



STUDENT POLICIES & PROCEDURES

**HELPING BUILD
BRIGHTER FUTURES**



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DTI requires all students to conduct themselves in accordance with the following regulations.

1.0 STUDENT ATTENDANCE POLICY

1.1 Classroom Hours

Classroom hours are 9:00am – 12:00pm and 1:00pm – 4:00pm unless otherwise changed within the program. Students are expected to arrive before the class start time and remain until dismissed. Classroom instruction will begin promptly at 9:00am and 1:00pm. Any student arriving after the start of class will be considered late. The start and end times for class are the same for distance/online learning, and will be treated the same as in-person classes.

1.2 Student Attendance Expectations

One of the key strategies to achieving success in school is regular attendance during class time. There is a general expectation that students will attend 100% of their classes.

- Students are responsible to contact the instructor or other preferred method prior to the start of class in which they will be absent and should provide a valid reason for the absence, and provide adequate documentation if necessary.
- Students are responsible for completing coursework and assignments due to absence.
- Personal appointments should be scheduled for after class hours.
- Back-up childcare should be arranged.
- Students in distance/online learning programs and courses will have the same expectations as in-person learning.

1.3 Absences Over Three Days in a Row

Any student who misses three (3) school days in a row without providing acceptable reasons (including not contacting their instructor) may be discontinued/suspended from the program regardless of the student's attendance/academic status.

1.4 Pressing Necessity and Bereavement Leave

Pressing necessity and bereavement leave will be considered in the case of serious illness, accident, or death in the student's family. Additional leave may be granted at the Program Coordinator's discretion.

1.5 Medical Leave

Requests for maternity leave and extended sick leave may be granted on a case-by-case basis and must be made in writing to the Program Coordinator. Where leave is requested for a period not exceeding three (3) weeks, medical and/or other certificates shall be requested specifying that the medical or other leave is required as well as the expected date that the student can resume attendance. Where leave is

requested for a period in excess of three (3) weeks, the student will be required to discontinue from the Education and Training Incentive (ETI) without prejudice when applying for re-admission to the next available course.

1.6 Leave for Addiction Treatment

Leave for addiction treatment may be granted on a case-by-case basis. Where leave is requested for a period not exceeding three (3) weeks, medical and/or other certificates shall be requested specifying that medical and/or other leave is required as well as the expected date that the student can resume attendance. Where leave is requested for a period in excess of three (3) weeks, the student will be required to discontinue from ETI without prejudice when applying for re-admission to the next available course.

2.0 ETHICAL CONDUCT POLICY

DTI students are expected to behave in a professional and ethical manner. Actions or behaviour by any student that is harmful, or reflects negatively on the Institute, will result in disciplinary action. Disciplinary action may include being subjected to a Verbal Reminder, a Written Agreement, or being placed on a Final Agreement Plan. The following guidelines are minimal expectations of all students.

2.1 Government Laws

Follow all government laws, including those pertaining to copyright, human rights, libel, unauthorized use of facilities or property, and indecent acts.

2.2 Program Policies and Procedures

Follow all program policies and procedures, such as those regarding assignments, attendance, and academic performance.

2.3 Dispute Protocol

Follow proper protocol procedures for concerns or disputes as listed below:

a) Attempt to speak with the staff member, instructor, or fellow student to try and resolve the concern informally. If you cannot resolve the concern by speaking with the individual, please move to the next step.

b) Once you have attempted to speak with the individual that you have a concern with, talk to the next appropriate person as indicated below:

Concern with Student – Speak to Instructor

Concern with Instructor – Speak to Program Coordinator

Concern with Program Coordinator – Speak to Director

Concern with Director – Speak to Chief Executive Officer

If this order is not followed, you will be requested to go back and follow the steps laid out above.

2.4 Student Confidentiality

Respect the confidentiality of others in the program by not discussing any information you receive throughout the course of your studies.

2.5 Confidentiality/Privacy Act

Respect the confidentiality of others in the program by not discussing any information you receive throughout the course of your studies.

DTI collects personal information in order to provide services to our clients and students.

DTI endeavours to protect the privacy of all Institute members, including students and staff.

All information about the participants collected by DTI shall be treated as confidential. DTI follows guidelines set out by the Federal Government in the Privacy Act and the Access to Information Act.

DTI holds an agreement on data sharing with the Government of Saskatchewan Ministry of Immigration and Career Training and Advanced Education. DTI holds this agreement with the Government of Saskatchewan for the purpose of meeting the accountability requirements of the Canada-Saskatchewan Labour Market Development Agreement (CS-LMDA) and the Canada-Saskatchewan Workforce Development Agreement (CS-WDA). In particular the Government of Saskatchewan conducts follow up surveys at program completion for DTI students.

For information on DTI/GDI's digital privacy policy, please visit:

<http://gdins.org/privacy-policy/>

2.6 Accountability

Every student is accountable to the instructor and Institute staff for their conduct on the school premises during school hours or during those hours that the student is engaged in authorized school activities conducted during or out-of-school hours, on or off school premises. This includes being accountable online during school hours and on platforms, such as Brightspace.

2.7 Discontinuation Protocol

Students may be suspended or discontinued from a program if the student has:

- Threatened or subjected anyone to physical or mental harassment, indignity, defamation, injury, or violence;
- Disturbed, disrupted, or interfered with the studies or activities of others;
- Possessed or attended classes under the influence of alcohol, cannabis, or drugs; or
- Engaged in any other type of gross misconduct.

Physical harassment: forms of contact without consent.

Mental harassment: adversely affects a worker's psychological or physical well-being; the perpetrator knows, or should know, would cause the worker to be humiliated or intimidated; and constitutes a threat to the health and safety of a worker.

Indignity: treatment or circumstances that cause one to feel shame or to lose one's dignity.
Defamation: the action of damaging the good reputation of someone; slander or libel.
Injury: harmed, damage, impaired.
Violence: behaviour involving physical force intended to hurt and/or damage.

2.8 Gabriel Dumont Institute / Dumont Technical Institute Sexual Violence Policy

The Gabriel Dumont Institute strives to maintain a safe and inclusive environment for all students, faculty and staff, and will not tolerate violence, discrimination, or harassment of any form. We are proactive in promoting education and training related to the prevention of any form of violence.

There is a shared responsibility among all the GDI employees and students to ensure that our Institute is free from sexual violence. Every effort will be made to identify possible sources of violence and implement procedures to eliminate risks. Violence in any form will not be tolerated.

What To Do If You Have Been Sexually Assaulted

Sexual assault is a criminal offence and is defined in the Criminal Code of Canada. If you have been sexually assaulted:

- Call the police. Staff/Faculty can assist you with contacting the police or they can assist you with getting to the hospital.
- We strongly encourage you to go to the hospital. The sexual assault crisis centre is available through the emergency department.
- The collection of evidence will be held by the hospital. This evidence cannot be shared with police without your consent.
- If the incident happened recently, preserve evidence and secure the location while awaiting a police investigation.
- We strongly encourage you to contact police services as soon as possible. We can arrange for a comfortable location to meet with a police officer. A request can be made to meet with a female or male police officer.
- If there is a risk that others may be harmed, we encourage you to report the incident of sexual assault to the police, Gabriel Dumont Institute staff or faculty.
- The police services will work with the Institute to collect information surrounding your complaint (video surveillance, copies of incident reports, etc.)
- We will provide you with professional intervention resources that are available both outside and within the Institute.

3.0 STUDENT RESPONSIBILITIES

3.1 Alcohol and Other Drugs

It is expected that students will not attend the Institute under the influence of alcohol or other drugs. Students who are impaired through the use of alcohol, cannabis, or other drugs may be subjected to disciplinary action.

DTI prohibits all students and their guests from any possession or use of alcohol, cannabis, or illegal drugs on its premises. This includes occasions when students represent DTI in the community (e.g., field trips and graduations). Any student in breach of this section may be subjected to disciplinary action. This includes usage during distance/online learning school hours.

Students with a prescription for medical marijuana shall provide GDI with details of their proposed schedule and manner of use. A copy of the prescription shall be held on the student's confidential file.

Students will be provided with a safe, private and secluded area on GDI premises where (non-smoking) marijuana may be ingested. GDI has no ventilated secure areas where marijuana may be smoked, therefore, students are not permitted to smoke marijuana on the Institute's premises. Students who require use of marijuana by smoking shall be excused from class for the time necessary to permit such smoking away from GDI premises.

Where the use of medical marijuana may impair a student's judgement, or compromise their ability to operate machinery or pursue course of study, pose a safety hazard, or prevent the student from being in work experience, they may be required to discontinue as long as they require medical marijuana.

Students with a medical prescription for marijuana shall provide GDI with written consent allowing the Institute to speak to their doctor to obtain necessary information concerning the issues contained in this policy.

3.2 Smoking

Smoking includes, but is not limited to, the use of cigarettes (tobacco), bidis, cigars, cigarillos, pipes and cannabis. Electronic smoking products include all nicotine vaporizing devices such as electronic cigars, electronic cigarillos, and electronic pipes, personal vaporizers (PV), electronic nicotine delivery systems (ENDS), chewing tobacco, as well as cartridges of nicotine solutions and related products.

DTI is a smoke free environment. E-cigarettes, smoking, or other tobacco use (E.g., chewing tobacco), is not allowed in any GDI/DTI facility unless in an approved cultural ceremony or activity. This includes offices, classrooms, coffee rooms, student lounges, and washrooms. Smoking should occur in the designated smoking section only.

In areas where smoking is permitted, smoking material must be properly disposed of in the containers provided for such disposal. Students and visitors are responsible to adhere to the policy when on GDI/DTI premises and/or engaged in activities representing the Institute.

Spitting on GDI/DTI property while using specialty tobacco products such as chewing tobacco, smokeless tobacco and snuff is prohibited in all areas including designated smoking areas.

3.3 Electronic Device Acceptable Use

Dumont Technical Institute Rights and Responsibilities

Dumont Technical Institute recognizes the value of computer, personal devices, and other electronic resources to improve student learning. DTI encourages the responsible use of computers, computer networks (including the internet) and other electronic resources.

It is the policy of DTI to maintain an environment that promotes ethical and responsible conduct in all online network activities by students. It is a violation of this policy for any student to engage in any activity that does not conform to the established purpose and general rules and policies of the network. DTI recognizes its legal and ethical obligation to protect the well-being of students in its charge. DTI retains the following rights and recognizes the following obligations:

- to log and monitor use on DTI electronic property;
- to remove a user account;
- to monitor online activities;
- to provide access to equipment or remove privileges when equipment is not used appropriately;
- to provide assistance to students who may require guidance and training regarding online communications.

User Responsibilities

Use of electronic media is a privilege that offers a wealth of information and resources for research. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

Acceptable Use

- 1.Students will manage their time effectively and in a responsible manner when using electronic devices and the internet;
- 2.Students are expected to use high ethical standards in electronic communication. When using email, text messaging, or social media, extreme caution must always be taken to avoid revealing any information of a personal nature;
- 3.All communications and information accessible via the network should **not** be assumed to be private property;
- 4.Students wishing to subscribe to mailing lists and/or bulletin boards must receive prior written approval from the system administrator;
- 5.Exhibit exemplary behaviour on the network as a representative of the Institute and the Métis community;
- 6.From time to time, DTI will make determinations on whether specific uses of the network are consistent with the acceptable use practice; and
- 7.Students are responsible for checking their DTI student email as program information will be sent exclusively to this email.

Examples of Unacceptable Use

- Giving out personal information about another person, including contact information, progress, etc; on social media platforms or otherwise;

- Sharing pictures of others on social media or other online platforms without the student's consent;
- Hate mail, chain letters, harassment, discriminatory remarks and other antisocial behaviours;
- The unauthorized installation of any software, including shareware and freeware, for use on DTI computers;
- Accessing or processing pornographic material, inappropriate text files or files dangerous to the integrity of the local area network;
- Downloading entertainment software or other files not related to the mission and objectives of DTI for transfer to a user's home computer, personal computer or other media;
- Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner;
- Use of the network for any unlawful purpose;
- Use of profanity, obscenity, racist terms or other language that may be offensive to another user; and
- Playing games on DTI systems and networks. Students may do so when specifically authorized by a teacher for instructional purposes.

3.4 Academic Honesty

Students are expected to behave honestly in the production and completion of academic work. Students who cheat, plagiarize, or otherwise behave dishonestly in relation to academic work and exams will face disciplinary action that may include re-doing assignments, having reduced grades, or being suspended or discontinued from the program. Any programs that are brokered may follow any academic honesty policies held by the brokering institute.

4.0 PROTOCOL GUIDELINES

4.1 Phone Calls and Communication Devices

Students are not to make or receive phone calls or use communication devices during class time, except in the case of an emergency. This policy includes the use of cellular phones, which should be turned off or silenced during classroom hours.

4.2 Nutrition Breaks

Nutrition breaks will be arranged with the instructor.

4.3 DTI Property

Students are expected to treat DTI property and program resources with respect. It is expected that students will not write on, or otherwise cause damage to desks, tables, textbooks, equipment or other institute property.

5.0 STUDENT EXPECTATION PLAN

Student reviews assist students, instructors, and counsellors to identify areas of concern and to work positively and jointly toward a solution in order to ensure the success of students. Please note that any brokered programs may follow the brokering institute's processes and/or policies. Depending on the severity of circumstance, a student may move directly to a Written or Final Agreement, or discontinuation.

5.1 Verbal Reminder

A student whose attendance, academic achievement, and/or attitude that does not meet required expectations may be given a Verbal Reminder by the Instructor and/or the Program Coordinator for the purpose of monitoring and correcting the concern(s). Verbal reminders will be documented and placed in the student's file. If the concern continues, the student may be subjected to a Written Agreement. It is important to note if a student has a prior verbal reminder, then the student can move directly to a written reminder (if a verbal has already been documented during the program year).

5.2 Written Agreement

A student whose attendance, academic achievement, and/or attitude continues to not meet the required expectations of their Verbal Reminder will be given a Written Agreement for the purpose of monitoring and correcting the concern(s) for a timeframe determined by the Program Coordinator. If the concern continues, the student will be subjected to a Final Agreement Plan.

5.3 Final Agreement Plan

A student whose attendance, academic achievement, and/or attitude continues to not meet the required expectations of the Written Agreement may be placed on a Final Agreement Plan for a timeframe determined by the Program Coordinator for the purpose of very closely monitoring and correcting the concern(s). The student should consider the Final Agreement Plan as the final step before possible discontinuation.

5.4 Student Withdrawals

A student may withdraw from a program at any time for any reason. The student must notify the Instructor or Program Coordinator in writing if they wish to withdraw. Written confirmation of the withdrawal will be provided to the student and a copy placed in the student file.

5.5 Student Discontinuations

A student will be notified in writing from the Program Coordinator or designate that they have been discontinued. The student may appeal a discontinuation. The policy for appeals is outlined in the appeal section of this document.

6.0 STUDENT APPEAL

The following is a summary of the Student Appeal Process. Any student registered in a DTI program may appeal any Institute decision or treatment in which the student feels that they have been treated unfairly (e.g., placement on contract, disciplinary action, assignment/test marks, suspension, or discontinuation).

Student Appeals are treated very seriously by DTI faculty and administration. When filing an appeal, it is the student's responsibility to provide grounds, evidence, or documentation to support claims of unjust treatment.

Throughout the process, students are encouraged to enlist the advice of others, such as counsellors, staff members, program coordinators, and student association representatives in writing their letter of appeal and gathering other information.

6.1 Student Status While On Appeal

A student who has been discontinued or suspended and who has initiated the appeal process will attend classes unless the Director decides otherwise.

6.2 Appeal Times

The appeal process must follow definite timelines. The appeal process must be initiated by the student in writing within five (5) school days of notification of the incident or decision. The timeline begins on the date that the student received the letter. Letters of discontinuation will always be sent to the student's email(s) on file (GDI and/or personal) so that it is clear as to when the notification was delivered. Programs that are brokered through another institute may follow the brokering institute's appeal process.

6.3 Appeal Process

The student submits a **Student Appeal Request Form** along with a letter detailing their reasons for appealing the decision to the program's coordinator, faculty, or counsellor (see Appendix A). This initiates the appeal process. Appeals applied for outside of the allotted timeframe (see 6.2 above) may not be considered.

All appeals are received and reviewed by the Director of DTI. Appeals involving discontinuations are independently reviewed by two (2) Institute senior managers not involved in the case. Appeal hearings will be convened only on recommendation by the managers responsible for the review.

The managers responsible for reviewing the appeal will decide to uphold the decision to discontinue the student or if the student has grounds for the appeal.

In the event that the decision to discontinue the student is not agreed upon by the managers reviewing the appeal, the case will automatically be referred to an Appeal Hearing.

The DTI Appeal Hearing Committee will consist of the following representatives:

1. A GDI senior manager (or designate) not involved with the disciplinary action being appealed;
2. A representative at large from the Métis community; and
3. A Gabriel Dumont Institute (GDI)/DTI faculty member not involved with the disciplinary action being appealed.

As an Institute, we recognize that there are concerns expressed by students and staff in regards to programming, scheduling, and instruction. The steps listed above are fair for both parties involved. We make it a priority to ensure that the students of the program are treated fairly and justly. The Student Appeal Process was developed to protect the rights of the students.

7.0 STUDENT FUNDRAISING

7.1 Fundraising

DTI recognizes the need for students to raise funds for graduations and extracurricular activities. DTI has set guidelines for the fundraising activities as the Institute's name is associated with many of these activities, and some of these activities are carried out on the Institute's premises.

- All fundraising activities must receive approval from the Program Coordinator. Please request and complete the Fundraising Request form (see Appendix H) and submit to the Program Coordinator for approval.
- If funds are raised for a specific, stated purpose, then the funds must be spent for that stated purpose and not for other activities.
- All fundraising activities must be of a nature that is appropriate to be associated with a publicly-funded educational institution. The activities should be in accordance with the **Student Policy and Procedures Manual** and conform to all federal, provincial and municipal regulations.
- Fundraising activities have a cumulative, maximum limit of \$2,000. If a class wishes to fundraise more than the maximum amount, prior approval from the Program Coordinator must be given.
- No alcohol or drugs are to be associated with a DTI fundraising event.
- If funds are raised from a fundraising activity that does not use DTI's name and the funds are deposited into the DTI student fundraising account, then these funds are subject to all DTI's policies regarding expenditures from student fundraising accounts.
- Student fundraising activities will not expend or commit more financial resources than they currently possess in their accounts (e.g., student bodies will not establish credit with suppliers that they intend to pay in the future).

- All funds raised must be deposited into a bank and when a bank is not available; the Northern Store or other approved available businesses by Program Coordinator or Director will be used for deposits.
- Bank accounts will require two signatures: that of a student and that of an Institute staff member.
- Bank statements will be posted in the classroom or program facility at regular intervals. Financial information regarding student accounts will be made available upon request.
- The student body will elect and maintain a representative council for the process of administering this policy.
- At the end of the program year, any funds remaining in the student account are to be turned over to the next year's class. No funds are to be distributed directly to students. If a program ends and there are still funds in the account, these funds will be donated to a registered charity. The charity will be selected through a poll of the student body conducted by the Program Coordinator.
- A listing of all expenses and revenues, including copies of all receipts, deposits, and withdrawals will be kept on file. The Program Coordinator will ensure that these records are included in the program master file located at DTI head office.

8.0 LIVING ALLOWANCES - SPONSORED PROGRAMS

8.1 Education and Training Incentive (ETI)

ETI assists adult learners in their journey to completing education and training programs by providing financial and individualized support through the Ministry of Social Services.

For the most up-to-date ETI information please refer to your instructor or Program Coordinator.

8.2 Gabriel Dumont Institute Training and Employment and Other Sponsorships

By registering as a student in a sponsored program, you are agreeing to DTI sharing your information concerning attendance and student performance generally with your sponsoring organization. If you do not agree with DTI sharing information with your sponsoring organization, you must discuss this with your sponsor and with DTI prior to registration. In sponsored programs, students may receive living allowances from organizations that are not under DTI's control. Often these allowances come from Gabriel Dumont Institute Training and Employment. In such programs, the funding agency has jurisdiction over how living allowances are administered. This may include provisions to deduct allowances for late and problematic attendance.

9.0 APPENDICES

Appendix A:

STUDENT VERBAL REMINDER: (To be completed by Instructor/Program Coordinator)

STUDENT:

PROGRAM & LOCATION:

INSTRUCTOR:

COMMENTS: (include what reminder was given)

INSTRUCTOR STRATEGIES TO ASSIST STUDENT PERFORMANCE:

Date: _____

Student Signature:

Instructor Signature:

Program Coordinator Signature:

Copy to instructor(s), student and student file.

Appendix B:

STUDENT WRITTEN AGREEMENT: (To be completed by Program Coordinator)

STUDENT:

PROGRAM & LOCATION:

Reason for Written Warning:

☐ Attendance ☐ Academic ☐ Attitude ☐ Other _____

CONCERN(S):

GOAL(S): (Instructor and Program Coordinator input)

Appendix B: (Cont'd)

STUDENT INPUT: (Include own concerns and possible solutions, written by student)

GOALS ARE TO BE ACHIEVED BY:

(Date)

☐ I acknowledge that if the goals are not achieved and maintained, it may result in my being placed on a Final Agreement Plan.

Date: _____

Student Signature:

Date: _____

Program Coordinator Signature:

Copy to instructor(s), student and student file.

Appendix C:

FINAL AGREEMENT PLAN: (To be completed by Program Coordinator)

STUDENT:

PROGRAM & LOCATION:

PROGRAM START DATE:

PROGRAM END DATE:

Month	% Attendance	Absences	Excused Absences	Unexcused Absences	Late
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
July					
August					

Academics: (Instructor(s) include input)

Appendix C: (Cont'd)

Student feedback on why Verbal and Written did not work:

Goal(s): (to be determined by Student, Instructor(s), and Program Coordinator)

GOALS ARE TO BE ACHIEVED BY:

(Date)

☐ I acknowledge that if the goals are not achieved and maintained, it may result in my discontinuation from the program.

Date: _____

Student Signature:

Date: _____

Program Coordinator Signature:

Copy to instructor(s), student and student file.

Appendix D:

STUDENT APPEAL REQUEST FORM

Complete this form and attach a letter detailing your reasons for the appeal.
Please refer to Appendix E for further information regarding the appeal process.

STUDENT:

PROGRAM & LOCATION:

STUDENT CONCERN: (attach a separate sheet if necessary)

REASON FOR APPEAL:

Date: _____

Student Signature: _____

Received By: _____

*It is in the student's best interest to keep a copy of this document. Student can expect to receive a letter from the Director confirming that the appeal has been received within 5 days.

Received By Director's Office: _____

Date: _____

Copy to Program Coordinator By: _____

*OFFICE USE ONLY

Date Reviewed by Director: _____

Should Appeal be Reviewed by GDI Managers:

Yes

☐

No

☐

Comments:

Director Signature: _____

Copy to instructor(s), student and student file.

Appendix E: Appeal Process Information

APPEAL PROCESS INSTRUCTIONS FOR STUDENTS

1. Complete the DTI Student Appeal Request Form (Appendix D) and attach a letter detailing your reasons for the appeal. It is important that you state all of the reasons in details as to why you think you have been treated unfairly.
2. You are responsible for providing documentation and evidence to support your appeal. Documentation (e.g., copies of contracts, attendance reports, medical notes, and other pertinent information, etc.) will be provided by a faculty member, counsellor, or program coordinator upon request.
3. You are encouraged to seek the assistance and advice of others, such as counsellors, staff members, program coordinators, and student association representatives.
4. You are responsible for ensuring that the timelines for appeal are followed and that all documentation is submitted.
5. You may contact DTI by phoning 1-877-488-6888.
6. If your appeal should go to a hearing, you will be notified about the date for the hearing, receive an appeal kit, and have the opportunity to attend and speak on your own behalf.
7. You may bring a support person to the appeal hearing.

WHAT TO EXPECT AT AN APPEAL HEARING (FOR STUDENTS)

1. Students whose appeals go to an Appeal Committee hearing can expect to be notified of the time and place of the appeal hearing. The student will be contacted by letter, phone and/or email.
2. You can expect to receive the appeal kit pertaining to your own appeal. This will help you prepare.
3. Appeal hearings may be in-person, by conference call, and/or video conferencing.
4. The following three people sit on the Appeal Committee:
 - A GDI senior manager (or designate) not involved with the disciplinary action being appealed;
 - A representative at large from the Métis community; and
 - A GDI/DTI faculty member not involved with the disciplinary action being appealed.
5. You may bring a support person to the appeal hearing. This person's role is to provide moral support, to provide background and information for the Appeal Committee to consider, and to be there to assist you in whatever capacity is necessary.
6. You and other witnesses or involved parties may be interviewed at the appeal hearing, as well as others, determined by the committee for clarification of facts.
7. The Appeal Committee will advise the Director of the outcome of your appeal, and you will be notified of the decision through a letter, a telephone call, and/or email from the Director's office.

Appendix E: (Cont'd)

APPLICATION FOR STUDENT APPEAL PROCESS – GUIDELINES FOR PROGRAM STAFF

1. Students must be advised of their right to appeal any decision or treatment in which they feel they have been treated unfairly.
2. Students must be made aware of the timelines that the appeal must follow. This is the responsibility of the program staff. (Note: Numbers one and two may be accomplished in the formal letter of discontinuation that the student receives).
3. Program staff will provide a copy of the **Student Appeal Request Form** and the **Student Policies and Procedures Manual**, if requested by the student.
4. Program staff are responsible to direct the student to sources of assistance to complete the Student Appeal Request Form and appeal letter. Program staff may elect to assist students in completing the appeal form and letter.
5. Program staff are responsible for receiving the appeal documents and forwarding them to the Program Coordinator, who will submit to the Director's office.
6. Program Staff are responsible for providing the following documentation to the Program Coordinator:
 - Attendance records – daily attendance documents;
 - Contracts and action plans;
 - Documentation relevant to attendance and performance (e.g., medical notes, records of marks, summary of student performance, etc.;
 - Records of telephone calls received from the student explaining absences;
 - Notes and documentation regarding incidents and meetings;
 - Notes regarding the current decision being appealed and the events leading up to it; and
 - Completed **Background for Appeals** form found in Appendix F.
7. Program staff are responsible for ensuring that all documentation submitted protects the privacy of other students and that the information submitted reflects only those matters applicable to the student appealing.

STUDENT APPEAL PROCESS – GUIDELINES FOR DTI ADMINISTRATIVE STAFF

1. When an appeal hearing is being convened, students must be notified about the appeal hearing and invited to attend and to speak on their own behalf.
2. Students must be notified that they are allowed to bring a support person to the appeal with them.
3. Appeal Committee members will receive the appeal kit on the day of the review and adequate time will be allocated for review.
4. Students should receive the appeal kit in advance of the hearing.
5. Care should be taken to ensure that all documentation submitted protects the privacy of other students and that the information submitted reflects only those matters applicable to the student appealing.

Appendix E: (Cont'd)

STUDENT APPEAL PROCESS – GUIDELINES FOR APPEAL COMMITTEE

Role of the Appeal Committee

As Appeal Committee members, your role is vital to ensuring that the Institute's students are treated fairly and given adequate opportunity to be successful in their program of study. Furthermore, you play a key role in ensuring the integrity and transparency of the Institute in relation to its student policies.

Conflicts of Interest

For the reasons outlined above, it is imperative that Appeal Committee members declare any bias or personal conflicts of interest related to the appeal at hand and excuse themselves from the appeal hearing in such cases.

Oath of Confidentiality

DTI endeavours to protect the privacy of all Institute members, including students and staff. As such, Appeal Committee members will be asked to sign an oath of confidentiality prior to participating in an appeal hearing.

Student Appeals

Students are provided with the opportunity to appeal decisions made by the Institute which adversely affect their position as students. Most commonly, student appeals are for discontinuations and suspensions.

Procedure

The GDI senior manager (or designate) should chair the appeal hearing. The chair of the appeal committee will submit the decision to the Director. The letter of decision will come from the office of the Director. Any written notes and/or comments for the Institute regarding policy and recommendations for practice can be given to administrative or program staff to be typed. All Appeal Committee decisions and reports should be directed to the Director.

Appendix E: (Cont'd)

GUIDELINES

When reviewing the materials presented to you, please use the following guidelines:

1. Review the decision being appealed and the events leading up to that decision. This information will be provided in the form of notes made by the program staff, discontinuation letter, contracts, attendance records, and the **Student Appeal Request Form** and appeal letter.
2. Review the **DTI Student Policies and Procedures Manual** to determine specific policy related to the decision being disputed.
3. Interview the student (who may bring a support person with them) as well as the program staff involved.
4. Does the decision follow Institute policy or generally accepted conduct for students in similar situations?
5. Has the student been given opportunities to be successful? Has the student taken advantage of opportunities to be successful?
6. Is the decision fair given the circumstances surrounding the case?
7. Does the committee uphold the decision? If so, on what grounds? Can the committee make any recommendations for the student for future programming?
8. If the committee does not uphold the decision, what is the committee's recommendation (e.g., to reinstate the student, to reinstate the student with conditions, to uphold part of the decision but rescind another part, etc)?
9. Does the committee have any recommendations to improve Institute policy or process in cases such as the one reviewed?

Appendix F:

BACKGROUND FORM FOR APPEALS

(to be completed by Program Staff. Copies will go to Appeal Committee and student.)

STUDENT:

PROGRAM & LOCATION:

DATE:

Attendance:

Month	% Attendance	Absences	Excused Absences	Unexcused Absences	Late
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
July					
August					

Marks: _____

Background:

Performance:

Documentation:

Appendix G:

ACKNOWLEDGEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

- ☐ I have read the Student Policies and Procedures Manual and I agree to abide by the Policies and Procedures stated in this manual.

AUTHORIZATION FOR RELEASE/EXCHANGE OF INFORMATION

- ☐ I hereby agree to the exchange and/or release of information between **Dumont Technical Institute** and **sponsoring agencies**, where such information is relevant to my situation as a student of Dumont Technical Institute.

AUTHORIZATION FOR PHOTO RELEASE

- ☐ I hereby give permission for Dumont Technical Institute to take my photograph for the purposes of activities related within the realm of Dumont Technical Institute / Gabriel Dumont Institute.

ELECTRONIC DEVICE ACCEPTABLE USE AGREEMENT

- ☐ I have read, understand and will abide by the **Electronic Device Acceptable Use Policy** when using computers and other electronic resources owned, leased, or operated by the Dumont Technical Institute. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be initiated.
- ☐ I will be a responsible social media user and respect staff, students, and Institute privacy. I understand that it is not acceptable to post pictures and/or information about other students, and staff that is not agreed to.
- ☐ I agree to check my DTI student email throughout the duration of my program.

Name (please print):

Date:

Witness (please print):

Signature:

Signature:

Appendix H:

DUMONT TECHNICAL INSTITUTE – STUDENT FUNDRAISING ACTIVITY REQUEST PLAN

Please complete this form and submit to the Program Coordinator for approval of your fundraising activities.

ACTIVITY CONTACT PERSON:

PROGRAM & LOCATION:

PROGRAM COORDINATOR:

ACTIVITY PLANNED	DATE	TIME	FACILITY/ EQUIPMENT REQUIRED	COST OF ACTIVITY	GOAL	ACTUAL
Example: Bake Sale Items (50¢-\$2.00)	November 4/2023	11:30– 2:00	Front reception area, table, cash box, float	Students will not be reimbursed	\$100.00	\$125.00

IMPORTANT

- You must follow the Saskatchewan Liquor and Gaming Authority Bylaws.
- All fundraising activities, regardless of where the activity is being held, or if it is outside of classroom hours has a zero tolerance for alcohol, cannabis and /or illicit substances.

Fundraising Purpose (jackets, grad, etc):

Fundraising Goal:

Activity Contact Signature:

Date:

Program Coordinator Approval:

Date:

