programs are as follows:

Tuition Fees are charged for providing credit and non-credit instruction and credentialing of a program. Tuition rates are established annually, come into effect July 1st, and are available on the SIIT website as well as through Admissions & Advisory Services.

Textbook Fees are charged in accordance with program requirements, for textbooks and e-texts purchased by SIIT on behalf of the student.

E-Texts and Laptop Fees are non-refundable.

Compulsory Fees cover a portion of costs of providing services, student ID cards, student internet accounts, convocation, and lockers/locks. Compulsory fees may also cover a portion of program-specific costs, such as shop supplies, resource materials, personal protective gear, equipment tool kits, and technology/ printing/ lab fees.

UPASS Fees are mandatory for all post-secondary students attending programs at the Regina and Saskatoon Campuses. Upass fees are established annually. Partial fees may be refunded if a student withdraws in the first semester.

Miscellaneous Service Fees apply to items not covered by compulsory fees and are charged for items including but not limited to issuing duplicate documents, issuing official transcripts, and processing withdrawals and discontinuations.

Tuition Payments

Please do not send cash by mail. Payments by cheque or bank draft payable to SIIT can be mailed to:

Saskatchewan Indian Institute of Technologies
Attention: Accounts Receivable
100-103A Packham Avenue
Asimakaniseekan Askiy Reserve
Saskatoon, SK S7N 4S1

Payments can be made in person at an SIIT Campus by e-transfer, debit, credit card, cash or cheque. Please contact the Office of the Registrar at 306-477-9333 or 1-877-282-5622 to discuss your preferred payment option.

All fees are to be paid in full for the entire year of study **no later than 30 calendar days** after the commencement of the program. A Letter of Sponsorship addressed directly to SIIT will be counted as acknowledgment of future payments. Alternate arrangements for payment of fees may be made by contacting the Office of the Registrar by email: registrar@siit.ca

Outstanding Fees

As a registered student you are responsible for ensuring that you are always in good financial standing with SIIT. A student who has not paid their tuition or fees or has not made alternate payment arrangements may not be allowed to continue in their program or be admitted to future SIIT programming until their accounts are cleared of any outstanding debts. Failure to make payment of outstanding fees will also result in a financial hold by the withholding of grades, transcripts (unofficial and official) completion documents, and award payments, when applicable.

Sponsored Students

Funding Sponsors/Agencies must forward a letter of sponsorship. The letter must be addressed to SIIT and forwarded to Student Accounts via fax at 1-306-244-1391 or email: ar@siit.ca A copy of a student's funding confirmation letter will not suffice. The Finance Department will forward an official invoice to the sponsor. If a sponsorship letter is not forwarded to SIIT, the student will be invoiced directly.

Program or Course Cancellation by SIIT

In the event of a program or course cancellation by SIIT, a full refund of paid tuition or fees will be issued to the individual or sponsor organization responsible for tuition or fee payment.

Textbook Fees Refunds

Textbook fees are generally non-refundable; however, in the case that a hard copy or electronic textbook is returned in new or unopened condition within 30 days of program start date, a refund *may* be considered.

Tuition and Compulsory Fees Refunds

Tuition and compulsory fees are refundable as determined by the student's discontinuation date and prorated accordingly. Students must ensure that they confirm any intended withdrawals by the refund schedule since ignorance of the deadline or its consequences will not be accepted as an excuse. No special financial consideration is given to students who must withdraw after the deadlines.

All refunds are less a \$100 administration fee. Any portion of the compulsory fees related to protective gear, tool kits or computing devices are not refundable. In some instances, items that are returned in new/unused conditions within 30 days or within 10% of program length may be refunded. The U-Pass fee per semester is non-refundable.

Tuition and Compulsory Fees Refund Schedule

All tuition and compulsory fee refunds are subject to a \$100 administration fee.

Semester-based programs: Tuition and compulsory fees are refundable per semester according to the timelines listed below:

<u>Effective Date of Discontinuation</u>	<u>Refund</u>
Up to 30 calendar days from start of semester	100% of tuition and compulsory fees
31 - 59 calendar days from start of semester	50% of tuition and compulsory fees
60+ days calendar days from start of semester	No refund

Non-semester, modular-based, and other programs that are more than 20 weeks (140 calendar days) in duration – Tuition and compulsory fees are refundable according to the timelines listed below:

<u>Effective Date of Discontinuation</u>	<u>Refund</u>
Up to 30 calendar days from start of program	100% of tuition and compulsory fees
31 - 59 calendar days from start of program	75% of tuition and compulsory fees
60 - 69 calendar days from start of program	50% of tuition and compulsory fees
70+ calendar days from start of program	No refund

Programs up to 20 weeks (140 calendar days) in duration – Tuition and compulsory fee refunds will be based on percentage of time spent in the program:

<u>Effective Date of Discontinuation</u>	<u>Refund</u>
Up to 10% of time spent in program	100% of tuition and compulsory fees
10% - 50% of time spent in program	50% of tuition and compulsory fees
Over 50% of time spent in program	No refund

Income Tax Statements

An official receipt for income tax purposes (T2202A) will be emailed to the student's SIIT email account for each taxation year and only if the student's tuition has been paid in full before December 31st.

Awards Applications

The Saskatchewan Indian Institute of Technologies (SIIT) is committed to recognizing students who strive for academic excellence, while maintaining a balanced lifestyle as students, parents, and community members, through the SIIT Student Awards program.

A variety of corporate, private, and government partners contribute to the SIIT Student Awards Program annually. The criteria for recipient selection varies by award, although most are selected based on financial need and/or academic achievement. Applications are reviewed by the SIIT Awards Committee, and recipient students are selected and notified throughout the year – between November and June.

On average, approximately \$300,000 in awards are available to SIIT students each academic year. We strongly encourage you to apply!

How to Apply

Students can apply for all available SIIT Awards with a single application. The online application form becomes available in mid-September, with a deadline of mid-October to apply. All registered students will receive, to their SIIT e-mail address, a link to the SIIT Awards application in mid-September.

To qualify to receive SIIT awards, recipients must maintain:

- 90% attendance average
- 60% or greater academic average throughout the year

Any questions relating to awards disbursement and the award application can be directed to awards@siit.ca.

Student Guidelines and Policies

Listed here are summaries of SIIT Student Policies.

Attendance

SIIT expects that each student maintain full attendance to maximize their learning experience. Full attendance is defined by SIIT as having no unauthorized absenteeism. Each program is responsible for setting its own specific attendance requirements. As set out in this policy and in campus and/or program guidelines, SIIT makes allowances for authorized absenteeism and applies consequences for unauthorized absenteeism.

This Attendance Policy applies to all SIIT students attending courses, practicums or work placements. Students are required to report any absence to their instructor or designated contact. Please refer to the individual programs for specifics of who to contact (if other than the instructor). Failure to report an absence for a period exceeding three (3) consecutive days may result in discontinuation from one's program.

Authorized absenteeism: SIIT makes allowances for the following excused absences:

- (1) **Compassionate leave:** In the event of an illness in the student's immediate family, the student must consult with the Program Coordinator or designated person for leave. When taking compassionate leave the student is required to fulfill the academic requirements of their program.
- (2) **Bereavement leave:** In the event of a death in the student's immediate family or family friend/relative, the student must consult with the Program Coordinator or designated person for leave.

When taking compassionate leave the student is required to fulfill the academic requirements of their program.

(3) **Medical leave**

- (i) **Medical appointments:** With advance notice to the instructor or designated contact, authorized absenteeism will be allowed for regular medical appointments.
- (ii) **Short-term sick leave:** An extended period of three (3) consecutive academic days or more per semester requires medical documentation from a licensed health professional.
- (iii) **Long-term sick leave:** An extended absence period of ten (10) consecutive days or more per semester due to illness will require a Medical Withdrawal from the program. The student must provide documentation from a licensed health professional to verify a Medical Withdrawal. The Program Dean will review and approve any requests for Medical Withdrawal.

When taking medical leave for appointments and short-term sick leave the student is required to fulfill the academic requirements of their program.

- (4) **Other:** Please refer to program-specific guidelines for any authorized absenteeism other than those listed above. Leave required to attend ceremonies is included here. Your instructor can approve this leave if provided with the date/ location/ and type of ceremony.

When taking leave the student is required to fulfill the academic requirements of their program.

Unauthorized absenteeism: SIIT expects full attendance in all programs, courses, practicums and work placements. Full attendance is defined as having no unauthorized absenteeism. If for any reason a student is to be absent from, or late for, class they are required to contact the instructor or designated contact by phone, email, text or fax prior to their absence or lateness.

Lateness may be deemed an unauthorized absenteeism. Continuous and/or multiple episodes of lateness will result in the Progressive Disciplinary Procedure being initiated.

Progressive Disciplinary Procedure: SIIT's Progressive Disciplinary Procedure includes informal and formal procedures. Discipline will reflect the seriousness of the infraction; the informal procedure does not necessarily precede formal sanctions.

Informal procedure: Procedures for dealing with minor infractions will be informal. Minor infractions are single, largely unintentional breaches of SIIT policy that generally do not result in harm to individuals and/or SIIT. Learning Services will be notified.

Informal disciplinary action will consist of the instructor meeting with the student. Please refer to individual program guidelines for further detail.

Formal procedure: Procedures for dealing with major infractions will be formal. Major infractions are either single breaches of significance or multiple breaches of SIIT policy that result in, or have the potential to bring harm to individuals and/or SIIT.

For more serious misconduct, or in cases where the student disagrees that an offense was committed, or when either the instructor or student deems the informal procedure has been ineffective in reconciling the issue, the formal procedure will be implemented.

Formal disciplinary actions may include the following:

- (1) Written warning;
- (2) Second and final written warning; and/or
- (3) Discontinuation leading to either a suspension or expulsion.

Discontinuation is generally the final step in the formal procedure; however, dependent upon circumstances and severity of the infraction, the Progressive Disciplinary Procedure may move directly to discontinuation. A student facing discontinuation will be given written notice identifying the reasons for discontinuation. A copy of the letter will be placed in their student file. Under these circumstances, the individual no longer has student status and will not be eligible to apply for re-admission until the following academic term as determined by their department. Students may apply for an appeal if their appeal falls under the Grounds for Appeal. Please see the Appeals Procedure Policy

Student Accommodation

The SIIT Disability Accommodations Policy specifies the understanding that those individuals with diverse learning needs may be accommodated within SIIT's programming. SIIT will strive to accommodate Students if it does not pose undue hardship* to SIIT and allows the educational requirements of each program to be met.

SIIT students who require accommodation(s) are encouraged to voluntarily disclose their disability and consent to participating in the process of developing an individualized learning plan. Please email Student Wellness Supports; supportservices@siit.ca to access services and supports.

*Undue hardship may include intolerable financial cost or disruption to business but does not include the cost or business inconvenience of providing washroom facilities, living quarters or other facilities for persons with physical disabilities where those facilities must be provided by law.

Academic Progress

SIIT is committed to supporting our students achieve academic success. This policy outlines the processes that are to be taken if a student is unsuccessful in achieving the stated academic performance level or minimum semester grade point average of their program. Students who do not meet academic performance expectations will be placed under review. Students who are unsuccessful in meeting the academic performance expectations after being given an opportunity to improve may be subject to SIIT's Progressive Disciplinary Procedure.

Corrective Measures: Any student identified as being unsuccessful in meeting academic performance standards will meet with the respective instructor to discuss concerns.

Students who are unsuccessful in meeting the academic performance expectations after being given an opportunity to improve may work with the appropriate SIIT academic staff and/or Learner Services to develop a learner success plan to improve performance. This learner success plan will identify steps to be taken (e.g., structured tutorial work) and timelines for monitoring progress.

Progressive Disciplinary Procedure: SIIT's Progressive Disciplinary Procedure includes informal and formal procedures. Discipline will reflect the seriousness of the infraction; the informal procedure does not necessary precede formal sanctions.

Informal procedure: Procedures for dealing with minor infractions will be informal. Minor infractions are single, largely unintentional breaches of SIIT policy that generally do not result in harm to individuals and/or SIIT. Informal disciplinary action will consist of the instructor meeting with the student. Student Services will be notified. Please refer to individual program guidelines for further detail.

Formal procedure: Procedures for dealing with major infractions will be formal. Major infractions are either single breaches of significance or multiple breaches of SIIT policy that result in, or have the potential to bring harm to individuals and/or SIIT.

For more serious misconduct, or in cases where the student disagrees that an offense was committed, or when either the instructor or student deems the informal procedure has been ineffective in reconciling the issue, the formal procedure will be implemented.

Formal disciplinary actions may include the following:

- (1) Written warning;
- (2) Second and final written warning; and/or
- (3) Discontinuation leading to either a suspension or expulsion.

Discontinuation is generally the final step in the formal procedure; however, dependent upon circumstances and severity of the infraction, the Progressive Disciplinary Procedure may move directly to discontinuation. A student facing discontinuation will be given written notice identifying the reasons for discontinuation. A copy of the letter will be placed in their student file. Under these circumstances, the individual no longer has student status and will not be eligible to apply for re-admission until the following academic term as determined by their department. Students may apply for an appeal if their appeal falls under the Grounds for Appeal. Please see the Appeals Procedure Policy on the SIIT website.

Course/Program Withdrawal

Non-attendance and/or nonadherence to academic requirements is not considered a notification of intent to withdraw from a program or course, at any time. While SIIT is committed to supporting students, students are responsible for staying connected with SIIT early and at all times by communicating with the Instructor or Program Coordinator about any changes or challenges being experienced. Please refer to the Attendance and Academic Progress Policies in this handbook or on the SIIT website.

Late requests to withdraw from a course or program may result in academic and/or financial penalties. Please refer to the Attendance and Academic Progress Policies, and Tuition and Fees Refund Schedule in this handbook.

Assessment of Student Learning

Learning outcomes will be assessed on an equitable and transparent basis. Final standings in each course will be based on formative and summative assessment of learning according to the assessment system and examination process established by each program.

All SIIT courses have a pre-determined assessment system designed to provide a reliable and fair indication of student performance. Assessment processes provide information to employers, transfer institutions and future instructors. Grades provide information for decisions of student eligibility for financial aid, scholarships, and continued studies within SIIT. A student's final standing in each course is determined by formative and summative assessments established for that course and may consist of a combination of assignments, projects, practicums and examinations. Students must abide by the timelines specified by instructors via their course outlines for submitting assignments and writing exams.

Failure of **50% or more of course load** in the semester system may result in students being discontinued from the program.

Progress Review: Each student's learning performance is assessed at a progress review. The information considered during these reviews includes students' marks and overall conduct including unexcused absenteeism. The progress review is a meaningful assessment that provides each student with feedback and direction to ensure their success in the program. Learning Services is there to support the student. Feedback will generally be provided in writing in a progress report; a meeting with the student may be held.

In cases of students whose progress is deemed either 'satisfactory with concerns' or 'unsatisfactory,' specific instruction on how to improve their work, how their work will be assessed and when and what the consequences will be if they do not improve must be outlined with the student in the progress report. If the student does not meet the criteria stated in the progress report, progress may be deemed unsatisfactory. They may be discontinued from their program.

Final Examinations: A final examination may be required for each SIIT course/program and is scheduled for the end of each semester or term. Please refer to your program's course assessment and guidelines as expectations for each program may vary.

It is mandatory to write a final examination on the date scheduled. In case of absenteeism, **deferred examination requests will be considered as per the Deferred Examinations Policy.**

Each examination is overseen by an invigilator (usually the instructor) who monitors the room and ensures the examination guidelines are followed. The invigilator will examine all the desks in the examination room for writing or content.

General Examination Expectations: The following expectations apply to any SIIT final examination conducted in any class regardless of weighting:

- (1) Punctuality;
- (2) Approved Examination Materials;
- (3) Academic Honesty and Integrity; and
- (4) Respectful Environment.

Deferred Exam

SIIT will allow a student to write a deferred exam if the circumstances fall under authorized absenteeism. This policy outlines the procedure for any student who needs to apply for a deferred exam. This procedure

requires a student to submit a *Deferred Examination Request Form* to their department. If the request is approved the student will be notified in writing of the new date for their exam by the Program Dean.

Eligibility for Deferred Examinations: Deferred examination requests will be considered for the following reasons:

- (1) Compassionate Leave (Refer to Attendance Policy for criteria);
- (2) Bereavement Leave (Refer to Attendance Policy for criteria);
- (3) Serious medical leave with appropriate documentation from a health professional;
- (4) Court appearances with a subpoena;
- (5) Examination scheduling conflicts; and/or
- (6) Other extenuating circumstances (Refer to Attendance Policy for criteria).

Reporting absenteeism after the exam may not be considered for any reason and could result in a failing grade. Emergency situations will be considered on a case by case basis. Deferrals may not apply to brokered programs. Deferrals are dependent on each individual department guidelines; program-specific guidelines must be referenced for additional information.

Deferred Examination Request Processes

(1) In the event that a student meets the eligibility criteria above, the student may request a deferred examination by following the approved application process:

- i. Submit a *Student Program Requests Form* to the program; coordinator within two (2) business days of the missed examination;
- ii. Attach supporting documentation to the application;
- iii. If the deferred examination is approved, confirm the next examination date with the Program Coordinator; and
- iv. If a deferred examination is not approved, the student is responsible to attend the scheduled exam.

(2) In the case that emergency circumstances prevent a student from writing an exam the process is as follows:

- i. Provide notification by telephone or e-mail to the designated individual (Instructor or Coordinator) within one (1) day of the examination;
- ii. Submit a *Student Program Requests Form* to the Program Coordinator within two (2) business days of the missed examination;
- iii. Attach supporting documentation to the application;
- iv. If the deferred examination is approved, confirm the next examination date with the Program Coordinator; and
- v. If a deferred examination is not approved, the student is responsible to attend the scheduled exam.

Ruling on a Deferred Examination Request: The ruling on a Deferred Examination Request will be made by the Program Coordinator/Dean. The Dean will notify the student by letter of the decision.

All students who are granted a deferred examination will write that exam on the scheduled deferred day. If a student misses the scheduled deferred examination, it is at the discretion of the Dean to allow a request for a second deferral.

If an applicant is not satisfied with the ruling, an appeal may be submitted in writing to the respective Program Coordinator/Dean no later than two (2) business days after receiving the ruling. The appeals decision will be made by the Dean. Students are eligible for only one such appeal during their program, pending exceptional circumstances.

Supplementary Exam

Students with a failing grade in a course may be eligible to apply for a supplementary assessment in order to bring a course grade to the passing mark for the program. Eligibility criteria will be established by each program. Each program will determine the method of demonstrating satisfactory competency of the course content including an exam, project or other activity.

Supplementary Assessment: A supplementary exam or course works provides a student with the option to bring a grade to the passing mark of the program. To qualify for this option:

- (1) The student must be passing at least 50% of his/her course load in the semester;
- (2) The former grade must be within a 10 mark range of the passing mark; and
- (3) The student must meet any program-specific requirements. For example, for some programs, a student may be required to have a GPA of 60% or higher.

As noted above, the final decision is subject to approval by the Program Coordinator/Dean. The Program Coordinator/Dean will communicate the final decision by letter to the student.

If approval is granted, the Instructor will provide the student with the supplementary course work or examination. The Instructor will assume the role of invigilator, assess the supplementary course work and submit assessment to the Program Coordinator. The Dean will communicate by letter to the student their final grade.

Challenge Exams

SIIT will permit students to challenge a course to gain credit for previous formal or informal learning. Procedures to challenge a course will be established for each program based on appropriate methods for the particular program. Outcomes of the assessment process will be communicated to the student in writing.

SIIT students submit a *Course Challenge Examination Application* along with the non-refundable fee equivalent to the tuition of the course and other applicable fees as determined by the department. Payment of the required fee must be received before a student takes the course challenge examination. Students may only be allowed to challenge an examination where available and applicable. If approved, the student will be notified of the examination date in writing by the Program Coordinator.

The Instructor will prepare examination and assume the role of invigilator. Once the examination is completed the student will be notified by the Dean in writing regarding their final mark.

Academic Misconduct

SIIT is committed to academic integrity which SIIT defines as honesty and responsibility within academic study. Each student is expected to respect and exemplify SIIT's standards of academic integrity. SIIT takes reasonable measures to inform SIIT students of our standards of academic integrity and what is deemed academic misconduct.

Student Academic Misconduct is the term used to describe dishonest and unethical academic behaviour. The standard for student academic misconduct is breached by the following behaviours:

- (1) Altering or falsifying files, computer records, or any document relating to a student's academic performance;
- (2) Conducting plagiarism, defined as the use of information, ideas or works of others and submitting it as one's own;
- (3) Providing false or misleading information or documentation to gain admission to a SIIT program;
- (4) Securing by theft, lecture notes, computer records or academic materials prepared by another student or an instructor;
- (5) Altering answers on a returned examination;
- (6) When prohibited, removing an examination from the examination room;
- (7) Seeking to acquire or acquiring prior knowledge of the contents of any examination question or paper;
- (8) Possessing or using notes or other sources of information or devices in an examination not permitted by the course instructor; and/or
- (9) Assisting another person engaged in actions that amount to academic dishonesty.

Academic misconduct is unacceptable to SIIT and will not be tolerated. Any SIIT student found to be engaged in academic misconduct as specified in this policy will be subject to SIIT's Progressive Disciplinary Procedure. Discipline for academic misconduct is based upon the severity of the action(s).

Progressive Disciplinary Procedure: SIIT's Progressive Disciplinary Procedure includes informal and formal procedures. Discipline will reflect the seriousness of the infraction; the informal procedure does not necessarily precede formal sanctions.

Informal procedure: Procedures for dealing with minor infractions will be informal. Minor infractions are single, largely unintentional breaches of SIIT policy that generally do not result in harm to individuals and/or SIIT.

For this specific policy, the informal procedure will be used if the academic misconduct is the result of carelessness, misunderstanding of the rules or miscommunication.

Informal disciplinary action will consist of the Instructor meeting with the student. Student Services will be notified.

Please refer to individual program guidelines for further detail.

Formal procedure: Procedures for dealing with major infractions will be formal. Major infractions are either single breaches of significance or multiple breaches of SIIT policy that result in, or have the potential to bring harm to individuals and/or SIIT.

For more serious misconduct, or in cases where the student disagrees that an offense was committed, or when either the instructor or student deems the informal procedure has been ineffective in reconciling the issue, the formal procedure will be implemented.

Formal disciplinary actions may include the following:

- (1) Written warning;
- (2) Second and final written warning; and/or
- (3) Discontinuation leading to either a suspension or expulsion.

Discontinuation is generally the final step in the formal procedure; however, dependent upon circumstances and severity of the infraction, the Progressive Disciplinary Procedure may move directly to discontinuation. A student facing discontinuation will be given written notice identifying the reasons for discontinuation. A copy of the letter will be placed in their student file. Under these circumstances, the individual no longer has student status and will not be eligible to apply for re-admission until the following academic term as determined by their department. Students may apply for an appeal if their appeal falls under the Grounds for Appeal. Please see the Appeals Policy below.

Non-Academic Misconduct

SIIT expects all SIIT students to act as positive role models and maintain a professional image on and off SIIT campuses. Non-Academic misconduct will not be tolerated and will result in disciplinary action. Any SIIT student found to be engaged in an act of non-academic misconduct as specified in this policy will be subject to SIIT's Progressive Disciplinary Procedure or may be discontinued from their program.

SIIT's standard for student conduct in non-academic matters is breached when a student behaves in the following manner:

- (1) Disrupting or threatening to disrupt any of the activities of SIIT;
- (2) Harming or threatening to harm members of the SIIT community, including students, faculty, or other staff of SIIT;
- (3) Harassing or bullying either verbally, non-verbally or through social media network;
- (4) Sexual Harassment, (Please refer to SIIT's Policies and Procedures Manual Section (4) Anti-Harassment for further information);
- (5) Obstructing instructor and class productivity;

- (6) Using force against any member of the SIIT community or student body;
- (7) Sexual Assault, (Please refer to SIIT's Sexual Violence Policy for further information);
- (8) Taking, occupying, using, destroying, or damaging the property of SIIT or the property of any member of the SIIT community/student body;
- (9) Engaging in unprofessional conduct or behaviour that is unbecoming of a student and occurs in the student's academic setting, practicum placements, or other setting related to the student's area of professional practice;
- (10) Use, possession or distribution of any illegal substance or alcohol on any SIIT campus, facilities or sites, within the student's academic setting, practicum placements, or other setting related to the student's area of professional practice;
- (11) Students who are impaired or otherwise unfit for duty by the influence of alcohol, cannabis/marijuana, controlled substances or other intoxicants including prescription or over the counter drugs. Fit for duty in the context of this policy means being able to safely perform assigned program tasks, assignments and duties without any limitations due to the after-effects of alcohol and substances; and/or
- (12) Other similar conduct that disrupts or endangers the academic environment.

Disciplinary action for non-academic misconduct is based upon the severity of the action(s). Please refer to SIIT's Code of Conduct. SIIT students are bound by the provincial and federal laws and legislation.

Students who have a medically approved prescription(s) need to confidentially disclose to their Instructor, Program Coordinator or Student Wellness Supports any prescribed medications that may cause impairment in the event of operating any equipment, machines or safety sensitive activities. Please refer to the Accommodation for Controlled Substances Policy and/or the Disability and Accommodations Policy.

Appeals

SIIT strives to ensure all student-related disputes are managed fairly and expeditiously. Not every decision may be appealed, and decisions may only be appealed on procedural grounds. Appeals include discontinuation from a program for academic performance and non-academic misconduct; course grade appeals are dealt with via the Course Grade Appeals Policy.

The following constitute Grounds for Appeal within this policy:

- (1) That the original authority did not have authority or jurisdiction to reach the decision or impose the sanction(s) it did;
- (2) Failure to follow procedural regulations of the relevant program dealing with assessment of academic work or performance that seriously affected the outcome;
- (3) That there was bias on the part of a member or members of the original authority; and/or
- (4) That new evidence has arisen that could not reasonably have been presented initially and that would likely have affected the decision of the original authority.

In any case, it is expected that the appeal application will also include evidence or other material to substantiate the appeal.

Course Grade Appeals

SIIT is committed to high standards of fairness in evaluating the academic performance and work of our students. Students who believe that an error has occurred or that they have been unfairly treated regarding their final grade for a course or practicum or work placement have the right to a course grade appeal. As set out in this Course Grade Appeals Policy, SIIT has two (2) review processes: informal and formal.

Informal Review Process: Prior to initiating the formal review process, a student who has a concern with the assessment of their course work will consult with his/her instructor. The purpose of the consultation is to review the course evaluation and ensure all work was completed, all marks included and the grade was calculated correctly. Any errors discovered and subsequent course grade changes will be re-submitted to the Dean for approval.

Formal Review Process: If after completing the informal review process the student is not satisfied with the assessment of their course, practicum or work experience, they may start the formal review process. To initiate the formal review process:

- (1) The student must submit a *Course Grade Appeals Form* to their Dean within five (5) business days of receiving his/her/their final grade, (*Course Grade Appeals Forms* may be found on the SIIT website under student academic policies);
- (2) The Program Coordinator, as applicable, or Dean will request any relevant documentation that may include assignments, exams and papers to be re-evaluated;
- (3) If the Dean deems it necessary, a re-assessor will be appointed to review the course work;
- (4) The Dean will communicate with both the instructor and student for any additional information required related to the final course grade;
- (5) The re-assessor will submit the re-read documentation and final mark to the Dean;
- (6) The student will be notified by letter of the determination of the mark as soon as possible and no later than within twenty (20) business days of the initial formal review process; and
- (7) The final course grade mark submitted by the re-assessor and approved by the Dean will be final.

Accommodation of Legally Controlled Substances

SIIT is committed to supporting our students and for this reason, student health and safety is of principal concern. SIIT students who are using medications are required to do so responsibly, including medications that are prescribed and over-the-counter. Properly authorized medical cannabis and other legally controlled substances will be treated the same as all other prescription medication.

A Student complies with this Policy if they are in possession of and/or uses or consumes a Medication lawfully prescribed or authorized to them or a non-prescription Medication while completing SIIT Programming/Coursework, whether on or off SIIT Premises, including during a meal period or rest period provided:

- (1) The Student is using the Medication for its intended purpose and in the manner directed by the Student's physician or pharmacist or the manufacturer of the Medication;
- (2) The use of the Medication does not adversely affect the Student's ability to safely perform assigned program tasks, assignments and duties without any limitations due to the use or after-effects of cannabis; and
- (3) If applicable, the Student has notified their course instructors, coordinators or Student Services, prior to the commencement of any program tasks, assignments and duties, of any potentially unsafe or negative effects associated with the Medication; provided proof of the prescription or authorization from the Student's physician or pharmacist regarding the Medication, if requested; and obtained prior approval from SIIT to use the Medication while completing SIIT Programming/Coursework. This information is considered confidential and will be treated as such. Maintaining a Student's privacy is a top concern, second only to safety.

A Student is not required to disclose their specific medical diagnosis. Students who have a medical condition which requires accommodation should inform and discuss the need for accommodation with SIIT by contacting Student Services. SIIT will work with the individual that requests accommodation in an effort to ensure that the measures taken are both effective, and mutually agreeable, up to the point of undue hardship.

A Student should never share, sell or trade their Medication or Medical Cannabis with any other Student or staff member, even those who may have a similar prescription.

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