

Technical Vocational Teacher Education

PROGRAM HANDBOOK
2023-24



RRC
POLYTECH

EDUCATION

Bachelor of Education Technical Vocational Education Major Program Handbook

Effective August 2023



rrc.ca/education

Teacher Education Office
Red River College Polytechnic
D201 - 2055 Notre Dame Avenue
Winnipeg, MB R3H 0J9
Phone: 204-632-2300
Email: teachered@rrc.ca

Faculty of Education Office
University of Winnipeg
515 Portage Avenue
Winnipeg, MB R3B 2E9
Phone: 204-786-9491
Fax: 204-783-7981

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TEACHER EDUCATION WELCOME MESSAGE

Welcome to the Teacher Education Program at Red River College Polytechnic!

You are beginning an exciting and rewarding career path in Education. Let me assure you that you will not be alone in this life-enriching journey. The members of the Teacher Education faculty are dedicated to preparing future educators in a supportive, yet demanding, environment.

Our faculty have the skills and experience to help ensure that your needs and expectations are met. They are all here to help you succeed in this educational journey to empower and enlighten the next generation.

We have prepared this handbook to assist with your transition to college studies and to answer as many questions as we can anticipate. The handbook includes information about the Teacher Education program, including an overview of the courses, grading standards, and policies. It also includes the College policies and procedures that apply to all students, and details of many aspects of life on campus.

College should be a challenging and rewarding experience. To help you make the most of your time with us, I encourage you to visit the RRC Polytech Student Success Centre at library.rrc.ca/ASC.

All the best in your endeavours!

Daryl McRae

Chair, Teacher Education

PROGRAM CONTACT INFORMATION

Daryl McRae

Chair of Teacher Education

D201 – 2055 Notre Dame Avenue Winnipeg, MB R3H 0J9

E: dmcrae@rrc.ca T: 204-632-3765

Monique Pishak

Administrative Assistant

D201– 2055 Notre Dame Avenue Winnipeg, MB R3H 0J9

E mlpishak@rrc.ca T: 204-632-2300

General Inquiries

E: teachered@rrc.ca

For information regarding transcripts, graduation and other Student Services inquiries please contact:

Student Services

D105 – 2055 Notre Dame Avenue Winnipeg MB R3H 0J9

E: StudentServices@rrc.ca T: 204-632-2327 F: 204-697-4738

For information regarding course registration, and the student planner self-registration process, please contact:

Margarita Natcheva

Academic Advisor

D105 – 2055 Notre Dame Avenue Winnipeg MB R3H 0J9

E: mnatcheva@rrc.ca T: 204-949-8393

For University of Winnipeg academic advising please contact:

Amanda Bourgoin, Academic Advisor

Academic Advisor, The University of Winnipeg

Faculty of Education/Aboriginal Student Services 515 Portage Avenue,
Winnipeg, Manitoba, R3B 2E9

E: a.bourgoin@uwinnipeg.ca T: 204-786-9962

PART TIME TECHNICAL VOCATIONAL TEACHER EDUCATION PROGRAM ACADEMIC YEAR 2023-2024

Student Teaching Practicum *

* day of week subject to change based on school and student schedule

August 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Aug. 7 – Civic Holiday; College closed.

Fall Term 2023 – Aug 28 – Nov 3, 2023

September 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Sept. 4 - Labour Day; College closed.

October 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Oct 2 – NI1 Day for T&R Observed; College closed.

Oct. 9 - Thanksgiving Day; College closed.

Oct 20 – MTS (SAGE) PD Day

November 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Nov. 13 – Remembrance Day Observed; College closed.

December 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Dec 22, 2023 – Jan 4, 2024: Public School Break

Dec. 25, 2023 – Jan. 1, 2024 - College closed for Holiday Break

January 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan 2 – College reopens for Winter Term

Winter Term 2024 – Jan 2 – March 15, 2024

February 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Feb. 19– Louis Riel Day; College closed.

Feb 20 – 23; reading week; no classes.

March 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March 25-28 - Public schools Spring Break

March 29 – Good Friday; College closed.

April 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April 1 Easter Monday; College closed.

Spring Term 2024 – April 29– July 5, 2024

May 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 20 - Victoria Day; College closed.

June 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July 1 – Canada Day; College closed.

TECHNICAL VOCATIONAL TEACHER EDUCATION

Course Completion Pathway

Upon acceptance into the Technical Vocational Teacher Education program, students have the option of starting in one of three terms offering the first pre-requisite course, EDUC-1090 Introduction to Education. Outlined below are the requirements for course completion. Students are not required to take a course each term but should plan their engagement to ensure that the program is completed within 5 years (maximum of 5 years to complete the program including the requirement of 18 weeks (minimum 90 days) of student practicum). To support a faster rate of completion **students are now eligible to register for up to 15 credit hours per term if pre-requisites are met.**

Students who would like to pursue an accelerated course completion model will need to schedule an advising appointment with the Chair, Teacher Education.

Group A courses will need to be completed in the prerequisite order as listed below. However, these courses may not always be offered in every term. If this is the case, you may take an available course from the **Group B** course list (check for prerequisites). PRAC-3002 may not be completed until all courses in Group A and B have been successfully completed. WRKE-1057 Vocational Training and Work Experience credit is granted upon acceptance into the program.

Please see the program website at <http://www.rrc.ca/vtp> for full course descriptions.

Group A: Take these 6 courses in the following prerequisite order:

- EDUC-1090 Introduction to Education (*prerequisite for all courses)
- EDUC-1091 Instructional Methods
- EDUC-2092 Advanced Instructional Methods
- EDUC-1077 Testing and Evaluation
- EUDC-1094 Course Development

Group B: Take these 7 courses in any order, as available.

- EDUC-1093 Organizing Technical Education Facilities
- EDUC-1115 Foundations of Applied Education
- EDUC-1117 Introduction to Educational Technologies (prerequisite of EDUC-1090 and EDUC-1091)
- EDUC-1118 Classroom Management
- PSYC-1025 Educational Psychology
- COMP-1997 Introduction to Computer Applications
- MATH-1009 Applied Math
- COMM-1097 Communication Skills (strongly recommended student has taken COMP-1997 or substantial experience using Microsoft Word and PowerPoint)

Final credit to be completed: PRAC-3002 Student Teaching Practicum (18 weeks)

Notes: _____

Course Delivery Formats

For the 2023-2024 academic year all courses will be offered synchronously online. This means learners participate in course-related activities within LEARN, our learning management system. Learners follow an instructional schedule (adhering to due dates, etc.) but work on some activities during times that accommodate the learner's personal schedule. Learners also participate in weekly synchronous sessions, of varying lengths depending on the course, with their instructor and classmates using a web-based video conferencing tool such as MS Teams or Webex. Learners are required to connect to these live/synchronous sessions where they will participate in learning activities with the instructor and other learners in real time.

How each course is delivered across terms may change. Please consult the course offerings in Student Planning to choose courses and delivery formats that work for your availability (prerequisites apply).

NOTE: All course resources, unless otherwise stated in the course outline such as textbooks, are hosted on a Learning Management System. Students are required to possess basic computer skills and be open to learning about and using current technology to participate in courses. Skills and resources required include:

General Requirements

These minimum standards are required by all devices:

- Laptop
Type A Device: Standard
<https://www.rrc.ca/future-students/computer-requirements/>
- High-speed wireless Internet connection (Wi-Fi 6 802.11 ax)
- Webcam (built-in is recommended, external acceptable)
- Built-in speaker and microphone

Courses are currently being offered as follows:

Fall Term 2023 Aug 28 – Nov 3, 2023	Winter Term 2024 Jan 2 – March 15, 2024	Spring Term 2024 Apr 29 – July 7 2024
<ul style="list-style-type: none"> • EDUC-1090 Intro to Education Tuesday 5-6:30 pm Synchronous Online • EDUC-1093 Organizing Technical Education Facilities Tuesday 7-9 pm Synchronous Online • COMP-1997 Introduction to Computer Applications Wednesday 5-6 pm Synchronous Online • EDUC-1118 Classroom Management Wednesday 6:30-8:30 pm Synchronous Online • MATH-1009 Applied Math Thursday 6-9 pm *12 week course delivery Synchronous Online • PRAC-3002 Student Teaching Practicum Mon-Fri 8 am-4 pm Off-Site 	<ul style="list-style-type: none"> • EDUC-1090 Intro to Education Tuesday 5-6:30 pm Synchronous Online • EDUC-1077 Testing and Evaluation Tuesday 7-9 pm Synchronous Online • EDUC-1117 Introduction to Educational Technology Wednesday 5-7 pm Synchronous Online • EDUC-1115 Foundations of Applied Education Wednesday 7:30-9:30 pm Synchronous Online • EDUC-1091 Instructional Methods Thursday 6-9 pm Synchronous Online • PRAC-3002 Student Teaching Practicum Mon-Fri 8 am-4 pm Off-Site 	<ul style="list-style-type: none"> • EDUC-2092 Advanced Instructional Methods Tuesday 6-9 pm Synchronous Online • COMM-1097 Communication Skills Wednesday 7-9 pm Synchronous Online • EDUC-1094 Course Development Thursday 5-6:30 pm Synchronous Online • PSYC-1025 Educational Psychology Thursday 7-9 pm Synchronous Online

Technical Vocational Program Part-time Course Tracking Form

Program Start Date: _____

Student Name: _____

Student Number: _____

Vocational Area: _____

Technical Vocational Program 90 credit hours	Mark	Credit Hour	Completed
<i>Training and Work Experience: (45 credit hours)</i>			
EDUC-1090 Introduction to Education (3)			
EDUC-1091 Instructional Methods (3)			
EDUC-2092 Advanced Instructional Methods (3)			
EDUC-1077 Testing and Evaluation (3)			
EDUC-1094 Course Development (3)			
EDUC-1093 Organizing Tech. Ed. Facilities (3)			
EDUC-1115 Foundations of Applied Education (3)			
EDUC-1117 Introduction to Technology (3)			
EDUC-1118 Classroom Management (3)			
COMM-1097 Communication Skills (3)			
COMP-1997 Introduction to Computer Applications (3)			
MATH-1009 Applied Math (3)			
PSYC-1025 Educational Psychology (3)			
PRAC-3002 Student Teaching (6)			

Notes:

REGISTRATION PROCESSES AND POLICIES

RRC Polytech now uses an online student planning and registration platform called Student Planning. Students should check their RRC Polytech academic email regularly for the most up-to-date registration information and instructions **It is also recommended that you adjust your @academic.rrc.ca account to forward student communications to a preferred email account.** Review the program handbook for course requirements or consult with the Program Coordinator. Students are eligible to register for up to 15 credit hours per term (5 – 3 credit courses). Pre-requisites apply.

In **Student Planning** you can:

- ✓ Review your program progress to date
- ✓ Plan courses in advance of your registration date
- ✓ Register for courses
- ✓ Drop courses before the course start date

For instructions on using Student Planning visit <https://www.rrc.ca/course-based-registration/>. All registration inquiries should be directed to:

Margarita Natcheva

Academic Advisor

D105 – 2055 Notre Dame Avenue Winnipeg MB R3H 0J9

E: mnatcheva@rrc.ca T: 204-949-8393

NOTE:

Students are responsible to initiate the registration process for courses.

NOTE:

Students whose accounts are inactive (have not registered and taken courses) for 2 years will be withdrawn from the program. Registration for courses will not be possible until the student has been readmitted to the program. Requests for readmission to the program are subject to current fees, processes and policies.

Registration Tips

Course offerings are subject to change based on student interest and instructor availability.

- Make sure your academic password is still valid. Passwords expire from time to time. If you haven't changed your password for a while, it is recommended that you reset it a few days before registration opens.
- Print or ensure easy access to the online registration instructions that are emailed to your academic college email account prior to registration.
- Review the course offerings for the term (prior to your designated registration day and time) - available in Student Planning.

- Identify courses and pre-requisites for eligibility to take - make note of course names, delivery format/location, days, dates and times.
- Document your **plan** within Student Planning.

NOTE: Planning your registration best supports a smooth program progression

- **On your designated registration date, go into Student Planning and follow the instruction to officially register for your term courses.**
 - If the course you have planned to take is full, attempt to register for another course or place yourself on the waitlist for your preferred course. Only eligible waitlist requests (completed all pre-requisites and are within the 5 course per term guideline) will be considered if a seat becomes available in the course.
 - You will be contacted by Enrolment Services if a seat becomes available.
- Record confirmed registrations in your personal calendar.

NOTE:

Be sure to formally remove yourself from courses you have planned or are on a waitlist/s for that you are no longer interested in taking. Students can initiate this process within Student Planning prior to the course start date. To drop a course after it has started, a [Course Withdrawal form](#) must be submitted.

JOINT RED RIVER COLLEGE POLYTECHNIC - UNIVERSITY OF WINNIPEG

TECHNICAL VOCATIONAL TEACHER EDUCATION DIPLOMA

TECHNICAL VOCATIONAL TEACHER EDUCATION OVERVIEW

The RRC Polytech portion of the Technical Vocational Teacher Education program is a 90-credit hour diploma program that provides technical vocational teachers with the theoretical and practical knowledge required to become an effective technical vocational educator in a high school setting. Teachers in high schools, colleges and other vocational programs have varied subject or vocational backgrounds. Therefore, the emphasis in the Technical Vocational Diploma program is on course and lesson planning, instructional techniques, assessment and evaluation, classroom management and resources - all relating to vocational education. Within the required courses, you are given the flexibility to orient course work to your specific vocational area.

This program makes up 90 credit hours (approximately 3 years) of the Joint RRC Polytech/University of Winnipeg or Brandon University Bachelor of Education Degree with a major in technical vocational education. The Bachelor of Education Degree program in Technical Vocational Education is a unique program in Manitoba, as it allows for an early exit after the completion of the Diploma at RRC Polytech with eligibility for a Technical Vocational Teaching Certificate restricted to teaching in a specific vocational area.

For the Technical Vocational Education major, only one undergraduate university degree, a Bachelor of Education, plus a Technical Vocational Teacher Education diploma from RRC Polytech, will be awarded.

INSTITUTIONS & FACILITIES

Red River College Polytechnic is located on a 160-acre site near the international airport in Winnipeg, a city of approximately 830,000, with extension centres throughout the Interlake and southern regions of Manitoba. Red River College Polytechnic has approximately 500 full-time instructors and serves a student population of approximately 32,000 full-time and part-time enrolments each year. It offers post-secondary degree, diploma and certificate programs in applied arts, applied sciences, business, community services, developmental education, health, technology, and apprentice trades, many of which are articulated with degree programs at the Universities of Winnipeg and Manitoba.

The University of Winnipeg is situated in the heart of Winnipeg, at 515 Portage Avenue. Twelve buildings are located on its site. In addition to degrees in Arts, Science and Theology, the University of Winnipeg now offers a full Bachelor of Education degree. Through the Collegiate and the Continuing Education Divisions, the University is able to offer a continuum of learning unique in Canadian universities. The University has developed several joint programs with Red River College in applied sciences, education and communications.

CERTIFICATION

As a graduate of this Bachelor of Education degree program, you will be eligible for a Professional Teaching Certificate from the Province of Manitoba. This Certificate will entitle you to teach at all levels of the education system, K-Grade 12. The integrated program meets the requirements for teacher certification in most Canadian provinces and most of the states in the U.S.A. Early exit after the

completion of the diploma at RRC Polytech restricts certification eligibility to a Technical Vocational Teaching Certificate, allowing graduates to only teach in a specific vocational area.

EMPLOYMENT

This is a small program with approximately 10 graduates every year. In recent years, the employment opportunities have been excellent in both urban and rural areas with the employment rates in either of your teachable areas being approximately 75% each year. Besides Manitoba, graduates have also found employment in Ontario, Saskatchewan, Alberta, British Columbia, some states in the U.S.A. and other international teaching positions.

AWARDS & FINANCIAL AID

The Student Service Centre at Red River College Polytechnic provides a number of support services for RRC Polytech students:

- Information on financial assistance programs available to Manitoba students
- Assistance to students applying for government-sponsored loans
- Liaison with Student Financial Assistance Office and college administration
- Assistance to students requiring short-term emergency loans
- Assistance to students applying for college scholarships and awards
- Verification and release of student awards

For further information, please contact the Student Service Center, Building D, Room 101, by phone at (204) 632-2327.

ADULT CRIMINAL RECORDS and CHILD ABUSE RECORD CHECKS

Manitoba Education requires that:

- All students in initial teacher training programs undergo a background check with respect to adult criminal convictions (as a result of violations of the Criminal Code, Narcotics Control Act, Food and Drugs Act), Vulnerable Sector Search and a Child Abuse Registry Check as a condition of acceptance to the program.
- All Manitoba education graduates will be required to undergo a criminal record check, vulnerable sector and child abuse registry check as part of the certification process.

If you are accepted into the Teacher Education Diploma program at RRC Polytech, you are responsible for obtaining and paying for these checks, and the results must be submitted to the Teacher Education office (D201) **before you will be registered in courses**. In order to complete the student teaching practicum requirement, as an applicant accepted into the Teacher Education Diploma program at RRC Polytech, you will be required to complete a Criminal Records Check - Vulnerable Sector Search and a Child Abuse Registry Search. The existence of a criminal record will not automatically exclude you. Decisions with regard to criminal records will be made by the Joint Committee on Criminal Records Checks and Admission. However, applicants to and graduates of the RRC Polytech Diploma program or the B.Ed. programs who have adult criminal convictions which indicate they may pose a threat to the safety and well-being of children and others in the schools may be denied admission and/or teacher certification.

Residence of Winnipeg

Criminal Record with Vulnerable Sector Check: <https://policeinformationcheck.winnipeg.ca/>

Child Abuse Registry Check: <https://web22.gov.mb.ca/AbuseRegistry>

Residents of Manitoba (outside of Winnipeg)

Criminal Record with Vulnerable Sector Check:

<http://www.rcmp-grc.gc.ca/en/criminal-record-and-vulnerable-sector-checks>

Child Abuse Registry Check: <https://web22.gov.mb.ca/AbuseRegistry>

PROGRAM OVERVIEW

In this partnership with the University of Winnipeg to prepare vocational teachers, Red River College Polytechnic offers the following technical vocational programs:

- A full-time one-year accelerated diploma program in Technical Vocational Education. **Should you choose to complete the program at this accelerated pace, please contact the Chair or designate for this program at TeacherEd@rrc.ca**
- A part-time diploma program in Technical Vocational Education which currently offers online, evening course delivery.
- 18 weeks of a student teaching practicum must be successfully completed with RRC Polytech to graduate from the technical vocational education program. An additional 6-week student teaching block will be required should you pursue your Bachelor of Education with the University of Winnipeg.

MAJOR IN TECHNICAL VOCATIONAL EDUCATION

The following chart gives an overview of the program of studies for the five-year B.Ed. degree with a major in Technical Vocational Education: The B.Ed. degree is completed at the University of Winnipeg.

Years 1 - 3			Year 4	Year 5
RRC Polytech 30 credit hours	RRC Polytech 30 credit hours	RRC Polytech 30 credit hours	U of W 30 credit hours	U of W 30 credit hours
Technical (30) (Training/Work Experience)	Intro. To Ed. (3) Found. of Applied Ed (3) Instructional Methods (3) Adv. Instr. Methods (3) Testing & Eval. (3) Technical (15) (Work Experience)	Course Development (3) Ed. Psychology (3) Organizing Facilities (3) Instructional Media (3) Communications (3) Applied Math (3) Classroom Mgmt. (3) Computer Apps. (3) Practicum in Major (6)	Arts/Science-Minor (6) Arts/Science-Minor (6) Arts/Science-Minor (6) Arts/Science-Electives (12)	C, I and A in Literacy (3) C, I and A in Minor (6) Inclusive Education I (3) Inclusive Education. II (3) Intro to Aboriginal Ed. (3) School Systems (3)) Education Electives (6) Practicum in Minor (3)
<i>School Experience Practicum</i>		18 weeks		6 weeks
Diploma RRC Technical Vocational Certificate			B.Ed. U of W Professional Certificate	

The 13 course (plus practicum) program is designed to be equivalent to 90 credit hours of university education courses.

COURSES AND DESCRIPTIONS

A full description of each of these courses can be found online at:

[Technical Vocational Teacher Education: RRC Polytech: Program Explorer](#) (choose between part-time and full-time at the top of the page).

Training and Work Experience:

- WRKE-1057 Vocational Training and Work Experience (45)

Required Courses:

- EDUC-1090 Introduction to Education (3)
- EDUC-1091 Instructional Methods (3)
- EDUC-2092 Advanced Instructional Methods (3)
- EDUC-1077 Testing and Evaluation (3)
- EDUC-1094 Course Development (3)
- EDUC-1093 Organizing Technical Education Facilities (3)
- EDUC-1115 Foundations of Applied Education (3)
- EDUC-1117 Introduction to Technology in Education (3)
- EDUC-1118 Classroom Management (3)
- COMM-1097 Communication Skills (3)
- COMP-1997 Introduction to Computer Applications (3)
- MATH-1009 Applied Math (3)
- PSYC-1025 Educational Psychology (3)
- PRAC-3002 Student Teaching (18 weeks) (6)

REGISTERING FOR COURSES

You will be registered at RRC for Years 1, 2 and 3 (first 90 credit hours), and at the University of Winnipeg in the Faculty of Arts and Science (includes Education) for Years 4 and 5.

Registration for program courses is done online through the Course Based Registration system. Details and course schedules for the technical vocational education program can be found online www.rrc.ca/vtp by viewing the Course Offerings brochure. **Students in the program are responsible to initiate the registration process for courses. If you require assistance with the registration process, contact Student Planning at planningsupport@rrc.ca.**

NOTE: Students whose accounts that are **inactive** (have not registered and taken courses) for **2 years** will be withdrawn and program closed. Registration for courses will not be possible until the student has re-enrolled in the program.

COURSE DELIVERY FORMATS

The courses you may take in the program are delivered using a variety of formats. How each course is delivered during any term may change, so consulting the Course Offerings Brochure will assist you in picking a course and format that works for your availability and learning style (prerequisites apply). Not all courses are available in each of the formats. For 2022-2023, all courses will be offered via one of the following two distance delivery methods:

- **Asynchronously online:** Learners participate in course-related activities within LEARN, our current learning management system. Learners follow an instructional schedule (adhering to due dates, etc.) but work on activities during times that accommodate the learner's personal schedule. Learners may be invited to participate in online discussion forums or synchronous activities at specific times throughout the course. This type of delivery is a reasonable option for students who need a flexible schedule.
- **Synchronously online.** Learners participate in course related activities using a web-based video conferencing tool like MS Teams or WebEx. Learners are required to connect to live/synchronous sessions where they will participate in learning activities with the instructor and other learners. In this delivery method there will also be some independent online commitments guided by the course schedule. Both components are required and may not be taken separately.

STUDENT TEACHING PRACTICUM

As required by Manitoba Education, to certify and be given a permit to teach as a Technical Vocational educator in Manitoba high schools, you will be required to complete a minimum of 90 days of student teaching to gain credit for PRAC-3002. This will require approximately 18 weeks of unpaid practicum, under the supervision of a qualified teacher in your teachable (trade) area as selected by the RRC Polytech practicum coordinator.

Prior to being allowed to complete PRAC-3002, an Adult Criminal Record, Vulnerable Sector (ACRVS) Check and Provincial Child Abuse Registry (PCAR) Check must be submitted to the Teacher Education office. Only records that are dated within three months of submission will be accepted.

Practicum can be completed at two intervals during the year with a September or February start. Registration is required for the practicum but may not be done until all 13 academic courses in the Technical Vocational program have been successfully completed (minimum grade of 'B' is required in EDUC-1090, EDUC-1091 and EDUC-2092). If you are currently employed on a limited teaching permit with a Manitoba school division, you do not automatically gain credit for PRAC-3002. Contact the Program Coordinator prior to registering to discuss individual circumstances.

ADVANCED CREDITS

Applicants having completed relevant university degree or college diploma course work may be granted advanced credits toward the Arts or Science course work at the University of Winnipeg, and/or the professional education course work at RRC Polytech.

RPL (also known as PLAR – Prior Learning Assessment and Recognition) is a process in which individuals have the opportunity to obtain credit for college level knowledge and skills gained outside the classroom and/or through other educational programs. It is a process which documents and compares an individual's prior learning gained from prior education, work and life experiences and personal study to the learning outcomes in College courses/programs. For more information about RPL at Red River College Polytechnic, refer to the RPL website at: <https://www.rrc.ca/advising/rpl/>.

If a student is requesting RPL recognition for a course being offered in a current or upcoming term, they have until the end of the term add/drop period for that course to formally submit the RPL

Assessment Application. Students will then have 30 days from the date they submitted their application to complete RPL assessment requirements.

Newly admitted students will receive an email with information about RPL Information Sessions that will provide further details. Sessions are normally held in December, June and August each year.

For general information and assistance with RPL, contact the Program Chair or designate at teachered@rrc.ca.

TRAINING AND WORK EXPERIENCE

Upon admission to the program, credit is granted for the 45 credit hours based on meeting the admission requirements for training and work experience in an acceptable vocational area. The following are considered acceptable vocational areas:

Red Seal Trades	
The following vocational trade areas are required to provide a certificate of qualification (journey person or equivalent) with a red seal endorsement along with their application.	
Automotive Technology	Hairstyling
Cabinet and Furniture Making	Heavy Duty Equipment Technician
Carpentry	Machining Technology
Collision Repair and Refinishing Technology	Plumbing and Pipe Trades
Culinary Arts	Refrigeration and Air Conditioning
Electrical Trades Technology *	Welding Technology
Esthetics**	

* Construction Electricians and Industrial Electricians must also hold a Journey person Electrician License issued by the Mechanical and Engineering Branch of Manitoba Labour and Immigration. This license must be renewed every four years

**Esthetics designations requires both sub-trades; nail technology and skin care technology

Designated Trades	
The following vocational trade areas are required to provide a certificate of qualification (journey person or equivalent) along with their application.	
Aircraft Maintenance Technology	

Non-Designated Trades	
The following vocational trade areas are required to provide proof of qualified training and/or certification (post-secondary), including any industry designations along with their application.	
Aviation and Aerospace Technologies	Hotel Hospitality
Baking and Pastry Arts	Interactive Digital Media
Broadcast Media Technology	Jewelry and Metalsmithing
Child Care***	Mining Engineering Technology
Dental Assisting	Motion Picture Arts
Dental Technology	Networking and Cyber Security
Design Drafting	Photography
Electronics Technology	Pilot Ground School

Fashion Design and Technology	Print Media
Graphic Design	Resources and Environmental Management
Health Care Assistant	Sound Engineering
Horticulture	Sustainable Energy

*** Early Childhood Educators must hold an ECE III designation

TEACHABLE MINOR FOR BACHELOR OF EDUCATION DEGREE

The Arts or Science course work for the minor in Years 4-5 at the University of Winnipeg must be in one of the following teaching subject areas:

Anthropology, Biology, Chemistry, Classics, Economics, English, French, Geography, History, Kinesiology and Applied Health (Phys. Ed.), Mathematics, Philosophy, Physics, Politics, Psychology, Sociology, Theatre and Film

BACHELOR OF ARTS/SCIENCE

The technical course work in Years 1-3 at RRC Polytech could be counted for up to 30 credit hours toward a B.A. degree at the U of W. This combined with the 30 credit hours of Arts/Science and some of the Education course work required in Years 4-5 at the U of W, could provide up to 60 of the 90 credit hours required for a B.A.

ADVISORY COMMITTEE

An Advisory Committee consisting of representatives from Red River College Polytechnic, the University of Winnipeg, Faculty of Education, the Manitoba Teachers' Society, the Manitoba Association of School Superintendents, the Manitoba School Boards Association, and Manitoba Education and Advanced Learning oversees the Technical Vocational Diploma program. The Advisory Committee makes policy recommendations regarding the Vocational program to the RRC Polytech Board of Governors and the University of Winnipeg Faculty of Education; reviews the program structure and course outlines to ensure that the content and organization is appropriate to the program goals; periodically assesses the program to identify areas of strength and weakness; and acts as a final Appeal Board for admissions, credits, grades and certification.

GRADUATION

Upon successful completion of all work experience and related training, course work credits, student teaching practicum and a final program GPA minimum of 2.0 you will be eligible to apply to graduate. Teacher Education will notify the Manitoba Education Certification Branch of your program completion. You will be sent an application package to certify as a Manitoba teacher. You will be responsible for the completion of this application package and to order and have a Red River College Polytechnic transcript submitted directly to the Manitoba Education Certification Branch. Transcripts can be ordered through your RRC Polytech MyCreds account.

Note: Technical Vocational students must initiate the graduation process by completing the application to graduate found in Student Planner on the HUB webpage. If you wish to attend the College's convocation ceremony you must complete the required documentation as found on the Convocation website at: <https://www.rrc.ca/convocation/>

COLLEGE POLICIES

GENERAL ACADEMIC REGULATIONS AND POLICIES

Students enrolled in undergraduate education degree programs with RRC Polytech will be subject to the academic and non-academic regulations and policies outlined by the University of Winnipeg and Red River College Polytechnic. These policies will be administered by the Chair and Dean of the RRC Polytech Teacher Education programs. In order to progress through the Bachelor of Education program, you must maintain a minimum of a "C" (2.0) Grade Point Average at the end of each term. For detailed academic regulations, please see the University of Winnipeg general calendar, Red River College Polytechnic online policies and student practicum handbooks. You are responsible for knowing and following these regulations and policies. All detailed Red River College Polytechnic policies can be found online at <http://www.rrc.ca/policies>. In some instances, program and/or course policies will have amendments to or will supersede specific college policies. These additional policies are found in the program handbook and in course outlines.

ACADEMIC INTEGRITY POLICY

For any assignment, test, or exam, the copying of answers or files from another student, the providing of answers or files to another student, or the copying and pasting of information directly from the Internet without proper reference or citation, is a violation of academic integrity and may lead to disciplinary measures. It is your responsibility to be familiar with and adhere to the Red River College Polytechnic Academic Policies. Refer to RRC Polytech Policy S4.

RESPECTFUL WORKPLACE AND LEARNING ENVIRONMENT/ EQUITY, DIVERSITY AND INCLUSION POLICY

The College is committed to providing a respectful College environment, free from harassment, disrespectful behaviour and discrimination, in which employees, learners, and members of the College community treat each other with respect in the form of fairness, justice, acceptance, honour, sincerity, inclusiveness and dignity. Refer to RRC Policy H1 and H2.

STUDENT CODE OF RIGHTS AND RESPONSIBILITIES POLICY

Each student registered at Red River College Polytechnic becomes a member of the Red River College Polytechnic community. As a member of this community, you are entitled to expect certain rights to be recognized by the College and other members of the College community. In the same way, the College and other members of the College community are entitled to expect responsible behaviour from you as a student.

The Student Code of Rights and Responsibilities sets out these mutual expectations and outlines the behaviours, attitudes and conduct expected of all students registered at Red River College Polytechnic. The rights and responsibilities included in the Code are based on the values of learning, respect, inclusiveness, integrity, a healthy environment and contribution to community as defined in the Red River College Polytechnic Statement of Values. Refer to RRC Policy S1.

REQUIREMENTS FOR GRADUATION

To be eligible to graduate from an academic program, a student must complete the requisite number of courses in a program within a particular time period and also meet Red River College Polytechnic's residency requirement.

Since Red River College Polytechnic's academic program learning outcomes, competencies, knowledge, skills and the application of knowledge and skills are updated continually to evolve with technological and other innovations in business and industry, the College must ensure that its

graduates' education and skills training are equally up to date upon graduation from an academic program. Therefore, the College will set limited time periods for academic program completion. The completion time periods may vary from credential to credential. Refer to RRC Policy A20.

TEACHER EDUCATION PROGRAM POLICIES

TEACHER EDUCATION PRACTICUM REQUIREMENTS

Students must maintain a minimum grade of “B” in any education methodology course to progress to the associated practicum component and to enroll in the next required methodology course.

Should a student not receive a minimum “B” in any of the methods courses, or not demonstrate proficiency of the outcomes during any of the practicum blocks, that student will be permitted only one attempt to repeat that course and practicum. Voluntary or involuntary withdrawals are recognized as an attempt. Any subsequent methods courses/practicum where the student does not demonstrate the required standard will result in the student’s removal from the Teacher Education Program.

This applies to the following courses, in prerequisite order, and associated practicums:

Technical Vocational Program		
EDUC-1090 Introduction to Education	EDUC-1091 Instructional Methods	EDUC-2092 Advanced Instructional Methods

PROGRESSION REQUIREMENTS

Individual course outlines will identify progression requirements for the specific subject areas. Should your grade point average fall below 2.0 in any term, you will be placed on academic probation and be required to meet with the Program Chair or designate to determine an appropriate plan of action.

If your GPA does not improve after appropriate actions have taken place, you will be required to formally withdraw from the program.

CLASS REQUIREMENTS AND ATTENDANCE

RRC Polytech is an applied learning institution and it is important to attend classes regularly to achieve success. Timely attendance is required to gain maximum value from instruction and is a prerequisite for participation in a student teaching practicum. Students who miss an entire class are considered absent, regardless of prior notification to the instructor. Students are considered late if they are not present in the assigned workspace at the designated start of class. Students who are late or absent are required to contact the instructor by email or phone.

All **10-12 week** courses, in any delivery formats, require the student to attend a minimum of 85% of designated class time to successfully meet course requirements. Any student’s attendance that falls below 85% will be required to meet with the program chair or designate and may be required to withdraw from the course. Missing 2 or more consecutive classes without notification will require the presentation of a physician’s note or other suitable documentation

Online learning environments – you are expected to spend sufficient time working with the course materials to fully participate and address **all** scheduled course activities. You will be expected to participate in all scheduled synchronous activities throughout the course.

Instructors have the responsibility to ensure that academic honesty is maintained in all academic activities. **Students assume full responsibility for the content and integrity of the coursework submitted.**

Students who submit written work that is deemed to be below acceptable standards for a professional program may be advised to seek additional support to improve specific skills.

COURSE WITHDRAWALS

Students dropping course(s) in Technical Vocational Teacher Education program must use Student Planner to drop courses at least one day prior to term start. Course withdrawals after term start must be done by submitting the appropriate Program Course Withdrawal form. Courses dropped within the add/drop period will not appear on the transcript. Fees may be adjusted in accordance with the billing/refund table. This form must be submitted to Student Services.

A student who formally withdraws from one or more courses after the add/drop period ends and before 80% of the course duration will have a voluntary withdrawal (VW) recorded on his/her transcript. Unofficial withdrawals (no documentation submitted to the Student Services Centre by the deadline) will result in courses being assigned a grade of “F”. Students may not withdraw from courses for which they have already completed all course work or received a final grade. Fees may be adjusted in accordance with the billing/refund table. Courses dropped after the five-business day add/drop period appear on the transcript with a designation of VW.

PROGRAM COMPLETION REQUIREMENTS

Regular engagement in the program is required/expected to facilitate completion within the required **5-year period**. (Policy A20 – Requirements for Graduation Section 2.4)

Note:

Students are responsible for managing completion requirements set out by their employer or other sponsoring agents/organizations. (e.g. maintaining a limited teaching permit)

- All applicants are required to register for and complete their first course within 6 months of acceptance into the program or their program will be closed. Once closed readmission processes and fees will apply. Requests for a delayed start date must be communicated in writing to Enrolment Services – Red River College Polytechnic.
- The program reserves the right to limit the number of credits that can be taken per term.
- After 2 years of no activity, program files are closed.
 - An application to be readmitted is required to re-engage in the program (applicants will be subject to application fees). Completion of the program must be attainable within 5 years from original admission to the program to graduate.
 - Requests for program suspensions > 2 years must be communicated in writing to Enrolment Services at RRC Polytech. Completion of the program must be attainable within 5 years from original admission to the program to attain a Certificate.

Assistance with program progression planning is available through the Teacher Education Department at Red River College Polytechnic. Please contact teachered@rrc.ca to arrange for program assistance.

STUDENT ACCOMMODATION

RRC Polytech is committed to providing persons with documented disabilities fair and equal access to educational programs, services and facilities. If you are a student with a disability* and require reasonable accommodations, you must connect with Student Accessibility Services (SAS) who will assist in developing and implementing your accommodation plan. Refer to the Student Accessibility Services webpage for information about SAS locations and how to book an appointment. Students with disabilities are also encouraged to have a private discussion with their instructor(s) to facilitate greater understanding of their learning needs.

*RRC Polytech's definition of "disability" is consistent with the Manitoba Human Rights Code. In the educational setting, "disability" refers to a permanent or temporary medical, physical, sensory, mental health (e.g., anxiety, depression), learning, or neurological (e.g., ADHD, Autism Spectrum Disorder) condition that interferes with a student's ability to fully participate in their studies and/or other associated activities.

PROGRAM WITHDRAWALS

You may withdraw at any time during your program of study by completing a program withdrawal application. It is advisable that you speak with the academic coordinator prior to making this decision to discuss options that may be available to you.

NOTE: Students with **inactive** program status (have not registered and taken courses for **2 years**) will be withdrawn and the program closed. Registration for courses will not be possible until the student has re-enrolled in the program (current processes & application fees will apply). Part-time students have a **maximum** of **5 years** to complete the program from the date of admission.

STANDARDS OF PROFESSIONAL CONDUCT FOR PRE-SERVICE TEACHERS

The Teacher Education Program at Red River College Polytechnic is committed to maintaining its students' freedom of thought, belief, opinion and expression. As a professional program we are committed to assisting students in becoming professionals. The program has the responsibility of fostering the academic freedom of students within the context of professional standards of conduct and also has the responsibility of fostering the academic freedom of students with respect for the needs of the learner. The standards describe professional characteristics and behaviors students are expected to develop and demonstrate during practicum and course work.

Professionalism – is expected in all Teacher Education programs. The assessment of professionalism is based on RRC Polytech's **Student Rights and Responsibilities** policy, Manitoba Teachers' Society Code of Professional Practice, and Regulations under The Public Schools Act and Education Administration Act of Manitoba. Students who do not demonstrate these professional standards may be subjected to Policy A9 – Professional Suitability.

Students are expected to **consistently demonstrate all of the behaviours** outlined below.

- Attend class and is punctual (online, engaged and regularly participates in online courses)

- Complete assignments as outlined and on time
- Participate actively and respectfully in class discussions
- Contribute positively to group and class dynamics through actions and words
- Take responsibility for actions and words that negatively affect the learning environment
- Be open to and supportive of the thoughts, opinions and contributions of others in a group
- Incorporate feedback from peers and instructors
- Seek out necessary information or guidance from appropriate resources regarding knowledge, process and the incorporation of feedback
- Interact professionally with colleagues and instructors
- Address challenges that may interfere with the ability to fulfill any or all student responsibilities with the appropriate people in a timely manner

Students whose behaviour negatively affects the learning environment will subject to removal from the course or the program.

See policy A9 Professional Suitability

<https://www.rrc.ca/legal/policies/professional-suitability/>

Specifically:

1. To adhere to the MTS Code of Professional Practice;
2. To adhere to the Red River College Polytechnic Student Code of Rights and Responsibilities;
3. To adhere to The Public Schools Act and Education Administration Act
4. To not participate in or condone actions of bullying, racism, sexism, religious interference, sexual orientation discrimination or any other infraction through active or passive engagement, as specified in human rights legislation and the Charter of Rights and Freedoms by respecting the dignity and rights of all persons;
5. To act professionally as ambassadors of the teacher education program both inside and outside of the College.
6. The student acts in a responsible manner which includes being punctual, dependable and trustworthy in class and during practicum.
7. The student maintains positive interpersonal relationships with peers, faculty, school personnel and pupils by contributing, cooperating, participating and working with others in a professional manner.
8. The student demonstrates a commitment to teaching by taking initiative, showing enthusiasm, and showing an interest in learning about teaching.
9. The student directs any criticism of the professional activity of others to that person and only then, after informing them of the intent to do so, may direct in confidence the criticism to the appropriate officials. It shall not be considered a breach of this clause to report reasonable grounds for suspecting child abuse to proper authorities according to legal requirements.
10. The student respects the confidentiality of information about pupils, peers, school personnel, or faculty received in confidence or in the course of professional duties.

THE MANITOBA TEACHERS' SOCIETY, CODE OF PROFESSIONAL PRACTICE

What is expected of you as a professional? This is a question which is not only asked by beginning teachers, but also reflects the ethical dilemmas even more experienced teachers face. As a profession, we have made a public statement about the conduct of our members which the public can expect in return for trusting us with the education of their children.

The Code of Professional Practice establishes the required standards of conduct for all members of The Manitoba Teachers' Society, whether acting in an employed position under a Collective Agreement or acting in an appointed or elected position. A member's professional behaviour must reflect the spirit as well as the letter of the Code.(1)

Members are bound by the following principles and each Member's professional behaviour must reflect the spirit as well as the letter of these principles:

1. A Member's first professional responsibility is to the Member's students;
2. A Member acts with integrity and diligence in carrying out professional responsibilities;
3. A Member avoids involvement in a conflict of interest, recognizes that a privileged relationship with students exists and refrains from exploiting that relationship for material, ideological or other advantage;
4. A Member's conduct is characterized by consideration and good faith. The Member speaks and acts with respect and dignity, and deals judiciously with others, always mindful of their rights;
5. A Member respects the confidential nature of information concerning students and may give the information only to authorized personnel or agencies directly concerned with the individual student's welfare;
6. A Member first directs any criticism of the professional activity and related work of a colleague to that colleague in private. Only after informing the colleague of the intent to do so, the complainant may direct in confidence the criticism to appropriate officials through the proper channels of communication. A Member shall not be considered in contravention of this Article in the following circumstances:
 - a) consulting with the Society or the Member's Local president;
 - b) taking any action that is allowed or mandated by legislation;
 - c) where the Member is acting in good faith and without malice in the discharge of the legitimate duties of the Member's appointed or elected position;
7. A Member does not bypass immediate authority to reach higher authority without first exhausting the proper channels of communication;
8. A Member makes an ongoing effort to improve professionally;
9. A Member adheres to collective agreements negotiated by the Society and its Local; and
10. A Member or group of Members makes only authorized representations to Outside Bodies on behalf of the Society or its Locals. Without the express permission of the Society, no Members conferring with Outside Bodies may explicitly or implicitly claim that they represent the Society or its Locals.

(The Society approved new Bylaws at its 2014 AGM. Bylaw IV includes the Code of Professional Practice that applies to all teachers who are members of the Society. Bylaw IV also outlines what constitutes professional misconduct and how the Code is enforced. The Society's Constitution and Bylaws outline the remedies or sanctions that can be imposed against any teacher who violates the Code of Professional Practice.)

KEY POINTS FROM THE RRC POLYTECH STUDENT CODE OF RIGHTS AND RESPONSIBILITIES

As a student, you are obligated to be aware of the policies as outlined in this document (copies available in the Teacher Education office). You are responsible for understanding and abiding by the document, including the reporting of infractions. Highlights of the code and rights include:

- Right to express oneself individually or as a group...with due regard for others and applicable laws, rules, regulations and policies;
- Work and learn in a safe and healthy environment;
- Work and learn in a positive and respectful environment, free from any and all harassment. The student has a right not to be subjected to indignity or violence;
- As outlined in College Policy S1, (Student Code of Rights and Responsibilities); all staff, learners, contractors and clients of the College are responsible for ensuring that the College environment is free from disrespectful behavior. All staff, learners and clients are responsible for understanding and applying the policy in good faith;
- Academic Integrity as unfit professional behavior: plagiarism, cheating, fabrication, collusion and academic misconduct.

For more information about RRC Polytech Student Code of Rights and Responsibilities (Policy S1) please visit <http://www.rrc.ca/policies>.

USEFUL WEB LINKS TO COLLEGE SERVICES

[RRC HUB](#) (Student Portal to College/Course Resources)

[ITS Help Resources](#) (LEARN, Passwords, Email, Printing, Wireless network Office 365 (free))

[Library](#) (processes for accessing library and study materials print/online)

[Campus Store and Printing Services](#) (lists of course textbooks and purchase options, lockers, printing)

[Safety and Security](#) (Emergency Procedures and RRC Mobile Safety app, campus alerting system)

[Academic Success Centre](#) (including tutoring)

[Accessibility Services](#) (support for students that may require academic accommodation)

[Assessment Services](#) (resources to assist with academic writing)

[Counselling Services](#) (resources for personal and career counselling)

[Campus Well-Being](#) (online mental health resource Healthy Minds, Healthy College initiative, fitness centre hours)

[Indigenous Student Supports](#) (Tools and resources to help Indigenous students succeed)

[Student Printing](#) (PaperCut print account)

[Commuting and Parking](#) (parking, bike lockers, bus information)

[Food Services](#) (Notre Dame Campus food outlets)

Appendix 1

Selected RRC Policies

*In case of discrepancy between these policies and those found at <https://www.rrc.ca/legal/>, the website versions shall be considered correct.

A9 – Professional Suitability

Originator: Vice President, Academic and Research

Approver: Senior Academic Committee

Effective: November 28, 2014

Replaces: New

1. Preamble

The College expects all of its Students to maintain ethical and professional behaviour. In consideration of the expected responsibilities however, additional mechanisms and procedures are required to ensure Students enrolled in a program that directly or indirectly serves vulnerable populations, observe the applicable ethical and professional standards.

2. Policy

Students enrolled in a program listed in Appendix A to this policy shall maintain behaviour that will uphold the public trust and reflect applicable ethical standards. This policy details the grounds for review of student behaviour and the corresponding procedures to be used by the College when questionable behaviour is identified.

3. Definitions

3.1

Chair – refers to the Chair, an equivalent or a designate(s) of a College program.

3.2

Dean – refers to a Dean of an academic program or a Regional Campus Director.

3.3

Student – refers to any individual:

- a. seeking to apply to study at Red River College;
- b. who is a current student; or
- c. who has previously been a student.

4. Grounds for Review

4.1

The following conduct may be subject to review in accordance with the procedures set out in this policy:

- i. conduct that compromised, or could have compromised, the physical or psychological safety of a patient, client or individual receiving a service;
- ii. demonstrated incompetence;
- iii. conflicts of interest;
- iv. threatening, aggressive, exploitative, irresponsible, disrespectful or destructive behaviour towards other students, colleagues, College staff, members of the public, or while attending a workplace/practicum;
- v. a criminal conviction, where the nature of the criminal activity would bring disrepute to the applicable profession or employment setting, or demonstrates a lack of integrity or poor judgment;
- vi. drug or alcohol use; or
- vii. behaviour offensive to the applicable internal and professional codes of conduct, practice standards, and/or ethical standards.

5. Procedures

5.1

Reports of conduct identified in section 4.1, can be submitted to the Chair of the Student's program by: members of the public, College students, College staff, or an individual(s) from a Student's work placement or practicum.

5.2

The Chair will then gather information to determine which process to proceed with under section 5.4.

5.3

After completing the investigation, the Chair will provide the Dean of the Student's program with all gathered information.

5.4

The Dean, in consultation with the Chair, will determine whether:

- i. no action is required;
- ii. the matter should be addressed under College policy S2 – Student Discipline;
- iii. the matter should be referred to a Professional Suitability Committee ("PSC"). If the matter is referred to a PSC, this policy takes precedence over College policy S2 and S3; and/or
- iv. if the matter is referred to the PSC, whether just cause exists to suspend the Student pending the review of the PSC.

6. Professional Suitability Committee (PSC)

6.0

The PSC is an ad hoc committee, established on an as needed basis, charged with the responsibility of overseeing professional suitability matters for the programs listed in Appendix A to this policy.

6.1

The role of the PSC is to provide an independent review of student conduct, and for providing a recommended course of action to the applicable Dean.

6.2

Once a Dean has decided to refer a matter to the PSC, the Dean shall ask the Registrar to appoint a PSC Committee Chair. The Committee Chair shall be a full time faculty member from a program listed in Appendix A and from a different school as the Student.

6.3

The Committee Chair will then appoint six additional individuals to the PSC, including:

- i. two full time faculty members – one from the subject program and one from a program listed in Appendix A;
- ii. two students – one from the subject program and one from a program listed in Appendix A; and
- iii. two representatives from the subject profession or employment setting.

6.4

Where reasonably possible, faculty members who had dealings with the Student will not sit on the PSC.

6.5

After being appointed by a Dean, the PSC Committee Chair will provide the Student with the following information as soon as is reasonably possible:

- i. the conduct under review;
- ii. the alleged facts;
- iii. the applicable code of conduct or ethical standards;
- iv. name and title (faculty member, student or professional representative) of PSC members;
- v. the date, time, and place for the PSC hearing;
- vi. support services provided by the Student's Association; and
- vii. a statement informing the student that if the PSC determines that the alleged conduct occurred, the student may be required to withdraw from the program.

6.6

The Notice of Hearing, detailed in 6.5, will be sent to the address of the Student on record with the College. At the Student's request, information may be sent to his/her Student e-mail account.

6.7

Within one week of receiving the information detailed in 6.5, the Student will provide a written response to the Committee Chair of the PSC.

6.8

The Committee Chair of the PSC will then provide the six PSC members with a written report detailing the conduct to be reviewed, the alleged facts, the Student's written response provided pursuant to 6.5, the applicable code of conduct or ethical standards and any other relevant information.

6.9

Once a matter has been referred to the PSC for formal review, proceedings may continue irrespective of whether the Student voluntarily withdraws from the program or refuses to participate in the PSC hearing.

7. PSC Hearing Procedure

7.1

The PSC will act expeditiously to complete the hearing and recommend a disposition to the Dean.

7.2

The Student may represent themselves during the hearing or elect to have a designated representative. The designated representative may be from the College's Student Association or independently retained. The Student must provide the name and title of the representative to the PSC Committee Chair at least two days prior to the hearing.

7.3

If the Student decides to make submissions to the PSC, the student may be questioned by the PSC.

7.4

Both the Academic program and the student have the right to:

- i. submit evidence;
- ii. call witnesses;
- iii. question witnesses; and
- iv. have access to all relevant documents submitted to the PSC.

7.5

Witness names and titles, and all written materials that will be referred to at the hearing, must be provided to the PSC Committee Chair at least two days prior to the hearing.

7.6

The hearing will be closed to all persons except members of the PSC, the Student, the designated representative of the Student, and the proceedings recorder.

7.7

The PSC hearing will be audio recorded. The audio recording will be securely filed with the subject academic program and retained for ten years. Once the retention period has expired, the audio recording will be destroyed.

7.8

All information relating to the matter before the PSC will be kept strictly confidential by all parties. Information will only be disclosed as is reasonably necessary for investigation, to implement terms of the disposition, or as is required by law.

7.9

All information relating to the hearing, including the disposition, will be kept in the student's permanent file with the Office of the Registrar.

8. Findings on the Matter

8.1

After hearing all the evidence, the PSC will meet in a closed session with its members only, to:

- i. consider the evidence;
- ii. make its findings; and
- iii. make its recommendations to the Dean regarding the disposition of the matter.

8.2

A majority of PSC members is required for the recommended disposition of the matter.

1. the Committee Chair of the PSC will only vote in the event of a tie.

8.3

The PSC may recommend the following to the Dean:

- i. dismiss the matter;
- ii. reprimand the Student in writing;
- iii. allow the Student to remain in the program and attach conditions prescribing future conduct;
- iv. suspend the Student from the program for a specified period of time and attach conditions prescribing future conduct (any course which is incomplete as a result of a suspension will be marked as Failed, "F", on the Student's transcript);
- v. require the Student to withdraw from the program and attach conditions which must be fulfilled before any application for re- admission to the program can be considered (Failed, "F", will be placed on the Student's transcript);
- vi. with approval from the Vice-President responsible for the program, require the Student to withdraw from the program with no right to re- admission (Failed, "F", will be placed on the Student's transcript); and/or
- vii. make any other recommendation deemed appropriate.

8.4

A Student may be required to withdraw from the program at any time throughout the academic year or at any point in their program.

8.5

The Dean will review the recommendations of the PSC and render a final decision.

8.6

The Student will be informed of the PSC decision, and the final decision of the Dean, in writing within fifteen College working days of the PSC hearing. This timeframe may be extended by mutual agreement between the Student and the Dean. The final decision will include reasons for the decision.

8.7

Copies of the final decision will be sent to the Chair of the academic program, the Vice-President responsible for the program, the Dean of Student Services and the Office of the Registrar.

9. Appeal Process

9.1

All decisions resulting from the above process are final. The student may, however, request a hearing by the College Appeal Committee in accordance with Policy S3 – Student Appeals. The Appeal must be made in writing, providing details of the alleged unfair process, to the Office of the Dean of Student Services within 10 working days from receiving the Dean's decision.

Related Policies

S1 – Student Code of Rights and Responsibilities

S2 – Student Discipline

S3 – Student Appeals

S4 – Academic Integrity

Appendix A

College Programs

This policy is applicable to the following College Programs in consideration of the vulnerable populations they directly or indirectly serve. The Senior Academic Committee may direct additional programs, not listed here, to be governed by this policy.

- Animal Health Technology
- Applied Counseling
- Bridging Program for Internationally Educated Nurses

- Child and Youth Care (all delivery modes of the program)
- Deaf Studies
- Dental Assisting
- Diagnostic Medical Sonography – Ultrasound
- Disability and Community Support
- Early Childhood Education (all delivery modes of the program)
- Educational Assistant
- Funeral Director and Embalmer
- Health Care Aide
- Health Unit Clerk
- Medical Device Reprocessing Technician
- Medical Laboratory Science
- Medical Radiologic Technology
- MRI/Spectroscopy
- Nursing (including the Registered Nurse Refresher)
- Paramedicine – Primary Care, Advanced Care
- Studies in Aboriginal Child Care
- Studies in Special Needs Child Care
- **Teacher Education (certificate, diploma and degree programs)**
- Therapeutic Recreation Facilitator for Older Adults
- Youth Recreation Activity Worker

A22 – Academic Standards

Originator: Vice President, Academic & Research

Approver: Senior Academic Committee

Effective: August 20, 2012

Replaces: Policy A2 – Attendance/absence from Program

Policy A9 – Honours System

Policy A12 – Issuing of College Diplomas and Certificates (portion only)

Policy A22 – Student Attendance, Evaluation, Progression and Withdrawals

Policy A26 – Student Readmission to Program

Policy A27 – Voluntary Course / Program Withdrawal

1. Preamble

It is beneficial to Red River College and its students to have a clear statement outlining the College's standards and requirements related to academic matters. This policy addresses a number of academic matters that impact students, and must be read in conjunction with applicable Course Outlines and/or Program Handbooks.

2. Definitions

Applied Learning Placement – A supervised, practical experience for which a student receives a Grade or a Pass/Fail notation on his/her transcript.

Course Outline – The Course Outline is an official document that ensures students receive accurate and up-to-date information regarding course content, course requirements, and course expectations. Course Outlines are governed by College Policy A5, "Course Outlines".

Grade – The mark assigned to a course is based on an accumulation of a student's score on the Methods of Evaluation for that course. Grades will be recorded on a student's transcript.

Method(s) of Evaluation – A student's final Grade in a course will be determined by evaluation methods based on the learning outcomes of the course. Examples of evaluation methods are as follows:

- Tests, mid-term examinations and final examinations
- Laboratory work
- Essays and term papers
- Log Book
- Check List
- Reports
- Presentations
- Projects
- Supervised practical experience
- Participation and attendance

Chair – Program Chair or Manager or designate

Program – A group of mandatory and elective courses offered by a school within the College. Successful program completion results in the award of a certificate, diploma or degree to a student.

Program Handbook – The Program Handbook is an official document that ensures students receive accurate and up-to-date information regarding their Program of study.

3. Information Regarding Methods of Evaluation

3.1

At the beginning of each course, instructors will advise students of the Methods of Evaluation and the value assigned to each Method of Evaluation. This information will be provided to students in the course outline and may also be in the Program Handbook.

3.2

Students have the responsibility to ensure they receive information on Methods of Evaluation and how these will be applied in each course. Students have the responsibility to seek clarification at the beginning of the course if they do not understand the Methods of Evaluation.

4. Methods of Evaluation in Applied Learning Placements

4.1

Students in an Applied Learning Placement may be evaluated by an individual who has been given authority by the College and is not a College instructor.

5. Role of Course Outlines and/or Program Handbooks

5.1

Information regarding the Method of Evaluation and the calculation of the final Grade for courses will be established by the Chair. Course Outlines and Program Handbooks will be available either in print or electronically to all students at the beginning of the course.

5.2

Program specific information regarding student conduct, progression requirements, attendance, requests for deferrals of a Method of Evaluation, and late submission of a Method of Evaluation is found in Course Outlines and/or Program Handbooks.

6. Progression Requirements

6.1

Chairs have the authority to determine what constitutes the required standard for a student to progress from course to course, term to term, or to remain enrolled in the Program. Progression requirements will be communicated to students in Course Outlines and/or Program Handbooks.

7. Methods of Evaluation and Requests for Deferrals

7.1

Chairs have the authority to set standards and deadlines for the submission of Methods of Evaluation. Students may request an extension to such deadlines. The Chair has the authority to allow or deny such requests.

7.2

The Chair has the authority to deduct Grades for assignments handed in late.

8. Attendance at Tests and Examinations

8.1

Students who do not attend tests and examinations may receive a failing mark on the examination or test.

8.2

A student who is unable to write a test or examination due to illness or compassionate grounds must notify the Chair as soon as they become aware of his/her inability to write. The Chair may request documentation of the reason for the absence. Upon receiving the documentation, the Chair will determine if the reason and the documentation are satisfactory.

8.3

A student who arrives after an examination has started may not be given permission to write the examination at that sitting.

9. Attendance

9.1

Students will be provided with a timetable that indicates when and where each class will be held. Requests for changes to a timetable by faculty or students must receive written approval of the Chair.

9.2

Chairs have the authority to set standards for attendance. If specific standards exist within a Program or course, they will be communicated to students in the Course Outline and/or Program Handbook. Chairs have the authority to restrict or deny progression in a Program based on attendance requirements.

9.3

Students are responsible for any class work or assignments missed during their absence.

10. Academic Probation

10.1

Students' progression in full-time programs is evaluated at the end of each term. A student who does not meet a term GPA of 2.0 will be placed on academic probation. Students on probation must develop an action plan with the Chair that identifies how he/she will work toward improving their Grades in the following term.

11. Academic Program Suspension

11.1

A student who fails to meet the conditions of academic probation and/or attendance of his/her program may be withdrawn from the Program. Program suspension can occur without academic probation. Program suspension is normally one calendar year.

11.2

During an Academic Program Suspension, students are entitled to register in part-time courses in continuing education credit courses. Alternatively, they may apply to a new full-time Program during the period of suspension only after consulting with a College Academic Advisor and the Chair of the new Program.

11.3

Students who are suspended from continuing education courses must meet with an Academic Advisor before enrolling in any courses/Programs.

12. College Grading Scale

12.1

Course instructors will calculate the accumulated value of Methods of Evaluation. The total accumulated value of the Methods of Evaluation will be assigned a Grade as follows:

Grade	Grade Point Value	Accumulated Value of Methods of Evaluation
A+	4.5	90 – 100%
A	4.0	80 – 89%
B+	3.5	75 – 79%
B	3.0	70 – 74%
C+	2.5	65 – 69%
C	2.0	60 – 64%
D	1.0	50 – 59%
F	0.0	0 – 49%
PASS	NA	NA

12.2

The following designations may be recorded on a student's transcript instead of a letter grade when applicable:

Designations*	Explanation
DNW	Did Not Write
CMP	Completed
INC	Incomplete
CR	Credit Awarded
NC	Not Complete
IW	Involuntary Withdrawal
VW	Voluntary Withdrawal
AW	Authorized Withdrawal
MR	Grade recorded in subsequent terms
***	In process or mark not yet recorded

NR	Not recorded
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* There is no grade point value for these Designations.

DNW (Did Not Write)

DNW is recorded when a student does not write the final exam as scheduled and has permission of the Chair to write at a later date. A DNW must be cleared within three calendar months of the course end date. If a Grade is not submitted, the DNW will convert to a Grade of F.

INC (Incomplete)

INC is recorded when a student has outstanding course work. INC must be cleared within three (3) calendar months of the course end date. If outstanding requirements are not completed within the three-month period, the Grade of INC will convert to a Grade of F.

NC (Not Complete)

NC is recorded when a student is unsuccessful in a Recognition of Prior Learning (RPL) process.

CR (Credit)

CR is recorded for credit received for a course as a result of the Recognition of Prior Learning (RPL) process or a transfer of credit from another recognized training or post- secondary educational institution.

NR (Not Recorded)

NR is recorded if an instructor has not submitted a Grade within three months.

13. Grade Point Calculations

13.1 GRADE POINT AVERAGE

Credit hours attached to a course will reflect the course hours and instructional method. These credit hours will be used as the course weighting when calculating the grade point average.

A grade point average (GPA) will be calculated by:

1. Multiplying the grade points achieved in each course taken by the course credit hours.
2. Dividing the weighted total grade points earned by the total credit hours for the courses taken.

$$\text{GPA} = \frac{\text{Weighted Total Grade Points Earned}}{\text{Total Credit Hours}}$$

Example:

Course	Grade	Credit Hours	Grade Point	Weighted Grade Points Earned
1	B	6	3.0	18
2	C	2	2.0	4
3	D	3	1.0	3
4	A	1	4.0	4
5	C+	4	2.5	10
6	CR	0	0.0	0
7	F	2	0.0	0
		18		39

Total Grade Point Earned 39 / Total Credit Hours 18*

Student GPA = 2.17

*Only courses with letter Grades of A, A+, B, B+, C, C+, D, and F are included in the total credit hours.

13.2 CUMULATIVE GRADE POINT AVERAGE

The Cumulative GPA is the grade point average obtained over all terms/years at the College. It is the cumulative grade point total divided by the total number of credit hours attempted at the College. It includes the highest Grade of any course repeated.

13.3 PROGRAM GRADE POINT AVERAGE

The Program GPA is the grade point average obtained over all terms/years in courses used to satisfy graduation requirements of the Program. It is the cumulative grade point total of these courses divided by the total number of credit hours attempted in these courses. It includes the highest grade of any repeated course.

13.4 TERM GRADE POINT AVERAGE

The Term GPA is the grade point average obtained from all courses taken in a specific term at the College.

14. Dean's Honour Roll

14.1

To earn recognition as a Dean's Honour Roll Student for a term, the requirements are as follows:

- Successfully completed a minimum 60% of a full course load for the Program

- Achieved a term program grade point average (GPA) of 3.8 or higher

14.2

Academic Deans and Chairs may post a Dean's Honour Roll and/or provide Honours Certificates to term honour roll students.

15. Honours Graduate

15.1

Graduates who achieve a Program GPA of 3.8 or higher will be deemed an Honours Graduate. Students must have avoided failure in any RRC course(s) associated with the Program.

15.2

Honours Graduates will be recognized in the convocation program and have "Honours Graduate" on their transcripts and parchments.

16. Supplemental Examinations

16.1

A student who receives a failing Grade in a course may write a supplemental examination if a supplemental examination is allowed for the course where the failure occurred. A student must have an overall term grade point average of 1.5 to receive any supplemental privileges. Chairs have the authority to set standards and procedures regarding supplemental examinations. This information will be communicated to students in Course Outlines and/or Program Handbooks.

16.2

If a student fails a course which is a prerequisite for a course in the next term, he/she is allowed to proceed on a probationary basis until the results of the supplemental examination(s) are known.

16.3

Supplementals must be written when scheduled. The period between the receipt of the failing Grade and the writing of a supplemental examination cannot exceed three months.

16.4

Part-time students who have failures are allowed to write supplemental(s) within the same guidelines as full-time students.

16.5

Students must pay the supplemental fee prior to writing a supplemental exam.

16.6

When a student writes a supplemental exam, the results of this exam are used to calculate a final course Grade by combining term marks and the supplemental mark. Both the supplemental course Grade and original failing Grade will appear on the transcript. The highest Grade is used for the GPA calculation. Students who write supplemental examinations in apprenticeship programs will not receive a Grade greater than a Pass (P).

17. Retention and Review of Exam Papers

17.1

Mid-term exams, final exams, and final level apprenticeship tests will not normally be returned. They will be kept by instructors for a minimum of three months after the completion of the term or apprenticeship level. Upon request, students may view major term examinations or final examination papers which have not been returned to them. If a student appeals a Grade, all relevant examination results and term assignments will be kept until the appeal is concluded.

17.2

Retention of other Methods of Evaluation is at the discretion of the Chair.

18. Withdrawals from Courses and Programs

18.1 PROGRAM WITHDRAWAL

Students are registered for the upcoming term approximately one month prior to the start date of the term. Students who choose to withdraw from the entire program of studies including those who choose not to return for an upcoming term are responsible for the submission of a completed "Withdrawal Form for Full-Time Programs" form. The effective withdrawal date will be the date this form is received in the Student Service Center and will determine any eligibility for refund or the amount of fees due.

18.2 DROPPING COURSE(S)

Students dropping course(s) in full time programs must submit the "Course Add/Drop & Section Change Request Form for Full-Time Programs" to the Registrar's Office within the add/drop period as posted in the Academic Schedule. Students dropping course(s) in part-time programs must submit the "Part-Time Program Course Withdrawal" form by the deadlines indicated on the form. Courses dropped within the add/drop period will not appear on the transcript. Fees may be adjusted in accordance with the billing/refund table.

18.3 VOLUNTARY WITHDRAWAL

A student who formally withdraws from one or more courses after the add/drop period ends and before 80% of the course duration will have a voluntary withdrawal (VW) recorded on his/her transcript. Unofficial withdrawals (no documentation submitted to the Student Services Centre by the deadline) will result in courses being assigned a grade of "F". Students may not withdraw from courses for which they have already completed all course work or received a final grade. Fees may be adjusted in accordance with the billing/refund table. Courses dropped after the five business day add/drop period appear on the transcript with a designation of VW.

18.4 AUTHORIZED WITHDRAWAL

A student who must withdraw from a course or Program for a medical or compassionate reason may be given an authorized withdrawal (AW). AWs will be recorded on his/her transcript. AWs are not included in the maximum number of voluntary withdrawals permitted in some Programs. AW requests must be supported by satisfactory documentation and approved by the Program Chair.

18.5 INVOLUNTARY WITHDRAWAL

A Student may be withdrawn from a course or Program for behavioural reasons. An involuntary withdrawal is initiated by the Program or the College. IWs will be recorded on his/her transcript. A student who is involuntarily withdrawn may not be eligible for any refund of tuition and fees. The student's transcript will record the transcript notation "Program Suspension" during the suspension period.

19. Program Readmission

19.1

A student who has withdrawn from a Program must apply for readmission to the Program. When a student reapplies to a Program, he/she is subject to the admission/readmission requirements for that Program. Once the conditions of a suspension letter have been met, the Registrar will readmit the student based upon space availability in the Program.

19.2

A student who has been suspended from a Program will be eligible to reapply to the Program once the period of suspension has been completed. The student must also meet all terms and conditions outlined in the suspension letter or Program Handbook.

19.3

A student who has been expelled from a Program, normally, will not be considered for readmission to the college.

19.4

A student who has failed to successfully complete the same or similar Program twice will not be readmitted to the same or similar Program unless approved by the Dean.

20. Transcripts

20.1

Students will receive official transcripts upon graduation from their programs

21. Transcript Notations

21.1

In addition to Grades, student transcripts may include transcript notations which convey their standing in the Program or at the College. Transcript notations of student misconduct may be added to a transcript at the time the misconduct is discovered, even if such discovery occurs following graduation

21.2

The following transcript notations may appear on a student's transcript:

(a) Academic Probation

The transcript notation "**Academic Probation**" will appear on the transcript of a student who does not meet a term GPA of 2.0.

(b) Academic Program Suspension

The transcript notation "**Academic Program Suspension**" will appear on the transcript of a student who has been suspended from his/her Program for failing to meet the academic standards for progression or continued enrolment in the Program of studies. This transcript notation will be removed at the end of the specified period of time.

(c) Academic Misconduct – Suspension

The transcript notation "**Academic Misconduct – Suspension**" will appear on the transcript of a student who has been suspended from his/her Program or the College for violating the College's "Academic Integrity" policy. This transcript notation will be removed at the end of the period of suspension.

During Academic Misconduct – Suspension, students are not entitled to register or apply to any courses or Programs offered by the College for the period of the suspension.

(d) Non-Academic Misconduct-Suspension

The transcript notation "**Non-Academic Misconduct – Suspension**" will appear on the transcript of a student who has been suspended from the Program or College for violating the College's rules of conduct for student behaviour. This transcript notation will be removed at the end of the period of suspension.

During Non-Academic Misconduct – Suspension, students are not entitled to register or apply to any courses or Programs offered by the College for the period of the suspension.

(e) Expulsion

The transcript notation "**Expelled**" will appear on the transcript of a student who has been expelled from the College. This transcript notation is permanent.

Students who have been expelled from the College are not entitled to register to any College course or Program of study.

(f) Barred from College Property

The transcript notation "**Barred from RRC Property**" will appear on the transcript of a student who has been barred from being on College property for any reason. This transcript notation will often appear with a primary transcript notation (such as a suspension or expulsion). This transcript notation may be removed if the student is not permanently barred.

A student who has been barred from College property will not be allowed to register for any College course or Program of study for the duration of the barring.

Related Policies

A1 – Application and Admission to College Programs
A5 – Course Outline
A6 – Cooperative Education
A12 – Issuing of College Credentials
A20 – Requirements for Graduation
S1 – Student Code of Rights and Responsibilities
S2 – Student Discipline
S4 – Academic Integrity

H1 – Respectful Workplace and Learning Environment

Originator: Chief Human Resource Officer

Approver: Senior Leadership Team

Effective: April 19, 2021

Replaces: H1 – Discrimination and Harassment

[See the Procedures Guide >](#)

1.0 Preamble

Members of the College Community are entitled to work and learn free from Bullying, Discrimination, Harassment, and associated violence.

The College has the right as well as the legal and moral responsibility to ensure that all its members are treated fairly, equitably, and respectfully, and will take all reasonable precautions to prevent Bullying, Discrimination and Harassment in the Working and Learning Environment. Any concerns or complaints about such incidents will be taken seriously and handled in a confidential, impartial and unbiased manner, in accordance with this Policy and any accompanying Procedures Guides. The College acknowledges that online and/or off campus conduct that occurs between members of the College Community and that violates this Policy can have a significant adverse impact on the College Community by compromising the ability of students, staff and faculty to feel safe in their Workplace or Learning Environment. This Policy outlines the College's position related to acceptable and unacceptable behaviour with respect to Bullying, Discrimination and Harassment as well as the responsibilities of the College, and individuals including students and employees.

NOTE: This Policy is not intended to be used in situations where behaviours are considered of a violent nature as defined by [Policy E13 – Violence Prevention](#). In such situations, Policy E-13 will apply. The College's [Policy G5 – Sexual Violence](#) specifically addresses incidents of sexual violence.

The College is committed to:

- Maintaining a Respectful Workplace and Learning Environment, free from Bullying, Discrimination and Harassment as prohibited by The Human Rights Code, The Workplace Safety and Health Act and this Policy;
- Educating members of the College Community regarding respectful interactions in a Respectful Workplace and Learning Environment;
- Taking all reasonable steps to prevent Bullying, Discrimination, Harassment and associated violence;
- Addressing issues of Bullying, Discrimination or Harassment and associated violence; and
- Implementing resolution and complaint procedures that provide for the timely and appropriate responses to alleged incidents of Bullying, Discrimination, Harassment and associated violence.

2.0 Definitions

2.1

“Workplace and Learning Environment” includes any physical or electronic environment where Red River College conducts business or where a College Matter takes place, whether during regular working hours or off hours.

2.2

“Respectful Workplace and Learning Environment” (“RWLE”) is an environment that values diversity and inclusion, dignity of the person, courteous conduct, mutual respect, fairness and equality, positive communication between people and collaborative working relationships.

2.3

“College Matter” includes any activity, event, or undertaking in which a member of the College Community participates, which has a substantial connection to the College, such as:

- a. College-related activities or events, including but not limited to:
 - i. Any activity or event on property owned or controlled by the College;
 - ii. The leasing of space, including student residence rooms, on property owned or controlled by the College;
 - iii. The offering of any service by the College, including educational services;
 - iv. Student placements, practica, or clinical training;
 - v. College research activities, whether on or off any College campus;
 - vi. Social events or networking, where matters regarding the College or members of the College Community are a significant focus of the activity;
 - vii. College field trips, service-learning activities, and similar activities;
- b. Activities or events involving members of the College Community, where the actions of those members of the College Community may reasonably reflect upon or affect the College, including but not limited to:
 - i. Any aspect of the employment or engagement of employees and contractors for roles and projects substantially connected to the College;

- ii. Participation on a committee or board as a representative of the College;
- iii. Writings, photographs, artwork, audio or video recordings, and/or electronic communications, including communications through social media, where matters regarding the College or members of the College Community are a significant focus of the communication;
- iv. Matters of off campus conduct that have, or might reasonably be seen to have, an adverse effect on the proper functioning of the College or the rights of a member of the College Community to use and enjoy the College's Workplace and Learning Environment.

For greater certainty, members of the College Community, including employees and students, can still be considered to be engaged in a College Matter even when they are not physically present on campus. This can include:

- i. While engaged in remote teaching or learning, whether by video, phone, message board, internet chat, or some other mode of communication;
- ii. When corresponding with other members of the College Community including students, faculty, or staff, whether by email or another method, electronic or otherwise (including social media);
- iii. When attending video meetings or calls with students, colleagues, or staff;
- iv. When using online learning platforms;
- v. At conferences or other off-campus events or meetings;
- vi. While at working lunches or dinners.

2.4

“College Community” includes:

- a. Current Red River College employees, students and alumni;
- b. The Red River College Students' Association and its employees;
- c. Members of the College Board of Governors;
- d. Representatives of College partners and agents;
- e. Visitors to the College;
- f. Tenants of the College;
- g. Persons living in a College residence;
- h. Independent contractors engaged to perform services by the College on College property;
- i. All others present in, or participating in the Workplace or Learning Environment or participating in College business.

2.5

“Discrimination” means intentional or unintentional differential treatment of an individual or group of individuals that has a negative impact such as by imposing burdens, obligations or disadvantages for which there is no bona fide or reasonable justification, based on:

- a. An individual's actual or presumed membership in or association with some class or group of persons, rather than on the basis of personal merit, or
- b. Any of the following characteristics:
 - i. Ancestry, including colour and perceived race;
 - ii. Nationality or national origin;
 - iii. Ethnic background or origin;
 - iv. Religion or creed, or religious belief, religious association or religious activity;
 - v. Age;
 - vi. Sex, including sex-determined characteristics or circumstances, such as pregnancy, the possibility of pregnancy, or circumstances related to pregnancy;
 - vii. Gender identity;
 - viii. Sexual orientation;
 - ix. Marital or family status;
 - x. Source of income;
 - xi. Political belief, political association or political activity;
 - xii. Physical or mental disability or related characteristics or circumstances, including reliance on a service animal, a wheelchair, or any other remedial appliance or device;
 - xiii. Social disadvantage.

2.6

“Harassment” is the term used to collectively describe the following three types of harassment:

- a. **Discriminatory Harassment:** A course of abusive and unwelcome conduct or comment based on any characteristic set out in the list contained in the definition of “Discrimination” at section 2.5(b) above. This form of harassment includes offensive (verbal or written) remarks, gestures, display of images, or other objectionable conduct that demeans, belittles or degrades an individual or group of individuals, or that perpetuates or reinforces pejorative stereotypes based on one or more prohibited grounds of discrimination. **Microaggressions**, which are comments or actions that express a prejudiced attitude towards a member of a marginalized group (such as a racial minority or persons with disabilities) are a form of discriminatory harassment. Microaggressions are typically subtle behaviours, usually absent any intent of ill will, but which can have a significant impact on the recipient and lead to a divisive and toxic environment. Examples include but are not limited to: telling someone they fit the stereotype of their ethnic group, asking someone if you can refer to them by a nickname because their given name is too difficult to pronounce, conveying surprise at someone's interest/skill in a particular activity (based on prejudicial attitudes), conveying surprise that someone is well-spoken (based on prejudicial attitudes).
- b. **Sexual Harassment:** A form of harassment based on sex, gender or sexual orientation, including:
 - i. A series of objectionable and unwelcome sexual solicitations or advances;

- ii. A sexual solicitation or advance made by a person who is in a position to confer any benefit on, or deny any benefit to, the recipient of the solicitation or advance, if the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome;
- iii. A reprisal or threat of reprisal for rejecting a sexual advance or solicitation. **Sexual Harassment can include but is not limited to the following types of comments or conduct:** unwelcome remarks, jokes, sexual innuendoes or taunting about a person's body, attire, sex, personal or social life; practical jokes of a sexual nature which cause awkwardness or embarrassment; displaying and/or distributing pornographic pictures or other offensive material of a sexual nature, either through printed copy or through any digital means including online and web applications; leering (suggestive staring) or other gestures; unnecessary physical contact such as touching, patting or pinching; expressions of gender bias which may include remarks that are discriminatory, degrading or derogatory and create a poisoned work or learning environment; requests for sexual favours; and/or sexual assault. Employees of the College have an obligation to recognize avoid real or perceived conflicts of interest in accordance with Policy P3 – Conflict of Interest. Instructors or non-instructional staff must not become or seek to become involved in a romantic or sexual relationship with a student over whom they may have influence, input or decision-making power, including by teaching, supervising, advising or evaluating. Employees should also avoid becoming romantically or sexually involved with a subordinate due to the power imbalance involved. An intimate personal relationship with a student or a subordinate may constitute or give rise to a subsequent claim that the relationship amounted to sexual harassment. **NOTE:** Sexual Violence is a form of sexual harassment that is specifically governed by College Policy G5 – Sexual Violence. Whenever a complaint of Bullying, Harassment or Discrimination includes an allegation of Sexual Violence, the Procedures established under Policy G5 – Sexual Violence will be followed. No complaint is invalidated merely because it should have been made under a different Policy and each complaint will be processed in accordance with the appropriate Procedures as outlined in the associated Respectful Workplace and Learning Environment Procedures Guide (“RWLE Procedures Guide”).
- c. **Personal Harassment:** Objectionable conduct (including a written or verbal comment, a physical act or gesture or a display, or any combination of thereof) that creates a risk to the health of an individual or severe conduct that adversely affects an individual's psychological or physical well-being. Conduct is considered objectionable if it is based either on any of the characteristics set out in the list contained in the definition of “Discrimination” at section 2.5(b) or based on physical size or weight. Conduct is considered severe if it could reasonably cause an individual to be humiliated or intimidated and is repeated, or, in the case of a single occurrence, has a lasting, harmful effect on an individual.

2.7

“**Bullying**” is frequent or persistent negative actions or comments directed towards an individual or group of individuals that are inappropriate, demeaning or otherwise offensive and that reasonably creates an uncomfortable, hostile, or intimidating workplace or learning environment. Bullying can include but is not limited to: repeated refusal to speak to someone, frequent and inappropriate avoidance of someone, persistent exclusion from workplace informational discussions or College social events, deliberately insensitive comments, deliberately and repeatedly setting tasks unreasonably below or beyond a person's job duties and skill level, spreading rumours or malicious gossip, belittling comments or behaviours, acts of lateral violence (i.e. bullying behaviours as a result of intergenerational trauma and/or historical colonization), yelling, screaming, swearing at another individual, rude and inappropriate gestures, slamming doors, throwing objects, verbal threats, physical intimidation, unwanted physical contact, or violent behaviour.

In a positive workplace or academic culture, differing viewpoints contribute to healthy debate about issues if offered in a respectful and appropriate way. Innovative ideas, discussions, solutions and workplace improvements are often the result. However, disagreement that escalates into unmanaged conflict may become Bullying. Bullying, which continues or increases in severity and frequency, may become Harassment.

Conduct may be found to be Bullying, Discrimination or Harassment or a combination of the three, depending on the circumstances of the particular incident(s).

NOTE: Some forms of Bullying, such as threatening statements or behaviour, may amount to a breach of College Policy E13 – Violence Prevention.

Notwithstanding the foregoing, the following do not constitute Bullying, Discrimination or Harassment:

- a. The appropriate use of authority by a manager/supervisor responsible for functions such as (but not limited to) performance appraisals, discipline, and directing the work of an employee including monitoring workflow and work quality;
- b. The appropriate exercise of managerial or human resources functions;
- c. The appropriate use of legitimate authority by academic staff in matters such as: determining grades, identifying and preventing inappropriate classroom behaviour, and recommending discipline;
- d. Discrimination based on the establishment and application of bona fide and reasonable occupational and/or learning requirements;
- e. Respectful communication of differences of opinion and/or disagreements about a workplace or academic project, task or issue;
- f. The use of nicknames that are not unwelcome, demeaning or based on a prejudicial stereotypes;
- g. Interpersonal conflicts that result from incompatible work or learning habits or discordant personality traits;
- h. Occasional or “one off” expressions of impatience, moodiness or irritability.

3.0 Roles and Responsibilities

3.1

The College is responsible for creating and maintaining a Respectful Workplace and Learning Environment, free from Bullying, Discrimination and Harassment.

3.2

It is recognized that creating and maintaining a Workplace and Learning Environment free from Bullying, Discrimination and Harassment is a shared responsibility. Accordingly, all members of the College Community will:

- a. Treat others respectfully and refrain from participating in behaviour that is or could reasonably be perceived to be Bullying, Discrimination, Harassment or associated violence in relation to all College Matters;
- b. Understand and apply this Policy and the associated RWLE Procedures Guide;
- c. Take reasonable, practical and timely steps, to prevent the development, escalation and recurrence of Bullying, Discrimination and Harassment in the Workplace and Learning Environment as appropriate; and
- d. Cooperate fully in any review of allegations under the Policy.

3.3

Any Individual who believes they have been subjected to Bullying, Discrimination or Harassment in relation to any College Matter is strongly encouraged to raise these issues in a timely way and in accordance with the RWLE Procedures Guide.

3.4

Managers have an important role to play in addressing Bullying, Discrimination and Harassment. **Managers will:**

- a. In the event of any incidents of alleged or reasonably suspected Discrimination or Harassment, contact Human Resources or the Resource and Resolution Advisor to discuss the situation so that a determination can be made regarding the appropriate course of action; and
- b. In the event of any incidents of alleged or reasonably suspected Bullying, take steps to address the alleged or reasonably suspected bullying in a timely manner and to consult with Human Resources or the Resource and Resolution Advisor for guidance as required.

3.5

In many cases, managers will be deemed to be the **Appropriate Administrator** responsible for addressing concerns and complaints in accordance with the RWLE Procedures Guide. As such, managers should know the key aspects of the Procedures Guide and review the Procedures Guide as issues arise.

3.6

The College will:

- a. Take steps to educate members of the College Community about Bullying, Discrimination and Harassment, and about their rights and obligations under this Policy;
- b. Maintain a process to deal with allegations of Bullying, Discrimination and Harassment in a procedurally fair, unbiased, impartial and timely manner;
- c. Take appropriate and timely corrective action in relation to any member of the College Community who engages in Bullying, Discrimination or Harassment;
- d. Communicate this Policy and any associated Procedures Guides through various mechanisms.

3.7

The College will hold members of the College Community accountable for violations of this Policy. Employees that breach the Policy will be subject to appropriate corrective action, including discipline up to and including dismissal. Other individuals that breach the Policy will be subject to appropriate corrective action.

4.0 Application

This Policy applies to all members of the College Community in any physical or electronic environment where Red River College conducts business or where any College Matter takes place, regardless of whether or not the incident occurs during regular working hours.

5.0 Rights

This Policy is not intended to discourage or prevent an individual from exercising any legal right, including filing a complaint with the Manitoba Human Rights Commission or contacting the police.

6.0 Procedures

6.1

The Director, Human Resources Services, or their designate, shall develop, maintain and update procedures directing members of the College Community on how to report and address Bullying, Discrimination or Harassment.

6.2

The RWLE Procedures Guide includes information on how to file a complaint under this Policy.

6.3

Incidents involving Bullying, Discrimination and Harassment should be addressed as soon as possible. Formal complaints alleging Discrimination or Harassment should be filed within 12 months of the alleged incident. An extension of this timeframe may be granted where there are extenuating circumstances.

6.4

The resolution of a complaint may be accomplished through informal or formal means. Further details of the possible resolution options are set out in the RWLE Procedures Guide.

7.0 Breach of Policy

7.1

Breach of the Policy will result in appropriate corrective action being taken as soon as is practicable.

7.2

Corrective action may include, but is not limited to:

- a. Apology;
- b. Training or coaching;
- c. Referral to educational or psychological services;
- d. Restricted access to specific areas of the College or to a particular campus;
- e. Corrective or disciplinary measures such as a warning, reprimand, suspension or termination;

f. Alternative dispute resolution methods including mediation, conciliation or other restorative measures.

7.3

Breach of this Policy by a College student may include suspension or expulsion from specific classes or from the College in accordance with [Policy S2 – Student Discipline](#).

7.4

Breach of this Policy by a College employee may result in discipline up to and including dismissal.

8.0 Interference or Retaliation

Every member of the College Community has the right to bring forward a concern or complaint under the Policy. Interference with this right or with an investigation or retaliation against a Complainant, Respondent, witness or any other person involved will not be tolerated and may, by itself, result in disciplinary action. Interference or retaliation may take the form of direct contact between the parties or more subtle actions. Retaliation involves not only penalizing someone; it can also be the withholding of a benefit.

Related Legislation, Policy and Protocols

- The Manitoba Human Rights Code
- The Freedom of Information & Protection of Privacy Act
- The Personal Health Information Act
- The Workplace Safety and Health Act
- The Advanced Education Administration Act

- RRC [Policy E13 – Violence Prevention](#)
- RRC [Policy G5 – Sexual Violence](#)
- RRC [Policy P1 – Principals of Conduct Statement](#)
- RRC [Policy P3 – Conflict of Interest](#)
- RRC [Policy P5– Ethical Behaviour](#)
- RRC [Policy S1– Student Code of Rights and Responsibilities](#)
- RRC [Policy S2– Student Discipline](#)
- RRC [Policy S3 – Student Appeals](#)
- RRC [Policy S5 – At-Risk Students](#)
- RRC [Policy IT1 – Acceptable Use of Information Technology Resources](#)
- The Collective Agreement between the Manitoba Government and General Employees’ Union (“MGEU”) and Red River College
- [RWLE Procedures Guide](#)

S1 – Student Code of Rights and Responsibilities

Originator: Dean of Student Services

Approver: Senior Academic Committee

Effective: June 12, 2015

Replaces: September, 2014

1. Preamble

Each student registered at Red River College becomes a member of the Red River College community. As a member of this community, each student is entitled to expect certain rights to be recognized by the College and other members of the College community. In the same way, the College and other members of the College community are entitled to expect responsible behaviour from each student.

The Student Code of Rights and Responsibilities sets out these mutual expectations and outlines the behaviours, attitudes and conduct expected of all students registered at Red River College. The rights and responsibilities included in the Code are based on the values of learning, respect, inclusiveness, integrity, a healthy environment and contribution to community as defined in the Red River College Statement of Values.

The College provides education and training specifically designed to prepare students to perform in the workplace. This Code of Rights and Responsibilities is based on the expectations of both the contemporary workplace and an institute of higher learning.

This Code is complementary to and in no way alters students’ rights and responsibilities under the Canadian legal system, College Policy, or agreements between sponsored students and the agency sponsoring such students.

2. Policy

Students have the right to receive a high quality, relevant education in a safe and respectful environment that supports student success.

Students are responsible for conducting themselves in an honest and ethical manner that is respectful of the entire College community.

These rights and responsibilities apply equally while attending classes at any campus or location of Red River College including the on-line environment, or engaging in any College sponsored activity, including co-op, work experience, or clinical placements.

3. Definitions

3.1 STUDENT REFERS TO ANY INDIVIDUAL:

- a. who is a current student of the College;
- b. acting as a designated representative on behalf of a current student (includes a parent or legal guardian designated by a student to act on his/her behalf); or
- c. who has previously been a student.

4. Rights as Responsibilities

4.1 GENERAL

The rights of an individual who forms part of a community are never absolute. Consequently, the rights stipulated in section 4.2 and 4.4 below are subject to legal parameters, the responsibilities outlined in this Code, College policy, and policies of the College's Students' Association. The rights detailed in this policy come with responsibilities. The responsibilities stipulated by sections 4.3 and 4.5 below are not exhaustive, but reflect the general categories of student responsibilities.

4.2 ACADEMIC RIGHTS

Students have the right to:

Information

- have access to information on all College fees prior to the start of the program,
- have access to a timetable at the beginning of the program,
- be informed of the requirements for progression to the next term/semester,
- receive in writing, at the beginning of each course, a course outline that includes:
 - learning outcomes
 - list of textbooks and readings/supplementary materials
 - grading criteria/guidelines
 - the value for each assignment, project and test
 - opportunities for Prior Learning Assessment and Recognition
 - additional information and/or answers to frequently asked questions
- receive in writing information about assignments including due dates, the dates of tests and exams and the expected standard for performance or quality of assignments,
- receive contact information for each course instructor including College room number, College phone number, email address and office hours (where applicable).

Reasonableness

- receive reasonable notice of any changes to the course such as objectives, grading system, assignments, assignment due dates, change of time/cancellation of a class, test/exam dates,
- obtain marked assignments and grades in a timely manner,
- withdraw from an uncompleted course without academic penalty prior to the Voluntary Withdrawal date.

Fairness

- be graded objectively on academic performance and to be protected by established procedures against prejudice or unreasonable evaluation,
- appeal grades and evaluations through fair processes based on the principles of natural justice,
- have the opportunity to review one's evaluated assignments, tests, exams and projects.

Quality Education

- receive a quality learning experience from instructors who are knowledgeable in their subject area, and skilled in instructional techniques.

Accommodation

- learning opportunities regardless of whether the student has a physical, sensory, psychiatric or learning disability in accordance with policy A28- Accommodation.

4.3 ACADEMIC RESPONSIBILITIES

Students have the responsibility to:

Be Informed

- obtain and understand information concerning course outlines and materials pertaining to courses, content, evaluation methods, program requirements and policies, academic progression regulations and graduation requirements,
- obtain information and the procedures to be followed in the case of rescheduling or replacement of classes,

Adhere to Administrative Procedures and Departmental Requirements

- pay all fees and obtain course materials by the stated deadlines, and adhere to admission, registration and withdrawal procedures of the College,
- follow the approved policy and procedures to appeal grades and evaluations,
- attend class and observe requirements concerning attendance, punctuality and appropriate behaviour,

- submit assignments within the required deadlines, specified by the course instructor. If unable to do so, to seek instructor approval to make alternate arrangements in advance of the deadline,

Maintain Academic Standards

- submit only original or properly acknowledged work, knowing what plagiarism and other forms of cheating are, and knowing the consequences of engaging in plagiarism and other forms of cheating,

Be Accountable

- assume responsibility for course work and assignments missed when absent. Participation in co-curricular activities, athletic events, fieldtrips, etc., does not reduce academic responsibility,
- communicate with instructors, counselors, advisors, and staff in order to resolve problems,

Be Respectful

- respect the rights of instructors and fellow students by conducting oneself appropriately in the classroom and abstain from any actions which disturb or disrupt the learning environment including arriving late, using a cell phone for personal, non-emergency communication, gaming, using foul language, etc. Should a student be disruptive or disrespectful, instructional and library staff has the right and obligation to exclude the student from the teaching/learning area.

4.4 NON-ACADEMIC RIGHTS

Students have the right to:

Expression

- Students may express themselves individually, or as a group, orally, electronically, and/or in print. This includes the right to publish and distribute views on campus, free from censorship or reprisal. The right to expression, as with all rights, is not absolute. Students must exercise this right in a manner that is compliant with the law and College policy. Students should note the responsibility to treat all members of the College community with respect, including when using social media, speaking, writing, and creating. As stated in 4.5(a) below, Students must maintain a respectful and accepting learning environment which is free from fear, harm, discrimination, harassment and intimidation.

Spirituality

- observe spiritual, religious, and indigenous practices. This right is subject to the condition that any practice will be in a manner that is not perceived as threatening or imposing on other members of the College community. All practices must also comply with the law and College policy.

Assembly / Participation in the College Community and Student Associations

- organize and take part in orderly student organized assemblies on campus, so long as such assemblies do not interfere with the regular activities of the College community and are not contrary to College policy, rules and/or regulations,
- elect and maintain a student government to organize and administer activities/affairs of students.

Resources / Information

- use College facilities and equipment within established College and departmental policies,
- have access to information on College services at the beginning of the program,
- have access to any approved College rule, regulation, policy, procedure or guidelines regarding College programs, courses, activities and services, as well as information regarding the consequences of breaching such rules, regulations, policies, procedures or guidelines.
- work and learn in a safe and healthy environment,
- work and learn in a positive and respectful environment, free from any and all harassment. The student has a right not to be subjected to indignity or violence.

Confidentiality

- the privacy of one's official records in accordance with the law and policy A21 – Security of Academic Records,
- expect that personal information will not be released to anyone outside the College without their prior written consent or as allowed under the Freedom of Information and Protection of Privacy Act or as otherwise required by law.
- make, without fear of reprisal or retaliation, a reasonable complaint to the applicable College authority.

4.5 NON-ACADEMIC RESPONSIBILITIES

Students have the responsibility to:

Be Respectful

- treat all members of the College community in a respectful manner. Students have the responsibility to contribute to maintaining a respectful and accepting learning environment which is free from fear, harm, discrimination, harassment and intimidation. Students must respect the rights of other members of the College community.

Be Accountable

- keep personal information in College records current and up-to-date by reporting name and address changes to Enrolment Services.

Avoid Misconduct

- avoid all forms of non-academic misconduct which includes but is not limited to:
 - Threatening to subject or subjecting any person, student or staff, to physical, sexual or psychological harassment, stalking, indignity, injury or violence.

- Obnoxious behaviour which may include using abusive or vulgar language, gestures and the like.
 - Damaging facilities or unauthorized use/removal of property belonging to the College or the Students' Association. This includes facilities rented for College or Students' Association sponsored activities.
 - Theft of, or willful damage to personal effects and property of students, staff or the College.
 - Disregard of Workplace Safety and Health procedures and practices or the intentional creation of safety hazards.
 - Possession, use or distribution of illicit drugs and/or narcotic substances on Campus or other College facilities unless medically authorized.
 - Consuming alcoholic beverages onto the campus or other College facilities, except as permitted by College policy at licensed events.
 - Possession or use of firearms, weapons, imitations of weapons, explosives including fireworks, dangerous chemicals or other potentially harmful substances on College property or College sponsored activities.
 - Disruption or obstruction of regular or organized College activities.
 - Unauthorized use or unauthorized entry to College property.
 - Failure to obey the lawful instructions or comply with the direction of any College employee acting in the proper performance of their duty.
 - Refusal to provide identification upon reasonable request and justification by a College official or employee acting in the proper performance of their duty.
 - Misuse of the College name or the name of any College employee, document, record, instrument or identification with or without the intent to defraud or in a manner that is malicious.
 - Misuse of the name of any College student with or without the intent to defraud or in a manner that is malicious.
 - Violation of the privacy rights of fellow students, including the taking of unauthorized pictures.
 - Violation of the Acceptable Use of Information Technology Resources policy.
- comply with College policy and procedure,
 - avoid any act involving the College which contravenes the Criminal Code of Canada and other federal, provincial or municipal laws,
 - not knowingly aid or assist another person(s) in the commission of any offense on campus or at any College-sponsored activity off campus.

5. Responsibilities

5.1

College **Academic staff**, both instructional and administrative, have the responsibility to support student rights. They are responsible for creating a positive learning environment for every student in an equal manner and fulfilling all program-related obligations. They must be aware of and enforce College policy.

5.2

College **Administrative staff**, both managerial and support, has the responsibility to support student rights. They are responsible for providing students with accurate program-related information and a high level of customer service to ensure that their position contributes to the positive learning experience of every student. They must be aware of and enforce College policy.

Related Policies

A21 – Security of Academic Records

A22 – Academic Standards

A28 – Academic Accommodation

E1 – Safety

E5 – Smoking

G3 – Freedom of Information and Protection of Privacy

H1 – Discrimination and Harassment

H3 – College Identification Cards

IT1 – Acceptable Use of Information Technology Resources

S2 – Student Discipline

S3 – Student Appeals

S4 – Academic Integrity

U4 – Alcohol on College Premises

S2 – Student Discipline

Owner: VP, Academic

Approver: Senior Academic Committee

Effective: January 3, 2023

Replaces: June 20, 2014

See the procedures guide >

1. Preamble

1.1

Red River College Polytechnic Students are responsible for conducting themselves in accordance with College policies and procedures, and for acting in a manner that is respectful of other students, employees, contractors, visitors and the physical property of the College.

1.2

Unless otherwise specified, Student conduct that is in breach of College policies, including conduct that breaches behavioral expectations or Student academic or non-academic responsibilities, will be reviewed and addressed in accordance with this Policy.

2. Purpose

2.1

The purpose of this Policy is to set out the general process for reviewing alleged breaches of College policy by Students, and the disciplinary measures that will be imposed to address such breaches where they have been substantiated.

3. Application

3.1

This Policy applies to Students of the College, as well as employees of the College responsible for reviewing alleged breaches by a Student of their academic or non-academic responsibilities.

4. Definitions

4.1 BALANCE OF PROBABILITIES

Is the standard of proof in civil matters, such as a workplace or administrative investigation. It means that a set of facts is more likely than not to have occurred. A determination of a breach of College policy is made on the balance of probabilities (i.e., is it more probable than not that the alleged act was committed, based on the facts and evidence).

4.2 COLLEGE AUTHORITY

Refers to the individual who has been given authority by the College to make certain decisions in the course of their duties. For example, in a disciplinary matter, the College Authority might be the Program Chair or Dean imposing discipline as a result of a finding of Student misconduct.

4.3 COLLEGE MATTER

Includes any activity, event, or undertaking in which Student participates, which has a substantial connection to the College, such as:

1. College-related activities or events, including but not limited to:
 - i. any activity or event on property owned or controlled by the College;
 - ii. the leasing of space, including student residence rooms, on property owned or controlled by the College;
 - iii. the offering of any service by the College, including educational services;
 - iv. student experiential learning placements, practical, or clinical training;
 - v. College research activities, whether on or off any College campus;
 - vi. social events or networking, where matters regarding the College or members of the College community are a significant focus of the activity;
 - vii. College field trips, service-learning activities and similar activities.
2. Activities or events involving members of the College community, where the actions of those members of the College community may reasonably reflect upon or affect the College, including but not limited to:
 - i. writings, photographs, artwork, audio or video recordings, and/or electronic communications, including communications through social media, where matters regarding the College or members of the College community are a significant focus of the communication;
 - ii. matters of off-campus conduct that have, or might reasonably be seen to have, an adverse effect on the proper functioning of the College or the rights of a member of the College community to use and enjoy the College's learning environment.

For greater certainty, Students can still be considered to be engaged in a College matter even when they are not physically present on campus. This can include:

1. while engaged in remote teaching or learning, whether by video, phone, message board, internet chat or some other mode of communication;
2. when corresponding with other members of the College community including Students, faculty, or staff, whether by email or another method, electronic or otherwise (including social media);
3. when attending video meetings or calls with students, colleagues or staff;
4. when using online learning platforms;
5. at conferences or other off-campus events or meetings.

4.4

Discipline refers to a disciplinary action implemented by a College Authority in accordance with this Policy. Discipline may amount to punitive/corrective action or supportive action.

4.5

Student for the purposes of this Policy, refers to an individual who:

1. is a current Student at Red River College Polytech;
2. has previously studied at Red River College Polytech within the last 12 months.

5. Policy — General

5.1

Where it is alleged that a Student has breached their academic or non-academic responsibilities as set out in Policy S1 – Student Code of Rights and Responsibilities, Policy S4 – Academic Integrity, Policy H1 – Respectful Workplace and Learning Environment, Policy G5 – Sexual Violence as it relates to a College Matter, or any other policy relating to student conduct, an appropriate review of the matter will be undertaken.

NOTE: Specific procedures for investigating alleged breaches of the Policy H1 – Respectful Workplace and Learning Environment and Policy G5 – Sexual Violence are contained in those policies. This Policy does not replace the procedures set out therein.

5.2

Students are entitled to procedural fairness at all stages of the review process, and in relation to any discipline imposed as a result of a finding of a breach of College policy. Procedural fairness is contextual and involves the following key components:

1. **Notice:** a Student whose rights are affected by a decision shall be informed of the matter;
2. **Opportunity to be heard:** the Student shall be given a reasonable opportunity to have their perspective heard and considered (in writing or orally, at the discretion of the decision-maker and in accordance with the Procedures);
3. **Impartial decision-maker:** the decision-maker shall act in a manner that is fair, unbiased and open-minded;
4. **Reasons for decision:** the Student shall be informed, in writing, of the decision reached, and the reasons for the decision.

5.3

The College Authority responsible for review the matter shall adhere to the principles of procedural fairness as set out above and shall comply with the Procedures associated with this Policy.

5.4

Upon determination that a contravention of College policy has occurred, the College may take disciplinary action as outlined in this Policy and associated Procedures. This does not preclude the initiation of criminal, civil or other legal charges initiated outside the College.

5.5

Red River College Polytechnic does not tolerate violent and threatening behaviour in our environment and will immediately respond to any such incidents and impose appropriate consequences. Removal from a course practicum, clinical course or other form of experiential learning activities, or removal from a program or the College campus will be immediate for violent incidents, or if the safety of College staff, students or any other community member is threatened. Incidents involving violence or threats of violence must be promptly reported to Security Services.

6. Responsibilities

6.1

Students, like all members of the College community, have a responsibility to familiarize themselves with all applicable College policies and for conducting themselves in accordance with said policies.

6.2

The College has the overall responsibility for ensuring an a safe, respectful, collegial and professional environment and for responding to Student conduct that is in breach of the community expectations as set out in College policy.

6.3

Various College employees have the authority under this Policy to make disciplinary decisions in accordance with the Procedures ("College Authorities").

6.4

The Vice President, Academic or their designate, has the authority to approve the Procedures relating to the implementation of this Policy.

7. Review Period

7.1

This Policy will be reviewed and updated as required within five years of its approval date.

8. Related Documents

S1 – Student Code of Rights and Responsibilities

S3 – Student Appeals

S4 – Academic Integrity

S5 – At-Risk Students

E1 – Safety

H1 – Respectful Workplace and Learning Environment

G5 – Sexual Violence

A9 – Professional Suitability

S4 – Academic Integrity

Originator: Dean of Student Services

Approver: Senior Academic Committee

Effective: November 28, 2014

Replaces: September, 2014

1. Preamble

Academic Integrity is critical in a learning environment and a fundamental core value of an academic institution. Academic evaluation must be representative of the knowledge and skill level achieved by a learner as demonstrated through their Academic Work. Acts of Academic Misconduct make it impossible for an accurate evaluation to occur.

Red River College has a duty to maintain a high standard of Academic Integrity. This ensures that the College's scholarship, research, certificates, diplomas and degrees remain credible.

2. Policy

Students will behave in a manner consistent with the fundamental values of Academic Integrity. They will avoid all forms of Academic Misconduct, and will seek clarification from College instructional staff to ensure an understanding of the expectations for their Academic Work. The College will take appropriate action when a Student becomes involved in Academic Misconduct.

3. Definitions

3.1

Academic Integrity – refers to the requirement to be honest and truthful in all College relationships, activities, and commitments. From these fundamental values of honesty and truth flow consistent, ethical behaviour when engaged in Academic Work, or any other academic activity.

3.2

Academic Misconduct – refers to all dishonest behaviour, whether deliberate or otherwise, related to Academic Work, or any other academic activity.

3.3

Academic Work – refers to all forms of Student work intended to demonstrate the knowledge and skill a Student has acquired during their studies. It refers to course work such as assignments and tests, materials or evaluations used to determine Recognition of Prior Learning, various forms of research, as well as applied learning. All work produced by

Students during the course of their academic studies with the College is considered Academic Work, whether or not it is eligible to receive a grade or evaluation.

3.4

Chair – the Chair, an equivalent or designate(s) of the program in which the Student is a learner, the Student is applying to be a learner, or the Student has been a learner.

3.5

Instructor – refers to the instructor of the course in which the Academic Misconduct has occurred.

3.6

Members of the College Community – refers to students, staff or anyone else associated with the College who may acquire knowledge of Academic Misconduct.

3.7

Student(s) – refers to any individual:

- a. Who is seeking to apply to study at Red River College;
- b. Who is a current student; or
- c. Who has previously been a student.

4. Forms of Academic Misconduct

4.1

Plagiarism: Representing the words, ideas, research, or data created by, or belonging to, someone else as if it were your own. Plagiarism may range from close imitation or paraphrasing the thoughts of another, to the submission of an entire Academic Work created by someone else. All forms of plagiarism share a common element: material is being presented as the Student's original Academic Work, without acknowledgement, use of quotation marks, citations, or other references deemed appropriate by College staff. Plagiarism also includes submitting the same work for credit in more than one course. Students who want to submit work that was prepared for another course must first receive instructor permission.

4.2

Cheating: The use or distribution, or the attempted use or distribution, of unauthorized materials, equipment, information, or study aids when engaged in Academic Work. Cheating includes being in possession of unauthorized material during testing, behaviour such as copying from another Student, impersonation of a Student in an examination or test, disguising one's own identity, or any other act by which a Student attempts to misrepresent their demonstration of academic skills or knowledge.

4.3

False or Misleading Representation: Misrepresenting, exaggerating, withholding information or providing any false information for academic or financial benefit. It may involve disclosing false, or withholding accurate, information in communication with College staff during the course of a Student's studies, or in the application process. It may involve falsifying research, data, or information submitted as Academic Work. It may further involve forging or falsifying official College documents, such as grade reports, transcripts or other records.

4.4

Accommodation Under False Pretences: Misrepresentation in order to receive any academic accommodation on disability-related or compassionate grounds. This may include obtaining medical or other certificates under false or misleading pretences, altering medical or other certificates, or presenting them in a manner meant to deceive to receive accommodation.

4.5

Collusion: Carrying out, or attempting to carry out, an agreement with any other person to commit an act of Academic Misconduct.

4.6

Unauthorized Collaboration: Submitting Academic Work that was created in collaboration with any other person, when such collaboration did not have the instructor's approval.

4.7

Sabotage: The deliberate destruction, disruption or tampering of another person's Academic Work or learning environment.

5. Procedures

5.1

Members of the College Community will be alert to Academic Misconduct.

5.2

Members of the College Community who have reason to believe that Academic Misconduct has occurred, or who are in possession of evidence that may indicate Academic Misconduct has occurred, will relay such information to the program with which the Student(s) is associated.

5.3

If the allegation is in regards to a specific course, the Instructor of that course will conduct a review of the incident and complete the Academic Misconduct Form (attached to this policy as Appendix A). The Instructor will then provide the review findings and the completed form to the Chair.

5.4

If the allegation involves actions that are not associated with a specific course, or that are associated with several courses, the Chair of the program with which the Student is associated will conduct an investigation and complete the Academic Misconduct Form (attached to this policy as Appendix A).

5.5

The Chair will meet with the student, present the evidence of the possible Academic Misconduct, and listen to the Student's explanation of the occurrence.

5.6

Following the meeting with the Student, the Chair will decide if Academic Misconduct has occurred. The following action will be taken:

- a. If there is a finding that no Academic Misconduct has occurred, then no further action will be taken, and no record of the incident will be kept; or
- b. If there is a finding that Academic Misconduct has occurred, a written reprimand will be issued to the Student. A copy of the written reprimand will be retained by the Dean of the School, the Chair of the program, and copies must be issued to the Office of the Registrar and the Dean of Student Services. The Chair will also contact the Office of the Registrar to determine whether the Student has a history of Academic Misconduct.
- c. A Chair may choose to take further action, in addition to the required written reprimand, in consideration of the nature, severity and frequency of the Academic Misconduct. This action may include, but is not limited to, the following:
 - i. Have the Student complete a paper or assignment on Academic Integrity, including self-reflection on the incident in question; and/or
 - ii. Have the Student redo and re-submit the Academic Work in question (Program directives regarding late submissions may apply); and/or
 - iii. Issue a lowered grade on the Academic Work in question; and/or
 - iv. Any other appropriate action according to the Student Discipline policy, up to and including a recommendation for suspension or expulsion. Appropriate action may include a consequence that affects a Student's grade, or denying of credit.

5.7

Where the suspected Academic Misconduct concerns forging or falsifying official College documents, including but not limited to, grade reports, transcripts, certificates, diplomas, and degrees, the Office of the Registrar will conduct an investigation.

- a. During the investigation, the Student may provide the Office of the Registrar with an explanation.
- b. Following the investigation, the Office of the Registrar will determine whether Academic Misconduct has occurred.
 - i. If there is a finding that no Academic Misconduct has occurred, then no further action will be taken, and no record of the incident will be kept;
 - ii. If there is a finding that Academic Misconduct has occurred, a written reprimand will be issued to the Student. A copy of the written reprimand will be retained by the Chair of the Student's program, the Dean of the School, the Office of the Registrar, and the Dean of Student Services. The Office of the Registrar may also impose further discipline in accordance with the Student Discipline policy.

5.8

The Student Discipline policy will apply to Students found to have committed an act of Academic Misconduct in their application to the College. The College may rescind an offer of admission, impose conditions on future application, or take any other action it deems reasonable if a Student is found to have committed an act of Academic Misconduct.

5.9

The Student Discipline policy will apply to Students who are no longer studying at the College, or who have graduated from the College, and who are found to have committed an act of Academic Misconduct. The act of Academic Misconduct may have occurred in activities associated with the College before, during or after their studies at the College. The College may act upon the discovery of Academic Misconduct, regardless of when such discovery is made. In addition to sanctions that may be imposed in applying policy for Student Discipline, the College may place a notation on a Student's official transcript indicating an act of Academic Misconduct had occurred, may rescind credit for courses, and/or may rescind the credential conveyed upon the Student.

6. Appeals

6.1

Appeals of Academic Misconduct will follow the established appeal process for student discipline.

Appendix A

Academic Misconduct Reporting Form

IT1 – Acceptable Use of Information Technology Resources

Originator: Information Technology Governance Committee

Approver: President's Council

Effective: October 16, 2007

Replaces: A20 – Acceptable Use of Computer Facilities October 1, 1997

1. Preamble

The vision of Red River College is "to be recognized as a leader through the innovative use of technologies." To that end, Information Technology Solutions (hereinafter IT Solutions) will "make a positive contribution to meet the goals of the College Community by working collaboratively with the Community to deliver quality service and solutions that meet the current needs and changing requirements."¹

In turn, the use of College information technology resources imposes responsibilities and obligations on the Users of these resources. Users must maintain an environment in which access to all information technology resources is shared fairly among users and is conducive to teaching and learning.

The College will ensure that all assets, including information technology resources, are protected, adequately maintained and not subject to unnecessary risk."²

2. Policy

Red River College information technology resources will be used to support the administrative, teaching, learning, research and community services goals of the College.

Users of information technology resources will act responsibly and must respect the rights of other Users, the integrity of the system and related physical resources. They must observe all relevant College Policy, Federal and Provincial law, regulations and contractual obligations.

The College believes that it has a social responsibility to provide leadership and follow community standards with respect to the distribution and use of offensive materials. The College has a zero tolerance for these inappropriate activities.

A normal expectation of privacy cannot be guaranteed to a User of College information technology resources.

3. Definitions

3.1

Information Technology resources (hereinafter IT resources) are defined as, but not limited to:

1. computer equipment and computer facilities
2. networks, including wired and wireless, networking and communications equipment, cabling infrastructure, and access to and usage of College networks
3. User accounts and passwords usage and information access privileges
4. data files, data storage devices and servers
5. computer applications, software and services
6. internet access and usage
7. email access and usage
8. data records, computer software, documentation and media

3.2.

Users are students, staff and external clients with whom the College maintains a business relationship. It also includes the general public in public access locations.

4. Procedures

4.1

By accepting a College information technology account, Users accept the responsibilities of this Policy and the consequences of failure to comply. Users must read and abide by the intent and content of this Policy. Their acceptance is implicit by the use of their account.

Breach of Policy

4.2

Instructors and supervisors will provide a warning to students or staff of a breach of this Policy.

4.3

Repeated or serious violations by staff are to be reported to the individual's supervisor and to IT Solutions.

4.4

Repeated or serious violations by a student are to be reported to the student's program head and to IT Solutions.

4.5

College Security Services and authorities outside the College may report suspicious, harassing or other unacceptable use of IT resources to IT Solutions.

4.6

IT Solutions will investigate all reports. This investigation may include, but is not limited to, such methods as tracking of network activity, review of email transactions and review of the contents of all data storage devices that are attached to or part of College-owned equipment. The investigation will be documented as appropriate.

4.7

Based upon initial findings, the Director – IT Solutions or the Supervisor – Information Protection and Compliance may authorize immediate suspension of the individual's access privileges.

Unacceptable Use

4.8

The following examples include, but are not limited to, activities that are specifically prohibited under this Policy:

1. Using or accessing another User's system, files, email or other data without that User's permission unless authorized by the College
2. Attempting to circumvent security facilities on any system or network or failing to keep security current on College owned equipment
3. Attempting to compromise the integrity of any IT resources including the placement of any destructive or nuisance programs such as viruses or worms
4. Engaging in any activity that may be harmful to any IT resources
5. Unauthorized monitoring of network transmissions and general network traffic on College networks
6. Sending fraudulent, harassing, threatening or obscene messages, or sending unauthorized bulk (spam) email
7. Transmitting commercial advertisement, solicitations or promotions for any other commercial purposes not authorized by the College

8. Displaying, transmitting, distributing or making information available that expresses or implies discrimination or an intention to discriminate
9. Intentionally accessing, downloading or collecting obscene material in which the dominant characteristic is “the undue exploitation of sex, or of sex and any one or more of the following subjects, namely, crime, horror, cruelty and violence.”³ Obscene material by law has no legitimate artistic, literary or scientific purpose and as such is not protected by the freedom of speech
10. Permitting another User to use one’s College information technology accounts and passwords
11. Intentionally breaching the terms and conditions of a software licensing agreement
12. Attaching unauthorized equipment to the College network including, but not limited to, personal routers, switches, hubs, or wireless access points

Non-College Related Use of Information Technology Resources

4.9

Users may use their computers and network accounts for non-College matters except where such use would be prohibited by this or other College Policy or where such use unreasonably interferes with administrative and academic uses, job performance, or system performance and operation.

4.10

Use of information technology resources for commercial and business purposes is prohibited except for those activities sponsored or sanctioned by the College.

5. Responsibilities

5.1

Information Technology Solutions has the right and the responsibility to monitor the use of IT resources and traffic across the network. They have the responsibility to manage, and possibly restrict, such use as required to ensure acceptable use as defined in this Policy. Information Technology Solutions is also responsible for:

1. the safety, integrity and security of the College’s information technology resources
2. coordinating the investigation of alleged unauthorized use of the College’s information technology resources under the authority of the Vice President – Finance & Administration or designate
3. providing current security information and anti-virus updates to the College community and automatically installing those updates where possible
4. periodically informing the College community of current procedures to be followed to ensure the integrity of the College information technology resources

5.2

Users of IT resources provided by the College are fully responsible for their use of these resources and for the information they willfully or knowingly transmit, receive or store. Users of the College’s IT resources are also responsible for:

1. using resources for authorized purposes as defined by this Policy
2. protecting their user account and password from unauthorized use
3. selecting and maintaining strong and effective passwords
4. all activities performed by their user account that originate from their system with their knowledge
5. accessing only information that is their own, that is publicly available, or to which they have been explicitly granted access by the College for the purpose of performing their job or assignment
6. using legally licensed versions of copyrighted software or copies of documents and media in compliance with the terms and conditions of any vendor licensing agreement, copyright, or sales terms and conditions
7. engaging in ethical and respectful behaviour in the use of information technology resources

5.3

College Instructional Staff are responsible to enforce compliance with this Policy in the classroom. Instructors have the responsibility to report serious or repeated breaches of this Policy to the program head and IT Solutions.

6. Consequences

Persons who violate this or other related Policy may be subject to disciplinary action up to and including dismissal or expulsion as outlined in College Policy and Collective Agreements. Unacceptable use may result in the immediate loss of account privileges and access to information technology resources. Additionally, dependant on circumstances, they may face civil action and/or criminal prosecution. Disciplinary action may be appealed under appropriate Policy or the MGEU Collective Agreement.

Related Policies and Documents

IT Strategic Plan Executive Summary, Deloitte Inc. March 2006

2.12 Asset Management – Executive Limitation Board of Governors Policy Manual

H1 – Respectful College

S1 – Student Code of Rights and Responsibilities

S2 – Student Discipline

S3 – Student Appeal – Non Academic Decisions

MGEU Collective Agreement

Footnotes

¹ IT Strategic Plan Executive Summary

² Board of Governors Policy Manual

³ Criminal Code, R.S.C. 1985, c. C-46, S. 163(8)