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ANISHINABEK  
EDUCATIONAL  
INSTITUTE

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*Bokhawin Mzinhigan*

*2024-2025*

*Student Handbook*

Revised March 2014; August 2014; June 2015; June 2016; August 2018; June 2019;  
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## ABOUT AEI

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### ANISHINABEK EDUCATIONAL INSTITUTE BACKGROUND

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In June 1993, the Anishinabek Grand Council, Chiefs in Assembly, directed the Union of Ontario Indians (UOI) Education Directorate to develop a model of an Anishinabek postsecondary institution. The resolution also stated that the model shall include provisions for satellite campuses and a community-based delivery system.

The UOI met with several Colleges to discuss partnerships that would see First Nation community workers trained in the areas of early childhood education, community health, mental health and alcohol and drug prevention. The Native Early Childhood Education and the Native Community Care: Counselling and Development diploma programs were developed and delivered, which resulted from college partnerships where UOI community members acted as advisory for curriculum and program development.

In June 1994, the Anishinabek Grand Council, Chiefs in Assembly, directed that the Education Directorate formally establish the Anishinabek Educational Institute (AEI) in accordance with the approved model.

In January 1996, the AEI formally took over the distance delivery of the Native Community Care: Counselling and Development and the Native Early Childhood Education diploma programs. These programs were delivered from the AEI Nipissing Campus and through a community-based delivery at Grassy Narrows First Nation.

Within a four-year span, the AEI established satellite campuses on Fort William First Nation and Munsee-Delaware First Nation.

Since the establishment of the AEI, the Institute has continued to carry out the resolution directives as mandated by the Chiefs in Assembly and the Union of Ontario Indians Board of Directors. The AEI today, maintains partnerships through articulation agreements with Canadore College, Loyalist College, Sault College and St. Clair College. The AEI has delivered community-based programming in Curve Lake, Fort Albany, Garden River, Grassy Narrows, Kettle and Stoney Point, Pays Plat, Wasauksing, and Wikwemikong Unceded First Nations.



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## SEVEN GIFTS OF THE SEVEN GRANDFATHERS

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As guiding principles, the Seven Gifts of the Seven Grandfathers provide a framework that is conducive to learning in an environment where every individual is granted the freedom to grow. The AEI Staff, Instructors and Students are responsible for ensuring and maintaining this environment.

***To cherish knowledge is to know WISDOM.*** The AEI has been given the mandate of the Anishinabek communities to deliver quality and culturally based education. Students are given the responsibility to take ownership for their education.

***To know LOVE is to know peace.*** The AEI is committed to creating and ensuring a safe environment where both students and instructors can express their values and beliefs. Students are expected to respect the values and beliefs of others, just as they would be respected.

***To honour all of Creation is to have RESPECT.*** The AEI asserts responsibility to maintaining an environment that is conducive to learning at all levels. Students are expected to respect the rights of the AEI staff and other students. The AEI facilities and resources are for the use and benefit of students and faculty.

***BRAVERY is to face a foe with integrity.*** The AEI will provide an appeal process for students. Students are to conduct themselves in a professional manner.

***HONESTY in facing a situation is to be brave.*** The AEI will provide students with the opportunity to inspect their academic records. However, any documents supplied to the AEI with the understanding that they be kept confidential will remain so. Students shall submit work that is their own and according to established assignment due dates.

***HUMILITY is to know yourself as a sacred part of Creation.*** The AEI will ensure classes begin and end according to class schedule. Students are required to arrive for class on time and remain for the duration of the scheduled class.

***TRUTH is to know all these things.*** As part of the learning journey of our students, the AEI is committed to ensuring students receive services that respect student confidentiality.



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## AEI's BUNDLES

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Bundles are gifts from creation that are collected or gifted to AEI with the understanding that they will be used; that they are alive with the teaching of the Seven Grandfathers.

AEI Bundle is here for everyone's use and no one should feel afraid to ask for what they need spiritually. Students can approach any AEI staff member to access the AEI Bundle.

Cedar, Sage, Sweetgrass, Tobacco, water cup, candle, smudge bowl, feather is all part of the AEI Bundle.





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Our instructor roster consists of a diverse group of professionals working in various fields specific to course curriculum. Students of the AEI receive the most up-to-date information available. AEI instructors bring applicable working knowledge and real-world experiences into the classroom.



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## **RELATIONSHIPS WITH THE ACCREDITING PARTNERS**

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The AEI provides accredited programs through various colleges and universities across Ontario by articulation agreements. These agreements are working documents in which both parties agree to work in partnership to deliver post-secondary programs that meet the Ministry of Colleges and Universities program standards.

The students' first point of contact should be their Program Coordinator for any information or documentation. Students seeking information on their program or available services are to speak to an AEI staff member first.

Any documents submitted directly to the partner college, will not be considered received by AEI.

Upon completion of programs, graduates receive a joint diploma. This diploma is affixed with both the AEI and applicable college logos.

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## **PROGRAM DELIVERY MODELS**

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AEI offers a variety of delivery models for program instruction:

**Blended Delivery** – students attend on-campus sessions for a total of four (4) weeks, per semester. During the intersession weeks, between the on-campus sessions, students will complete their assignments, write mid-term and final exams, complete any placement requirements, and meet with their Program Coordinator for required review sessions.

**Classroom Delivery** – students attend all classes on-site on a daily and weekly basis. Individual classes are scheduled for 2-4 hours a week, depending on individual course required hours. Students will write their mid-term and final exams in class.

**Modified Blended Delivery** – students attend classes that may use a combination of recorded, in-person, and live virtual lectures. Schedules will vary and may be held in the weekdays, evenings and weekends.

**Hybrid Delivery** – students with prior approval may attend live classes virtually. This option is not available for any classes with on-site Lab requirements. This option may not be available to whole programs.



Students who do not have prior approval and do not attend live classes on site may be recorded as absent.

Virtual Delivery – students attend classes that are held solely on-line. Classes are live and may be scheduled in Blended or Modified Blended delivery; this may vary from program to program and/or delivery location.

Refer to the Academic Calendar for all scheduled program session dates.

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## AVAILABLE SERVICES

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### CULTURAL SUPPORT PROGRAM

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The AEI is guided by the advice of its communities and Elders for the inclusion of cultural support into the programs. Cultural support is involved in curriculum development/review, student development and cultural guidance at the AEI.

The cultural knowledge keepers in their role as counsellors, pass on the wisdom and values of our traditional ways and are respected for providing the cultural link to Anishinabek philosophies and teachings. Students' academic and personal development is enriched by traditional and cultural teachings by the Cultural Support Program.

The cultural support teachings cover culture, philosophy and practices, knowledge of traditional concepts and beliefs, information about heritage, history, traditional government and family structures of the Anishinabek Nations.

Sharing cultural and traditional knowledge is our greatest resource, the advice, support and personal insight further enhances the student's educational experience, learning and growth. In an atmosphere of trust and respect, the Cultural Support Program creates a special place of belonging for all students at the AEI campuses.

#### **Duties and Responsibilities:**

- Facilitate and/or assist with cultural activities for students during on-campus sessions and throughout the academic term;
- Provide individual and group support to students while on-campus and throughout the academic term, when requested;



- Attend classes where sensitive course material being covered may require individual and/or group support; and
- Assist the Program Coordinators, Instructors and Student Wellness Coordinators (SWCs) in the areas of student support and advocacy.

Students should be in direct contact with the Student Wellness Coordinator (SWC) for any additional non-academic supports.

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## **STUDENT REVIEW SESSIONS**

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During each on-campus session the Program Coordinators will coordinate and schedule mandatory review sessions for all students in the blended delivery model programs. Review sessions will occur a minimum of once during each half term.

During each session the Program Coordinators and student(s) will review assignment progress to-date, review understanding of course content and theories, and to discuss placement requirements and progress.

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## **TUTORING**

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The AEI provides tutoring support that is available to all registered students through Program Coordinators and program instructors. They do not provide “answers”, but rather assist in problem solving and in getting answers. The tutoring sessions will focus on course assignments within the framework they are assigned.

Course instructors in all programs will be available for limited tutoring sessions, pending availability. This support is available for all program delivery models. Students should first speak to their Program Coordinator to make arrangements to coordinate tutoring sessions, as requested.

In all programs, the Program Coordinators will arrange tutoring sessions, as requested. The Program Coordinators may:

- Travel to the students’ community, or place of employment if requested (pending travel allowance policies);
- Arrange on-line support sessions;
- Work with students individually or in groups;



- Assist students to prepare for tests and assignments;
- Share study skills techniques; and
- Arrange a tutoring session with a specific course instructor.

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## ACCESSIBILITY

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Accommodation is the process of making changes or adjustments that eliminate discriminatory barriers to equal participation and enjoyment of opportunities in employment, education, public services and other areas covered by the Accessibility for Ontarians with Disabilities Act. Accommodation means focusing on inclusion, flexibility and the circumstances of the particular case.

The AEI will provide supports and services to all students with disabilities with valid supporting documentation, up to the point of undue hardship.

Students may self-identify and submit the appropriate documentation during registration with the Registrar Services Coordinator (RSC). It will be shared with the Student Wellness Coordinator (SWC) and applicable Program Coordinator.

Documents can otherwise be submitted when they become available to the student.

Students without documentation can make arrangements at any time during the academic year with the Student Wellness Coordinator (SWC) to request a Functional Limitations Form for completion.

The following accessibility tools are available:

- Elevator
- BX40 Braille reader
- MagniLink Magnifier
- Low vision keyboards
- Noise cancelling headphones
- Accessible ramps
- Juno system for hearing impaired
- Automatic door opener
- Kurzweil – speech to text/text to speech
- Accessible bathroom
- Functional Limitations forms available

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## AEI STUDENTS' COUNCIL

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During the first two weeks of a new academic year (September), students in each cohort and program will elect a Class Representative (Rep) to represent their group in the Students' Council.

The role of the Reps is to:

- Plan and prepare for submission, any proposals for group athletic and social activities as outlined in the Class Representative and Students' Council Handbook;
- Meet with classmates during each on-campus session to discuss any concern(s) that have been brought forward, and to update the class on any new AEI developments. It will be at this time that the Rep will attempt to reach some consensus over any specific concerns;
- Ensure that all non-academic student concerns that are brought to their attention are addressed; any unresolved issues should then be reported as outlined in the following *Program Lines of Communications* section;
- Ensure that all academic matters are redirected to follow the Program Lines of Communication;
- Encourage classmates to submit bursary and scholarship applications;
- Participate as an active member of the AEI Students' Council, attending meetings and following up on action items;
- Programs with multiple Class Reps (cohorts) will identify a single program representative that would present to the Program Advisory Committee (PAC) specific to their program of study, when requested;
- Select a Students' Council representative that would represent the AEI and the Students' Council at selected prior approved events.

Additional information is available in the Class Representative and Students' Council Handbook.



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## **PROGRAM LINES OF COMMUNICATION**

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The Program Lines of Communication is a process that fosters respect and professionalism for students who require assistance or in the resolution of any perceived issues that students may experience while registered in their respective programs of study.

The small classroom sizes that AEI hosts allow for more opportunities for open communications between students and instructors, and at times this may lead to differences in opinions and interpersonal views. Should such difficulties arise students will first attempt to resolve the situation with the individual(s) involved. In the event that a student is unable to contact or resolve the situation with the individual(s) involved, the following lines of communication are detailed to assist in finding a suitable resolution.

### **For Non-Academic Matters**

1. The first contact for any non-academic issue is the applicable Class Rep for the student's cohort. The Class Rep will attempt to assist the parties involved in finding a resolution.
2. If required, the Rep may redirect the student to the SWC or the Cultural Support Team, or the Rep can bring the matter to the Student Council on behalf of the student. Any unresolved issues will be reported by the Rep to the applicable Program Coordinator for information purposes only.
3. If the matter is beyond the scope of the SWC and Cultural Supports, the SWC can provide a professional services referral, and the applicable Program Coordinator will be notified for information purposes only.
4. A follow up is done by the SWC to debrief with the parties involved. They will then identify recommendations to support the student.

### **For Academic Matters**

The student has the right to submit an appeal for any decisions related to their academic studies, in accordance to all policies and procedures. Students must be prepared to provide a statement detailing their concerns, desired resolution and rationale.



1. For any academic issues the applicable course instructor should be contacted in writing within five (5) business days and an appointment scheduled for discussion. The instructor will respond within two (2) business days and schedule an appointment dated within five (5) business days of the request. Instructors must provide students with their written decision including rationale.
2. Students who are unable to find satisfactory resolution will contact their Program Coordinator within three (3) business days. The Program Coordinator will review all material and respond within five (5) business days. Program Coordinators must provide students with their written decision including rationale.

See ***Grade Reviews*** and ***Grade Appeal*** sections in this handbook for more information.





# ADMISSIONS POLICIES AND PROCEDURES

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## FIELD/CLINICAL PLACEMENT REQUIREMENTS

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Some programs include field or clinical placement. These programs must have all requirements completed prior to becoming eligible for admission into the placement course or attending the placement site. This applies even if a student is employed at a potential placement site.

Some examples of these requirements include but may not be limited to: Medical Health Exam, updated Immunization Record, Police Record Check, Vulnerable Sector Screening, First Aid, and CPR.

Field placement requirements must be completed within the semester that they are registered. Any extenuating circumstances that arise should be immediately communicated with your Program Coordinator. Any requests for an extension to complete placement requirements must be requested through your Program Coordinator before the end of the semester and are subject to prior approval. Any additional costs that may be incurred will be at the student's expense.

In all lab, clinical and field/work placements attendance is mandatory. Students who are absent from placements may jeopardize their success in the course. If placement objectives are not met the student will receive a "U" (Unsatisfactory) grade and in most cases will have to repeat the course. Absenteeism in clinical, lab, field/work placement days will be recorded in your student file and on each final course evaluation. Make up time will also be recorded in these same areas. The AEI is not responsible for costs incurred to make-up clinical hours. These costs will be at the student's expense and, if applicable, at the discretion of the student's respective sponsoring agency. Costs may include hourly wages for clinical/professional preceptor wages.

Speak to your Program Coordinator if you have any questions or concerns about your placement documentation and requirements.

Placement sites may require additional vaccines including influenza and Covid-19.



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# PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)

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Many adults have acquired learning through work experience, self-study, volunteer work, or through professional development. Assessment of prior learning enables the student to demonstrate that they have the necessary knowledge or skills to successfully obtain college credit, which may then be applied to the college program.

The PLAR process uses a variety of tools to help learners reflect on, identify, articulate, and demonstrate past learning which has been acquired through study, work, and other life experiences and which is not recognized through formal transfer of credit mechanisms.

The PLAR system evaluates prior learning and relates it to existing courses through a Portfolio Assessment or Course Challenge Evaluation for the purpose of granting course matched credits.

## Portfolio Assessment

A Portfolio Assessment is a file containing information that has been accumulated to document a learner's past experiences and accomplishments. A Portfolio Assessment is not only a product; it is a process by which prior learning experiences can be translated into educational objectives, documented and assessed for academic credit.

Applicants who wish to utilize this process must apply with the AEI at least two months prior to the start of the course(s)/semester or program they are seeking credit.

The cost for a portfolio review is between \$100.00 and \$300.00 per course, which is payable submission of the completed portfolio for assessment. This fee is non-refundable and subject to change.

Applying for PLAR and submitting the portfolio does not guarantee approval for academic credit. Students are encouraged to attend classes.

## Course Challenge Evaluation

The course challenge process is a method of assessment developed and evaluated by course instructors to measure an individual's achievements against Course Learning Outcomes. It measures demonstrated learning



through a variety of written and/or non-written evaluation methods.

Applicants who wish to utilize this process must apply with the AEI at least two months prior to the start of the course(s) or program they are seeking credit. Course challenges are not permitted for any course that had previously been unsuccessfully attempted.

The cost of challenging a course is between \$100.00 and \$300.00 per course, which is paid prior to taking the test. This fee is non-refundable and subject to change.

Applying for PLAR and submitting the portfolio does not guarantee approval for academic credit. Students are encouraged to attend classes.

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## **ADVANCE STANDING/TRANSFER CREDITS**

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Students who have prior credits earned from an accredited college or university program may submit a request, to the Registrar Services Coordinator, to apply for possible advanced standing or transfer credits. Students must identify which course(s) they are seeking transfer credits for and provide the related course outline(s). If the work covered is equivalent to the corresponding course of study individual or bulk transfer credits may be awarded and an individual program progress map will be drafted for the student that reflects the awarded credits.

Programs of study and specific course requirements vary from one institution to another. Students must be aware that a review of external credits may not result in a successful transfer credit.

Each application from a student applying for transfer credit(s) must be supported by an official college transcript, which documents that the student has earned a grade of at least “C” or 60%. Transfer credits granted are not computed into the grade point average (GPA) and are recorded as “TC” (transfer credit) or “AS” (advanced standing) on the academic transcript.

Transfer credit information will not be processed until the RSC receives and reviews a transfer credit request, which includes all the following:

- Original Official College Transcript – embossed and/or signed by



the accrediting institute(s) Registrar, received in the original sealed envelope;

- Course Outlines – indicating the year and semester taken and in some cases the signature of department head. Please note that the outline must indicate the course goals and outcomes, course content and evaluation method; and
- Transfer Credit Form – signed and dated by the student.

*Note: the course outline dates must match the dates the course credit(s) were achieved, and the request should be submitted to the Registrar Services Coordinator (RSC) no less than 2 months prior to the start of the program/semester. For further information, refer to the **Advance Standing/Transfer Credits** section in this handbook.*

If a student subsequently changes programs transfer credits may not be applicable and will need to be resubmitted and reassessed in keeping with specific program requirements.

Course credits or diplomas, which are more than five years old, will be re-evaluated to ensure that the skills and competencies are still adequate and ensure that the intervening years have enabled the student to maintain their course competency.

The transfer credit process may extend into the start of the academic term and submission of request for transfer credits do not guarantee approval. For these reasons, students are encouraged to continue attending classes where transfer credits have been requested.

Cost for transfer credits is between \$25.00 for one course to a maximum of \$250.00 for multiple courses. This fee is non-refundable and subject to change.

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## RE-ADMISSION

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Students who have been out of a program for one semester or more must contact the Registrar Services Coordinator for re-admission into the AEI programs.

Re-admission may be dependent on the student's individual program of



study, when the required courses are being delivered, and the nature of the absence from the program. Re-admission is subject to approval.

Re-admission is also required for any student who has been placed on academic dismissal from their program of study. Refer to **Program Dismissal** section in this handbook.

Students will be responsible to ensure that they have confirmed a method of payment for the cost of tuition and textbooks as applicable.

Students have 4-7 years to complete their program of study depending on the program. If there are changes within the program chart or legislation pertaining to their field of study during their absence this may result in a loss of credits.

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## ADD/DROP

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Students may choose to add or drop a course from their program of study. Dropping a course prior to the 10<sup>th</sup> day of the semester will result in that course being deleted from the academic record/transcript. Dropping a course after the 10<sup>th</sup> day (last registration day) and prior to the last withdrawal date, results in a grade of “W” being assigned. A course dropped after the last withdrawal date will receive an automatic “F” grade. Last registration and withdrawal dates can be found on the Academic Schedule provided.

Students must be aware that if a course is dropped it may result in the student being considered part-time and may affect their funding; alternatively, adding a course may result in a course overload and additional tuition fees may be incurred. It is the responsibility of the student to advise their funder of any overload fees, and that they are covered with a revised sponsorship letter or at their own expense.

In addition, students and funders must be aware that dropping a course that is a pre-requisite or co-requisite of another course will have an impact on other courses in the current semester or in subsequent semesters. This may result in a delay in picking up the required courses to successfully complete the program in the scheduled time.

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## METHOD OF PAYMENT

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Each partner college may require students to submit a seat fee payment directly to the partner college to secure their registration into the program. This seat fee payment is non-refundable but will be applied to the cost of tuition fees. Exception may apply for students with community or employer sponsorship or funding from a third party.

Community sponsored students must ensure their sponsor confirms their intent of fee payment in writing. This intent is provided by the submission of a current and complete sponsorship letter or purchase order. See the ***Sponsorship*** section.

Students applying for various grant funding or Ontario Student Assistance Program (OSAP) will be required to have an Intent to Register form completed for the partner college. This will initiate the proof of registration that will be required by various grant funding organizations. Please contact the RSC for assistance with securing this document.

Students paying their own tuition will be issued an invoice from the partner college. It is the responsibility of the student to arrange fee payment with the partner college. It is the student's responsibility to review their on-line (partner) student account to verify or confirm any payments or outstanding accounts. For assistance on accessing your on-line account, see the RSC.

All cheques and payments for student tuition should be made out to the invoicing college and submitted directly to the appropriate invoicing college partner.

AEI is not responsible for collecting or forwarding payments to the college partner on the funder or student's behalf or for any lost or misplaced payments.

Students are also eligible to opt out of certain ancillary fees. Please see the Registrar Services Coordinator for information and requirements.

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## SPONSORSHIP

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If an applicant's fees and other costs will be paid by a third party (this can mean education department/authority, employer, government agency, OSAP, or other organization), it is the student's responsibility to secure a sponsorship or confirmation of funding letter from their funder and submit the letter to the AEI prior to the start of the semester.

Sponsorship letters and/or purchase orders for tuition should be addressed to, made payable to, or indicate the appropriate accrediting college partner, but must be submitted/mailed to AEI's office for processing and student registration. Sponsorship letters must also indicate the start and end dates of the sponsorship period and must clearly indicate the appropriate mailing address and contact of the funder. Students without a current sponsorship letter by the 10<sup>th</sup> day of the semester may not be registered; alternatively, student may opt to continue with the program, but should be aware that they will be responsible for all costs related to program registration.

Student funders are invoiced by the applicable partner college; all payments are to be submitted directly to the partner college.

Students experiencing issues with receiving their sponsorship letter from their funder should speak to the Registrar Services Coordinator for advocacy and assistance, as needed.

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## TUITION FEE REFUNDS

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It is the student's responsibility to become acquainted with the policies respecting a refund of fees. These are set regulations by the Ministry of Colleges and Universities and are based on the date of official withdrawal from studies.

Refunds of fees are calculated as of the effective date of withdrawal noted by the date of receipt of the signed Withdrawal Form from the student to the AEI's Registrar (RSC).

The refund schedule was established keeping in mind the costs committed on the student's behalf before classes begin and throughout the semester. The following rules apply:



- A student who withdraws before the “last day to add/drop” will receive a refund. However, the College may withhold an administrative fee and/or supply fee;
- A student who withdraws before the “last day to add/drop” will receive a refund. However, it is the student’s responsibility for repayment of their OSAP/Ontario Stay and Learn grants and loans; and
- A student who withdraws after the “last day to add/drop” will be refunded fees for any prepaid subsequent semesters only.

It is the student’s responsibility to inform the RSC on their intent to withdraw or drop a course with the identified deadline dates.

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## TEXTBOOK AND MANUAL PURCHASES

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The AEI provides students with the opportunity to purchase all required course textbooks and manuals on-site. Prior to each semester, students will be provided with an estimated semester booklist detailing all required textbooks and manuals and corresponding prices for each.

Students who have sponsorship must submit to the AEI, via email, a sponsorship letter or purchase order that clearly indicates that textbooks/manuals are to be invoiced to the funder and the set amount.

Students without a sponsorship letter or purchase order for the textbooks/manuals may purchase their materials by cash, money order, certified cheque, credit card or electronic funds transfer. There will be an additional fee for credit card purchases. Personal cheques will NOT be accepted and payment in full is required before any textbook or manual is released.

Students who choose to purchase their textbooks at an alternate location are responsible for their own payment arrangements. The AEI will not submit payment to an alternate location on behalf of the student. If older textbook/manual editions are purchased and used it is the student’s responsibility to acquire the proper information that may differ from edition to edition.

Due to publisher policies, textbooks will only be available through the AEI for a limited time. Refunds for textbooks and manuals will only be permitted until the end of the first week of the beginning of each semester provided





there is no damage to the item (like new) and if applicable, the cellophane wrap has not been damaged. Textbooks mailed back must be received by AEI damage free. AEI is not responsible for any damages incurred during delivery.

Some purchases may only be available through AEI. Electronic copies of any AEI manuals will not be available.

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## STUDENT ACCOUNTS

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Students will be issued two (2) separate on-line portal accounts. One with the partner college and the one with AEI.

Log-in information for the college partner account will be provided to the student from the partnering college. Partner college accounts contain various information: confirmation of enrolment letters, unofficial transcripts, tuition accounts/balances, tax/receipts, and other relevant information. It is the student's responsibility to set up their partner college account.

Log-in information for AEI's on-line account will be provided to each student at the start of the academic year. Students can use their AEI account to view courses they are currently enrolled in, unofficial grade reports that will be submitted to the partner college, attendance reports, and any class materials that are uploaded by instructors.

Students experiencing technical difficulties accessing their accounts should see the Program Assistant or the Registrar Services Coordinator for technical support.

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## STUDENT CARDS

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Student cards will be issued yearly to all students by the partnering college. Students must upload their photo to their on-line partnering college student portal account to receive a student card.



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## **STUDENT INFORMATION**

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Any information contained in the student file, including but not limited to AEI intake packages, placement forms, grade reports, attendance, acceptance of confirmation and enrolment forms will be protected and used in compliance with the Ontario Freedom of Information and Protection of Privacy Act.

Student information will not be released without written prior consent from the student.



# ACADEMIC POLICIES AND PROCEDURES

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## FREEDOM OF EXPRESSION

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Freedom of Expression, which means the right to speak, write, listen, challenge, and learn must be protected as it is essential to discovery critical assessment and the effective dissemination of knowledge. Speech that violates the law, including the Ontario Human Rights Code is not allowed.

AEI recognizes that our students come from across Turtle Island, coming from unique backgrounds and teachings that are equally valued. Students have the right to share their beliefs, express themselves and be heard without fear of repercussion or judgement.

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## COURSE ATTENDANCE

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### Virtual Delivery Programs and Classes

Programs that are delivered virtually or students approved for live on-line participation, will utilize web conferencing software platforms. Class links will be set up and forwarded by the respective Program Coordinator. It is the student's responsibility to ensure a working and current email address is provided.

Students attending on-line classes are responsible for ensuring they have reviewed all required lecture material that may be provided prior to in-class sessions. Students have the responsibility to log on to and access the on-line platform for their scheduled in-class sessions on time and remain online for the full duration of the session(s). Virtual attendance during live in-class sessions is mandatory, and students should arrange to have a clear connection that will allow for two-way video or audio interaction with their instructors and Program Coordinators. Students are expected to be present during on-line classes and may be asked to turn on and/or keep their camera's on for the duration of the class.

### Blended Delivery Programs

The blended delivery models used for the AEI programs means that contact hours are heavily condensed, and therefore attendance at scheduled



classes is highly valued and is mandatory. Classes provide an opportunity for clarification of course material and acts as a forum for the exchange of information and ideas between students and instructors.

Students are to arrange travel to and from on-campus sessions and to ensure travel does not interfere with class attendance. It is the responsibility of the student to make certain that travel arrangements will enable them to be on-campus from the beginning to the end of each on-campus session. Students should also make allowances for winter travel.

Academic schedules are provided to students. This schedule allows ample time for students to schedule non-academic meetings (medical appointments, holidays, etc.) for a time when they are not required to be on-campus.

If a student is unable to attend classes, they are expected to call or email their Program Coordinator prior to the absence. All student absences must be supported with appropriate documentation. Documentation must be submitted to the Program Coordinator by the first business day following the absence. Student absences without a justifiable reason (such as death in family, hospitalization of self or an immediate family member etc.) will be reviewed during the mid-term and final progress meetings. Students who are routinely unable to provide sufficient justification for their absence(s) may be asked to withdraw from the course and/or program. Students must attend a minimum of 80% of the course instruction hours. A student who has not met this minimum requirement may not be eligible to write mid-term or final exams or receive credit for the applicable course(s).

When class time instruction/information is missed, it is the students' responsibility to ensure they receive the necessary information/material to complete their assignment requirements. It is not the instructor's or the AEI staff's responsibility to collect or provide a review of the missed lecture(s) or material covered. Requests for instructor or Program Coordinator tutoring will not be utilized for this purpose as well.

Upon written request, student attendance records will be sent to student employers and/or funders after each on-campus session or on a monthly basis.

## **Classroom Based Programs**

Attendance at all theory and lab classes and scheduled resource sessions is compulsory. Such classes represent information sessions provided by



methods such as guest lectures, audio-visual resources with limited availability, specific demonstrations, or learning activities where instructor-led group discussions are deemed necessary to meet course objectives.

Student attendance records will be reviewed as necessary to assist the Program Coordinator in maintaining the student's standing in the program.

If a student is unable to attend classes, they are expected to notify their Program Coordinator and instructor by email or voice message before class instruction begins. For any scheduled tests and exams, notification must be given to the Program Coordinator and instructor before 8:30 am on the day they are scheduled or sooner.

Students are discouraged from making appointments at times which conflict with theory classes, scheduled tests or exams, field/work placements or any planned skill verifications. Many clinical courses set aside specific days or blocks of time for unsupervised clinical practice and students are not to book any appointments during these learning hours.

It is expected that students will arrive to all scheduled tests or exams on time. Students that arrive late for tests and exams will not be granted an extension of time missed. This may result in insufficient time to complete the test or exam and a reduced grade that may impact overall success in course completion. Exception will be given where prior approval has been granted, by the Program Coordinator in consultation with the applicable course instructor(s) for extenuating circumstances. All requests for test and exam extensions will be individually assessed and may not be approved. Requests submitted after the start of the scheduled testing will not be approved and submission of a request does not imply assumption of approval without written confirmation from the applicable Program Coordinator.

All late arrivals, absences, and extension requests will be documented and tracked. Supporting documentation may be required for documented patterns of absences. Inability to provide or submit requested documentation or medical notes may result in a zero (0) grade.

Absence due to unanticipated, unavoidable appointments must be reported to the Program Coordinator and instructor according to the previously listed policies. When class time instruction/information is missed, it is the students' responsibility to ensure they receive the necessary information/material to complete their assignment requirements. It is not the instructor's or the AEI staff's responsibility to collect or provide a review of the missed lecture(s)



or material covered.

At the discretion of the Program Coordinator, and in consultation with the faculty and student, a collaborative decision will determine the appropriate duration for bereavement leave.

**For attendance policies specific to Field/Clinical Placements, please refer to the appropriate program/course manual.**

Upon written request, student attendance records will be sent to student employers and/or funders monthly.

## **Cultural Leave**

Due to the condensed learning schedule, it is recommended that attendance and participation in traditional Indigenous ceremonial and cultural events, herein referred to as Cultural Leave, be taken outside of the scheduled on-campus sessions for blended deliveries and outside of health programming (PSW & PN) clinical hours. However, AEI acknowledges that this is not always possible and would like to support requests from all students, where possible, for Cultural Leave to attend and actively participate in traditional ceremonies.

Requests from students for Cultural Leave must be provided in no less than 10 business days in advance of the dates requested. Students are requested to provide as much information as possible, including official invitations or an email from the ceremony or cultural coordinator that the student will be participating and the dates. All requests are considered on an individual basis and are subject to approval. Requests are to be submitted to the respective Program Coordinator.

If approved, the student and the Program Coordinator will determine a plan for the student to cover missed lecture/instruction. All assignment due dates will remain as scheduled and students are encouraged to have assignments completed before the Cultural Leave dates.

Students who do not have prior approval and who do not attend scheduled classes will be marked absent.



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## **PUNCTUALITY**

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Classes will begin as scheduled and instructors will not wait for tardy students to arrive. In the case where students arrive after the class has started, the material will not be revisited, and the student must get any missed material during the next scheduled break.

Students who will be late for classes are expected to contact their Program Coordinator and instructor to advise of their situation within the first 15 minutes of class start time.

It is expected that students will be respectful of the learning environment and not be disruptive when arriving after a scheduled class has begun, constantly exit and re-enter the classroom during discussions, lectures, presentations or any guest speakers, or leave the classroom early. Instructors will identify students who are habitually late, repeatedly exit and disrupt the classroom and/or leave class early; referral will be made to the applicable Program Coordinator for discussion.

It is expected that instructors will be punctual for all classes. Students will not be penalized (kept late) because of an instructor's lateness.

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## **RESEARCH INTEGRITY**

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Research integrity is honesty in communication, duty of care, reliability in performing research, objectivity and impartiality, independence, openness and accessibility, fairness in providing references and giving credit.

Students are expected to uphold integrity in their research. Students conducting research for academic projects are expected to acknowledge and give credit to knowledge keepers who share teachings with them.

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## **ASSIGNMENTS**

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Completed assignments are considered copyrighted by the student who produced the work. Maintaining the respect and privacy of the students' work is a priority within the AEI but there will be circumstances that require



the AEI staff, other than the Program Coordinator, to review the assignments. Every attempt will be made to ensure that confidentiality is maintained.

Student assignments are considered confidential information, which is shared between the student and instructor. The Program Coordinator will dialogue with instructors to see if they have any concerns regarding students' specific to their program.

All students will be required to submit all their assignments clearly indicating the assignment submission details as follows:

- Student Name
- Assignment Name (must be identical to the name listed in the Assignment Due Date List\*)
- Course Name
- Instructor
- Due Date
- Number of Pages being submitted

Electronic copies of Assignment Cover Sheets are available.

*Students will be provided a copy of their applicable Assignment Due Date Listing prior to the semester beginning.*

### **Hand Delivered or Mailed in Assignments**

- Assignment Cover Sheets have been developed for students use when submitting hard copies course work. Please ensure all required information is listed. If the Program Coordinator cannot identify where to track the assignment to it will not be logged in. This could result in a late or non-submission.
- Assignments that must be mailed in should be submitted to the Program Coordinator's attention and can be forwarded by regular, express mail or delivery service at the students cost.
- On-campus assignment submissions are date-stamped upon submission; mail-in assignments will be date-stamped according to postage date-stamp.
- It is recommended that students retain a copy of their submitted assignments. It is also highly recommended that students keep their tracking numbers/receipts for all mail-in assignments.

Students who submit hard copy assignments must submit them to their Program Coordinator/Instructor (Nipissing/Munsee) or Reception





(Munsee). The AEI will not be responsible for misplaced or lost assignments that are slipped under AEI staff doors or given to other students to submit on their behalf. If this occurs assignments will be considered late.

### **Electronic or Emailed Assignments:**

- Assignments submitted electronically or by email must include the above assignment submission details and should be forwarded to the course instructor and must be cc'd to the Program Coordinator.
- Students are responsible to ensure that all required document attachments are included in the email. It is also the student's responsibility to ensure that the electronic submission is successful within the due date timeframe.
- It is recommended that students cc themselves to verify a successful transmission that includes all required attachments and information.
- It is also recommended that students retain all sent email verifications.
- Electronic or emailed assignments will be logged in based on the date stamp of the submission.
- It is recommended that students retain a copy of the facsimile transmission verification report indicating the correct date and time of transmission.

### **Assignment Return**

All graded assignments are returned to the students utilizing the same medium in which they are submitted for grading. Any hardcopies that are submitted will be returned to the student in person if they are still on-campus. When students are not on campus, hard copy assignments are returned to students through regular mail. There is a one-week turnaround time from receipt to instructor to returning a grading assignment with feedback. If a graded assignment is not returned within this timeframe the student is to contact the Program Coordinator. Mid-term and final exams are not returned to students.



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## ASSIGNMENT DUE DATES AND LATE ASSIGNMENTS

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Students are expected to meet all established due dates by no later than 11:59 pm of the date(s) indicated. Nevertheless, there will be times when students are unable to meet the deadlines. Under these circumstances, any late assignment submissions will carry a minimum penalty of 10% per day up to a maximum of 10 consecutive days or up to the final assignment submission date, whichever comes first. Final assignment submission dates can be found on the Academic Schedule provided for each individual semester.

After the 10<sup>th</sup> consecutive day after due date any submitted assignments will be marked to provide feedback only and not graded resulting in a grade of zero.

Late assignments due to students not purchasing textbooks or manuals is not a valid or justifiable reason for accepting late assignment submissions without penalty.

If an assignment submitted by email was misplaced, it can be resubmitted for grading only if the original email is re-sent with the assignment file attached. If an assignment submitted by fax was misplaced, it can be resubmitted for grading only if the original fax verification is submitted along with the assignment. All corresponding details must be confirmed for approval. In these instances, the assignment may not be subject to late grade deduction, or the appropriate deduction.

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## ASSIGNMENT EXTENSIONS

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Assignment extensions may be provided for extenuating circumstances. Extensions can only be provided and approved by the Program Coordinator. In the event of the death of an immediate family member or serious illness of self or an immediate family member, the following process will take place:

- Upon notification or request to the Program Coordinator, an appropriate extension will be put in place for the student and their instructors will be notified.
- Extensions will be applied from the date of contact only and not prior. Assignment deadlines that have already been missed will continue to



carry the equivalent per day penalty but may be eligible for additional extension beyond that date.

- Based on the request and individual circumstances students may be given a block extension of up to a maximum of two-weeks. Assignments that are due within this time frame will not carry any penalty and are to be submitted according to a schedule that is drawn up by both the student and the Program Coordinator, and in consultation with the instructor.
- Assignments due outside this two-week extension block are to be submitted as originally scheduled in the Assignment Due Date List.
- Students requesting an extension will be required to submit documentation for student records. If no documentation is received, assignment extensions will be removed, assignment submissions will be considered late, and penalties will apply.
- Late assignments due to a student's absence from class or not purchasing textbooks or manuals is not acceptable.

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## DUTY TO REPORT

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The Duty to Report applies to everyone. All AEI staff, instructors, and students have the duty to report when there are reasonable grounds to suspect that a child has suffered, or at risk or is likely to suffer abuse or neglect.

Anyone that suspects that a child is or may need child protection must immediately report the suspicion and provide information to either the Children's Aid Society (CAS), the Indigenous Designated Agency in your area, or Police Services. You must report even suspicions, as it is the responsibility of the CAS. The individual must not rely on anyone else to report on their behalf.

For additional information on Duty to Report, speak to your Program Coordinator.



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## ACADEMIC STANDING

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Student progress will be reviewed at both the mid-term point and at the end of each semester. It will be at this time that each student will be informed of their academic standing. Students who have not been successful in achieving their program requirements at mid-term or finals may be required to complete an Academic Agreement. Refusal to sign will not negate the obligations outlined in the conditions of the Academic Agreement.

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## GRADE POINT AVERAGE (GPA)

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### Grade Point Average (GPA)

1. To graduate from any program of study within the community college system, a student must not only pass all courses, but must also have an overall program grade point average of 2.00 as a minimum.
2. If a student falls beneath a semester GPA of 2.00 the student will be put on academic probation. Refer to the Academic Agreement.
3. It is possible for a student to pass all courses in a semester and still fall below a grade point average of 2.00.
4. To bring up a grade point average the student may have to repeat a course(s).
5. If a student falls beneath a semester GPA of 1.50 the student will be placed on a program dismissal. Refer to Academic Agreement and Re-Admission.

### Calculation of the GPA

The following is an example of how a student's current GPA is calculated:

NCE 1240	3 credits X C =	6	<u>grade letter calculation values</u>		
NTS 1215	3 credits X B =	9	A+ = 4.3	A = 4	A- = 3.7
ENG 1700	3 credits X A =	12	B+ = 3.3	B = 3	B- = 2.7
NCE 1125	4 credits X C =	8	C+ = 2.3	C = 2	C- = 1.7
NCE 2350	2 credits X D =	2	D+ = 1.3	D = 1	D- = 0.7
BUS 1106	3 credits X F =	0	* if C is minimum pass D+ = 0		
	<u>18</u>	<u>37</u>	F = 0		



18 credits / 37 grade points earned = a grade point average of 2.06.

S/U and P/F grades are not calculated into the GPA scores.

Depending on the program you are registered in, and its accrediting partner college, your GPA calculation may vary slightly if grades reported include up to 13 letter grade levels.

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## GRADE OF INCOMPLETE (I)

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The “I” designation is used when the student has not completed the course requirement for extenuating circumstances, such as serious illness or bereavement and has been granted an extension of time in which to do so, as per the **Assignment Extension** section of this handbook. An “I” is not intended to give an extension to students who have failed to satisfactorily complete course requirements within the prescribed time specified by the AEI.

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## FORMAL WITHDRAWAL

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A student may voluntarily withdraw (“W”) from a program or course(s) (see **Add/Drop** section above) without academic penalty by completing the required forms and ensuring the Registrar Services Coordinator (RSC) receives the signed and dated forms, no later than the date indicated in the Academic Schedule. Providing notification to any other party, education counsellor, employer/supervisor, funder, etc., is not considered a formal withdrawal and the student may incur academic penalty and/or financial costs for part of all of the total semester tuition.

Withdrawals will not be permitted beyond the dates indicated in the Academic Schedule. A grade of “F” will be recorded on the student transcript for all courses in which they have officially registered for and from which they have not officially withdrawn from.



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## UNOFFICIAL WITHDRAWAL

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A student who:

- does not officially withdraw from a program,
- has stopped attending classes,
- has been absent without just cause,

may be deemed to have unofficially withdrawn from the program.

In these cases, grades for completed courses will be recorded, along with grades of “F” for those courses not completed.

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## GRADE REPORTS

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The AEI will provide each student with unofficial mid-term and final grade reports, which will be submitted to the respective partner college. Unofficial transcripts for each student will be posted on the college web site at the end of each semester. It can be accessed by logging on to the applicable accrediting college web site and following the instructions. A student number is required to set this up.

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## GRADE REVIEWS

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At the mid-term and end of the term students will be provided with an unofficial copy of their course grades. Program Coordinators will contact the students to schedule a grade review meeting to discuss their progress and any concerns. Students will have two (2) business days following this meeting to report any discrepancies. Students who choose not to participate in the grade review meeting will have two (2) business days after receiving their grades to report any discrepancies. The Program Coordinator will look into the students concerns and determine if an error in grade recording was made and notify the RSC of a grade change or follow up with the student if the grade will remain as recorded within two (2) business days.

The burden of proof rests with the student to indicate the grade received was inaccurate. All submitted documentation must be clear, definite and specific to the course(s) that the assignment(s) were issued. Electronic copies are acceptable for submission however the student will be required



to provide original copies of any applicable documentation related to the review.

To accommodate schedules and extenuating circumstances an extension of time may be required in which the student will be notified of the date.

Any grade review requests submitted after the Grade Review Deadline in the Academic Calendar will not be granted a review.

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## GRADE APPEALS

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AEI is committed to ensuring students are treated in a fair and consistent manner regarding all matters that relate to their academic performance and progress.

Students who are dissatisfied with the outcome from the Program Coordinator, as per the ***Lines of Communication*** section of this handbook, will submit in writing a request to review the decision to the Campus Manager within three (3) business days. The Campus Manager will have two (2) business days to respond and five (5) business days to review the material. The Campus Manager will provide their written decision including rationale.

If a student wishes to formally appeal any decision made by the Campus Manager regarding a final grade, they must submit a formal appeal through the ***Student Appeal Policy and Process***.

The student has the right to submit an appeal, in accordance to all policies and procedures. When the above processes have been exhausted a copy of the appeals process policy can be made available to the student upon request.

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## TRANSCRIPTS

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The partner college may release unofficial transcripts directly to the student upon request. The official transcripts are signed by the college Registrar and bear the partner college seal. Official and unofficial transcripts are only



released at the student's request to the partner college and sent directly to the receiving party or institution. The AEI does not provide official and unofficial transcripts, nor can they request transcripts on behalf of the students.

Discrepancies between unofficial reports provided by AEI and official transcripts provided by the partner college should be reported to the RSC.

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## ACADEMIC INTEGRITY

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### Definition

Academic integrity encompasses the guiding principles of the Seven Grandfather Teachings. Putting these teachings into practice in the context of academic integrity means being accountable. Students, instructors, and staff are expected to uphold these teachings in their work.

### Academic Misconduct

Academic misconduct such as plagiarism, cheating, unauthorized collaboration, misappropriation of own work, falsifying information and other forms of academic dishonesty will not be tolerated.

### Plagiarism

Plagiarism is the act of copying, reproducing, or paraphrasing in whole or in part someone else's published or unpublished material, and representing these as one's own thinking or work. Plagiarism includes, but is not limited to the following forms:

- The use of artificial intelligence (AI) generated content undermines the academic integrity and is strictly prohibited at the AEI.
- Exams and Tests: Copying from another student or making information available to other students knowing that this is to be submitted as the borrower's work will be considered plagiarism.
- Essays and Assignments: Submission of an essay or assignment written in whole or in part by someone else will be considered plagiarism.
- The submission of one assignment in more than one course will also be considered plagiarism unless previously discussed with the





instructor.

- i.e. You submitted a unit assignment for your Culture and Heritage course. You have a similar assignment in your Contemporary Native Concerns course. Should you wish to use this assignment for the Contemporary Native Concerns course you will be required to approach the instructor about submitting this assignment for the new course. In this instance the assignment must be altered to meet the requirements of the new course assignment.

## **Addressing Academic Misconduct**

AEI has a high regard for Academic Integrity. There is a zero tolerance policy for Academic Misconduct. A Student who allows their work to be copied will be subject to the same penalties.

The Program Coordinator shall be informed if the instructor can document a case of academic misconduct. A panel of faculty will be formed to determine the Academic Penalty and steps to move forward. A mandatory remediation session will be held to correct any misunderstandings of Academic Integrity. The student will be offered an opportunity to explain the infraction.

Documentation of all offences is maintained in the student's file, housed in the Office of the Registrar at the Institute. AEI's student files are subject to submission to the partnering college for audit purposes and upon request.

### ***Academic Penalties:***

Faculty may impose an academic penalty following an academic misconduct. The penalty will be determined by the careful evaluation of the misconduct.

Penalties may include:

- Warning - these will go on the student's academic file. The warning does not include a mark deduction.
- Resubmission of Assignment - involves completing either the same or an alternate assignment
- Mark deduction - partial or full mark will be deducted, and the student will not have an opportunity to resubmit the assignment
- Failing grade - a student will receive an automatic "F" in the course, whether it is the same course or different course.
- Regardless of the course involved, will receive an automatic



suspension from all college programs for two years.

These punitive measures are to provide penalties that are educative for the student to help them learn and develop for future assignments.

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## ACADEMIC AGREEMENT

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An Academic Agreement is an attempt to assist the student in achieving success in their program of study. If a student has had any academic or behavioural issue(s) identified, the Program Coordinator will develop an Academic Agreement in consultation with the student and may include the SWC. The Academic Agreement details a set of conditions that they must adhere to in order to continue on to any subsequent semester or course(s).

**Objective:** The Academic Agreement aims to provide a structured plan for students to address and resolve identified issues, ensuring they meet the necessary standards to progress in their program.

**Development:** In consultation with the Program Coordinator, students will outline specific conditions and steps required to improve their performance or behavior. This agreement will detail the actions the student must take to address the issues and meet program requirements.

**Monitoring:** Progress under the Academic Agreement will be regularly reviewed to ensure compliance and effectiveness in meeting the outlined conditions.

Refusal to sign will not negate the obligations outlined in the conditions of the Academic Agreement. A copy of the Academic Agreement will be placed in the student's file.

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## PROGRAM DISMISSAL

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Students that have earned a semester GPA of 1.50 will be placed on program dismissal. The student must then complete a request for readmission to the program. In addition to the re-enrolment the student will be required to develop and meet the conditions of an Academic Agreement. Should the student not meet the requirements they may be withdrawn from the program.



After two (2) consecutive program dismissals the student will not be eligible for re-enrolment for 12 months.

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## ACADEMIC SCHEDULES

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It is the student's responsibility to be aware of the specific dates, which may affect their academic record. An Academic Schedule is provided to all

students, which indicates the deadline dates to add/drop or withdraw from a course.

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## EVALUATION AND FEEDBACK

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Feedback from all sources is invaluable information. Student completed evaluations help AEI to make updates to program delivery, curriculum, services, and supports. Feedback and input will be requested from students and instructors through various evaluations and rating forms over the course of each academic year.

### Instructor Rating Forms

This evaluation form is used to rate the performance of the instructor, not the course content. The summarized results of this form will be shared with the instructor. The aim of this evaluation is to provide feedback to the instructor by checking the students' satisfaction with the presentation and delivery of the course content by the instructor.

Instructor Rating forms will be administered by the Class Representative at the midpoint of the semester for new instructors and at the end of the semester for all instructors specific for each course taught.

All completed instructor evaluations will be consolidated, and course summaries will be forwarded to the Campus Manager for review. To ensure confidentiality, students' names will not be requested or assigned to any rating forms. Ratings completed on-line will not include any identifying formation that may be generated through use of the Classe365 system. No individual student completed forms will be provided for review.



## Course Rating Forms

This evaluation asks you to rate the course content, not the performance of the instructor. Feedback that would improve the effectiveness of this course is welcome. The aim of this evaluation is to check the students' satisfaction with the course content.

Course Rating forms will be administered by the Class Representative at the end of the semester for all courses.

All completed course evaluations will be consolidated, and course summaries are to be forwarded to the Campus Manager for review. To ensure confidentiality, students' names will not be requested or assigned to any rating forms. Ratings completed on-line will not include any identifying formation that may be generated through use of the Classe365 system.

Feedback generated from the course evaluations will be used for program reviews and programming updates brought forward to the program's Advisory Committee.

The Instructor and Course Rating forms are very valuable to AEI because they give us insight into your experience with us.



# OTHER POLICIES AND PROCEDURES

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## PROHIBITED BEHAVIOURS

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The AEI strives to provide a healthy and safe learning environment for all students, faculty and staff. Based on the Seven Grandfather Teachings students are expected to behave in a manner that is respectful to all individuals they may come in contact with as a result of their registration into any AEI program. The Anishinabek Educational Institute prohibits the following behaviours in all forms of program delivery (in-person, hybrid & virtual):

- The use of or being under the influence of intoxicating and/or illegal substances in the classroom or on the property;
- All forms of harassment;
- Being in possession of prohibited firearms and weapons;
- Engaging in activities that endanger the health, safety, and security of individuals;
- Use of profanity, abusive, aggressive, or vulgar language and/or gestures during or while at any property or location associated with AEI programs;
- Breach of confidentiality

Students should always communicate in a professional manner minding their tone, choice of words and the effects those words, whether written or verbal.

**First Offence:** Students behaving in such a manner that is prohibited will be asked to meet with the Program Coordinator and/or the Student Wellness Coordinator to discuss the matter. At that time the student will receive a verbal warning, which will be documented in their student file, and/or may be asked to leave the classroom. Removal from the classroom will be recorded as an absence on the daily attendance.

**Second Offence:** Continued prohibited behaviour will result in a written notice in their student file, a copy may be submitted to their funder, and the student will be required to leave the classroom. Removal from the classroom will be recorded as an absence on the daily attendance.



**Third Offence:** Should the prohibited behaviour continue beyond the second warning the student will be notified that they will be involuntarily withdrawn from the course and/or program.

Depending on the seriousness of any individual incidents, the student may immediately be involuntarily withdrawn from the program and if necessary, the AEI will contact the appropriate authorities and the offender may face criminal prosecution notwithstanding and in addition to this code.

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## **ALCOHOL AND DRUGS**

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The consumption of alcohol and/or illicit drugs is strictly prohibited. Students found using or under the influence while on campus, at placement or clinical sites, in class (virtual or in-person) or at any school related function will be asked to leave immediately.

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## **HARASSMENT**

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Harassment is defined in the Ontario Human Rights Code as a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.

Consistent with the Ontario Human Rights Code prohibited grounds, the AEI in cooperation with the Board of the Anishinabek Nation prohibits harassment on the grounds of race, ancestry, place of origin, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, colour, disability, age, marital status and family status.

Harassment also includes any defamatory, derogatory, and disparaging remarks that are made on any social networking site.

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## **PROHIBITED FIREARMS AND WEAPONS**

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For the safety of all, the AEI strictly prohibits firearms, hazardous materials, or any type of weapon on any property or location associated with AEI programs or at any related functions. Anyone who is found in possession of a prohibited weapon will be dealt with by the proper authorities.



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## **HEALTH, SAFETY AND SECURITY**

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The health, safety and security of students, faculty and staff are regarded as a priority. Faculty and students are responsible for personal property while on-campus. Any incident that jeopardizes the health, safety, and security of individuals, including thefts, should immediately be reported to an AEI staff member. Health and safety concerns of an immediate nature should be reported to appropriate authorities immediately.

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## **FIRE AND EMERGENCY EVACUATION**

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In case of emergency, students are required to evacuate through the nearest exit. Once outside, students, staff, and faculty are to meet at a designated location to confirm that everyone is out of the building.

Students can refer to Emergency Maps and signage that is posted.

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## **FRAGRANCE FREE**

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Students, instructors, and staff are asked to refrain from wearing any scented body products during on-campus sessions, in-class courses and school related activities and events. There are many individuals who have serious allergic reactions to various products. In the event of a severe allergic reaction, the individual may be asked to exit the classroom to remove the scented product and will be considered absent for the time they are away.

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## **SMOKING AND VAPING**

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Smoking is permitted in the designated areas only. These areas are located between the North and West buildings at the Nipissing Campus, and 10 feet from all entrances at the Munsee-Delaware Campus and the Elders Hall at the Nipissing Campus. Please ensure cigarettes are completely extinguished and disposed of in the provided receptacles only.

Students are expected to adhere to all communicated and posted regulations regarding smoking and vaping at placement and clinical sites.



Students are expected to adhere to virtual classroom etiquette by refraining from smoking or vaping while on camera.

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## TELEPHONE

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A calling card is required for long-distance calls placed using any office phones. Please adhere to a 5-minute call limit.

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## STUDENT MESSAGES

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Only urgent messages will be delivered during class. All other messages will be delivered during a class break or at the end of the day.

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## CELL PHONES & ELECTRONIC DEVICES

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With respect to the learning environment and one another, cell phones and other electronic devices that are not being used for class instruction purposes are to be turned off or put on silent in the classroom setting. Whenever a class is in session, students should NOT be actively engaged in using any form of social media or texting.

If the instructor requests that no electronic devices are to be used, they must be turned off and put away. The AEI faculty reserves the right to request a student to leave the classroom if they are continuously engaged in texting or social media. Students who are absent from class for this purpose or who repeatedly leave the classroom to take cell phone calls will have this recorded on their attendance as absent from the class.

Students are asked to refrain from taking or making any non-emergency calls during class instruction time. Students are expected to communicate extenuating circumstances ahead of class time, wherever possible, that may result in taking emergency calls and/or texts. Refer to the Punctuality section for additional information regarding class disruptions.





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## **FAX AND EMAIL SERVICES**

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Only educational related information may be faxed from the AEI's fax machine or emailed from staff work accounts.

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## **LIBRARY RESOURCES**

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Our campus has limited resources available to all students. These resources can be signed out daily but are not to leave the AEI site.

Students can access partner colleges' libraries to use their resources through the college Inter Library Lending program and on-line e-library resources. A valid student card is required. All borrowing and return of materials is the sole responsibility of the borrowing student.

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## **LAPTOP AND ELECTRONIC RESOURCES**

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Our campus has limited electronic resources available to all students. Laptops and projectors can be signed out daily but are not to leave the AEI site.

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## **KIDS IN THE CLASSROOM**

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It is understood that students with children will arrange for childcare while attending classes. However, consideration is extended to those students who may need to bring their child to class under extenuating circumstances. In this case, it is understood that the child is the sole responsibility of the parent and that the class session will not be interrupted.

Students are required to inform the instructor one day prior to class. It is recommended for their well-being, that children who are ill be cared for at home.

Please remember that not all course material or discussion is suitable for children.



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## GUESTS

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Classroom space and instruction is reserved for registered students only. Any non-registered individual is not permitted to sit in, participate, or audit in any classroom session without confirmed consent from AEI. Any guests arriving to the AEI should report to the main Receptionist then to an AEI staff member. Only approved guest speakers are permitted in the classrooms during class instruction time.

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## BUILDING ACCESS

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### Nipissing Campus

All exterior doors (excluding main reception entrance) are locked and require a key fob to enter. A key fob is available for students to use on a sign in/out system and must be immediately returned after use. The key fob is located on the bulletin board in the upper west wing hallway.

**At no time should any item be used to stop the doors from fully closing.**

All students are asked to use only the west and main reception entrances after regular working hours; all other entrances are locked and armed daily at 5:00pm. If it is determined that any person intentionally causes an alarm to be activated, they will be responsible for the costs associated with the security company responding to the alarm.

### Munsee-Delaware Campus

The main entrance is located on the front of the building. Alternate and emergency exits are identified throughout the building.

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## BUILDING MAINTENANCE

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All students and instructors are required to keep the building clean and safe from hazard. Ensure that before leaving for the day, all litter including coffee cups, wrappers, etc. are disposed of. Please report any spills, damage, etc. to an AEI staff member.



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## KITCHEN FACILITIES

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### Nipissing Campus

Students have access to and use of the AEI Lounge area in the upper west building, including use of the fridge to store lunches and snacks and the microwave for heating meals. Use of the kitchen facilities located in the hub on the lower floor is available for those needing to wash any dishes.

It should be noted that the tap water can be used to wash dishes etc. However, it is not potable. For drinking water, please use the water coolers.

### Munsee-Delaware Campus

Students have access to and use of the Student Lounge and appliances, located on site.

For health and safety regulations, you are required to keep this area clean by washing and putting away all utensils after use including counter tops, stove, and microwave.

It should be noted that the tap water can be used to wash dishes etc. However, it is not potable. For drinking water, please use the water coolers.

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## TRANSPORTATION

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Transportation to and from the campus location for on-campus sessions is the responsibility of the student.

A taxi is provided for only those students who arrive via plane, train or bus for blended delivery programs that are not accessible by city transportation.

Emergency situations, excluding any type of appointment, requiring transportation should be discussed with the Program Coordinator.

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## SCHOLARSHIPS, BURSARIES AND AWARDS

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AEI offers a variety of bursaries and scholarships available to registered



students. Bursary and scholarship applications will be made available in hard copy and on AEI's Student Information System. A list of currently available bursaries and scholarships is available in the Student Day Planner. Students seeking additional information or assistance with the application and its requirements can request to speak to a Program Coordinator or the Program Assistant.

Other information regarding scholarships, bursaries and awards will be available for students as they are made available to the AEI. Students are encouraged to search the internet and check information boards at the AEI and in the community.

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## FINANCIAL HOLD

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A student with outstanding fees at the college level or at the AEI may be placed on financial hold and the following will result:

1. The student will not be allowed to register in courses;
2. No academic transcript will be released;
3. The student will not be allowed to graduate;
4. Successful bursary and scholarship recipients may have outstanding or owing amounts deducted from their awards.

A financial hold will be removed when all outstanding balances are paid in full.

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## ACRONYMS USED IN THIS HANDBOOK

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AEI	Anishinabek Educational Institute
AN	Anishinabek Nation
AS	Advanced Standing
CAAT	Canadian Adult Achievement Test
CPR	Cardiopulmonary Resuscitation
GPA	Grade Point Average
OSAP	Ontario Student Assistance Program
PAC	Program Advisory Committee
PLAR	Prior Learning Assessment/Recognition
RSC	Registrar Services Coordinator
SWC	Student Wellness Coordinator
TC	Transfer Credit
UOI	Union of Ontario Indians



# NOTES

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