

## IPDC Student Instructor Policy and Procedures

Policy	Policy Detail	Procedure
<b>Attendance</b>		
<p>Students are expected to attend 100% of their classes.</p>	<p>Students must be organized to attend each class (on time and for the entire duration). Attendance is recorded in Brightspace by instructors for each course.</p> <p>Students can view their attendance record in each Brightspace course</p> <p>If classes are missed due to medical reasons, a doctor's note is mandatory.</p> <p>Cold weather, work, or pre-planned appointments are not viable reasons to miss a class and are considered in the control of the student.</p> <p>All Canadian study permit holders are required by the <a href="#">IRCC</a> to actively pursue their studies. Hence, missing classes may negatively impact your student status and study permit.</p> <p>NAIT is required to regularly report on the enrolment status of its international students to the <a href="#">IRCC</a>.</p>	<p><b>Instructor:</b> Please record student attendance in the Brightspace attendance register for each class.</p> <p>For students who arrive late or leave midway through class and do not return without a justifiable reason, please apply the following based on the course type:</p> <ul style="list-style-type: none"> <li>- For long-format courses (i.e., a single course with multiple sessions across the semester): mark students as absent for each class where they do not meet the attendance policy requirements.</li> <li>- For short-format courses (e.g., full-day or multi-day courses): assign a failing grade if students do not meet the attendance policy requirements.</li> </ul> <p><b>Student:</b> If you are going to miss a class or be delayed for circumstances <u>out of your control</u>: email <a href="mailto:pdcertificate@nait.ca">pdcertificate@nait.ca</a> AND the instructor <i>before class</i> We expect a minimum of 24 hours' notice. If that is not possible, please provide us with as much notice as possible.</p>
<p>Rescheduling Classes</p>	<p>The PD Certificate program team will attempt to reschedule missed short-format courses (student may be required to pay); however, this is not always possible.</p> <p>If no new courses are available, students will risk not receiving their certificates and/or it may negatively impact their study permit.</p>	<p><b>PD Certificate Team</b> If courses need to be rescheduled, explore every option possible to ensure that the students can complete their program on time.</p> <p><b>Student</b> If you missed a class for circumstances out of your control: email <a href="mailto:pdcertificate@nait.ca">pdcertificate@nait.ca</a> AND the instructor before class (giving as much notice as possible).</p> <p>There are certain courses and specific times in the year where rescheduling is not possible- even when additional fees are paid to NAIT. It is your responsibility to attend all your classes and give advance notice to your instructor if you have an emergency or something unexpected happens.</p>

**Student Code of Conduct / Classroom Expectations**

<p>Arrive in class on time</p>	<p>The class will start at the scheduled time. All students are expected to arrive on time.</p>	<p><b>Instructor</b>                      If students arrive after the scheduled start in the morning or after lunch, without notifying the instructor in advance, and for a reason that was preventable by the student, refuse entry to the classroom.</p> <p>Assign a “failing” grade to the student or mark them as absent depending on the course type (long-format or short-format).</p> <p><b>Student</b>                      For short-format courses, if you arrive late and are refused entry to the classroom, please email <a href="mailto:PDCertificate@nait.ca">PDCertificate@nait.ca</a> to reschedule your course or explore your options. You will be responsible for paying fees to reschedule the course.</p>
<p>Attend class until the scheduled end time</p>	<p>It is the student’s obligation to be in the classroom during the whole class. Please schedule work, appointments, and other commitments either before or after your class.</p>	<p><b>Instructor</b>                      If a student does not meet the standard, please assign a failing grade or mark them as absent depending on the course type (long-format or short-format).</p> <p><b>Student</b>                      If you miss a portion of the class, you may be assigned a failing grade or marked as absent. You will be responsible for paying fees to reschedule the course (short format).</p>
<p>Active participation and collaboration</p> <p>Respect your instructors and your peers</p>	<p>To avoid disrupting the teaching and the learning of other students, students are expected to:</p> <p>Actively listen when someone is speaking (not be distracted by their phones or anything else).</p> <p>Participate in class activities, share their opinions and be curious in a respectful and professional way.</p> <p>Practice for professional work – this means, completing their assigned reading/activities on time; working in groups collaboratively when assigned (not copying, everyone contributes), and respecting the differences amongst the class and finding a healthy way to work together.</p>	<p><b>Instructor</b>                      If a student disrupts the class with constant off-topic chat, or by utilizing electronic devices, you have the authority to ask the student to leave the classroom. The corresponding attendance policy applies.</p> <p><b>Student</b>                      If you are asked to leave the class, you may be assigned a failing grade or marked as absent. You will be responsible for paying fees to reschedule the course (short format).</p> <p>If you miss a portion of the class, you may be assigned a failing grade or marked as absent. You will be responsible for paying fees to reschedule the course (short format).</p>

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

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

## Bring-Your-Own-Device (BYOD)

### Student Laptops

As a technology-focused polytechnic institution, NAIT promotes the use of technology, hence each IPDC student will receive a laptop ahead of their first day of class. These laptops are purchased by the IPDC team for the students.

Students own their laptops. They are responsible for its physical care, maintenance, and security.

NAIT takes no responsibility for the hardware or software compliance.

### Guidelines for acceptable use.

Students must use laptops in ways that:

- Support academic learning and institutional objectives.
- Respect the privacy, safety, and digital rights of others.

Prohibited uses include:

- Using laptops to disrupt classes.
- Accessing inappropriate, violent, or offensive content on NAIT premises.

Students are expected to:

- Use NAIT provided laptops for IPDC classes.
- Join online classes from their laptops.
- Bring their own laptops to each class to access course materials from their Brightspace accounts.
- Comply with NAIT's IT security protocols.
- Ensure laptops are fully charged before each class.
- Contact NAIT [ITS Team](#) for help with IT issues.

Note: In most cases, printed course materials will not be provided to students. Students will be expected to access digital materials from the Brightspace.

### Instructor

Please remind/encourage students to contact NAIT's IT Service Desk for help with technology issues. They can be reached through:

Contact Number: 780 471-8624

Email: [itservicedesk@nait.ca](mailto:itservicedesk@nait.ca)

Live Chat: [https://its.nait.ca/it\\_services](https://its.nait.ca/it_services)

Please report any IT misuse to NAIT's IPDC team at [pdcertificate@nait.ca](mailto:pdcertificate@nait.ca)

### Student

Non-compliance with our BYOD policy may result in:

- Restricted access to campus network and systems.
- Academic penalties for misconduct.
- Disciplinary action as per the Student Code of Conduct.