



YELLOWQUILL
UNIVERSITY COLLEGE

FIRST NATIONS INSTITUTE OF HIGHER LEARNING

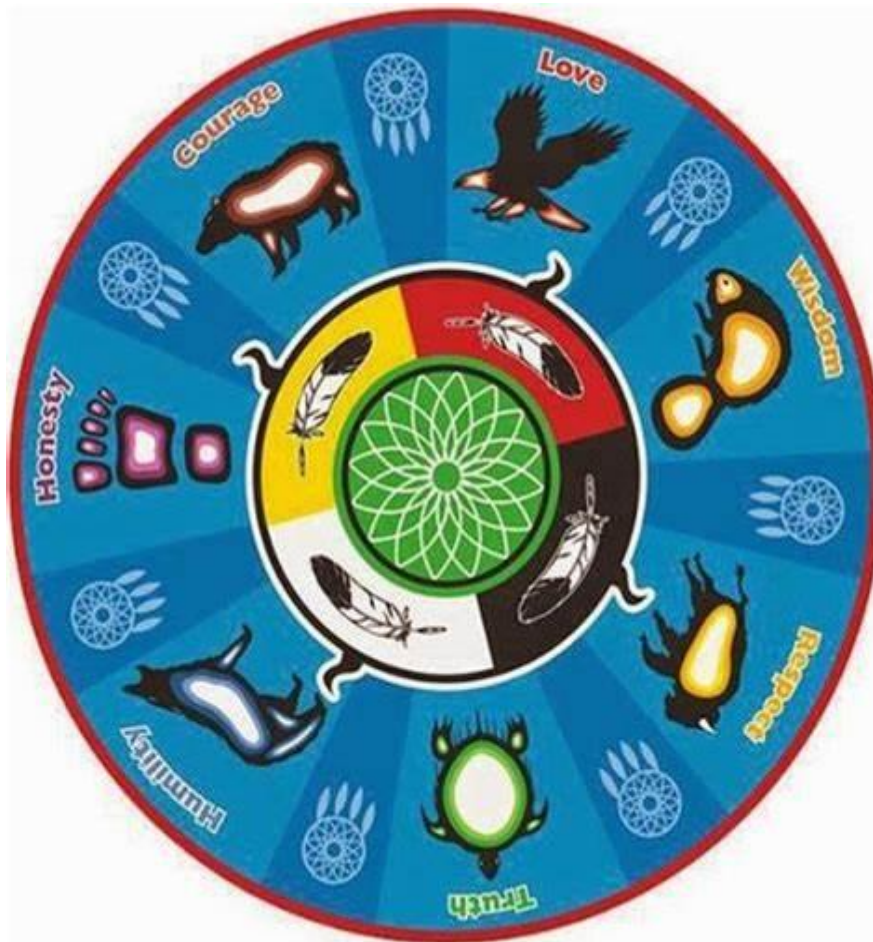


**Student Policies and Procedures Manual
2026-2027**

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INTRODUCTION

On behalf of the Dakota Ojibway Tribal Council member Nations, we welcome you to Yellowquill University College (YQUC). YQUC commends you for your dedication to your educational goals and wishes you much success in the coming academic year. YQUC also acknowledges the people who have contributed to the education of our adult learners, including our Elders and past Chiefs. Your determination and commitment are an inspiration to your communities, families, and friends. As you work towards achieving your goals, you will also encourage your fellow students to strive for theirs. YQUC staff, as well as Program Instructors/Coordinators, are here to support all of you throughout your academic journey. Your successes are successes for YQUC, the community, and for all First Nations people.

May the Creator guide you in your endeavours.

GENERAL REGULATIONS

Cellular Phones

Cell phones are **NOT** to be turned on in the classroom. If you are expecting an important call, set your phone to vibrate and answer it in the hallway.

Change of Personal Information

If you have a change of address, phone number, email or funding agent(s) during the year, please inform the office administration immediately.

Drugs & Alcohol

YQUC has a “Drug/Alcohol Free” policy for the university college space, as well as for any activity planned and attended as an adult learner (aka student). Any activity, sale, use or distribution of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited at the university college and on any university college-related outing/event. This prohibition also applies to any type of drug-related paraphernalia. An adult learner in possession of illegal drugs may be suspended or expelled, and law enforcement officials may be contacted.

Out of respect for fellow adult learners and instructors, an adult learner shall not attend the university college (or any related functions) when they are under the influence of alcohol and/or any drugs.

The following procedures will be followed if/when an adult learner is found to be under the influence:

- ❖ The adult learner will be asked to leave the university college immediately and cannot return until they are no longer under the influence.
- ❖ An incident report will be completed and forwarded to administration for review to determine if disciplinary action will be taken.

If the adult learner's conduct regarding alcohol and/or drug use is repeated, the adult learner's behaviour will be reviewed. Consequences may include suspension for a period of a) five (5) days, b) one term, or c) one year. The adult learner will receive written notification outlining the length of their suspension, as well as any conditions for re-admission to the university college.

If suspected of possession or selling of drugs:

- ❖ Police will be notified.
- ❖ An adult learner may be suspended pending the police investigation.
- ❖ Consequences for suspicion may include suspension for a period of either a) one term, b) one year, or c) permanently.

Fire Drills

We have fire drills to provide practice in case of an emergency. If the bell rings, please move quickly and quietly out of the building to the nearest muster point. A fire safety plan will be shared with you at the beginning of the academic year, and copies will be included in your student orientation package.

Freedom of Information & Protection of Privacy Act

Freedom of Information and Protection of Privacy Act (FIPPA) provides a right of access to records held by public bodies and regulates how public bodies manage personal information. FIPPA also provides an independent review process for people who disagree with access and privacy decisions made by public bodies under the Act. FIPPA sets out requirements that public bodies must follow to protect the personal information that they hold.

Personal information is any that/which identifies an individual, including name, address, email address, phone number, age, sex, race, and educational or employment history. YQUC may collect such personal information directly from an adult learner for purposes of admission, registration, as well as other fundamental activities related to attendance (as per the education institute centre policies in Manitoba). This information will form part of an official student record.

The Student Records office keeps all records. The university college will not divulge any information on a student's file to any agency or person (other than the adult learner) without the adult learner's written permission. Exceptions may be made for statistical or institutional research projects approved by the university college, official university college business or other limited exceptions provided within FIPPA.

- ❖ YQUC cannot collect or disclose any personal health information about a student/client without their written informed consent, *except where disclosure is permitted or required by law*. An adult learner's personal health information is legally required to be disclosed if any of the following ***limits to confidentiality*** are met:
 - If there is a clear and imminent risk of harm to self and/or others.
 - In a medical emergency.
 - When there are reasonable grounds to suspect that a child under the age of 16 is being abused and/or neglected.
 - When there are reasonable grounds to suspect sexual abuse by a regulated health professional.
 - To comply with a court order (subpoena, summons or warrant).

YQUC protects the information provided and any other information placed in the official student's file and uses this information only in compliance with the Act (even if a specific waiver has not been included).

- ❖ In specific identifiable situations (e.g. support of application for financial assistance, default of repayment, failure to complete full time status obligations, etc.), YQUC has the responsibility to release information about an adult learner who receives (or has already received) funding under the authority of a provincial, territorial or federal student financial aid agency and/or banks to:
 - Federal, provincial or territorial student financial aid agencies.
 - Student loan processing agencies that are authorized by federal, provincial, or territorial governments to administer student loans.
 - Collection agencies authorized by the federal, provincial or territorial governments to recover outstanding student loans and grants.

Visitors

All visitors must report to the office and provide a valid reason for being in the university college. Adult learners are asked NOT to invite friends and/or family to the university college, except under exceptional circumstances (i.e. open houses, career fairs). Children should not be in the building. For any adult learners who are parents, please be advised that YQUC's insurance does NOT cover children under the age of 18.

NON-ACADEMIC CODE OF CONDUCT

Respectful Relationships & Responsibility

Traditional teachings highlight the importance of respectful relationships with all living beings. At YQUC this begins with showing respect for yourself, other adult learners, and staff/instructors both inside and outside of the classroom. If you have any questions about this teaching (or any other traditional teachings), our Elder on Campus and Traditional Counselor can guide you.

YQUC expects all adult learners to conduct themselves in a manner that upholds the values of responsibility, integrity, respect, and civility in every interaction, whether on campus or out in the community. This commitment encompasses both academic and professional dialogues, ensuring that diverse ideas can flourish within our learning environment. Any behaviour that disrupts the university college's operation will be considered misconduct and may result in disciplinary measures, at the discretion of the Director.

All YQUC adult learners are asked to read the Student Policies and Procedures Manual and refer to it as needed throughout the academic year, so that they are familiar with policies/procedures and behaviours that are expected of all students.

Non-Academic Offences

All students enrolled at YQUC (whether enrolled currently, on leave, or under suspension) are encompassed by this policy.

- ❖ **On-Campus Behaviour:** Conduct of adult learners on any YQUC campus.
- ❖ **Off-Campus Behaviour:** Conduct of adult learners engaging in off-campus activities related to courses (i.e. practicum), organized class events, and online platforms.
 - Also applies to external activities, events, or functions where adult learners are asked to represent the university college.

Please refer to *Appendix A: Definitions of Unacceptable Adult Learner Conduct in Support of this Policy*

Grievance Policy & Process

If an adult learner believes that a staff member of YQUC has treated them unfairly, they may file a grievance. The grievance process is intended for resolving non-academic issues and for matters that do not involve perceived harassment. The following process is to be used:

- ❖ If possible, the adult learner should approach the person who has treated them unfairly and try to resolve the issue.

- ❖ If the adult learner feels uncomfortable approaching the person, the adult learner may ask another staff member, an advisor, or a Student Council representative to act as a mediator or advocate.
- ❖ If the matter remains unresolved, the adult learner may write a letter specifying the grievance to the Director. The Director will hold a meeting with the adult learner and the person to mediate a solution.

ACADEMIC REGULATIONS

Principles for Academic Integrity & Success

Fundamental principles are the compass for guiding our journey throughout the academic year in the pursuit of excellence and personal growth, as well as for the benefit of our shared learning environment. These principles are rooted in values such as honesty, transparency, effective communication, and ethical use of available resources. These principles also help form the foundation to ensure a supportive and inclusive space for everyone; they include, but are not limited to:

- ❖ Honesty and Transparency
- ❖ Respectful Communication
- ❖ Ongoing Consultation
- ❖ Continuous Self-Reflection
- ❖ Accountability and Responsibility
- ❖ Adherence to Policy and Procedures
- ❖ Academic Integrity
- ❖ Originality and Individuality
- ❖ Critical Thinking
- ❖ Time Management

Academic Honesty Policy

Instructors will outline the academic expectations for adult learners at the start of each course, including course activities, learning outcomes, and the evaluation process. Instructors are expected to be consistent in the application of deadlines, participation, grading, and individual assistance.

Academic honesty is the cornerstone of an adult learner's ethical conduct, emphasizing honesty, transparency, and originality in their work. The policy covers various forms of academic dishonesty, such as (but not limited to):

- ❖ *Cheating*: Engaging in actions to dishonestly or unfairly obtain academic benefits, including:
 - Allowing others to complete their assignments or exams
 - Using unauthorized materials during exams
 - Dishonestly obtaining course materials

- Falsifying credentials or records
- Using unauthorized assistance, such as:
 - Misrepresenting academic abilities using artificial intelligence (i.e. ChatGPT)
 - Tutoring websites
- ❖ **Plagiarism:** Defined as presenting someone else's work, ideas, or words as an adult learner's own. This includes:
 - Quoting without proper citation
 - Submitting papers without appropriate source referencing
 - The use of artificial intelligence is a serious matter that could result in a lower mark, a mark of zero, probation, suspension, or withdrawal from the program.

Acceptable Use of Computer Policy

- ❖ Computers are to be used for educational purposes only. Internet access is not to be used for any unethical, illegal, or inappropriate purposes at any time. The following activities are **NOT** allowed during class times:
 - Social media
 - Personal e-mail
 - Games
 - Online shopping
 - Sending solicitations (or personal sales material)
- ❖ The university college environment should be welcoming to all. Certain types of information or internet sites must not be accessed, downloaded, stored, or distributed under any circumstances. This includes, but is not limited to *gambling, offensive pictures, pornography, videos, text, etc. that may be considered obscene, criminal, defamatory, discriminatory, violent, harassing, or hateful.*
- ❖ The university college's computers have been configured for educational purposes only. Therefore, making changes to the computers in any of the following ways is not permitted:
 - Downloading music and/or videos unless requested by Instructors for instructional presentations.
 - Deleting software from the computer or changing configurations.
 - Placing viruses or other harmful programs on a computer.
 - Installing any programs on a computer.
 - Accessing or creating personal websites or personal storage websites, including file and data sharing websites.
 - Installing ANY physical storage device unless approved by the Network Administrator. The only exception may be small USB storage devices that have been scanned for viruses and are used for transporting homework only.
 - Illegal activities.
 - Using a computer to distribute or find illicit drugs.

- Attempting to circumvent the security system or view data files of other persons in the system.
- ❖ Educational resources such as hardware, software, and internet access are provided by YQUC for the specific purpose of adult learner education, not for personal use.
- ❖ Any additional internet activity not specifically outlined in this document that may be deemed a risk to the security of YQUC by the Director and/or Network Administrator is NOT permitted.

Consequences for Violating Internet Access Policy

Consequences for breaking any of the above rules will result in the temporary suspension of the user account, with details of offences sent to the Director of YQUC. Logon hours may be expanded or limited at the discretion of the Director and/or Network Administrator.

A written request by an Instructor to the Director detailing the need for access, with a written promise not to do it again, will be required to remove the suspension.

Academic Appeal Policy

Adult learners have the right to appeal an academic decision (i.e. mark awarded for assignment/exam, learning contract and/or warning letter) they feel is not warranted. ***Please note: the appeal must be relevant to the adult learner's progress and/or related to YQUC's academic policy.*** The following process is to be followed:

- ❖ The adult learner must first discuss the decision with the Program Instructor. If the adult learner and the Program Instructor can resolve the concern, there is no need to continue with the appeal.
- ❖ If the adult learner feels the matter is still unresolved, they should follow the formal appeal process outlined below.
 - a. The adult learner must present a formal letter of appeal to the Program Coordinator. The letter, signed by the adult learner, must outline both the situation and the specific reason(s) why the decision should be changed.
 - b. The Program Coordinator will review the letter and may interview the adult learner and the Program Instructor. The Program Coordinator may also review any relevant materials and will then provide a written decision regarding the appeal. The written decision will either support or reject the appeal and will provide the reason(s) for the decision.
 - i. If the appeal is supported, the Program Coordinator will award a new grade or take other corrective action(s).
 - ii. If the appeal is rejected, and the adult learner feels the need to pursue further action, they must present a formal letter of appeal to the Director.
 - The letter must outline the additional reasons why they feel the decision of the Program Coordinator is not acceptable. The Director will notify

the adult learner, the Program Instructor, and the Program Coordinator of the final decision.

Academic Probation

Adult learners who register at YQUC commit to completing their program of studies. YQUC commits to providing a high-quality academic program. Any adult learner who fails to make satisfactory academic progress will be put on probation for a designated period. If the adult learner does not make up all work missed and does not meet satisfactory attendance requirements by the end of the probationary period, they will be withdrawn from their program of studies.

Repeating a Class

If an adult learner fails to complete a course or fails to achieve a passing grade, they may repeat the course when it is offered again. The failing grade will remain on the transcript, but the second grade earned will also be recorded. An adult learner may repeat a course to improve their mark. *Note that in some programs, the course may not be offered again until the next intake of the program.*

Voluntary Withdrawal

Any adult learner who wishes to voluntarily withdraw from the university college should do the following:

- ❖ Contact their Program Instructor.
- ❖ Contact their funding agent(s).
- ❖ Submit a written statement indicating their reason for withdrawing or fill out a voluntary withdrawal form (see reception).

Adult learners who withdraw for good reason can re-enroll at a later date. The funding agent(s) will be notified of the adult learner's withdrawal effective the date of the last class attended. The deadline for voluntary withdrawal is three weeks prior to the course end date. Adult learners withdrawing in this manner will have the code VW (voluntary withdrawal) recorded on their final transcript. Adult learners withdrawing after the deadline will receive the mark earned up until their withdrawal date for the course.

School-Initiated Withdrawal

YQUC reserves the right to withdraw any adult learner who is not attending classes regularly or making satisfactory academic progress. The university college may also withdraw an adult learner for non-academic offences (see definitions of unacceptable adult learner conduct, pages 8-11).

The university college staff will act with dignity and respect when interacting with adult learners and expect that all adult learners will treat each other and staff members with the same dignity and respect.

Adult learners will act in a manner that contributes to a safe, positive, and constructive learning environment.

ANY conduct that does not demonstrate the values of dignity and respect or does not contribute to a safe, positive, and constructive learning environment will be considered unacceptable and will not be tolerated by the university college. Unacceptable conduct will be subject to whatever action is appropriate, which may include suspension. In some instances, appropriate action may include involvement of authorities outside the university college. This list of definitions is not all-inclusive and will be modified as needed by the university college.

Consequences

Consequences for unacceptable conduct are intended to be corrective. When consequences are imposed, they will reflect the severity and nature of the original unacceptable conduct. Such consequences will be administered through the Director or designate.

If an adult learner fails to comply with the Adult Learner Conduct Policy guidelines, the following process will be followed:

- ❖ The adult learner will immediately meet with the Director or designate, at which time written notification will be given to the adult learner outlining the adult learner's suspension from the university college. The suspension will be for a period of five (5) school days and will commence immediately upon notification.
- ❖ A critical incident report will be completed by all parties involved and submitted to the Director or designate.
- ❖ The Director or designate will investigate the severity and nature of the unacceptable conduct.
- ❖ The adult learner will receive notification in writing outlining the consequences of their unacceptable conduct.
- ❖ The consequences may include, but are not limited to:
 - An additional five-day suspension
 - One module
 - One-term suspension
 - One-year suspension
 - Expulsion
- ❖ The Director or designate will make the final decision on the consequences and outline the expectations for re-entry.

Re-Admission

If an adult learner voluntarily withdraws from the university college, they may be re-admitted at the beginning of a new term. Adult learners who have been suspended or have withdrawn without

providing an adequate explanation will not be re-admitted for one academic year, depending upon circumstances.

Student Refund Policy

Adult learners must give written notice of their intent not to proceed with a program of study to YQUC before the first day of class. The university college will then refund the adult learner, or funding agent(s), any money (except for the **administration fee of \$105.00**).

The ***Mature Student High School Diploma Program*** at YQUC has two types of fees: non-refundable and refundable.

Non-refundable fee: A \$60.00 registration fee is used to cover administrative and graduation costs.

Refundable fee: A \$20.00 book deposit is charged for each course. This fee is refunded to the adult learner when the book is returned.

The ***Post-Secondary Programs*** at YQUC do have a refund policy for tuition costs; however, the refund is made directly to the party (the funding agent) who paid the tuition fees.

After the start of a semester, adult learners must also give written notice of their intent to discontinue with the program.

Any refunds owing will be calculated as follows:

- ❖ If four (4) weeks or less of program instruction has been provided, **then 75% of the adult learner's tuition and annual fees will be refunded.**
- ❖ When more than four (4) weeks, but eight (8) weeks or less of program instruction has been provided, **then 50% of the adult learner's tuition and annual fees will be refunded.**
- ❖ When more than eight (8) weeks of program instruction have been provided, **then there will be no refund given.**

No refund will be provided for adult learners registered in modular and distance programs who have attended one class.

YQUC may charge for such equipment, textbooks, materials, and/or supplies, except where the adult learner returns all the equipment and supplies to the institution unopened or as issued within 10 days of the receipt of written notice of their intent not to proceed with a program.

YQUC reserves the right to withhold all adult learner information, such as mid-term marks, final marks, transcripts, and diplomas, if there is an outstanding balance.

Prior Learning Assessment & Recognition (PLAR)

YQUC recognizes that adult learners acquire knowledge, skills, and competencies through life and work experience. Through PLAR, YQUC will complete an assessment and may grant credit/recognition for the learning that has taken place.

Please refer to **Appendix B: PLAR** for more details regarding this policy.

ATTENDANCE POLICIES

Mature Student High School Diploma

Regular attendance plays a large part in your success as an adult learner at YQUC. Regular, punctual attendance in all classes is expected of all students. Each adult learner must attend regularly in order to stay enrolled in a course and in the program. Please be advised that attendance will be shared with your funding agent(s) on a bi-weekly basis. Based on this information the funding agent(s) can terminate the adult learner's funding at their discretion.

We understand that you may have business or medical appointments. For this reason, Mature Student High School Diploma adult learners have Friday afternoons off. We also realize that occasional crises may occur. If you know that you will be late or must miss a class or a whole day, please call and leave a message with our receptionist. You will still be marked absent in any class that you miss, but the reason will be on record (in case your funding agent(s) inquire about any absence). There are no excused absences; if you are absent, you will be marked as such.

If an adult learner misses *eight* (8) classes in one course, they may have to apply to re-enter the course. After a re-entry meeting, the Program Coordinator will set the conditions for the adult learner to continue in the program. The adult learner will be asked to sign a learning contract indicating that they will make a commitment to attend all classes, inform the Program Coordinator whenever they are unable to attend, and make arrangements with their Program Instructor(s) regarding missed assignments or tests. If attendance does not improve, the adult learner will receive a warning letter from the Program Coordinator (a copy will be sent to the funding agent), placing the adult learner on a month-to-month (or as specified) probation. If there is no discernible improvement, an inactive withdrawal will be issued by YQUC.

Post Secondary

Regular, punctual attendance in all classes is expected of all post-secondary adult learners. Each adult learner must attend regularly to stay enrolled in a course and in the program. If you are a sponsored

adult learner, please be aware that all funding agents are updated regularly on attendance. Based on this information, the funding agent(s) may decide to terminate the adult learner's funding.

If an adult learner exceeds *two to three* (2-3) days of absence per month without a legitimate reason (i.e. medical), they will be referred to the counselor (does not apply to part-time modular programs). After that meeting, the Program Coordinator will set conditions for the adult learner to continue in the program. The adult learner will sign a learning/work completion contract whereby they will make a commitment to attend, and plan with their Program Instructor(s) regarding missed assignments or tests. If attendance does not improve, the adult learner will receive a warning letter from the Program Coordinator and a copy will be sent to the funding agent(s) placing the adult learner on academic probation. If there is no discernible improvement, an inactive withdrawal may be issued by YQUC.

If attendance does not improve in future courses, the adult learner will receive a warning letter from the Program Coordinator and/or university college Director and a copy will be sent to the funding agent(s) placing the adult learner on academic probation. If there is no discernible improvement, a letter of withdrawal may be issued by the university college Director. In the case of extended illness or medical leave, each situation will be evaluated and will be subject to the policy of YQUC.

FINAL EXAM POLICIES

Mature Student High School Diploma

It is required that all adult learners write the exam in order to attain the credit. Adult learners who are absent from an exam without an acceptable reason (i.e. the adult learner's illness, disability, or a family member's funeral) will receive a DNW (did not write) as a final mark.

If an adult learner is unable to write an exam, they must contact the Program Coordinator prior to the start of the exam and provide a valid reason. The adult learner must give the Director a written reason for not writing the exam (medical certificate for medical reasons) and request a new exam date *no later than seven (7) days* after the exam date.

The adult learner must write the exam *no later than fourteen (14) days* after the original date.

A mark of DNW (did not write) will be recorded until the exam is written. If the exam is not written, a final grade will NOT be given.

Exam Paper Policy

- ❖ The name of the Program Instructor and the date of the exam must be on the exam paper.
- ❖ The weight or mark for each question shall be clearly indicated on the exam paper.
- ❖ The exam will clearly show what percentage of the total course mark the exam represents.

Exam Writing Policy

Exams will be written between 9:00 a.m. and 12:00 p.m.

Adult learners are not allowed to leave an exam within the first hour of the exam, and adult learners may not enter to write an exam after the first hour of writing has passed. If an adult learner is late by one hour (or more), they must go through the appropriate channel to arrange a new exam date.

- ❖ Adult learners who arrive late will not receive any additional time past the posted exam time frame.
- ❖ Instructors are to let adult learners know in advance if calculators may be used during the exam.
 - No cell phones, headphones, or other devices are allowed; calculators, where permitted, will be the only electronic device allowed in the exam room (unless a medically supported and/or documented accommodation is approved).
- ❖ Adult learners will not receive a break during the exam. If/when a student leaves the exam room, they must submit their exam to the instructor.

Post-Secondary

An adult learner who is unable to write an exam *must* get their Program Instructor's approval in advance. Alternate arrangements *may* be made at the discretion of the Program Coordinator. To fulfill the requirements of the course, the final exam *must* be written.

Adult learners who are absent from an exam without an acceptable reason (i.e., the adult learner's illness, disability, or a family member's funeral) will receive a grade of **zero (0)**.

Exam Paper Policy

- ❖ The name of the Program Instructor and the date of the exam must be on the exam paper.
- ❖ The weight or mark for each question shall be clearly indicated on the exam paper where appropriate.

Exam Writing Policy

Exams normally are to be written between 9:00 a.m. and 12:00 p.m. (unless otherwise arranged/posted).

Adult learners are not allowed to leave an exam within the first hour of the start time of the exam, and adult learners may not enter to write an exam after the first hour of the writing of the exam has passed. If an adult learner is late for an exam by one hour (or more), they must go through the appropriate channel to arrange a new exam date.

- ❖ Adult learners who arrive for an exam late will not receive any additional time past the posted exam time frame.
- ❖ Instructors are to let adult learners know in advance if calculators may be used during the exam.
 - No cell phones, headphones, or other devices are allowed in the exam room; calculators, where permitted, will be the only electronic device allowed in the exam room (unless a medically supported and/or documented accommodation is approved).

Appendix A: Definitions of Unacceptable Learner Conduct in Support of Non-Academic Offences

Physical Assault & Threatening Behaviour

This includes any physical, written, and/or verbal assault aimed directly at any individual and/or group, occurring within any YQUC-related activity, that results in physical injury, mental or emotional harm, or criminal harassment of *any* member of the university college community.

Examples: Hitting, slapping, punching another person; stalking another person; using threatening language; communicating in any manner an image, picture, or graphic that is threatening and/or inappropriate for the university college environment. Touching without consent (i.e. hugging).

Behaviour Endangering the Safety of Others

This includes any behaviour that actually or potentially endangers the safety of any person during any YQUC-related activity.

Examples: Tampering with fire access doors or discharging fire extinguishers; unsafe operation of a motor vehicle; inappropriate use of tools, equipment, or procedures that place a person at risk.

Failure to Comply with Reasonable Requests of University College Employees

This includes any failure to comply with a reasonable request or directive of a YQUC employee, issued to protect the rights, privileges, or safety of any member of the university college community.

Examples: Failure to leave the building during a fire alarm; refusal to remove a vehicle parked in a no-parking area; or refusal to remove weapons from the university college.

Use of Social Media in a Disrespectful Manner

This includes posting any negative comments on any social media platform that disrespects the integrity of any adult learner, staff, or the university college.

Examples: Posting regarding a Program Instructor because you were not satisfied with your grade; posting about the university college because you were suspended; posting regarding a fellow adult learner because of a difference of opinion.

YQUC wants to ensure a safe, caring and inclusive environment, and strives to protect the privacy of individuals. Therefore, the use of photographs and video recording (i.e. live feed) for formal learning activities is allowed only under the following conditions:

- ❖ Adult learners must be fully informed as to the recording of the activity, as well as its intended purpose.
- ❖ Adult learners are free to remove themselves from the recording without being excluded from the activity.
- ❖ Pictures and recordings at events considered public (i.e. graduation) will not be considered an invasion of privacy; however, YQUC has a duty to comply if/when a participant requests that their information not be shared.
- ❖ YQUC often has events rooted in First Nations culture and traditions.
 - Where applicable, protocols for cultural events must be followed; the Elder on Campus is available for support and guidance on this matter if/when needed.

Disruptive Behaviour/Disorderly Conduct

This includes any behaviour that interferes with the provision of university college services, or of instruction, or interferes with any member of the YQUC community by adult learners and any others accompanying them.

Examples: Verbal outbursts, physical gestures, loud headsets, disturbing actions or interruptions, threatening phone calls, and unwarranted and unreasonable disturbances during any YQUC-related activity.

Unauthorized Entry or Presence

This includes any unauthorized act of entering, remaining in, or allowing others to have access to areas of YQUC. Only registered students and staff are authorized to be on YQUC property (unless there is an event being held where members of the public are invited by YQUC staff to attend). All visitors MUST report to reception upon entry.

Examples: To enter, or allow others to gain entry to classrooms, outside of authorized time and conditions; or unauthorized presence in any university college office or area.

Misuse of Information

This includes falsification, alteration, or misuse of personal identification, records, or documents.

Examples: Unauthorized alteration of grades or records; refusal to produce valid identification upon request. Also includes Criminal Record with Vulnerable Persons Check, as well as Adult and/or Child Abuse Registry Check(s), where applicable.

Theft of Personal or University College Property

This includes any theft or unauthorized removal of property belonging to YQUC or to any member of the YQUC community.

Examples: Theft of resource books, laptops, USB, or classroom supplies; theft of personal property such as knapsacks or purses.

Vandalism/Intentional Damage or Misuse of Personal or University College Property

This includes any intentional alteration of, or damage to, any resource property belonging to YQUC (or to property of any member of the YQUC community).

Examples: Damaging textbooks (or other properties), defacing the building (inside or outside), or damaging vehicles.

Violation of Federal, Provincial or Municipal Laws, Statutes or Regulations

This includes any behaviour that violates the laws, statutes or regulations of Canada, Manitoba, the City of Winnipeg, or any applicable municipality.

Examples: Violation of Liquor Control Act; possession, use and/or sale of illicit substance/s; possession of weapons on campus; violations of the Motor Vehicle Act; or issuing a false fire alarm.

Disrespectful or Demeaning Behaviour

This includes any statement, publication, notice, sign, symbol, emblem or other representation that gives a member of the YQUC community reasonable cause to believe that they have suffered hatred or contempt.

Examples: Language, cartoons, photos, symbols, etc., which expose a person (or class of persons) to hatred and/or contempt.

Making False, Frivolous, or Vexatious Complaints

This includes any complaint that is intentionally made by a person who knows it is false, frivolous, or vexatious.

Examples: Alleging a theft of personal property that is untrue; alleging an assault that is found to be false.

Appendix B: PLAR

Policy

- ❖ PLAR is the assessment by valid and reliable means of what has been learned through formal and non-formal education, training and/or experience worthy of credit in a course (or program) offered by YQUC. PLAR is used to evaluate knowledge, skills, and competencies which may have been acquired through, but not limited to *work experience, independent reading, hobbies, volunteer work, workshops, conferences, non-formal learning, travel and artistic pursuits*.
 - PLAR will be done by instructional and/or faculty staff who have the appropriate subject matter expertise, while other staff in an institution may have a supporting role in the process. The decision will be a collaborative one.
 - The work required for PLAR includes but is not limited to *classroom-based and individual advising/assessment, training and upgrading, development of assessment tools, and training in the use of flexible assessment*.
- ❖ YQUC may accept credit earned through PLAR (as transfer credit for diploma courses only) from all Canadian accredited post-secondary institutions that have formally adopted quality assurance standards from a recognized organization. Such transfer credit is applied in the context of YQUC course and program requirements.

Regulations

YQUC offers several methods of documenting and demonstrating that students have achieved an appropriate level of prior learning. With the assistance of the YQUC Program Coordinator and Instructor(s), methods should be selected to suit the unique needs of the situation (assessed on a case-by-case basis).

YQUC can award credit or equivalent recognition for prior learning which is appropriately documented or demonstrated to the appropriate learning level. PLAR is a process in which adult learners claim and articulate their knowledge, skills, and values based on documentation that describes learning or provides evidence of learning.

1) PLAR Program Director

Acts as a link between assessor and adult learner.

2) PLAR Program Coordinator

- a. Prior learning will be assessed by qualified specialists (instructor, advisory committee), approved by the relevant department/program, who have expertise in the area to be assessed and training in assessment methods that meet quality assurance requirements of PLAR. Assessors will be responsible for ensuring that the documentation provided by the adult learner supports the claim for credit/recognition.
- b. If the assessor determines that the knowledge the adult learner has shown is sufficient, credit/recognition will be granted. The PLAR Program Director will work with assessors

with content expertise to develop appropriate assessment methods and/or provide training to content experts in how to conduct PLAR assessments.

3) Documentation and Demonstration of Achievement

Evidence

All PLAR requires evidence. The adult learner has the primary responsibility for preparing, discussing, and summing the evidence that the adult learner has taken place which contributes to appropriate balance of theory and practice applications. Tangible proof of competencies can be provided through documentation of accomplishments and demonstrations of skill, knowledge and application.

Examination

The purpose of exams is to measure knowledge of the content of, or the achievements of, the learning outcomes that are equivalent to those of a specific course. Examinations are created by either a standardized organization (to measure a specific level of achievement in a specific subject), or the course instructor.

Equivalencies

Course equivalencies are granted to adult learners who have completed and been evaluated in programs, work experiences, professional licences and professional certification outside of the college or university system. These forms of learning and credentials will be evaluated by YQUC.

Portfolios

Portfolios or ePortfolios in general can summarize the learning gained in one's life journey with the acknowledgement of non-formal learning experiences. An ePortfolio is a collection of information that demonstrates the depth and breadth of what an adult learner knows and can do. An ePortfolio can be used alone and in combination with other methods of assessment.

Eligibility

Credits granted for prior learning towards a specific diploma program at YQUC may be used in other programs at YQUC where specific transfer credit exists.

Not all courses are eligible for PLAR; non-eligibility will be determined by the appropriate department after consultation with the Program Coordinator or Director.

A successful PLAR will apply only to the designated course and will not constitute a successful PLAR of any prerequisites to that course.

Fees

PLAR assessments are done on a cost recovery basis; therefore, the cost is generally based on the services performed in the assessment process and the number of credits, which the course costs. Students are responsible for all associated costs involved with PLAR, which may include long-distance phone calls

to an assessor, travel to an assessment site and/or mailing a portfolio to an assessor. All fees are non-refundable.