

## IPDC Student Instructor Policy and Procedures

Policy	Policy Detail	Procedure
<b>Attendance</b>		
<p>100% attendance at class is expected, unless the absence can be justified by a doctor's note.</p>	<p>Students must be organized to attend each class (on time and for the entire class).</p> <p>Cold weather, work, or pre-planned appointments are not viable reasons to miss a class and are considered in the control of the student.</p> <p>All Canadian study permit holders are required by the <a href="#">IRCC</a> to actively pursue their studies. Hence, missing classes may negatively impact your student status and study permit.</p> <p>NAIT is required to regularly report on the enrolment status of its international students to the <a href="#">IRCC</a>.</p>	<p><b>Instructor</b> Please track students who are absent, late or do not return to class. Email the <a href="mailto:pdcertificate@nait.ca">pdcertificate@nait.ca</a></p> <p>If 100% attendance is not met, please assign a failing grade.</p> <p><b>Student</b> If you are going to miss a class for circumstances <u>out of your control</u>: email <a href="mailto:pdcertificate@nait.ca">pdcertificate@nait.ca</a> AND the instructor <i>before class</i> We expect a minimum of 24 hours' notice. If that is not possible, please provide us with as much notice as possible.</p>
<p>Attendance Tracking</p>	<p>Attendance sheets in class are only to be signed by the students present in the classroom.</p> <p>Each student signs for <i>their own name only</i> and cannot sign for their classmates.</p>	<p><b>Instructor</b> If academic misconduct is suspected, please work with your course Program Lead (person who hired you) to follow the steps outline in the Academic Misconduct Procedure.</p> <p><b>Student</b> Both, the student signing for the absent student, plus the absent student, will be reported for academic misconduct. Consequences can range but can include up to expulsion from the program.</p>
<p>Rescheduling Classes</p>	<p>The PD Certificate program will attempt to reschedule missed classes (student may be required to pay for this make up class); however, this is not always possible.</p> <p>If no new classes are available, students will risk not receiving their</p>	<p><b>NAIT</b> If classes need to be rescheduled, explore every option possible to ensure that the students can complete their program on time.</p> <p><b>Student</b> If you missed a class for circumstances <u>out of your control</u>: email <a href="mailto:pdcertificate@nait.ca">pdcertificate@nait.ca</a> AND the instructor <i>before class</i> (giving as much notice as possible).</p>

	certificates and/or it may negatively impact their study permit.	There are certain classes and specific times in the year where rescheduling is not possible- even when additional fees are paid to NAIT. It is your responsibility to attend all of your classes and give advanced notice to your instructor if you have an emergency or something unexpected happened (your bus was significantly late).
<b>Student Code of Conduct / Classroom Expectations</b>		
Arrive to class on time	The class will start at the scheduled time. All students are expected to arrive on time.	<p><b>Instructor</b></p> <ul style="list-style-type: none"> <li>- If students arrive after the scheduled start in the morning or after lunch, without notifying the instructor in advance, and for a reason that was preventable by the student, refuse entry to the classroom.</li> <li>- Assign a “failing” grade to the student</li> </ul> <p><b>Student</b></p> <p>If you arrive late and are refused entry to the classroom, please email <a href="mailto:PDCertificate@nait.ca">PDCertificate@nait.ca</a> to reschedule your class. You will be responsible for paying tuition to reschedule the class.</p>
Attend class until the scheduled end time	It is the student’s obligation to be in the classroom during the whole class. Please schedule work, appointments, and other commitments either before or after your class.	<p><b>Instructor</b></p> <p>If a student does not meet the standard, please assign a failing grade.</p> <p><b>Student</b></p> <p>If you miss a portion of the class, you may be assigned a failing grade. You will be responsible for paying tuition to reschedule the class.</p>
Active participation and collaboration  Respect your instructors and your peers	<p>To avoid disrupting the teaching and the learning of other students, students are expected to:</p> <p>Actively listen when someone is speaking (not not be distracted by their phones or anything else).</p> <p>Participate in class activities, share their opinions and be curious in a respectful and professional way.</p> <p>Practice for professional work – this means, completing their assigned reading/activities on time; working in groups collaboratively when assigned</p>	<p><b>Instructor</b></p> <p>If a student disrupts the class with constant off-topic chat, or by utilizing electronic devices, you have the authority to ask the student to leave the classroom. The corresponding attendance policy applies.</p>

	(not copying, everyone contributes), and respecting the differences amongst the class and finding a healthy way to work together.	
Submitting assignments	Class assignments/projects/papers and activities must be submitted by the deadline established by the instructor.	<p><b>Instructor</b> If a student submits an assignment after the established deadline, please apply a fair penalty to their grade or fail the student.</p> <p><b>Students</b> If you have any issues with Brightspace platform while submitting your assignment, please email the assignment to your instructor <i>by the deadline</i>. Note that penalties apply for late submissions.</p>
Language of Instruction	<p>NAIT teaches in English, and to maximize their investment in their program and connections with peers, students should speak English <i>while in class</i>.</p> <p><i>During class, lectures and presentations</i>, English is the language of use.</p> <p>English is the dominant language in most Canadian workplaces – students will gain valuable practice in English to help their future careers in Canada.</p>	<p><b>Instructors</b> NAIT's language of instruction is English. To promote a space where everyone can share and discuss ideas, feel included and respected, all conversations inside the classroom must be in English. If students fail to comply, ask them to leave the classroom.</p> <p><b>Students</b> If you are speaking in a language other than English, which makes classmates or instructors feel 'outside of the conversation' you may be asked to leave the class.</p> <p>NAIT's language of instruction is English. To promote a space where everyone can share and discuss ideas, feel included and respected, all conversations inside the classroom must be in English. Failure to comply may result in asking you to leave the classroom. If you are asked to leave, you will need to email <a href="mailto:pdcertificate@nait.ca">pdcertificate@nait.ca</a> to reschedule your class, which will be an extra tuition charge to you.</p>
Phones	Using cell phones for texting, on a call, or watching videos is not permitted <i>during class time</i> .	<p><b>Instructor</b> If a student is playing games on cell phone while they are attending the class, please ask them to leave the classroom and inform your Program Lead. The attendance policy also applies.</p> <p><b>Students</b> If you are texting, on a call, or watching videos, you may be asked to leave the class. You will need to email <a href="mailto:pdcertificate@nait.ca">pdcertificate@nait.ca</a> to reschedule your class, which will be an extra tuition charge to you.</p>

<p>Online Classes</p>	<p>Active participation with cameras on is mandatory for live online classes.</p> <p>Each student must join their class from their own account (i.e. multiple students should not use the same log in).</p>	<p><b>Instructor</b> Lack of active participation or not meeting expectations, please see the active participation section above</p> <p><b>Student</b> Please be aware of the delivery mode of your course (synchronous or asynchronous)</p> <p>Synchronous - Live class, where students and instructors interact in real time.</p> <p>Asynchronous – Self-paced classes, without the need for real-time interaction.</p>
<p>Classroom / Lab Conduct and Safety Guidelines</p>	<p>No food allowed in the computer labs</p> <p>No littering in any NAIT classroom, computer lab, or NAIT public space.</p>	<p><b>General Expectations (Instructor and Students)</b></p> <ul style="list-style-type: none"> <li>- Please maintain cleanliness of your classroom / lab at all times.</li> <li>- <b>No food or drinks allowed:</b> For safety and hygiene reasons, food and beverages are strictly prohibited in the lab.</li> <li>- <b>Respect the equipment:</b> Do not write on, damage, or misuse any lab equipment or devices. Always handle tools and instruments with care.</li> </ul> <p><b>Instructor and Students</b></p> <p>If classrooms are left dirty (trash, food scraps, equipment or furniture not in order) NAIT may charge the student a cleaning or repair fee that is appropriate to restore the class to its original, working order.</p>
<p><b>Academic Integrity</b></p>		
<p>All Student assignments/projects/papers or activities submitted must be original to each student (their own work).</p>	<p>Plagiarism is intentionally or unintentionally representing assignments, ideas, words, data, photos, or work, that have been taken from another source, or completed by another person, as your own. Ideas from another source without citation are considered plagiarized even if paraphrased.</p> <p>NAIT has a zero-tolerance policy towards plagiarism. Staff take active measures to identify plagiarism cases.</p>	<p><b>Instructor</b> If academic misconduct is suspected, please work with your Program Lead to follow the steps outlined in the <a href="#">Academic Misconduct Procedure</a>.</p> <p><b>Student</b> Students who submit work that was not 100% created by them, will be reported for academic misconduct. Consequences can include:</p> <ul style="list-style-type: none"> <li>- You may be asked to re-do the work.</li> <li>- You may be expelled from your program without a refund. This will also impact your student status at NAIT and with the IRCC.</li> </ul>

	<p>Students cannot submit plagiarized work and claim it as their own. .</p>	
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