



WSÁNEĆ SCHOOL BOARD
Saanich Adult Education Centre

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Saanich Adult Education Centre



2011-2012



ACADEMIC REGULATIONS & POLICIES

Freedom of Information and Protection of Privacy

Saanich Adult Education Center gathers and maintains information used for the purposes of admission, registration, and other fundamental activities related to being a member of the SAANICH community, attending a post-secondary institution. In signing an application for admission, all the applicants are advised that the information they provide and any other information placed into the student record will be protected and used in compliance with the Freedom of Information and Protection of Privacy Act.

Students should be aware that information about a student cannot be released to a third party, including a parent or spouse, without a written signed release order.

Please see Release/Consent Form

Confidentiality of Student Records

Saanich Adult Education Center endeavors to keep student records confidential and protect the privacy of the individual. Students are entitled to a transcript of their academic record and to an explanation of any information recorded on it. Requests for transcripts or other information from parent/spouse/relative, educational institution or community agency will not be honored without written consent of the student.

Saanich Adult Education Center will give information to government agencies for statistical uses, and will honor requests in accordance to provision of the BC Freedom of Information and Protection of Privacy Act.

Incomplete Grades

An “I” (incomplete) grade may be assigned by an instructor when a student has not completed all the requirements of a course. Students given an “I” grade may earn a passing grade by fulfilling an agreement with their instructors to complete certain assignments within a specified time.

Statement of Completion

The instructor may offer a statement of completion for courses completed, courses that were previously deemed incomplete.

Withdrawal

Saanich Adult Education Center recognizes that students may need to withdraw. In the event a student wishes to withdraw, students must contact their teacher advisor to start the completion of a withdrawal form, in order to be fully informed of the consequences of the withdrawal. Students receiving student incentives are recommended to speak to the financial advisor prior to withdrawing as well.

Please be informed that a student who withdraws from the STEP Program without a valid reason is required to take one year off from the STEP Program, or academic probation may be issued to students.

Students in the Foundations Program are allowed a maximum of three years to complete their registered course subjects. YAP, Steps 3, Step 4 and Step 5 students are given one year to complete their registered course subjects. If students do not successfully complete all of the courses in the specified time, they will be put on academic probation for following year.

Prior Learning Assessment and Recognition

The Prior Learning Assessment process offers you the opportunity to have your prior learning assessed and the appropriate Step placement made. There are methods of documenting and demonstrating prior learning. Contact the Director for more information.

Academic appeal

Students may appeal academic decisions. Appeals must be initiated by notifying the Director of the Saanich Adult Education Center in writing, as soon as reasonably possible after an incident has taken place. See Appeal Guide.

Academic warning

Students may be required to withdraw from a course or a program because of poor academic performance. Before this action is taken:

1. the instructor will give a verbal warning
2. be put on a two (2) week probation period – Written warning.

During the two (2) week probation period, the student must show improvement in their academic standings and in their attendance (at least 75% attendance and required assignments handed in).

3. Be withdrawn if they do not meet the requirements of the 2 week probation period.

Please note, student progress reports are available for students in late November and April of the school year. Final reports are given in late June.

Continuance in program

Students are encouraged to take responsibility for their success in their studies. Saanich Adult Education Center will encourage students who do not meet minimum requirements to stop and reassess their goals.

Students in programs that do meet the minimum continuance requirements, which is a 50% grade may receive an academic warning. Failure to meet the minimum continuance requirements may result in withdrawal from the program and/or loss of registration priority, and student incentive.

Please note student incentives/stipends are linked to attendance and course progress which may be available through individual Bands. See SAEC Secretary for more information and to see about incentive availability. Outstanding assignments will result in a incentive/stipend holdback. Outstanding assignments must be submitted within 1 week or the incentive/stipend is forfeited.

Absences & Lateness

Student attendance will be recorded twice daily: 9:15am and 1:15pm. If students are not present at these times they will be marked as absent.

Please telephone the SAEC secretary at 652-2214, extension 237 before 9:00 a.m. when you plan to be absent, as attendance is the key toward a successful program completion.

If you are not attending regularly and withdraw you may not longer be eligible for Daycare or monthly support.

Graduation

It is the student's responsibility to ensure that all program requirements are met. This should be done by regular program review and consultation with the instructors.

Saanich Adult Education Center recognizes student's graduation by awarding a certificate. The ceremonies are held at the end of the school year, in the month of June. The exact date, time and location will be announced well in advance. Please note, students receiving an Adult Dogwood Diploma receive their diploma from South Island Distance Education School (SIDES), BC Ministry of Education.

Cheating and Plagiarism

Will not tolerated. If a student is caught cheating on a test or plagiarizing, the student will be given a mark of "0" with the incident recorded and filed in their student records.

Plagiarism is considered a serious breach of student conduct. Students should be aware that Saanich Adult Education Center has policies regarding academic dishonesty, including plagiarism and cheating. The policy defines plagiarism as follows:

Plagiarism occurs when a student presents work or data as original when part, or whole, was written or composed by someone other than the student.

Plagiarism occurs when paragraphs, phrases, sentences, or ideas within the work are taken from another source without referencing or citing the author.

STUDENT CONDUCT

Saanich Adult Education Center requires student behavior to conform to that normally expected of adult students in an educational setting. Students are expected to respect all persons on campus, maintain integrity in scholastic work, meet academic obligations, and conduct themselves in a mature manner, and obey the law. Failure by students to maintain a satisfactory standard of conduct may result in disciplinary action.

Harassment Prevention

In the Saanich Adult Education Center Harassment Prevention policy, harassment is defined as aggressive, intimidating or threatening behavior that is inappropriate and unwelcome. It can include but is not limited to:

Behavior that is considered discriminatory under the Human Rights Code of BC including offending or demeaning a person or group of persons on the basis of race, color, ancestry, place of origin, nationality, family or marital status, physical or mental disability, age, sex, sexual orientation, political belief or conviction for an unrelated criminal offence.

Unwanted sexual attention, sexual solicitation or sexually oriented remarks or behavior made by a person who knows or ought reasonably to know that such attention or solicitation is unwanted.

Alcohol and Drugs Prevention

Alcohol or intoxicating drugs shall not be consumed by students at any Adult Education class or function.

A student who is found to be impaired by alcohol or drugs on Saanich Adult Education Center property will be removed by Saanich Adult Education Center staff.

A second offence will result in the student being formally withdrawn from the program that they are currently enrolled in at the Saanich Adult Education Center.

Sexual Harassment or Coercion Prevention

Any sexually oriented behavior, either verbal or physical, of a fellow student or staff member which is objectionable to another student or staff member will be considered