



**BREDIN**  
**COLLEGE**

# Student Policy Handbook



# Bredin College Student Policy Handbook

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# Bredin College Student Policy Handbook

## Mission

Preparing people to achieve economic independence.

## Values

### **WE OVER ME**

We are dedicated to YOUR success. We provide unmatched personal services. YOU are our priority, and WE CARE!

### **DIVERSITY AND INCLUSION**

Equity, Diversity, and Inclusion are the hallmarks of our College. We need YOUR diversity to continue building a welcoming, inclusive, and responsive learning environment.

### **RESULTS DRIVEN**

We pursue educational excellence as we develop and deliver high quality real-world, industry relevant education focused on YOU and the results you are seeking.

### **MODEL THE WAY**

We are committed to empowering students to achieve personal, academic, and professional success. We will challenge and guide YOU to succeed!

## Bredin Advantage

### **Short high-quality career programs**

We are known for our hands-on curriculum and the high quality of our teaching.

### **Small classes and personalized tutoring in an active learning environment**

It is proven, our students learn faster and perform better in smaller classes.

### **Industry-experienced instructors**

Our instructors focus on teaching adults with various learning needs.

### **Affordable programs (funding options available)**

Our programs are very competitive, and we offer students the support they need to complete their program.

### **Top-notch practicum placements with local organizations/companies**

We help to find you industry-relevant practicum placements, so you can secure a great job once you graduate.







# Bredin College Student Policy Handbook

## Holidays

Bredin College will be closed on the following full days unless otherwise noted:

Holiday	Day Observed
Canada Day	July 1
Civic Holiday	First Monday in August
Labour Day	First Monday in September
National Day for Truth and Reconciliation	September 30
Thanksgiving Day	Second Monday in October
National Day for Truth and Reconciliation	September 30
Remembrance Day	November 11
Christmas Break	December 20, 2021, to January 3, 2022,
Family Day	Third Monday in February
Good Friday	Friday before Easter Sunday
Easter Monday	Monday after Easter Sunday
Victoria Day	Third Monday in May

## Emergency Closures

Bredin College will make all effort to communicate emergency closure to students via Campus Login, text and/or electronic communication.

## Evacuation Procedures

The College will ensure that all students are aware of the emergency and evacuation procedures. Evacuation procedures will be discussed during Student Orientation and clear evacuation procedures are posted in classrooms as well as around the Campus.

In the event of an evacuation or emergency, please follow directions provided by College staff.

## Privacy Policy

Bredin College collects personal information from our students in the regular course of doing business. This information is kept and protected via current industry-standard information security methods.

## Accreditation

Bredin College is recognized, authorized, registered, and licensed by the competent authorities in the provinces and territories of Canada.













## Bredin College Student Policy Handbook

### Student Loan Repayment Assistance Options

Students may be eligible for the Repayment Assistance Plan if:

- You are currently repaying an Alberta or Canada student loan
- Your student loans are in good standing
- You are having difficulty making your payments. Use the estimator tool on the Government of Canada website to see if you might be eligible for Repayment Assistance

For further information, please visit these links

<https://studentaid.alberta.ca/repaying-your-loan/repayment-assistance/repayment-assistance-plan/>

<https://www.canada.ca/en/services/benefits/education/student-aid.html>

For more information on Student Loan Repayment please contact:

Alberta Student Aid 1-855-606-2096

NSLSC 1 888 815-4514

Monday through Friday: 7:30 a.m. to 8:30 p.m. Alberta time (MST)

### Income Tax Receipts

Tuition fees are typically income tax-deductible. Bredin College will automatically issue an official Income Tax Receipt (T2202A) by the end of February for each calendar year the student attended Bredin College.

Below is a list of web links that you may use to gain access and knowledge about your student loan:

#### Alberta Student Aid

<https://studentaid.alberta.ca/>

#### Government Student Loans and Grants - Orientation Webinar

[https://players.brightcove.net/2456793370001/Hkv5PUW4G\\_default/index.html?videoId=5859470801001](https://players.brightcove.net/2456793370001/Hkv5PUW4G_default/index.html?videoId=5859470801001)

#### Student Loan Repayment Webinar

<https://studentaid.alberta.ca/resources/resources-for-students/student-loan-repayment-webinars/>

#### Loan Agreements

<https://studentaid.alberta.ca/applying-for-funding/getting-your-money/loan-agreements/>

#### Submit Your Loan Agreements to Canada Post: Alberta Student Loan Agreement

<https://studentaid.alberta.ca/media/62892/canada-post-outlets-alberta.pdf>

#### Student Aid Worksheet Full-time

<https://studentaid.alberta.ca/media/165832/fundingguide2019-20.pdf>

#### Funding Guide 2019-20

<https://studentaid.alberta.ca/media/155249/student-aid-worksheet-full-time.pdf>

#### Loan Repayment

<https://studentaid.alberta.ca/media/165776/repayment-essentials.pdf>

#### Getting Your Money

<https://studentaid.alberta.ca/applying-for-funding/getting-your-money/>

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### Termination

A student may be terminated from a program at Bredin College if one or more of the following situations arise:

- A student breaches Bredin College's Academic Integrity Policy
- A student demonstrates other inappropriate conduct including, but not limited to, willful disruption of class, discrimination, sexual harassment, abusive or threatening language or gestures, injury to persons, damage to property, theft, and the use or distribution of illegal drugs, and/or the consumption of alcohol
- A student fails to meet the Bredin College's Academic and/or Attendance Policy
- A student fails to adhere to Bredin College's Tuition Payment Policy
- A student fails to adhere to the Student Code of Conduct as stipulated below

### Student Code of Conduct

Students are expected to conduct themselves in a professional and courteous manner with consideration given to fellow students and College staff.

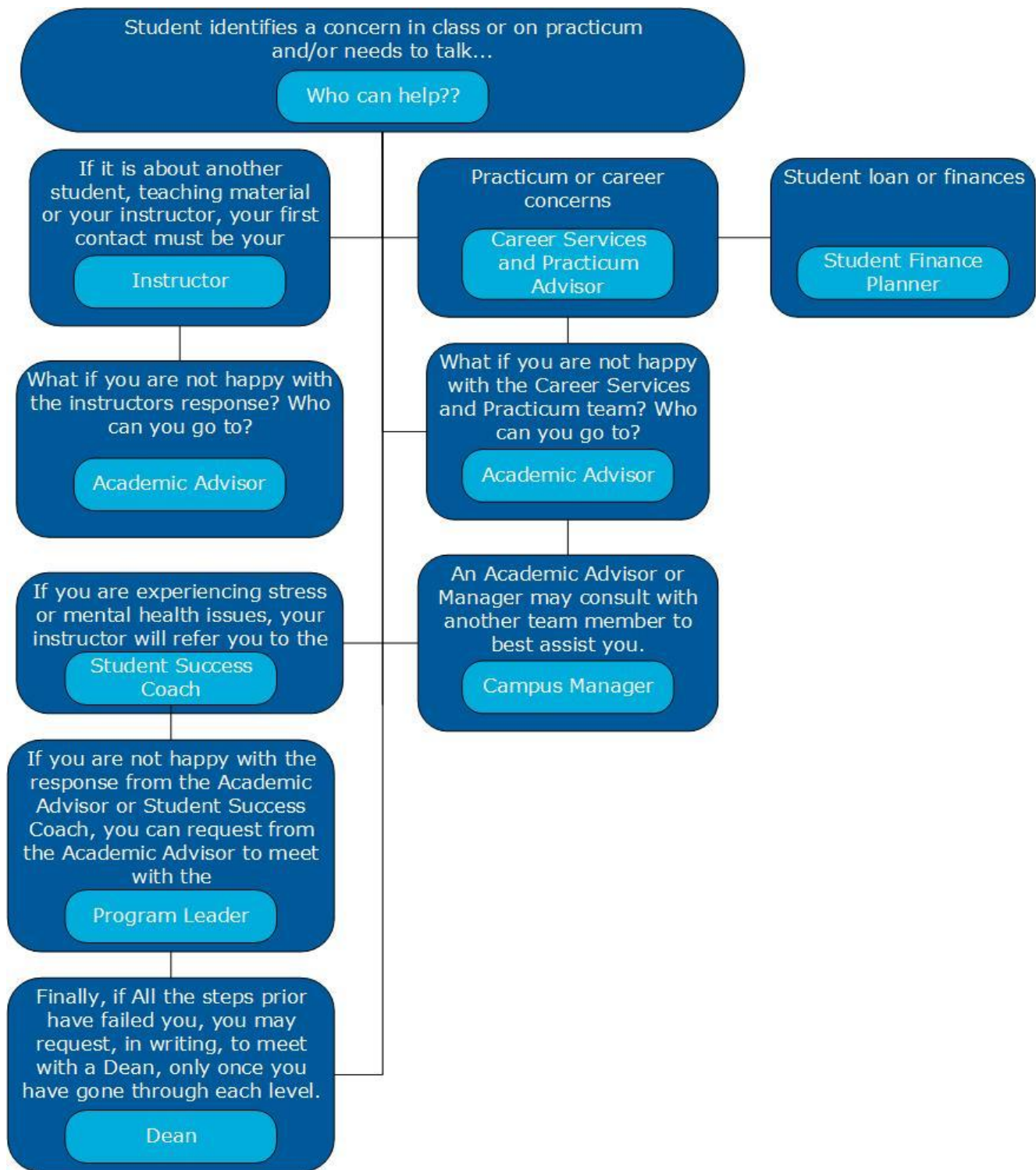
- a. Students are expected to abide by the rules of the Alberta Human Rights Act [http://www.qp.alberta.ca/1266.cfm?page=A25P5.cfm&leg\\_type=Acts&isbncln=9780779804788](http://www.qp.alberta.ca/1266.cfm?page=A25P5.cfm&leg_type=Acts&isbncln=9780779804788)  
Examples include non-discrimination in any form and zero tolerance to any sexual harassment.
- b. Students should abide by all College Policies and the student handbook.
- c. Students are expected to be available and ready for classes every day and to be on time for each scheduled class. Students are expected to respect break times provided by the instructor.
- d. Students must participate in all lectures, reviews, planned activities and complete all assignments/exercises as indicated in the program of study and as assigned by the instructor.
- e. Students must not disrupt classes and/or interfere with the instruction in the class.
- f. Students must not neglect safety procedures and practices or intentionally create safety hazards.
- g. Students must notify instructors or Academics department as appropriate, by email, of any circumstances that could negatively impact the successful completion of their program.
- h. No student shall subject any student or staff member of Bredin College to any form of harassment, disrespect, indignity, defamation, humiliation, injury, or violence in person or on any blogs, personal websites, or social networking sites (Teams Chat, D2L, Facebook, Twitter, YouTube, Snapchat, Instagram, LinkedIn). This type of behaviour can result in course suspension, program termination and possibly legal action.
- i. Any disruptive behaviour because of interpersonal problems between students will result in all parties being asked to leave the classroom with possible attendance penalties.
- j. Students shall not misuse any equipment, materials or facilities including the printers, internet, email, school materials, administrative and common areas and other school resources belonging to the College or other students and staff.
- k. Students cannot leave personal belongings, which include laptops, textbooks, and supplies in the classroom. The College is not responsible for any student belongings left behind.







# Bredin College Student Policy Handbook





## Academic Decisions and Procedures

### Student complaint and dispute on academic decisions and matters

Bredin College recognizes that disputes may occur regarding academic decisions. This procedure defines how students can appeal an academic decision. Students dissatisfied with an academic decision may dispute the following:

- a final grade below 65%
- an evaluation worth 45% or greater in a course

Step 1: A student seeking a review of an academic decision is expected to discuss their concerns with the appropriate instructor within five (5) working days of receipt of the grade or academic decision (i.e., the posting of the grade via the student portal or receipt of the official notice of a final grade/academic decision).

- Unless an issue of liability, safety and/or behaviour that interferes with the teaching/learning of others has been identified, the student may attend classes and/or placements, pending conclusion of the process.
- It is the student's responsibility to provide the instructor with a written statement on the **Student Complaint and Dispute Resolution FORM** outlining the issues and the outcome they are seeking.
- The instructor will respond in writing to the student within five (5) working days of receipt of the concern. If not satisfied with the outcome of Step 1, the student may choose to proceed to Step 2.

Step 2: In the event that the student receives no reply from their instructor within the time frame indicated above, or if the student wishes to pursue the request for a review after receiving a response from the instructor, he/she must present an appeal in writing on the **Student Complaint and Dispute Resolution FORM** to the Academic Advisor within five (5) working days of the deadline for instructor's response or within five (5) working days of receipt of the instructor's response.

Upon consideration of the information provided by the student and the instructor, the Academic Advisor in consultation with the Program Leader has the authority to determine a resolution in any of the following ways:

- Decide that the grade or academic decision will remain unchanged
- Direct that a re-evaluation of the student's work or exam be completed
- Direct that the grade be changed to an 'I' (Incomplete) and that the student be allowed to complete other specific items of work

The decision of the Academic Advisor in consultation with the Program Leader is final and binding.

### Protection from Reprisals

Students are protected from reprisals or threats of reprisal because of raising matters of concern under this procedure. Individuals who violate these provisions shall be subject to disciplinary measures.



### Academic Policies

Bredin College has clearly defined policies to guide academic decisions and ensure that training and education delivered are of high quality – students must pass every course in their program of study. The passing grade for each course is 65% and students must successfully complete their practicum to receive their credentials.

Bredin College programs are designed to prepare students to be ready to move directly into their chosen career. Along with demonstrating proficiency in the technical skills specific to the program of study, students are expected to demonstrate professionalism throughout their studies and as they attend their practicum placements. The expectation is that students will conduct themselves professionally in the virtual and on-campus settings, as well as in their social media presence.

Instructors are tasked with classroom management and are the first point of contact for concerns about curriculum, assessments, and classroom conduct. Concerns raised by students with instructors should be made on an individual basis. If students and instructors are not able to work collaboratively to address these concerns, the matter should be brought to the attention of the Academic Advisor and the Program Leader. Class chat spaces and discussion boards are reserved for questions and comments about course content. As valued members of the Bredin community, students assume the rights and responsibilities of contributing to an inclusive, collaborative, professional and respectful learning environment.

### Confidentiality

Bredin College will ensure that all student records are properly stored, maintained and handled confidentially. Administrative and instructional staff members at Bredin College will be permitted access to all or part of a student's record to carry out their duties. Information will be released to third parties (i.e. funding agencies) with student consent.

### Missed Evaluations - Exams, Tests, Quizzes and Assessments

All evaluations are to be written on the date scheduled by the instructor. It is the student's responsibility to be aware of the correct day, time and location for each exam, test, or quiz. It is also the student's responsibility to be fully prepared for each evaluation.

If a student is unable to write an evaluation due to extenuating circumstances (i.e. transit/traffic delay, severe weather, automotive troubles, medical issue in family), the student must:

- a. Notify the instructor by email prior to the start of the evaluation that the student is unable to write it on the scheduled date
- b. Submit a letter by email detailing the circumstances that will prevent them from writing the evaluation on the scheduled day
- c. Within forty-eight hours (48) hours of returning to class, provide supporting documentation (e.g., an official doctor's note) along with a written request to write the evaluation
- d. Write the evaluation on the date, time and location as determined by the Academic Advisor
- e. An automatic 10% deduction will be applied on all exams not written on the originally scheduled date, regardless of reasoning
- f. A re-sit fee of a \$100 may be applied



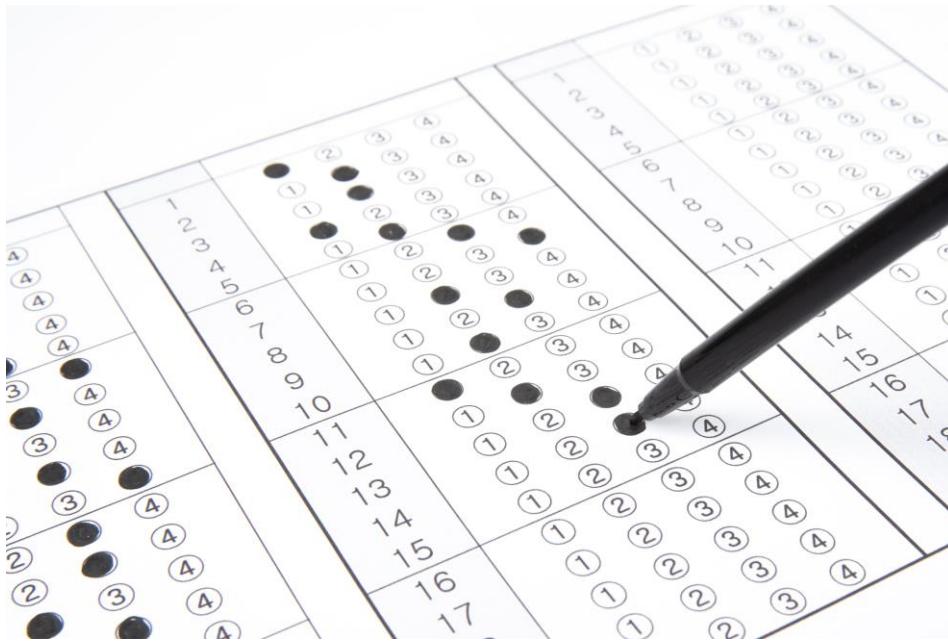
## Bredin College Student Policy Handbook

All student evaluations (exams, tests, and quizzes) are the property of Bredin College and will be kept on record at Bredin College as required by Private Vocational Training Branch, Alberta Advanced Education.

### Rewrites and Resubmissions of Assessments (Quizzes, Tests, Exams, Assignments or Projects)

Rewrite or resubmission of assessments are an opportunity for students who failed to achieve a passing grade in a course if the improved assessment grade would result in a passing grade of at least 65% in the course. They are not a right but rather a privilege granted at the discretion of the College. The following criteria must be met before an application to rewrite or resubmit an assessment will be considered:

- a. The student must submit a written request to rewrite or resubmit the assessment via email within one (1) week of the original due date of the assessment to their instructor and copied to the Academic Advisor. Once the request has been received and reviewed, the student will be advised of the next steps.
- b. Rewrites and resubmissions must be completed within two (2) weeks of the original due date of the assessment.
- c. Only one rewrite or resubmission will be allowed per course.
- d. If the rewrite or resubmission does not result in a passing grade for the course, the course will need to be retaken at the student's expense if required for them to obtain an overall average of 65% in their program of study.



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## Bredin College Student Policy Handbook

### Submission of Assignments and Projects Policy

- a. Ample time will be given to complete assignments, and as such, assignments are to be submitted on the date requested by the instructor.
- b. Unless excused by the instructor (i.e., for serious medical emergencies), 5% per day will be deducted for each day an assignment is late to a maximum of seven days. After the seventh day a grade of zero will be given. Assignments will not be accepted beyond the last day of a course. As assignments are normally given well in advance, it is anticipated that few exceptions will be granted.

### Academic Integrity

Students who are involved in any of the activities below will be subject to disciplinary action:

- a. **Plagiarism** – it is considered plagiarism to submit any materials, assignments, works, ideas, or work of another person as the student’s own, including literary works, reports, mathematical solutions, data, and computer programs.
- b. **Cheating:**
  - (1) Attempting to obtain, or providing to other students, information/assignments/notes from another student or unauthorized source or give information to a student for examination or assignment purposes.
  - (2) Any attempt to be deceitful regarding any activity associated with your program as deemed by the instructor or Campus Manager.

The consequences for academic dishonesty and plagiarism are as follows:

- **First Instance** – Written warning from the instructor and re-writing of the assignment failing which a grade of zero will be assigned.
- **Second Instance** - Repeated written warnings from the instructor and a grade of zero for that assignment will be assigned with no opportunity to re-write the assignment.
- **Third Instance** - A grade of zero on the course and possible termination from the program. If the student is allowed to remain in the program, they will repeat the course at their own expense. However, if the failure due to plagiarism is on their second attempt at a course, they will be terminated from the program.

The consequences for cheating during an evaluation (exam, test, or quiz) are as follows:

- **First Instance** – Written warning from the instructor will be put in the student file and student must submit a written request via email to retake the evaluation. An automatic 20% penalty will be applied to the evaluation’s final grade.
- **Second Instance** - A grade of zero on the evaluation and possible termination from the program.



### Academic Probation

Students must pass each course to successfully complete a program and receive a credential. The passing grade for each course is 65%. Students who achieve less than 65% in two consecutive courses will be placed on academic probation.

To be removed from academic probation, students must achieve 65% or higher on two consecutive courses from the date of academic probation. Students on academic probation must meet with the Student Success Coach to put in place a learning plan to support their efforts to pass the next two courses and/or retake the course in which they did not achieve 65%.

### Retaking a Course

Students will need to retake a course in which they did not achieve 65% to successfully complete a program. The following policies apply:

- a. Students who receive a grade below 65% in a course will need to retake the course at their own expense once if the course is offered again within the contracted dates of the program.
- b. Students must apply in writing via email to the Academic Advisor to retake a course.
- c. A course that needs to be retaken should be completed within the contract dates of the program and may require a student to retake the course in tandem with their program schedule in class or in independent study. In addition, student will be required to meet with the Academic Advisor to create a learning plan to support them in successfully passing the course on the next attempt
- d. At their own expense, students can retake up to 25% of the courses in their program provided the courses are offered again within the contracted dates of the program.

Notwithstanding Bredin College's policies, funding agencies (such as Canada Student Loans or Alberta Student Aid) have a right to revoke financial assistance for students who do not maintain satisfactory grades.

### Practicum

Practicum is an unpaid off-site work experience placement organized by the College with one of its employment partners. Practicum completion is a graduation requirement for Bredin College programs, the goal of which is to provide students with an opportunity to gain hands-on experience applying their newly acquired knowledge and skills in their field of study. Practicum experiences are also a way for students to demonstrate their employability to potential employers, and in many instances, practicums have led to employment opportunities for Bredin College graduates. While on practicum, students are ambassadors of their individual programs and of the College as a whole and should endeavour to represent themselves and the College with professionalism and commitment to their career goals.

### Requirements to proceed to practicum

Prior to starting the student shall:

- Have successfully passed all courses in their program prior to practicum, with a minimum 65% in each course
- Should have no outstanding payments to Bredin College
- Complete any practicum prerequisites and documents required in their program of study two (2) months prior to their practicum start date. Failure to provide this documentation will result in being withheld from a practicum placement until all

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## Bredin College Student Policy Handbook

### Scholarships

Bredin College scholarships are an accolade for select students who show continuous effort and determination throughout their program.

1. The graduation scholarship is offered and awarded upon successful completion of the diploma and at time of graduation. The scholarship payment will be towards your student loan account.
2. The payment will be made within your **grace period** and after successful completion of the program. The payment can take up to 6 months to reflect in your student loan account balance. The College endeavours to do its best to have this paid out within the 6-month grace period or less.
3. These graduation scholarships are designed to recognize your continued effort, and to celebrate your academic achievement, and help you alleviate your loan repayment amount and interest accrual.

### Graduate Awards

Bredin College will choose from the graduating cohort one or more students for recognition with the following awards. These awards are decided by esteemed College faculty and who are guided by the recommended criteria when making their final decision.

#### Dean's Award for Academic Excellence and the College Valedictorian at Bredin College:

Recommended Criteria:

- Minimum of 98 % grade average
- Minimum of 90% class attendance
- Outstanding report from practicum
- Continuous academic effort
- Faculty and staff vote

#### Dean's Award for Student Excellence at Bredin College

Recommended Criteria:

- Minimum 65% grade average
- Minimum 70% classroom attendance
- Must be seen as an outstanding empathetic student
- Exemplifies the characteristics of courteousness, consideration, and community values
- Volunteer work in and out of the College
- Demonstrated leadership skills
- Resilience and perseverance
- Faculty and staff vote



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**Graduation Fees**

Any expenses paid for graduation including and not limited to items such as regalia, photographs and tickets are non-refundable.

**Graduation Ceremony**

Bredin College hosts a graduation ceremony in honor of all the students that have graduated. The graduating students are invited to the graduation (convocation) ceremony and reception. Graduation ceremony cap and gown rental is included. Students will be given advance notice on the location and date of graduation.

Each student is allowed a limited number of guests and the College will offer a free complimentary ticket to each student. Guests will attend at their own cost. Please contact Student Services for more information

I, \_\_\_\_\_, hereby understand and agree to the stated policies, requirements, and procedures of the Bredin College Student handbook, on the \_\_\_\_\_ day of the \_\_\_\_\_ month of the \_\_\_\_\_ year.

By signing this document, I fully understand what is expected of me as a Bredin College student and intend on abiding by all the requirements stated in this document. I understand the Academic mandates of a Bredin College student which includes practicums.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Bredin College Staff Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date