

There will be no withdrawals after the end of the tenth week of classes during the Fall and Spring semesters, or a comparable period during a shorter term. Any student who experiences unusual hardship such as a serious medical condition may seek special consideration through a written petition to the President. Petitions should, where possible, be documented with supporting statements from a doctor, counselor, or family member who has knowledge of the situation.

"Q" - If in the opinion of the President, the request is justified, a grade of "Q" (dropped by the President's permission) will be recorded on the student's transcript.

Students who register and do not attend classes will be subject to the guidelines of the refund policy

Students are reminded that they **MUST** follow the official withdrawal process if they do not wish to complete a course. Failure to do so may result in a grade of **IP** on the student's official transcript.

## **BENEFITS EXPECTATIONS AND PROCEDURES**

Members of the staff are encouraged to up-grade their qualifications to the next degree level. They are allowed to take up to two courses per semester (on availability of space) at the College's expense on approval of the Officer responsible for personnel matters. These courses should be taken outside of normal working hours.

Members of the faculty are allowed to take one course per semester (on availability of space) at the College's expense on approval of the Academic Dean. This is provided that class attendance and course requirements do not interfere with the ability of the faculty member to justly and fairly execute regular functions and responsibilities as outlined in the terms of employment.

### **USE OF EQUIPMENT AND FACILITIES**

Use of College equipment including computers and telephones by individuals other than those to whom such equipment has been assigned is prohibited. The use of College equipment for private or personal use or hire is also strictly prohibited. Faculty and staff are entitled to discretionary use of sporting, library, and physical facilities. The use of some facilities may require specific approval.