

Class Leader Guide

Introduction

Class Leaders are a vital link between Loyalist College and students. Student Government and School Deans rely on Class Leaders to gather feedback from and relay information to students. Class Leaders play an important role in supporting Student Government in achieving their mission. Class Leaders also play an equally important role in improving the teaching and learning experience at Loyalist College.

Class Leader Roles & Responsibilities

The Class Leader role is centred around gathering feedback from and sharing information with classmates. As a Class Leader, your main responsibilities are to:

- 1. Listen:** By listening to fellow classmates, you can understand their learning experience and gather feedback to present at meetings. Having a good relationship with the students you represent will help to quickly resolve any arising issues and your classmates will feel valued. Students may come to you directly or you may take note of issues raised in casual conversations. If a student approaches you with concerns about personal matters or other matters that are beyond your role as a Class Leader, it is important to direct them to the correct person or service provider for assistance. **IMPORTANT:** As a class leader you cannot act on behalf of other students. It is your role to advise students with appropriate resources so that they can connect.
- 2. Represent:** It is important to raise the concerns and feedback you receive from your classmates to initiate action and change. Attending Class Leader meetings with your School Dean and/or Student Vice-President, Academic are great opportunities to be the voice of your classmates. **IMPORTANT:** As a class leader you cannot act on behalf of other students. It is your role to advise students with appropriate resources so that they can connect.
- 3. Communicate:** As Class Leader, you have a duty to report back to your classmates on their concerns and feedback as well as share any news, events and/or opportunities that may be of interest to them. Class Leaders will receive newsletters containing important information to pass along to classmates. Class Leaders are encouraged to ask faculty members for permission to use class time on a regular basis to provide brief updates to the class.

Class Leader Code of Conduct

Just as all Loyalist Students must abide by the [Loyalist College Student Code of Conduct](#), Class Leaders, too, are expected to conduct themselves in a manner that respects the rights of employees, other students and College property. In addition, Class Leaders shall be good ambassadors by maintaining confidentiality of their classmates' information.

Loyalist College considers confidentiality as a priority. It is the responsibility of all Class Leaders to ensure that all confidential information is protected and properly secured.

Violation of the Loyalist College Student Code of Conduct will result in a review or suspension of a student's position as a Class Leader. Appeals will be referred to the School Dean and the Director, Student Experience and Engagement.

Important Processes

<p>Academic Appeals</p>	<p>Step 1: Student completes the Academic Appeal Form and submits to the faculty who taught the course. Faculty are to respond to the student within five working days.</p> <p>Step 2: If unresolved the student may take the concern to the Dean. The student must submit the signed completed Academic Appeal Form and the faculty response (or lack of) to the relevant Dean within five working days.</p> <p>Class leaders are not able to act on behalf of other students. They can advise of what the process is and guide students to the contact lists of respective Deans, Associate Deans, and Office Coordinators.</p> <p>More details regarding the Academic Appeal Process including the Academic Appeal Form can be found here: https://loyalistcollege.com/about-loyalist/policies/aop-231-academic-appeal-process-3/</p> <p>Please also refer to form attached to your class leader guide.</p>
<p>Academic Integrity</p>	<p>Details regarding the Academic Integrity Policy and Procedure as well as the Breach of Academic Integrity Form can be found here: https://loyalistcollege.com/about-loyalist/policies/aop-216-academic-honesty/</p>
<p>Classroom Concerns</p>	<p>Please complete the Classroom Improvements Request Form to report any problems with your classroom(s) in terms of equipment, furniture, and supplies.</p>
<p>Faculty Concerns</p>	<p>Step 1: Student discusses concern with Faculty. Step 2: If unresolved, student meets with Program Coordinator. Step 3: If unresolved, student meets with School Dean. Step 4: If unresolved, the Senior Vice-President, Academic & Chief Learning Officer.</p> <p><i>Please make sure that you are communicating through email with the Office Coordinator of your Respective school to set meetings with the School Dean or Senior Vice-President, Academic & Chief Learning Officer.</i></p> <p>Class Leader and Student Vice-President, Academic are available throughout the process for advising on appropriate supports. Class Leaders cannot act on behalf of other Students.</p>
<p>Program Concerns</p>	<p>Step 1: Class Leader discusses concern with Faculty. Step 2: If unresolved, Class Leader meets with Program Coordinator. Step 3: If unresolved, Class Leader meets with School Dean.</p> <p><i>Please make sure that you are communicating through email with the Office Coordinator of your Respective school to set meetings with School Dean.</i></p> <p>Class Leader and Student Vice-President, Academic are available throughout the process for advising on appropriate supports. Class Leaders cannot act on behalf of other Students.</p>
<p>Student Code of Conduct Complaints</p>	<p>For non-academic concerns, please refer to the Student Code of Conduct which provides a guideline for appropriate non-academic behaviour across Loyalist College’s diversified community.</p> <p>Students who wish to file a complaint must complete the Student Code of Conduct Complaints Form.</p>

Loyalist College Services & Resources

Academic Centre for Testing	The Academic Centre for Testing is located in room 3L8 and is available for students who need to write a missed test or for students who require testing accommodations.	https://loyalistcollege.com/current-students/student-success-services/academic-centre-for-testing/loyalist-day-students-page/ Email: act@loyalistcollege.com 613-969-1319 ext. 2549 Hours of Operation: Monday to Friday 8AM – 4PM
AccessAbility Services	Our Accessibility team is in room 2S1 (Health and Impact Centre) and provides free and confidential academic supports to students with documented disabilities.	https://loyalistcollege.com/current-students/student-success-services/accessability-centre/ Email: advising@loyalistcollege.com Voice 613-969-1913 ext. 2519 TTY 613-962-0633 Hours of Operation: Monday to Friday 8:30AM – 4:30PM
Academic Calendar	Important dates and deadlines for the following can be found on the academic calendar.	https://loyalistcollege.com/current-students/academic-schedule/ Please also see attached academic calendar
Career Services	The Career Centre is located in 2H3 room and provides variety of services and resources are available to support students in their career exploration, planning, job search and career development.	https://loyalistcollege.com/current-students/student-success-services/the-career-centre/ Email: careers@loyalistcollege.com 613-969-1913 ext. 2449 Hours of Operations: Monday-Friday 8:30AM-4:30PM
Financial Assistance	Students can reach out for immediate financial assistance as well as apply for scholarships, bursaries and awards offered each semester.	https://loyalistcollege.com/future-students/paying-for-college/awards-bursaries-and-scholarships/
Food Cupboard	The food cupboard is addressing food insecurity and is for students in a state of emergency only.	https://loyalistcollege.com/current-students/student-food-cupboard/
Health Centre	Staffed by full-time registered nurses and a part-time attending physician, the Centre provides comprehensive, high-quality, and responsive health care services and coordinates the immunization clearance for students attending placements. Drop in, call or email to make an appointment.	https://loyalistlife.com/health-centre Email: healthcentre@loyalistcollege.com 613-969-1913 ext. 2374 Hours of Operation: 8:30AM – 4:00PM (closed 12:30-1:00PM) Call Telehealth at 1-866-797-0000
Health Plan	Full-time students at the Belleville, Bancroft, Port Hope and Tyendinaga campuses receive prescription drug and accident benefit coverage.	https://loyalistlife.com/student-health-plan
Indigenous Services	Ensures appropriate support for Indigenous students on campus, and to act as a liaison between College Administration, Indigenous	https://loyalistcollege.com/indigenous-services/ Email: wanderson@loyalistcollege.com 613-969-1913 ext. 2831

	communities, and government agencies.	Tsi Titewayá'taró:roks is located in room 3H9
International Services	Provides assistance and information to international students and students who are new to Canada in adapting to college life.	https://loyalistcollege.com/international/current-international-students/international-centre-services/ Email: international@loyalistcollege.com 613-969-1913 ext. 2670
Mental Wellness Support	In house Counselling Services: to book an appointment email healthcentre@loyalistcollege.com or call 613-969-1913 ext. 2374. 24/7 Online Support: call or text using the free Telus Health Student Support app, My SSP.	https://loyalistcollege.com/current-students/student-success-services/counselling-mind-and-wellness/ Email: healthcentre@loyalistcollege.com Health and Impact Centre: 613-969-1913 ext. 2374 Crisis Intervention Centre (after hours support): 1-888-757-7766
Residences	Our residence team supports both on and off campus housing for registered Loyalist College Students.	https://loyalistcollege.com/our-campus/residence/ Email: residence@loyalistcollege.com 613-969-1913 ext. 2169
Service Desk	The Facilities and IT Service Desk is located in room 2L20 and services include facilities, maintenance, cleaning, parking, accounts/access, email, hardware, software, AV, application development, learning technology, etc.	https://loyalistcollege.com/current-students/technology-services/help-desk/ Email: servicedesk@loyalistcollege.com 613-969-1913 ext. 2420 Hours of Operation: Monday-Friday 7:30AM-4:30PM
Sexual Assault and Sexualized Violence	Loyalist College strives to foster an atmosphere of healthy attitudes and behaviours towards sexuality, sex, and gender roles. The Sexual Assault and Sexualized Violence Policy and Protocol outlines options and resources available to those who require support or who wish to support others.	https://loyalistcollege.com/about-loyalist/policies/sexual-assault-sexual-violence/ Violations of the Sexual Assault and Sexual Violence policy can be reported through the Student Code of Conduct.
Safe App	The Loyalist College Safe app offers easy access to campus safety and emergency services. Features include emergency contacts, real-time friend tracking via a Friend Walk, a safety toolbox, sexual assault help, support services, online security reports, and campus maps.	Download the "Loyalist College Safe" app for free on Google Play or the App Store.
Student Advisors	Student Advisors guide students to develop educational plans which support their life and, in collaboration with other College resources, assist students in identifying options for success.	https://loyalistcollege.com/current-students/equitable-learning/student-advisors/ To schedule an appointment, please email advising@loyalistcollege.com
Tutoring Services	Free peer tutoring, drop-in support and writing support and resources are available in Room 3H8.	Email: tutoring@loyalistcollege.com Hours of Operation: Monday-Friday 9AM-4PM

Important Contacts

School of Applied Sciences, Skills, & Technology

Matthew Ayres	Dean, School of Applied Sciences, Skills & Technology	mayres@loyalistcollege.com
John Poste	Associate Dean, Skilled Trades & Apprenticeship	jposte@loyalistcollege.com
Barb Allen	Interim Associate Dean, Applied Science, Computing & Technology	ballen@loyalistcollege.com
Dawn Molyneux	Office Coordinator, School of Applied Sciences, Skills & Technology	dmolyneux@loyalistcollege.com
Student Advisor	To schedule an appointment, please email advising@loyalistcollege.com	

School of Media, Business, & Access

Karen Baldwin	Dean, School of Media, Business & Access	kbaldwin@loyalistcollege.com
Elizabeth Cameron	Associate Dean, Business	ecameron@loyalistcollege.com
Brittany Munro	Acting Associate Dean, Media & Access	bmunro@loyalistcollege.com
Sabrina Polan	Academic Office Coordinator: School of Media, Business & Access	syounghough@loyalistcollege.com
Student Advisor	To schedule an appointment, please email advising@loyalistcollege.com	

School of Health, Human & Justice Studies

Amanda Baskwill	Dean, School of Health, Human & Justice Studies	abaskwill@loyalistcollege.com
Tom Deakin	Associate Dean, Human & Justice Studies	tdeakin@loyalistcollege.com
Tanya Delaney	Office Coordinator, School of Health, Human & Justice Studies	tdelaney@loyalistcollege.com
Student Advisor	To schedule an appointment, please email advising@loyalistcollege.com	

Leadership, Learning, & Academic Excellence

Barry Weese	Senior Dean, Learning, Leadership, & Academic Excellence	bweese@loyalistcollege.com
Neil Kerby	Associate Dean, Learning, Leadership & Academic Excellence	nkerby@loyalistcollege.com
Meher Kazmi	Office Coordinator, Learning, Leadership & Academic Excellence	mkazmi@loyalistcollege.com
Student Advisor	To schedule an appointment, please email advising@loyalistcollege.com	

Port Hope

Chad Munday	Dean, Port Hope Campus	cmunday@loyalistcollege.com
Kaitlyn Clarey	Academic Office Coordinator, Port Hope Campus	kclarey@loyalistcollege.com
Student Advisor	To schedule an appointment, please email advising@loyalistcollege.com	

Student Government

Mustafa Alali	Student Government President	mustafaalali@loyalistcollege.com
Taylor Dumont	Student Vice-President, Academic	taylordumont@loyalistcollege.com
Hardeep Singh	Student Vice-President, Student Life	hardeepsingh19@loyalistcollege.com
Madhav Sharma	Student Vice-President, Equity, Diversity & Inclusion	madhavsharma3@loyalistcollege.com
Nidhi Kalia	Student Vice-President, Marketing & Communications	nidhikalia@loyalistcollege.com
Eva Honest	Board of Governors	evadenishonest@loyalistcollege.com
Emma Wales	Indigenous Leader	emmawales@loyalistcollege.com

Schools & Programs

School of Applied Sciences, Skills & Technology	School of Media, Business & Access	School of Health, Human & Justice Studies
<ul style="list-style-type: none"> • Architectural Technician • Biotechnology • Carpentry & Renovation • Chemical Engineering • Civil Engineering • Computer Systems Technician • Construction Engineering • Cyber Security • Electrical • Environmental Technician • Heating, Refrigeration & Air Conditioning • Manufacturing • Mechanical Techniques • Mechatronics • Motive Power • Natural Product Technologies • Survey Engineering • Welding 	<ul style="list-style-type: none"> • Accounting • Advanced Filmmaking • Advertising & Marketing Communications • Animation & Game Development • Artificial Intelligence & Data Science • Business • Business Sales & Marketing • Community Integration Through Co-operative Education • Culinary • Esthetics • Filmmaking, Television & Digital Content Creation • Financial Technology • General Arts & Science • Global Business Management • Human Resources Management • Journalism • Logistics & Supply Chain Management • Photojournalism • Pre-Health Sciences • Project Management • Public Relations • Radio Broadcasting 	<ul style="list-style-type: none"> • Bachelor of Sciences in Nursing • Child & Youth Care • Collaborative Nursing • Community & Justice Services • Customs Border Services • Developmental Services Worker • Early Childhood Education • Fitness & Health Promotion • Massage Therapy • Occupational Therapist Assistant & Physiotherapist Assistant • Paralegal • Paramedic • Personal Support Worker • Police Foundations • Practical Nursing • Pre-Service Firefighter • Protection, Security & Investigation • Recreation, Sport & Leisure • Social Service Worker

Academic Calendar

Spring Semester 2024

Monday, April 1	Deadline: Returning International Students – Spring fees Deadline: Domestic Spring Start Students – Seat deposit
Monday, April 8	Registration begins (dates for registration and release of schedule vary by student; please check Banner in myLoyalist for updates)
Thursday, April 18	GNED Portal opens for registration
Monday, April 29	Orientation
Tuesday, April 30	Classes begin
Tuesday, April 30	Deadline: Domestic students – balance of fees due
Monday, May 13	Deadline: Program withdrawal with refund of fees
Monday, May 20	VICTORIA DAY (no classes)
June 3 – 7	CONVOCATION: Ceremonies will be held at main campus for programs running at Belleville, Port Hope, Tyendinaga and Bancroft locations
Friday, June 14	Spring/Summer semester end dates begin
June 17–21	Study Week (no classes)
Friday, June 28 – Monday, July 1	College closed for CANADA DAY long weekend (no classes)
Monday, July 8	Deadline: Program/course withdrawals without academic penalty (Grade “W”)
Monday, August 5	CIVIC HOLIDAY
Friday, August 9	All Spring/Summer semester classes completed
Tuesday, August 13	Grades entered – by 9 pm

Fall Semester 2024

Saturday, June 15	Deadline: Domestic students – new and returning: Seat deposit
Thursday, Aug. 1	Deadline: Returning international students – Fall fee payment
Wednesday, Aug. 7	All students – Registration begins (schedules subject to change)
Wednesday, Aug. 14	GNET portal opens for self-registration (myLoyalist)
Sunday, Sept. 1	RESIDENCE MOVE-IN DAY
Monday, Sept. 2	LABOUR DAY
TBD	Bursary applications open – myLoyalist portal
Tuesday, Sept. 3	Orientation Day: First-year students
Wednesday, Sept. 4	Classes begin – All students Deadline: Domestic students – balance of fees due
Tuesday, Sept. 17	Deadline: Program/course withdrawals with refund of fees (Day 10) GNET portal closes
TBD	Bursary applications close
Monday, Oct. 14	THANKSGIVING (no classes)
Oct. 21 – 27	Study week (no classes)
TBD	Fall Open House (Belleville campus)
Tuesday, Nov. 5	Deadline: Program/course withdrawals without academic penalty (Grade of W). Note: For courses that do not follow the standard semester start and end dates, withdrawal without academic penalty will be based on completion of 2/3 of the course.
Sunday, Dec. 15	Fall semester ends by (some exceptions apply)
Tuesday, Dec. 17	Grades Entered – by 9 p.m.
Dec. 21 – Jan. 1	Holiday period – College closed

Winter Semester 2025

Sunday, Dec. 1	<p>Deadline: Domestic students – new Winter starts: Seat deposit</p> <p>Deadline: International students – returning: Winter fee payment</p>
Tuesday, Dec. 3	All students: Registration begins (schedules are subject to change)
Wednesday, Dec. 11	GNED portal opens for self-registration (myLoyalist)
Thursday, Jan. 2	College re-opens from holiday closure
TBD	Bursary applications open (myLoyalist)
Monday, Jan. 6	Orientation Day: First-year students
Tuesday, Jan. 7	<p>Classes begin – all students</p> <p>Deadline: Domestic students – balance of fees due</p>
Monday, Jan. 20	<p>Deadline: Program/course withdrawals with refund of fees (Day 10)</p> <p>GNED portal closes</p>
Friday, Jan. 24	Bursary applications close
Monday, Feb. 17	FAMILY DAY (no classes)
Feb. 24 – Mar. 2	Study Week (no classes)
Wednesday, Mar. 5	<p>Deadline: Program/course withdrawals without academic penalty (Grade of W).</p> <p>Note: For courses that do not follow the standard semester start and end dates, withdrawal without academic penalty will be based on completion of 2/3 of the course.</p>
TBD	Winter Open House (Belleville campus)
Friday, Apr. 18	GOOD FRIDAY (no classes)
Sunday, Apr. 20	Winter semester ends by (some exceptions apply)
Tuesday, Apr. 22	Grades Entered – by 9 p.m.

Academic Appeal Form



Loyalist College Academic Appeal Request

Note: Any appeal related to marks or grades must be initiated within five working days from the issuance of final grades with the faculty who taught the course.

Date: _____ Course Code/Name: _____

Name (Student): _____ Program: _____ Semester: _____

Student #: _____

Address: _____

Phone Number (Local Residence) : _____ Phone Number (Cell) : _____

Email address: (Loyalist and other if used): _____

What is the appeal related to? :

- A penalty for academic dishonesty
- A penalty for breach of confidentiality
- Actions taken by the College as a result of a student's failure to meet minimum program performance standard
- A failing grade in a specific course
- Actions taken by the College as a result of student behaviour at any College approved activity or function, whether organized, informal, on campus, off campus, or online, including inappropriate use of computer facilities or other College property
- Other issues which may impede a student's academic progress during his/her experience with the College

What are you appealing? Final Grade Assignment Other: _____

Course Name: _____ Course Code: _____

If you are appealing an assignment:

Assignment Title? _____ % weight of Assignment _____

What outcome are you expecting as the result of this review?

Please explain why you believe your grade in the above course/assignment should be reviewed. Add additional pages if necessary.

Please note – complete this section carefully. The documentation you provide here will be used at all stages of the Appeals process, if you decide to advance your appeal beyond the initial stage.



Loyalist College Academic Appeal Request

Please state clearly the evidence you are bringing forward to support this grade appeal. Use additional pages if necessary and attach any relevant documentation. (Tests, assignments, labs, etc.) If the Professor has retained any assignments or examinations, it is his/her responsibility to provide a copy for the review process.) The supporting documentation you and your professor provide here will be used throughout the appeal process.

Evidence	Relevance to Appeal
1	
2	
3	
4	
5	

Signature of Student _____ Date _____

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The personal information collected on this appeal request form (including any documentation that you have submitted as pertaining to your appeal), as well as other information/documentation relevant to the appeal hearing will be provided to the professor(s) who assigned the grade or made the decision under appeal and will be shared with the Appeals Committee to be used in making a decision on the appeal.

Personal information is collected for the administrative, investigative and decision-making purposes of the College in accordance with sections 21, 33 and 49 of the Freedom of Information and Protection of Privacy Act and under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002, Regulation 34/03. If you have any questions concerning the collection and use of personal information, please contact the College's Freedom of Information and Privacy Protection Officer at 613-969-1913 extension 2331.