

NORTH ISLAND COLLEGE POLICY AND PROCEDURES MANUAL INDEX

(Revised March 22, 2012)

Policy Name	Policy #
--------------------	-----------------

A

Absence from Class <i>(See Faculty Absence from Class/Cancellation of Class #3-03)</i> <i>(See Employee Absence from Class/Cancellation of Class #3-03)</i>	
Academic and Honesty Standards	3-26
Academic Progress	3-01
Academic (Instructional) Schedule	3-12
Access and Accommodation for Students with Disabilities	3-17
Admission	4-17
Advisory Process <i>(See Community Advisory Process #1-08)</i>	
Appeals <i>(See Student Final Grade Dispute Resolution #4-03)</i>	
Assessment Fee	4-05
Asset Disposal	6-01
Attendance and Performance in Courses and Programs	3-19
Audit Students	4-06
Award <i>(See Deans' Honour Roll Awards #3-21)</i>	

B

Benefits <i>(See Collective Agreements and Administrators Policies)</i>	
Breach of Trust <i>(See Conflict of Interest – Breach of Trust: Close Personal Relationships #2-13)</i>	
Bursaries & Scholarships <i>(under development)</i>	

C

Campus Closure Due to Weather Conditions	7-04
Cancellation <i>(See Program Cancellation #3-20)</i>	
Cellular Telephones	6-05
Charging for the College Credit Calendar **RESCINDED**	5-05
Cheque Signing Policy	6-18
Clean Air	7-01
Collection Development	3-32
College Closures <i>(See Collective Agreements and Administrators Policies)</i>	
College Vehicles	6-06
Commercial and Other “Non-College” Activity on Campus	7-05
Communicable Diseases:	
• College's Response to an Individual's Inability to Work or Study With a Person with a Blood Borne Communicable Disease	2-01
• Support for Persons with Communicable Diseases, Including Blood Borne Communicable Diseases	2-02
Communicating Without Bias	5-03
Communications <i>(See Crisis Communications #5-01, Media Relations #5-02, Communicating with Bias #5-03)</i>	
Community Consultation Process	1-08

C (continued)

Complaints:.....	2-09
• Student Resolution	
Computer Purchase (See Staff Computer Purchase #6-03)	
Conduct (See Student Conduct #3-06)	
Conflict of Interest – Breach of Trust: Close Personal Relationships	2-13
Contractors (See Independent Contractor #6-13)	
Contract Signing Limits	6-14
Copyright (See NICFA Collective Agreement and Administrators Policies)	
Corporate Graphic Identity - Use of the College Logo.....	5-07
Course Changes (See New Course and Significant Course Change #3-15)	
Course/Program Library Support **RESCINDED**	4-08
Credit Cards.....	6-07
Crisis Communications	5-01

D

Data Security Policy for Payment Cards	6-17
Deans' Honour Roll Awards	3-21
Development and Administration of Policy at North Island College	1-14
Disciplinary Matters - Student Appeal (See Student Appeal - Disciplinary Matters #4-12)	
Discipline - Employee (See Progressive Discipline: Misconduct or Inappropriate Behaviour #2-12)	
Discrimination in Hiring	2-05
Dispute Resolution (See Student Final Grade Dispute Resolution #4-03)	
(See also Collective Agreements and Administrators Policies)	

E

Educational Use of Videoconferencing **RESCINDED**	3-10
Electronic Publishing **RESCINDED**	5-06
Eligibility for Pension: Excluded Administrators.....	2-14
E-Mail.....	5-04
Emergency Response to Inappropriate, Disruptive or Threatening Behaviour	2-11
Employee Absence from Class – Cancellation of Classes	3-03
Employee and Family Assistance Program.....	2-04
Employee Recognition	2-16
Equipment Use: Off-Campus	3-02
Exam Policy for the Development, Distribution, Invigilation and Storage of Credit Course Exams.....	3-09
Exam Scheduling (see Final Course Exam Scheduling #3-16)	
Expenditure Control – Signing Authority.....	6-10
External Examination Fee	4-07

F

Facility Use	7-02
Faculty Absence from Class/Cancellation of Class	3-03
Faculty Complaint <i>(See Complaints #2-03)</i>	
Fees:	
• Fees and Refunds	4-04
• Assessment Fees <i>(See Assessment Fee #4-05 and External Examination Fee #4-07)</i>	
Final Course Exam Scheduling	3-16
Freedom of Information and Protection of Privacy:	1-01
Charging of Fees **RESCINDED**	1-02
In Camera Board Meetings **RESCINDED**	1-03
In Camera Administrative Council Meetings **RESCINDED**	1-04
Fundraising	1-07

G

Grade Dispute <i>(See Student Final Grade Dispute Resolution Policy #4-03)</i>	
Grades, Reporting Final <i>(See Reporting Final Grades Policy #4-15)</i>	
Grading System	4-14
Gift Certificates <i>(See North Island College Gift Certificates #6-12)</i>	

H

Harassment <i>(See Human Rights – Discrimination and Harassment #2-08)</i>	
Honorarium	6-09
Honour Roll <i>(See President's Award for Academic Excellence #3-08)</i>	
Hours of Work <i>(See Collective Agreements and Administrators Policies)</i>	
Human Rights – Discrimination and Harassment	2-08

I

Independent Contractor	6-13
Instructional Scheduling	3-25
Insurance <i>(See Business Insurance on Personal Vehicles #6-01)</i>	
Integrity in Research and Scholarship	3-27
Intellectual Property	3-28
International Education Admissions, Fees and Refund Policy	3-23
Internationalization	3-04
Investments	6-15

J

Job Descriptions *(See NICFA Collective Agreement and Administrators Policies)*

Job Evaluation *(See Collective Agreements and Administrators Policies)*

Job Security *(See NICFA and CUPE Collective Agreements)*

Job Sharing *(See NICFA Collective Agreement and Administrators Policies)*

L

Land Use 1-09

Layoff *(See Collective Agreements and Administrators Policies)*

Leave: - *(See Collective Agreements and Administrators Policies)*

- Bereavement
- Deferred Salary *(See Collective Agreements and Administrators Policies)*
- Educational
- Emergency
- Exchanges
- Maternity
- Secondment
- Sick
- Special
- Without Pay

Library Support *(See Course/Program Library Support Policy #4-08)*

Logo *(See Corporate Graphic Identity - Use of the College Logo Policy #5-07)*

M

Materials Developed by Others *(See Use of North Island College Developed Materials by Other Users #1-06)*

Mature Student Status 4-16

Media Relations 5-02

Miscellaneous Revenue 6-04

Moving Expenses *(See NICFA Collective Agreement and Administrators Policies)*

N

Naming of Buildings and Spaces at North Island College 1-10

New Course and Significant Course Change 3-15

New Positions *(See Establishment of a New Position #2-06)*

New Program Policy ****SUSPENDED**** 3-07

Non-Base Funded Programs & Services..... 6-16

North Island College Gift Certificates 6-12

No Show 3-05

Non-Educational Use of Videoconferencing ****RESCINDED**** 1-11

O

Occupational Health & Safety	2-15
Official Spokesperson <i>(see Crisis Communications Plan # 5-01)</i>	
Operating Fund Contingency	6-08
Out of Region Registration **RESCINDED**	4-02

P

Partnership	1-13
Pension, Eligibility for Excluded Administrators	2-14
Performance <i>(See Attendance and Performance in Courses and Programs)</i>	
Performance Evaluation <i>(See Collective Agreements and Administrators Policies)</i>	
Personnel Files <i>(See Collective Agreements and Administrators Policies)</i>	
Policy at North Island College <i>(See Development and Administration of Policy at North Island College #1-14)</i>	
President's Award for Academic Excellence	3-08
Prior Learning Assessment and Recognition	4-10
Prior Learning Recognition and Assessment Fees **RESCINDED**	4-11
Prioritizing New Program Proposals.....	3-13
Professional Development <i>(See Collective Agreements and Administrators Policies)</i>	
Program and Course Credentials.....	3-22
Program and Course Outlines.....	3-29
Program Cancellation	3-20
Program Development <i>(See New Program Development #3-07)</i>	
Program Evaluation	3-11
Progressive Discipline: Misconduct or Inappropriate Behaviour	2-12
Protection of Employees From Violence in the Workplace	2-10

R

Reading Break	3-24
Recognition and Assessment of Prior Learning	4-10
Records Management.....	1-05
Refunds <i>(See Fees and Refunds #4-04)</i>	
Registration	4-09
Reimbursement of Travel Expenses	6-02
Repeating a Course	3-14
Reporting Final Grades.....	4-15
Research Involving Humans	1-12
Retirement <i>(See NICFA Collective Agreement and Administrators Policies)</i>	

S

Schedule <i>(Academic [Instructional] Schedule #3-12)</i>	
Scholarships <i>(Bursaries & Scholarships - under development)</i>	
Selection <i>(See Collective Agreements and Administrators Policies)</i>	
Sexual Harassment <i>(See Human Rights - Harassment and Sexual Harassment #2-08)</i>	
Signing Limits <i>(See Contract Signing Limits #6-14)</i>	
Smoking <i>(See Clean Air #7-01)</i>	

Space Scheduling: Resolution of Conflicts 3-18
Staff Computer Purchase 6-03
Standards of Conduct Related to Research: Conflict of Interest – Breach of Trust 1-16
Student Appeal 3-30
Student Final Grade Dispute Resolution 4-03
Student Complaint Resolution..... 3-31
Student Conduct 3-06
Students, Audit 4-06
Students with Disabilities (*See Access and Accommodation for Students with Disabilities #3-17*)

T

Telephone Calling Cards (*See Credit Cards and Telephone Calling Cards #6-07*)
Termination (*See Collective Agreements and Administrators Policies*)
Testing, Basic Skills (for College Placement) 4-13
Travel..... 6-02
Tuition (*See Fees and Refunds #4-04*)
Tuition as a Taxable Benefit ****RESCINDED**** 6-11

U

Use of North Island College Developed Materials by Other Users 1-06

V

Vacation (*See Collective Agreements and Administrators Policies*)
Vacation Carryover (*See Collective Agreements and Administrators Policies*)
Violence in the Workplace (*See Protection of Employees From Violence in the Workplace #2-10*)