

# NORTH ISLAND COLLEGE POLICY AND PROCEDURES MANUAL INDEX

(Revised March 19, 2021)

---

<b><i>Policy Name</i></b>	<b><i>Policy #</i></b>
---------------------------	------------------------

---

## A

Academic and Honesty Standards <b>**RESCINDED**</b> .....	3-26
Academic Standing and Progression .....	3-37
Academic Progress <b>**RESCINDED**</b> .....	3-01
Acceptable Use of Information Technology at NIC .....	5-08
Accommodation, Instructional and Accessible Learning Services .....	3-17
Admission .....	4-17
Animals and Pets on Campus .....	7-06
Appeals (See <i>Student Appeals</i> #3-30)	
Assessment Fee <b>**RESCINDED**</b> .....	4-05
Asset Disposal .....	6-01
Attendance and Performance in Courses and Programs <b>**RESCINDED**</b> .....	3-19
Awards (See <i>President's Award for Academic Excellence</i> #3-08, <i>Deans' Honour Roll Awards</i> #3-21 and <i>President's Community Engagement Award</i> #3-36)	

## B

Breach of Trust (See *Code of Ethical Conduct* #1-20)

## C

Campus Closure Due to Weather Conditions <b>**RESCINDED**</b> .....	7-04
Cancellation Notification for Instructional Activities.....	3-03
Cellular Telephones .....	6-05
Charging for the College Credit Calendar <b>**RESCINDED**</b> .....	5-05
Cheque Signing Policy .....	6-18
Clean Air <b>**RESCINDED**</b> .....	7-01
Code of Ethical Conduct .....	1-20
Collection Development .....	3-32
College Closures ( <i>Refer to website</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 <b>**RESCINDED**</b> .....	2-01
Support for Persons with Communicable Diseases, Including Blood Borne Communicable Diseases <b>**RESCINDED**</b> .....	2-02
Communicating Without Bias .....	5-03
Communications ( <i>See Section Five: Communications</i> )	
Community Code of Academic, Personal and Professional Conduct (Code of Conduct)	3-06
Community Consultation Process .....	1-08

**C** (continued)

Complaints (See Student Complaint Resolution Policy #3-31)	3-31
Conflict of Interest – Breach of Trust: Close Personal Relationships <b>**RESCINDED**</b>	2-13
Contractors (See Independent Contractor #6-13)	
Contract Signing Limits	6-14
Copyright (See NICFA Collective Agreement, Administrators, and #1-17 Fair Dealing Policies)	
Corporate Graphic Identity - Use of the College Logo	5-07
Course Outline	3-35
Course Revisions and New Course Approval	3-15
Course/Program Library Support <b>**RESCINDED**</b>	4-08
Credit Cards	6-07
Crisis Communications	5-01

**D**

Data Security Policy for Payment Cards	6-17
Deans' Honour Roll	3-21
Development and Administration of College Policy at North Island College	1-14
Discrimination in Hiring	2-05
Dispute Resolution (See Student Complaint Resolution #3-31)	3-31

**E**

Educational Use of Videoconferencing <b>**RESCINDED**</b>	3-10
Electronic Publishing <b>**RESCINDED**</b>	5-06
Eligibility for Pension: Excluded Administrators	2-14
E-Mail <b>**RESCINDED**</b> (See #5-08 Acceptable Use of IT at NIC)	5-04
Emergency Response to Inappropriate, Disruptive or Threatening Behaviour	2-11
Emeritus Recognition (See Faculty Emeritus Recognition)	1-18
Employee and Family Assistance Program	2-04
Employee Recognition	2-16
Environmental Sustainability (under development)	1-19
Equipment Use: Off-Campus <b>**RESCINDED**</b>	3-02
Evaluation of Student Performance	3-33
Exam Policy for the Development, Distribution, Invigilation and Storage of Credit Course Exams <b>**RESCINDED**</b>	3-09
Expenditure Control – Signing Authority	6-10

**F**

Facility Use .....	7-02
Faculty Emeritus Recognition.....	1-18
Fair Dealing Policy .....	1-17
Fees and Refunds.....	4-04
Final Course Exam Scheduling <b>**RESCINDED**</b> .....	3-16
Flag Usage Policy .....	7-07
Freedom of Information and Protection of Privacy:.....	1-01
Charging of Fees <b>**RESCINDED**</b> .....	1-02
In Camera Board Meetings <b>**RESCINDED**</b> .....	1-03
In Camera Administrative Council Meetings <b>**RESCINDED**</b> .....	1-04
Fundraising .....	1-07

**G**

Grades, Reporting Final <b>**RESCINDED**</b> .....	4-15
Grade System .....	4-14
Gift Certificates <b>**RESCINDED**</b> .....	6-12

**H**

Harassment ( <i>See Human Rights – Discrimination and Harassment #2-08</i> ) .....	2-08
Honorarium .....	6-09
Honour Roll ( <i>See President's Award for Academic Excellence #3-08 and Deans' Honour Roll Awards #3-21</i> ) .....	3-08
Human Rights – Discrimination and Harassment .....	3-21
	2-08

**I**

Independent Contractor .....	6-13
Instructional Accommodation and Accessible Learning Services .....	3-17
Instructional Key Dates .....	3-12
Instructional Timetabling and Space Allocation .....	3-25
Integrity in Research and Scholarship.....	3-27
Intellectual Property .....	3-28
International Tuition, Fees and Refunds ( <i>formerly NIC Policy #3-23</i> ) .....	4-18
Internationalization.....	3-04
Investments ( <i>See Long Term Investments #6-15</i> ) .....	6-15
Invigilating External Exams <b>**RESCINDED**</b> .....	4-07

**L**

Land Use .....	1-09
Logo ( <i>See Corporate Graphic Identity – Use of the College Logo Policy #5-07</i> ) .....	5-07
Long Term Investments .....	6-15

**M**

Mature Student Status <b>**RESCINDED**</b> .....	4-16
Media Relations .....	5-02
Miscellaneous Revenue .....	6-04

**N**

Naming of Buildings and Spaces at North Island College .....	1-10
Non-Base Funded Programs & Services.....	6-16
North Island College Gift Certificates <b>**RESCINDED**</b> .....	6-12
No Show <b>**RESCINDED**</b> .....	3-05
Non-Educational Use of Videoconferencing <b>**RESCINDED**</b> .....	1-11

**O**

Occupational Health & Safety .....	2-15
Operating Fund Contingency <b>**RESCINDED**</b> .....	6-08
Out of Region Registration <b>**RESCINDED**</b> .....	4-02

**P**

Partnership Policy .....	1-13
Pension, Eligibility for Excluded Administrators .....	2-14
Placement Assessment .....	4-13
Policy at North Island College ( <i>See Development and Administration of College Policy</i> ) .....	1-14
President's Award .....	3-08
President's Community Engagement Award .....	3-36
Prior Learning Assessment and Recognition.....	4-10
Prior Learning Recognition and Assessment Fees <b>**RESCINDED**</b> .....	4-11
Prioritizing New Program Proposals <b>**RESCINDED**</b> .....	3-13
Program and Course Credentials .....	3-22
Program Revisions and New Program Approval .....	3-07
Program Review .....	3-11
Progressive Discipline: Misconduct or Inappropriate Behaviour .....	2-12
Protection of Employees from Violence in the Workplace .....	2-10
Purchasing Policy .....	6-19

**R**

Reading Break <b>**RESCINDED**</b> .....	3-24
--	------

Records Management.....	1-05
Refunds <i>(See Fees and Refunds #4-04 and International Tuition, Fees and Refunds #4-18)</i> .....	4-04, 4-18
Registration .....	4-09
Repeating a Course <b>**RESCINDED**</b> .....	3-14
Reporting Final Grades .....	4-15
Research Involving Humans .....	1-12
Risk Management Policy.....	1-21

**S**

Schedule <i>(See Instructional Timetabling and Space Allocation #3-25)</i> .....	3-25
Sexualized Violence Prevention and Response .....	3-34
Smoking <i>(See Code of Conduct #3-06)</i> .....	3-06
Space Scheduling: Resolution of Conflicts <b>**RESCINDED**</b> .....	3-18
Staff Computer Purchase .....	6-03
Standards of Conduct Related to Research: Conflict of Interest – Breach of Trust. <b>**RESCINDED**</b>	1-16
Student Appeals .....	3-30
Student Audit <b>**RESCINDED**</b> .....	4-06
Student Final Grade Dispute Resolution <b>**RESCINDED**</b> .....	4-03
Student Complaint Resolution.....	3-31
Student Conduct <i>(See Code of Conduct #3-06)</i> .....	3-06
Students with Disabilities <i>(See Instructional Accommodation and Accessible Learning Services #3-17)</i> .....	3-17
Suspension, Relocation or Cancellation of Academic Credentialed Programs .....	3-20

**T**

Testing, Basic Skills <i>(See Placement Assessment #4-13)</i> .....	4-13
Travel Policy .....	6-02
Tuition <i>(See Fees and Refunds #4-04 and International Tuition, Fees and Refunds #4-18)</i> .....	4-04, 4-18
Tuition as a Taxable Benefit <b>**RESCINDED**</b> .....	6-11

**U**

Use of North Island College Developed Materials by Other Users.....	1-06
Use of Campus Based College Vehicles <b>**RESCINDED**</b> .....	7-03

**V**

Violence in the Workplace <i>(See Protection of Employees from Violence in the Workplace)</i> .....	2-10
---	------