



## **Student Handbook**

# COMMONWEALTH COLLEGE STUDENT HANDBOOK

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## ***Welcome to Commonwealth College***

We look forward to working with you over the duration of your program.

Our goal is for you to leave your program confident and experienced in the skills introduced throughout your program. We plan to meet this goal by offering you the following:

- Educational programs that align with in-demand careers
- Instructor-led programs with qualified faculty
- Engaging learning experiences that support industry expectations
- A dedicated team to provide guidance and support
- Career development opportunities and lifetime career services

It is our goal to provide you with challenging content, the opportunity to develop in-depth understanding, and the tools necessary for you to begin your career. Your commitment and dedication will ensure your success in the program you have chosen.

Please read this student handbook to become familiar with our policies.

## ***Regulatory Information***

Commonwealth College is a recognized private vocational institution according to The Private Vocational Institutions Act, Manitoba Regulation 237/02. Commonwealth College is also a Designated Learning Institution

## ***Privacy Policy***

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

## ***Holidays***

Commonwealth College is closed on provincial, civic, and national holidays.

Commonwealth College will be closed on the following holidays as well as during scheduled study breaks;

<b>HOLIDAY</b>	<b>DAY OBSERVED</b>
<b>New Year's Day</b>	January 1 <sup>st</sup>
<b>Louis Riel Day*</b>	3 <sup>rd</sup> Monday in February
<b>Good Friday</b>	Friday before Easter Sunday
<b>Victoria Day</b>	Monday preceding May 25 <sup>th</sup>
<b>Canada Day</b>	July 1 <sup>st</sup>
<b>Civic Holiday</b>	1 <sup>st</sup> Monday in August
<b>Labour Day</b>	1 <sup>st</sup> Monday in September
<b>Truth &amp; Reconciliation Day</b>	September 30
<b>Thanksgiving Day</b>	2 <sup>nd</sup> Monday in October
<b>Remembrance Day</b>	November 11 <sup>th</sup>
<b>Christmas Day</b>	December 25 <sup>th</sup>
<b>Boxing Day</b>	December 26 <sup>th</sup>

## ***Emergency Closures***

Commonwealth College will make every effort to communicate emergency closure details to students via media or electronic communication.

## ***Equity in the Classroom***

Commonwealth College students are assured the right to study in an environment free of conduct and comments that are sexually offensive, degrading, or inappropriate. Any organization that permits sexual harassment, and any individuals who harass, are subject to strict and substantial legal liabilities for such conduct under Provincial and Federal laws. Commonwealth College does not and will not condone violations of employees' and students' rights to be free of harassment. Any form of harassment or violation of the Human Rights Code will be grounds for dismissal from the program.

## ***Falsification of Records***

Falsifying, altering, or misrepresenting an educational document including, but not limited to, a transcript, grade report, diploma or any other material relevant to admission or academic performance may result in denial of admission or permanent suspension from the college.

## **FINANCIAL**

### ***Tuition***

Tuition payments are due according to the payment schedule arranged with the Student Finance Department at the beginning of the program. The student acknowledges and understands the conditions/criteria of available sources of funding, bursaries and loans that have been explained to them by Commonwealth College. By signing the Commonwealth College contract, the student agrees to adhere to the criteria required from their funding agents, to the conditions of their bursaries and to the repayment of loans specified in their contract. Additionally, the following may apply:

- Failure to keep the account current may result in withdrawal from the program.
- Failure to pay full tuition may prohibit a practicum placement or participation.
- Payment due dates that fall on a weekend or holiday are due on the business day after the due date.
- A late fee of 1.5% per month may be charged for any late payments according to the student contract.
- Cheques returned NSF will be subject to a \$30.00 service charge.
- Refunds will be processed according to the Private Vocational Training Branch (PVTB) and Private Vocational Institutions Act (PVI) as it relates to each province.

## ***Student Aid***

Student aid may be available to eligible students. For further information, or to apply online, please refer to the institutions below. Please allow approximately two months to complete the application process. Our finance staff is available to assist with the application process.

### ***Manitoba Residents***

Detailed information on the student loan lifecycle, including eligibility criteria, application steps, repayment information, and accessing additional resources, is available at [www.manitobastudentaid.ca](http://www.manitobastudentaid.ca) or [canlearn.ca](http://canlearn.ca).

To apply for funding, visit Manitoba Student Aid at [www.manitobastudentaid.ca](http://www.manitobastudentaid.ca) and select ***Apply Here!*** or call:

Manitoba Student Aid – WINNIPEG: 204-945-6321

Manitoba Student Aid – BRANDON: 204-726-6592

Canada/US toll free: 1-800-204-1685

### ***Loan Repayment***

Both your full-time Canada Student Loan and your Manitoba Student Loan are interest free while you are going to school full-time. Manitoba Student Loans are also interest free while you are in repaying your loan, and full-time Canada Student Loans accumulate interest as soon as you stop going to school full-time. Many people move after leaving school, so be sure to register for online loan services and you can easily update your personal information with the Student Aid Service Centre and the National Student Loans Service Centre. You can also contact them directly to update your information. They'll be sending you important information to get you started on the path to repayment.

What type of student loan do you have? Use the links below to help navigate to the correct provincial or territorial site.

### ***Canada Student Loans: National Student Loans Service Centre - Online Services***

<https://csnpe-nslsc.cibletudes-canlearn.ca/Eng/SignOn.aspx>

***British Columbia:*** <https://studentaidbc.ca/repay/understand-loan-repayment>

***Alberta:*** <http://studentaid.alberta.ca/repaying-your-loan/>

***Saskatchewan:*** <http://www.saskatchewan.ca/live/post-secondary-education/student-loans/repay-your-student-loan>

***Manitoba:*** <http://www.gov.mb.ca/educate/sfa/pages/repaying.html>

**New Brunswick:** [http://www2.gnb.ca/content/gnb/en/departments/post-secondary\\_education\\_training\\_and\\_labour/Skills/content/FinancialSupport/StudentFinancialServices.html](http://www2.gnb.ca/content/gnb/en/departments/post-secondary_education_training_and_labour/Skills/content/FinancialSupport/StudentFinancialServices.html)

**Nova Scotia:** <http://novascotia.ca/studentassistance/Repayment/>

**Prince Edward Island:** <http://www.studentloan.pe.ca/index.php3?number=1038828&lang=E>

**Newfoundland and Labrador:** <http://www.aes.gov.nl.ca/studentaid/debt/index.html>

**Yukon:** [http://www.education.gov.yk.ca/continued/student\\_financial\\_assistance.html](http://www.education.gov.yk.ca/continued/student_financial_assistance.html)

**Nunavut:** <http://gov.nu.ca/family-services/programs-services/financial-assistance-nunavut-students-fans>

**Northwest Territories:** <http://www.ece.gov.nt.ca/income-security/student-financial-assistance-sfa>

## ***Consequences of not paying***

Ignoring your student loan is a poor choice with major consequences that can follow you for many years to come. This is the process that starts when you stop paying (default) your student loan payments:

- The Government of Canada, your provincial government, and/or your lending institution will take steps to recover the debt.
- These steps may include using collection agencies and/or taking legal action.
- All defaulted loans are reported to credit reporting agencies and will negatively affect your credit rating.
- Any GST credit or income tax refund that you may be eligible to receive will be redirected to repay your loan.
- You will lose your eligibility for further student loans until you bring your loans into good standing.

**Get help!** If you are having difficulty making your loan payments, you may be eligible for repayment options designed to help you through a rough spot.

## **ACADEMICS**

### ***Academic Honours***

Upon meeting the graduation requirements, those students who have displayed academic excellence will be awarded the designation “With Honours.” To be eligible for academic honours, a student must have (1) an overall average percentage of 90%, and (2) no individual course mark under 80%.

## ***Academic Integrity***

Students are expected to uphold academic integrity and to act honestly, respectfully, and ethically. Commonwealth College will not tolerate academic dishonesty including but not limited to:

Cheating – including but not limited to: copying another student's work, cheating on an assessment, utilization of unauthorized assistance, use of one assignment for multiple submissions without prior approval, and/or assisting another student with cheating.

Falsification – including but not limited to: sharing your password with other individuals, using another student's login information, allowing another individual access the online course, and/or allowing another individual to complete online assessments.

The consequences for cheating and/or falsification may include but are not limited to: written warning, rewrite assessment or complete new assessment, failing course grade, withdrawal from the program.

Plagiarism – including but not limited to: using material without proper citation of sources, misrepresentation, and/or claiming another's work as your own.

The consequences for plagiarizing are as follows:

- (1) 1st instance - Warning from the instructor and the assignment must be re-submitted or a mark of zero will be assigned.
- (2) 2nd instance - Repeated warning from the instructor and a mark of zero for that assignment will be assigned with no opportunity to re-submit the assignment.
- (3) 3rd instance - A mark of zero on the course and possible withdrawal from the program. If the student is allowed to remain in their program, they must pay to repeat the course. However, if the failure due to plagiarism is on their second attempt at a course, they will be withdrawn from their program (see Commonwealth College Retake Policy).

## ***Course Schedules***

Commonwealth College will make every reasonable effort to ensure that students have the optimum student experience. Commonwealth College will automatically register students in the courses required for their program, which may be adjusted upon unsuccessful completion of prior term courses. Commonwealth College reserves the right to adjust course schedules and/or cancel or merge courses or programs.

## ***Grading Standards***

Students must achieve an overall average of at least 70%.

\*Refer to course outlines for specific grading details.

## Attendance

At Commonwealth College, punctuality and consistent attendance are crucial for student success. Students are expected to approach their program with the same dedication as they would a professional job. If a student is unable to attend a class due to illness or other reasons, they must notify the school prior to the scheduled class start time.

- Class Attendance and Participation: Students must adhere to the designated class hours established by each campus. All instances of absences, late arrivals, and early departures will be documented and shared with funding agents, sponsors, or potential employers. These attendance records will also be maintained in the student's file.
- Documentation for Absences: **If a student is absent for three or more consecutive days**, they must provide supporting documentation, such as a medical certificate, funeral notice, or obituary, before returning to class.
- Impact of Excessive Absences: Missing more than 15% of an individual course will prohibit the student from challenging the final exam, resulting in a failing grade in the course. The administration will decide if a student may complete additional assignments, as designated by the instructor, to compensate for missed class time.
- **Absence from five (5)** consecutive class days without notifying the school may lead to immediate withdrawal and reporting to funding agencies as necessary.
- **Absence from ten (10)** consecutive class days, even with notification, may be deemed as withdrawal from the program.
- **A student failing to maintain a minimum grade average of 70% AND having cumulative absences exceeding 10% of the total program hours may face withdrawal from the program.**
- Late Arrival Policy: Instructors have the discretion to deny entry to a late student to minimize disruption, allowing entry only at the first break.
- Practicum Attendance: Full attendance (100%) is mandatory during practicum. Any absence or tardiness may lead to the practicum host terminating the student's placement without prior notice. Students may need to make up for any missed practicum hours.
- Any student withdrawal will result in notification to all funding agencies and IRCC (as applicable).

## Failure of a Course

Should a student fail a course, one of the following may occur which could affect current and/or future funding:

- The student will need to retake the course, either in tandem with their regular program schedule, or with a subsequent program cohort. This option is subject to the availability of a given course and at the discretion of campus management (refer to the Retake Policy for further details).
- The student will be academically withdrawn from the program and required to reapply to a subsequent start date for the same program should they want to continue with their studies. During the lag time between the withdrawal date and new start date students are encouraged to develop an action plan to help ensure a successful retake of the course.

## ***Retake Policy***

At the discretion of campus management, (pending course availability) students may be given the opportunity to retake a course to achieve a passing grade. The following guidelines will apply:

- Students that receive a mark below 70% in a course have the option to retake the course once, if the course is offered again within the contracted study period.
- Students can retake up to 25 % of the courses in their program (to a maximum of four), provided the courses are offered again within the contracted study period.
- Students that receive a mark below 70% in more than 25% of the courses in their program may be administratively withdrawn.
- Students that receive a mark below 70% in more than 25% of the courses in their program will not be able to repeat the program.
- Students who voluntarily withdraw from the program have up to six months from the date the student withdrew to continue their program (documentation of extenuating circumstances may be required).
- Student funding may be affected and fees may apply.
- All course grades will appear on the student transcript.

## ***Rewrite Policy***

Students who fail to achieve a mark of 70% on a discussion, quiz/test, skills check, or assignment may be permitted to rewrite up to two of these assessments per course at the discretion of the instructor.

Students who fail to achieve a mark of 70% on a final exam may be permitted to rewrite up to two exams per program as long as both of the following criteria are met:

1. The mark on the original exam is less than 70% (or otherwise noted) and;
2. This is the first rewrite for this course. Two rewrites for the same course is not permitted.

Additionally, for rewriting exams, the following guidelines apply:

- Students who are rewriting an exam may not attend the class review of the exam questions.
- Students that achieve a mark of 70% or higher on a rewrite will receive a maximum mark of 70%. Students that achieve a mark less than 70% will receive the mark achieved.
- All exam rewrites will be scheduled outside of class hours and within two weeks of original exam date.
- Fees may apply; additionally, failure to sit the scheduled rewrite exam for any reason will result in the student forfeiting the fees. Rescheduling of forfeited rewrites is at the sole discretion of the academic department and would require the student to pay for a rescheduled exam.

## ***Textbooks/eBooks/Materials***

Textbooks, manuals, or workbooks will be provided for all courses on an as-needed basis. Some of our course material has been developed in-house; handouts in various classes will fill your binders.

Textbooks will be delivered to the students in the form of an ebook. Many of the books that are used by students while taking their program are only available as an ebook. A student may print, order new or search for used books at their own expense. You will need to purchase any school supplies not provided by the school.

## ***Graduation Requirements***

Diplomas and transcripts are awarded to students who have met the following graduation requirements:

- Successful completion of each course in their program.
- Successful completion of their program with an overall average of 70% or higher.
- Successful completion of the program's practicum and submission of all associated documentation, as required.
- Tuition paid in full and/or is in good financial standing with Commonwealth College.
- Return or purchase of all Commonwealth College property, including but not limited to: textbooks, laptops, and other course materials.
- Honours will be awarded to graduates with an average of 90% or higher with no individual course mark under 80%.

Diplomas and transcripts are available to students approximately four weeks after the last day of their program provided that the student has successfully completed all graduation requirements and given that the student is in good standing with Commonwealth College.

Additional copies of transcripts and diplomas may be requested for a fee of \$20 per document.

## ***Graduation Ceremonies***

Each Commonwealth College campus holds a graduation ceremony. Eligible graduates will be invited to participate.

## **Practicum Information**

Practicums are not required in all Commonwealth College programs, but in those programs that do require a practicum, they will be assigned by the college based on suitability and availability.

Practicums will only be available to students who have achieved a “Complete” status or passing mark in each required course and are current with tuition payments.

Practicums must be started immediately after classes end in order to complete the program by the scheduled end date. Any delay in practicum will affect funding agencies. The student is responsible to have all required documentation in their academic file prior to their scheduled practicum start date. Failure to provide this documentation will result in being withheld from a practicum assignment until all required documents are satisfactorily completed and submitted. Specific practicum requirements will be provided by the campus.

Students will be assigned and notified of their practicum placement by the practicum coordinator. All efforts will be made to give as much notice as possible.

- Practicum hours are full time and facility-dictated. The student may be required to work days, evenings and weekends.
- Attendance policies extend to practicum as well as regular classes.
- In case of absence, students must contact the Practicum Coordinator and the practicum facility one hour prior to the start of their scheduled shift.
- You may be required to follow the schedule of your preceptor. It is the student’s responsibility to make all necessary arrangements for child care, existing work schedules, transportation, etc. Failure to meet these requirements may result in being withheld from practicum until arrangements can be made.
- During practicum, students must dress in appropriate facility attire or uniform, including a name tag as required.
- Out of respect, English and French is to be spoken at all times while on location.
- Cell phone usage is not permitted at any time outside of scheduled breaks while on the practicum site.
- Any exceptions to this policy will be at the discretion of Commonwealth College administration.
- If a student requires a second practicum to be assigned for any reason, an extra charge may be applied.

## **Withdrawal Policy**

Commonwealth College, as a recognized private regulated college according to The Private Vocational Institutions Act: Manitoba Regulation 237/0 will withdraw students and refund tuition based on the regulations outlined in this acts.

Students may be administratively withdrawn from the program for:

- Failure to submit required documents.
- Failure to participate according to the Attendance Policy.
- Failure to achieve a passing grade in more than 25% of the courses in their program.
- Cheating, falsification, and/or plagiarism.
- Gross misconduct and/or any form of harassment.
- Lack of positive progress.
- Failure to keep account current.

A student can appeal their withdrawal within one week of the date of withdrawal.

Student-initiated withdrawals must be submitted in writing to Campus Administration.

Upon administrative or voluntary withdrawal, the student may need to commence the immediate repayment of any provincial or Canada student loans. Withdrawals may also affect student funding and eligibility for future funding.

## ***Re-entry***

Students who wish to re-enter a Commonwealth College program after a withdrawal will need to contact campus management.

## **Netiquette**

Students, faculty, and staff of Commonwealth College are expected to respect the general rules of network etiquette when utilizing the Commonwealth College network connection for Internet, email, online courses, and/or other forms of internet usage. In doing so, users are expected to:

- Respect others: Treat others as you wish to be treated – do not use abusive or offensive language. Respect the privacy of others.
- Respect yourself: Keep your personal information confidential – do not share your username/password with others.
- Respect copyright: Be sure to cite your source when using materials from the internet, books, magazines, journals, and other forms of media – do not copy others' materials.

- Respect Commonwealth College: Be professional – do not use the college’s network for unauthorized conduct such as harassing, spamming, copying information, storing obscene/offensive materials, accessing others’ accounts, damaging other users’ files, or other forms of network abuse.

## **Administrative:**

- Letters or documents required from Administration should be requested three days in advance.
- Any change in the student's name, address or telephone number must be registered with the front desk. Documentation will be required as proof of a name change. This information is considered confidential and is used for Commonwealth College business only.
- Limited photocopying and faxing services will be provided to students. Only school related materials will be copied or faxed. Students requiring photocopies or faxing must ask their instructor to do this for them. A small fee may be applied for this service.

## ***Student Identification Cards***

- Student ID cards will be issued to Commonwealth College students.
- The photos will be retained for future college use, such as graduation.
- Students will carry Student ID with them at all times on campus and on practicum, and may be asked to produce their ID to confirm status as a student.
- Replacement student ID's will cost \$25.00.

## ***Evaluations***

- Instructor and course evaluation forms will be handed out on a regular basis.
- These evaluations are meant to improve the quality of the course by inviting the student's mature and responsible views on the course content, structure, and delivery.

## ***Dispute Resolution***

Commonwealth College will assist all students in finding fair and just solutions to complaints related to their education and services. Student complaints related to academic appeals, student conduct, or human rights will be addressed promptly and equitably.

- *Grade Grievances:* Student grade grievances should first be discussed with the instructor. If the student and instructor are unable to agree to a solution and/or it is beyond the instructor's scope of responsibility, the instructor will escalate the issue to Commonwealth College's review committee.
- *Student Concerns:* Any other form of student concerns should be discussed first with the student's advisor or, for escalated issues, students should immediately contact campus management.

All grade grievances and student concerns are documented.

## ***Transfer Credit***

Transfer credits will only be granted to students transferring from one Commonwealth College program to another, or from a ground campus program to an online campus program (or vice versa). Courses taken at other institutions will not be considered for transfer credit at this time. The following conditions must be met for consideration of transfer credit:

- the student must have met all entrance, course, and program requirements, including any pre-requisites;
- the course(s) is designated as equivalent in content (at least 80%) and duration to the course(s) for which credit is being requested;
- courses eligible for transfer credit must have been completed within the past **three (3)** years, however, if the course(s) for which credit is being requested was completed more than **one (1)** year prior, or the course(s) has been modified since it was completed, evidence of prior learning may be requested.
- the student achieved a grade of 70% in the courses(s) for which credit is being requested.

**Please note:** Tuition between campuses may vary, and fees may apply.

## **Safety**

Students:

- Are responsible to report any unsafe, unhealthy condition to their instructor immediately;
- Are responsible to report any near miss, injury, or equipment damage accident to their instructor immediately, and complete the necessary reports;
- Are responsible for taking action to avoid, eliminate or minimize hazards;
- Must make proper use of safety devices and personal protective equipment;

- Must take every reasonable precaution to protect the safety of themselves, other students in their area, and the general public;
- Are responsible for seeking information or advice where necessary, particularly before carrying out new or unfamiliar work;
- Are required to wear appropriate clothing and protective equipment for the work being done, including protective clothing where this is required;
- Must consume or store food and drink only in those areas designated for this purpose by Commonwealth College;
- Are responsible for familiarizing themselves with emergency and evacuation procedures and the location of, and if appropriately trained in the use of, emergency equipment; and
- Are required to co-operate with directions and instructions from responding emergency personnel.
- Must comply with all laboratory health and safety rules. Supervisors are expected to set an example and enforce the rules.

## **Commonwealth College Sexual Harassment Prevention Policy and Guidelines**

### **1. Policy Application**

The Policy applies to all members of Commonwealth College community including students, staff, faculty, administrators, contract service providers, contractors, officers, directors and individuals who are directly connected to any student initiatives, volunteers and visitors.

### **2. Purpose and Intent**

All members of Commonwealth College's community have a right to study and work in an environment free of sexual violence and sexual harassment.

The College recognizes that certain populations are at greater risk of sexual violence in Canada, including:

- Young women and girls
- Indigenous women
- Women living with cognitive or physical disabilities
- Individuals within the LGBT2SQ+ community
- Newcomer women and women from ethnocultural and racialized communities

We recognize that many of our students attending Private Commonwealth Colleges fall within these populations and we want to emphasize that it is our intent to assure a positive learning environment for all our students regardless of what population they may belong to. To address this we have called upon members from all populations in the development of this policy.

The purpose of this policy is to articulate Commonwealth College's position with respect to sexual violence and establish a formal response protocol for disclosures of incidents of sexual violence.

This document sets out our policy on sexual violence and sexual harassment, defines the prohibited behaviours, and outlines our inquiry processes for sexual violence and sexual harassment. The policy further outlines the procedures the Commonwealth College will undertake to educate its community on avenues to prevent sexual harassment.

## **The Scope**

The Policy applies to incidents of sexual violence or sexual harassment that have occurred to members of the College community. The College wishes to offer support to any member of the college community that have been victimized by such actions.

## 3. Definitions

### CONSENT

Consent is central to sexual assault. The Criminal Code of Canada defines consent as it relates to sexual assault as the voluntary agreement to engage in sexual activity. An individual must actively and willingly give consent to sexual activity. Simply stated, sexual activity without consent is sexual assault.

Young people, like many others, often do not fully understand consent and can feel that the line between consensual sexual acts and sexual assault can be unclear. This is particularly true when an acquaintance, friend, or partner is the perpetrator.

Consenting to one kind, or instance, of sexual activity does not mean that consent is given to any other sexual activity or instance. No one consents to being sexually assaulted.

Where consent does not exist (lack of agreement): a person can express a lack of agreement verbally or through conduct (such as physically resisting advances). The Criminal Code makes it clear that a person can, after initially giving consent to engage in sex, revoke consent at any time by expressing a lack of agreement to continue engaging in sexual activity.

In other words, consent:

- Is never assumed or implied
- Is not silence or the absence of “no”
- Cannot be given if the victim is impaired by alcohol or drugs, or is unconscious

- Can never be obtained through threats or coercion
- Can be revoked at any time
- Cannot be obtained if the perpetrator abuses a position of trust, power or authority

It is not for Commonwealth College to weigh or determine whether or not consent has been given. This purpose of the policy is not to examine or investigate sexual assault allegations, but rather to inform all members of the college community of their responsibility to eliminate harassment and inform victims of their rights.

For more information on consent, please refer to <http://www.gov.mb.ca/youarenotalone/consent.html>

### **Cyber harassment/ cyber stalking:**

Often used interchangeably, cyber harassment and cyber stalking are defined as repeated, unsolicited, threatening behaviour by a person or group using cell phone or internet technology with the intent to bully, harass, and intimidate a victim. The harassment can take place in any electronic environment where communication with others is possible, such as on social networking sites, on message boards, in chat rooms, through text messages, or through email.

### **Date rape:**

The term “date rape” is interchangeable with “acquaintance sexual assault”. It is sexual contact that is forced, manipulated, or coerced by a partner, friend or acquaintance.

### **Disclosure:**

For the purposes of this document, a disclosure is made to any individual other than the police or other judicial official.

**LGBT2SQ+:** The LGBT2SQ+ community includes people who identify as lesbian, gay, bisexual, transgender, Two-Spirit, queer, questioning, intersex, asexual, pansexual and/or gender fluid.

**Rape:** Rape is a term used to describe vaginal, oral or anal intercourse, without consent. Although the term is no longer used in a legal sense in Canada, it is still commonly used and widely understood.

**Sexual assault:** Sexual assault is any type of unwanted sexual act done by one person to another that violates the sexual integrity of the victim. Sexual assault is characterized by a broad range of behaviours that involve the use of force, threats, or control towards a person, which makes that person feel uncomfortable, distressed, frightened, threatened, carried out in circumstances in which the person has not freely agreed, consented to, or is incapable of consenting to Sexual assault is a crime.

**Sexual Violence:** any sexual act or act targeting a person's sexuality, gender identity or gender expression — whether the act is physical or psychological in nature — that is committed, threatened or attempted against a person without the person's consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism and sexual exploitation.

**Sexual Harassment:** without limiting the generality of the foregoing, includes:

Any course of vexatious comment or conduct of a sexual nature that is known or ought reasonably to have been known to be unwelcome, including:

- offensive jokes or comments of a sexual nature;
- displaying of pornographic or sexist pictures or materials, including online;
- suggestive or offensive remarks;
- unwelcome language related to gender;
- remarks, jokes, innuendoes, propositions, or taunting about a person's body, attire, sex or sexual orientation;
- leering or inappropriate staring ;
- bragging about sexual prowess;
- physical contact such as touching, patting, or pinching, with an underlying sexual connotation; and
- sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome.

**Stalking:** Stalking is a crime called criminal harassment. Stalking consists of repeated behaviour that is carried out over a period of time, and which causes a person to reasonably fear for their safety.

**Victim blaming:** Victim blaming occurs when the victim of a crime or an accident is held responsible — in whole or in part — for the crimes that have been committed against them.

## 4. Policy Objectives

- Our College is committed to providing members of our career college community an educational environment free from sexual violence and

sexual harassment and treating those individuals who report incidents of sexual violence or sexual harassment with dignity and respect.

The College recognizes the sensitive nature of sexual harassment of any form and wishes to assure all members of our community are aware that we wish to approach any such sharing of information with compassion and understanding. We do however; wish to make all members of the community aware that depending upon the wishes of the victim the College may be limited in the depth or its ability to perform any form of inquiry to determine the validity of a complaint. It is the Colleges intent to provide a supportive role and assist the individual by way of the following:

- Educating all members of our community on sexual harassment and prevention;
- Listening to complaints/disclosures and responding in a sensitive and understanding manner;
- Providing information to the student about the Commonwealth College's response procedure;
- Offering information or making referrals to support service providers with experience addressing sexual assault and trauma; and
- Providing the individual with reasonable accommodation while on campus.

To meet the needs of the victim the College wishes to make the student aware of their options to assure that their needs are being addressed:

- Bring the matter to the attention of College staff person through sharing of their experience or concern. Such staff persons may be college councillors, instructors or appointed individuals. Please note that the Colleges ability to take any formal action will be limited in such incidents.
- Raise a formal complaint where the student wishes some form of action be taking to alter their learning environment or involve the College in possible discussion with the individual on their behalf.
- Initiate a more formal written complaint which may involve investigation by an external body or legal action.

Commonwealth College will educate and train faculty, staff and students about this Policy and how to identify situations that involve, or could progress into sexual violence or sexual harassment and how to reduce these forms of prohibited behaviours. The training will be annually held and items covered will be:

- What is sexual violence and harassment & What is consent
- How to report an incident and who in the College will be responsible to follow up.
- Education on the subject of sexual violence including awareness of how social media can potentially be involved.

The College will assure that senior staff and those individuals responsible for the inquiry process and handling of any concerns raised by the student will have participated in the MACC training program provided by Klinik on an annual basis.

Faculty and staff will undergo internal training provided by the College with focus on awareness, monitoring and prevention of sexual harassment.

The college will educate individuals not normally a part of the College community by providing them with the policy. This will include individuals who may interact with the students periodically such as external contractors and service providers.

## Student Awareness

Commonwealth College assures the student body is aware of the policies and procedures regarding sexual harassment through the following:

- The Policy is presented to the students as a part of their student handbook.
- There are posters distributed throughout the facility making students aware of appropriate and inappropriate sexual conduct.

- Students will be provided with pamphlets generated through Klinik on Sexual Harassment and prevention.
  - The policy is discussed twice per year with students in the program through a group presentation.
  - The college may provide periodic tweets circulated to the students through the College Media, where applicable.
  - The College will assure that all students have access to the policy by assuring it is posted to the College Website.
- b. Where a complaint has been made, under this Policy, of sexual violence or sexual harassment Commonwealth College will take the following actions where applicable:
- (i) Immediately provide the information of available resources (appendix 1)
  - (ii) providing those who have experienced sexual violence or sexual harassment with information about reporting options; and seek clarification on what the individual would like to do next (inform, report or seek law enforcement).
  - (iii) responding promptly to any complaint and providing reasonable updates to the complainant and the respondent about the status of the inquiry;
  - (iv) assisting those who have experienced sexual violence or sexual harassment in obtaining counselling and medical care;
  - (v) providing those who have experienced sexual violence or sexual harassment with appropriate academic and other accommodation;
  - (vi) providing on-campus inquiry procedures for sexual violence and sexual harassment complaints.

c. Reporting and Responding to Sexual Violence

All members of our College community will take all reasonable steps to prevent sexual violence on our College Campus or events and report immediately to the Campus Director or Assistant Campus Director if they are subject to, witness or have knowledge of sexual violence, or have reason to believe that sexual violence has occurred or may occur.

To the extent it is possible, the Campus Director and Assistant Campus Director will attempt to keep all information disclosed confidential except in those circumstances it believes an individual is at imminent risk of self-harm, or of harming another, or there are reasonable grounds to believe that others in our college community are at risk.

Our College recognizes the right of the complainant to determine whether his or her complaint will be dealt with by the police and/or College management. However, in certain circumstances, the College may be required by law or its internal policies to initiate a more formal internal investigation and/or inform police without the complainant's consent, if it believes the safety of members of its College community is at risk

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## **Reporting/Disclosure Options**

The College recognizes the sensitive nature of sexual harassment and that victims may require different actions by the college in its supportive role. We want to emphasize that should a member of our community feel they have been exposed to any form of harassment the college is there to support them. The College wishes to share the following options for reporting:

### **1. Support without official complaint.**

If a member of the college community believes she/he has been sexually harassed they may choose to not put forward a formal complaint but rather simply wish to have the school assist them through the emotional crisis. The victim/survivor here discloses sexual violence to seek emotional support, medical support, or advocacy but not to report to police.

If such action is chosen by the victim/survivor the college will provide a compassionate supportive role. The role in this situation is primarily to be a listener and provide the student with what resources are available to them.

## **2. Action where harassment has been by college community member.**

If a member of the college community believes she/he has been sexually harassed by a member of our College community, she/he may confront the harasser personally or in writing pointing out the unwelcome behaviour and requesting that it stop; or

Report the complaint to the Campus Director, the Assistant Campus Director in writing, if in person fill out attached ( Appendix 2) .

Upon a complaint of alleged sexual harassment being made to the Campus Director, Assistant Campus Director, management will initiate an inquiry. (See College Harassment Complaint Process)

## **3. Actions where harassment requires involvement of external bodies.**

Should the victim/survivor wish to lodge a complaint with the local police department or seek medical assistance the college will provide a supportive role by providing contact information and assisting with the initial communication to that appropriate body.

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### **Disciplinary Measures**

If it is determined by the College that a member of our College community has been involved in sexual violence or sexual harassment of a member of our College community, immediate disciplinary or corrective action will be

taken up to and including termination of employment or expulsion of a student.

In cases where criminal proceedings are initiated, the College will assist police agencies, lawyers, insurance companies, and courts to the fullest extent.

Where criminal and/or civil proceedings are commenced in respect of allegations of sexual violence or sexual harassment, the College may conduct its own independent inquiry and make its own determination in accordance with its own policies and procedures.

## **Making False Statements**

It is a violation of this Policy for anyone to knowingly make a false complaint of sexual violence or sexual harassment or to provide false information about a complaint. Individuals who violate this Policy are subject to disciplinary and/or corrective action, up to and including termination of employment or expulsion.

## **Reprisal**

It is a violation of this Policy to retaliate or threaten to retaliate against a complainant, acting in good faith, which has brought forward a complaint of sexual violence or sexual harassment, provided information related to a complaint, or otherwise been involved in the complaint inquiry process.

## **5. Public Reporting**

- a. The College will make the student body and public aware of its compliance with policy by stating on its website and in printed matter the following:
  - i. List of personnel responsible for conducting inquiry of any complaints of sexual misconduct or harassment, including contact information.
  - ii. Stating the dates of training sessions for staff and faculty of the College including reporting on the number of participants that attending the training sessions.

- iii. State the dates of student group meeting sessions where this policy is discussed and include the number of participants at each session.

## 6. Policy Development and Review

- a. Policy was generated by a committee formulated by the Manitoba Association of Career Colleges with input from member colleges.
- b. The Policy was circulated to students of the Member Schools by way of a survey seeking input and comments from the widest possible student base assuring students have the opportunity to provide input and guidance from all communities and gender populations.
- c. The \_\_\_\_\_ College reviewed and adapted the policy through the following process.
- d. The Policy was implemented on \_\_\_\_\_ and will be reviewed no later than \_\_\_\_\_. The review process will include College representatives and members of the student community in its consultation review processes.

## 7. Attachments

- a. Appendix 1 – Resources
- b. Appendix 2 – Inquiry Reporting Form.