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| <b>Policy Supporting Document:</b> | #1-14-3   |
| <b>Administrator Responsible:</b>  | President |

## RESPONSIBLE ADMINISTRATORS AND APPROVAL BODIES

### COLLEGE BOARD AND ADMINISTRATION

| <b>POLICY NUMBER</b> | <b>POLICY CATEGORIES AND NAMES</b>  | <b>APPROVAL BODY</b> | <b>RESPONSIBLE ADMINISTRATOR</b> |
|----------------------|---|----------------------|----------------------------------|
| #1-01                | Freedom of Information and Protection of Privacy  |                      | VP SES                           |
| #1-02                | Freedom of Information and Protection of Privacy – Charging of Fees                       |                      | VP SES                           |
| #1-03                | Freedom of Information and Protection of Privacy – In-Camera Board Meetings               |                      | VP SES                           |
| #1-04                | Freedom of Information and Protection of Privacy – In-Camera President’s Council Meetings |                      | VP SES                           |
| #1-05                | Freedom of Information and Protection of Privacy – Record Retention and Disposal Schedule |                      | VP SES                           |
| #1-06                | Use of North Island College developed materials by other users                            |                      | VP SES                           |
| #1-07                | Fundraising   |                      | DIR CCR                          |
| #1-08                | Community Consultation Process  |                      | DIR CCR                          |
| #1-09                | Land Use  |                      | VP F&F                           |
| #1-10                | Naming of Buildings and Space at North Island College                                     |                      | DIR CCR                          |
| #1-11                | Non-Educational Use of Videoconferencing  |                      | VP SES                           |
| #1-12                | Use of Human Subjects In Research   |                      | VPE                              |
| #1-13                | Partnership Policy  |                      | VPE                              |
| #1-14                | Development and Administration of Policy at North Island College                          |                      | PRESIDENT                        |
| #1-15                | Collection Development Policy   |                      | VP SES                           |
| #1-16                | Standards of Conduct Related To Research: Conflict of Interest – Breach of Trust          |                      | VPE                              |

## HUMAN RESOURCES

| <b>POLICY NUMBER</b> | <b>POLICY CATEGORIES AND NAMES</b>   | <b>APPROVAL BODY</b> | <b>RESPONSIBLE ADMINISTRATOR</b> |
|----------------------|--|----------------------|----------------------------------|
| #2-01                | College's Response to an Individual's Inability to Work or Study With a Person with a Blood-Borne Communicable Disease |                      | DIR HROD                         |
| #2-02                | Support For Persons With Communicable Diseases, Including Blood-Borne Communicable Diseases                            |                      | DIR HROD                         |
| #2-04                | Employee and Family Assistance Program   |                      | DIR HROD                         |
| #2-05                | Discrimination In Hiring   |                      | DIR HROD                         |
| #2-08                | Human Rights - Discrimination/Harassment   |                      | DIR HROD                         |
| #2-09                | Student Complaint Resolution Policy  |                      | VPE                              |
| #2-10                | Protection of Employees From Violence In the Workplace   |                      | DIR HROD                         |
| #2-11                | Emergency Response To Inappropriate, Disruptive Or Threatening Behaviour   |                      | DIR HROD                         |
| #2-12                | Progressive Discipline: Misconduct Or Inappropriate Behaviour  |                      | DIR HROD                         |
| #2-13                | Conflict of Interest - Breach Of Trust: Close Personal Relationships   |                      | DIR HROD                         |
| #2-14                | Eligibility For Pension Excluded Administrators  |                      | DIR HROD                         |
| #2-15                | Occupational Health and Safety   |                      | DIR HROD                         |
| #2-16                | Employee Recognition   |                      | DIR HROD                         |

## EDUCATIONAL POLICIES

| POLICY NUMBER | POLICY CATEGORIES AND NAMES  | APPROVAL BODY | RESPONSIBLE ADMINISTRATOR |
|---------------|--|---------------|---------------------------|
| #3-01         | Academic Progress  |               | VPE                       |
| #3-02         | Equipment Use; Off-Campus  |               | VPE                       |
| #3-03         | Faculty Absence From Class – Cancellation of Classes   |               | VPE                       |
| #3-04         | Internationalization   |               | EX DIR IE                 |
| #3-05         | No-Show  |               | VP SES                    |
| #3-06         | Student Behaviour  |               | VP SES                    |
| #3-07         | New Program Policy *SUSPENDED*   |               | VPE                       |
| #3-08         | President’s Award For Academic Excellence  |               | VPE                       |
| #3-09         | Exam Policy For the Development, Distribution, Invigilation and Storage of Credit Course Exams |               | VPE                       |
| #3-10         | Educational Use of Videoconferencing   |               | VP SES                    |
| #3-11         | Program Evaluation   |               | VPE                       |
| #3-12         | Academic (Instructional) Schedule  |               | VPE                       |
| #3-13         | Prioritizing New Program Proposals   |               | VPE                       |
| #3-14         | Repeating A Course   |               | VPE                       |
| #3-15         | New Course and Significant Course Change   |               | VPE                       |
| #3-16         | Final Course Exam Scheduling   |               | VP SES                    |
| #3-17         | Access and Accommodation For Students With Disabilities  |               | VPE                       |
| #3-18         | Space Scheduling: Resolution of Conflicts  |               | VPE                       |
| #3-19         | Attendance and Performance In Courses and Programs   |               | VPE                       |
| #3-20         | Program Cancellation   |               | VPE                       |
| #3-21         | Deans’ Honour Roll Awards  |               | VPE                       |
| #3-22         | Program and Course Credentials   |               | VPE                       |
| #3-23         | International Education Admissions, Fees and Refund Policy                                     |               | EX DIR IE                 |
| #3-24         | Reading Break Policy   |               | VPE                       |
| #3-25         | Instructional Scheduling   |               | VP SES                    |
| #3-26         | Academic and Honesty Standards   |               | VP SES                    |
| #3-27         | Integrity In Research and Scholarship  |               | VPE                       |
| #3-28         | Intellectual Property  |               | VPE                       |

**STUDENT SERVICES**

| <b>POLICY NUMBER</b> | <b>POLICY CATEGORIES AND NAMES</b>                | <b>APPROVAL BODY</b> | <b>RESPONSIBLE ADMINISTRATOR</b> |
|----------------------|---|----------------------|----------------------------------|
| #4-02                | Out of Region Registration                        |                      | VP SES                           |
| #4-03                | Final Grade Dispute Resolution                    |                      | VP SES                           |
| #4-04                | Fees and Refunds                                  |                      | VP SES                           |
| #4-05                | Assessment Fee                                    |                      | VP SES                           |
| #4-06                | Audit Students                                    |                      | VP SES                           |
| #4-07                | Invigilating External Exams                       |                      | VP SES                           |
| #4-08                | Course/Program Library Support                    |                      | VP SES                           |
| #4-09                | Admissions and Registration                       |                      | VP SES                           |
| #4-10                | Recognition and Assessment of Prior Learning      |                      | VP SES                           |
| #4-11                | Prior Learning Recognition and Assessment Fees    |                      | VP SES                           |
| #4-12                | Student Appeal Policy                             |                      | VP SES                           |
| #4-13                | Basic Skills Testing For College Placement Policy |                      | VP SES                           |
| #4-14                | Grading System                                    |                      | VP SES                           |
| #4-15                | Reporting Final Grades                            |                      | VP SES                           |
| #4-16                | Mature Student Status                             |                      | VP SES                           |

**COMMUNICATIONS**

| <b>POLICY NUMBER</b> | <b>POLICY CATEGORIES AND NAMES</b>               | <b>APPROVAL BODY</b> | <b>RESPONSIBLE ADMINISTRATOR</b> |
|----------------------|--|----------------------|----------------------------------|
| #5-01                | Crisis Communication                             |                      | DIR CCR                          |
| #5-02                | Media Relations                                  |                      | DIR CCR                          |
| #5-03                | Communicating Without Bias                       |                      | DIR CCR                          |
| #5-04                | Email  |                      | DIR CCR                          |
| #5-05                | Charging For College Credit Calendar             |                      | VP SES                           |
| #5-06                | Electronic Publishing Policy                     |                      | DIR CCR                          |
| #5-07                | Corporate Graphic Identity – Use of College Logo |                      | DIR CCR                          |

**FINANCE**

| <b>POLICY NUMBER</b> | <b>POLICY CATEGORIES AND NAMES</b>               | <b>APPROVAL BODY</b> | <b>RESPONSIBLE ADMINISTRATOR</b> |
|----------------------|--|----------------------|----------------------------------|
| #6-01                | Asset Disposal                                   |                      | VP F&F                           |
| #6-02                | Travel   |                      | VP F&F                           |
| #6-03                | Staff Computer Purchase                          |                      | VP F&F                           |
| #6-04                | Miscellaneous Revenue – Departmental Initiatives |                      | VP F&F                           |
| #6-05                | Cellular Telephones                              |                      | VP F&F                           |
| #6-06                | College Vehicles                                 |                      | VP F&F                           |
| #6-07                | Credit Cards                                     |                      | VP F&F                           |
| #6-08                | Operating Fund Contingency                       |                      | VP F&F                           |
| #6-09                | Honorarium Policy                                |                      | VP F&F                           |
| #6-10                | Expenditure Control – Signing Authority          |                      | VP F&F                           |
| #6-11                | Tuition As A Taxable Benefit *RESCINDED*         |                      | VP F&F                           |
| #6-12                | North Island College Gift Certificates           |                      | VP F&F                           |
| #6-13                | Independent Contractor                           |                      | VP F&F                           |
| #6-14                | Contract Signing Limits                          |                      | VP F&F                           |
| #6-15                | Investments                                      |                      | VP F&F                           |

**FACILITIES**

| <b>POLICY NUMBER</b> | <b>POLICY CATEGORIES AND NAMES</b>                      | <b>APPROVAL BODY</b> | <b>RESPONSIBLE ADMINISTRATOR</b> |
|----------------------|---|----------------------|----------------------------------|
| #7-01                | Clean Air   |                      | VP F&F                           |
| #7-02                | Facility Use  |                      | VP F&F/DIR CCR                   |
| #7-04                | Campus Closure Due To Weather Conditions                |                      | DIR CCR                          |
| #7-05                | Commercial and Other “Non-College” Activities On Campus |                      | DIR CCR                          |

**LEGEND**

VPE – VP Education

VP SES – VP Student and Educational Services

VP F&F – VP Finance and Facilities

DIR HROD – Director Human Resources and Organizational Development

DIR CCR – Director College and Community Relations

EX DIR IE – Executive Director International Education