CELEBRATING
YEARS • 1998-2018

STUDENT HANDBOOK

CIMT COLLEGE
Since 1998
Welcome!

We are honoured that you have chosen CIMT College for your education and training! Everyone at CIMT College has one goal… your success!!! Here are some of the many tools we offer to help you:

**Orientation**
Your Admissions Advisor will let you know when your orientation is scheduled. Be sure to attend, so you can learn about the amazing training, support staff, special events, and tools which are a part of your journey with CIMT College! Plus… you’ll receive some free goodies!

**Career Services Bulletin Boards:**
- **Keys to Job Search Board:** Read tips and advice on how to answer interview questions, how to prepare for your job hunt, developing the right attitude that employers are looking for, and more!
- **Job Opportunities Board:** Our team posts currently available jobs for all of our programs. Plus, we have relationships with employers who come to us looking for someone just like you! Check out the board to see what opportunities are awaiting you!
- **Graduate Success:** We are proud to display pictures of recent CIMT College graduates who have found employment in their field of study.
- **Meet the Team Board:** Read all about the staff and faculty. Your CIMT College Family!

**Professional Attire Day**
Our goal is to prepare you for the workforce! To help you get ready for your new career, every Wednesday, staff and students all dress for success! Read more about it inside this handbook.

**Professional Skills Course**
As part of every diploma program, students receive intensive training on how to make a powerful resume and cover letter, learn the perfect answers to interview questions, and dress in the ideal attire to show off your professionalism. You will also learn how to hunt for a job, how to negotiate salary, how to choose references, and more!

**Refer a Friend Program**
College is more fun when you start with a buddy! Plus, you’ll be rewarded when your friend enrols. Ask your Admissions Advisor for information about how you can share the opportunity of CIMT College with your friends, neighbours, co-workers, and family!

You’ve taken the first step on your journey… Congratulations!
Now it’s time to embrace everything that CIMT College has to offer!
Admissions

Credential Assessment
During the admissions process, your Admissions Advisor assesses student documents to ensure educational pre-requisites for the program are satisfied. Students are expected to possess the following prior to program enrolment:

• Ontario Secondary School Diploma or equivalent; or
• Post Secondary Diploma/Degree or Equivalent (for Post Graduate Diploma programs only)
• Proficiency in English

Advanced Standing Policy and Procedures
If the applicant has successfully completed a College or University-level program similar in content and coverage to the program being offered by CIMT College, the applicant may be eligible for Advanced Standing at CIMT College. Students may not have to take some CIMT College courses to earn the Diploma or Certificate; a Grade stating “Advanced Study” will be awarded. Some restrictions may apply.

University credits can be used for some courses like College English. Students may apply for the Advanced Study Credit by filling and submitting a prescribed application form along with copies of the transcripts and/or the course outlines from the previous school. The application is reviewed by the Manager of Academics. If the credit is approved, the student shall pay the required fee for the exemption to utilize the Advanced Standing Credit.

English Language Proficiency Policy
English is the language of instruction at CIMT College. It is important for all the students to have English speaking and writing skills to cope with the curriculum. In cases where English is not a first language, the candidate is required to demonstrate proficiency in English by submitting results in one of the following:

• A minimum score of 213/300 for TOEFL exam
• A minimum score of 5.5 bands for IELTS exam
• A minimum of 3 years of full time study, in an English language school (Transcripts must be submitted for evaluation)

Enrolment in special English Language courses will be offered to students who do not meet the requirements above but who have been approved for admission to CIMT College.

CIMT College Fee Refund Policy for International Students
When a Study Permit/Visa is denied by the Canadian Embassy, a written refund request on a CIMT College withdrawal form must be received within 60 days of the program start. A refund, less an administrative fee of $250, in addition to the non-refundable application processing fee of $550, will be issued upon receipt of the following:

• Completed Withdrawal Form
• Copy of Letter of Acceptance
• Original Study Permit/Visa refusal letter from the Canadian Embassy

Requests for refund which are received after the student has started the program will be calculated based on the courses already taken. A refund, less an administrative fee of $500, in addition to the non-refundable application processing fee of $550, will be issued upon receipt of the following:

• Completed Withdrawal Form
• Documents supporting reason for withdrawal from the program

Please note that fees are non-refundable for students who choose to transfer to other colleges.

Dress Code

Personal Appearance and Clothing
Personal appearance, proper hygiene, and appropriate attire are important to any environment. People entering our campus may gauge the quality of CIMT College by the attention that students show to personal appearance and attire.

Inappropriate Attire Includes:

• Short Shorts
• Leggings, tights, stretch pants, or Yoga pants not worn beneath skirts or pants
• Revealing tank tops
• Flip flops
• T-shirts displaying inappropriate language

Professional Attire Day at CIMT College
Every week, all staff, faculty, and students dress for employment success. The goal is to help prepare students mentally and physically for their future careers.

• Personal Support Worker students wear baby blue scrubs.
• Medical Office Administration students wear royal blue scrubs.
• Pre-health Science students wear teal scrubs
• Food Service Worker students wear a white kitchen coat and black pants.

All other students dress as they would for an interview, or first day on the job. Gentlemen: shirt and tie. Ladies: professional dress, skirt, or pant suit. If you don’t have your scrubs from CIMT College yet, wear professional interview attire.

• Professional Attire day takes place every Wednesday at all CIMT College campuses!
• For Evening Students: 2nd Wednesday of every month
• For Weekend Students: 2nd Saturday of every month

Our goal is to prepare you for the workforce! To help you get ready for your new career, Wednesday is our day for everyone at CIMT College to Dress for Success!
**Academic Policy**

**General**
- Students are expected to have at least 90% attendance (100% for PSW and ECA) for each course/module of the program.
- Attendance is evaluated under the continuous assessment category.
- Students without minimum attendance hours will be required to repeat the course.
- A grade of 60% or higher (70% for PSW) is required in order to pass a course.
- Upon failure of retests, students will be required to repeat the course or module.
- Post-deadline submission.

**Grading Policies**
Method of evaluation is dependent on the course and/or program. Instructors shall ensure students are evaluated as per the method of evaluation defined for the respective course.

**Graduation Requirements**
Students are responsible for ensuring that they take all required courses for graduation in their program. Assistance is available from the Campus Administrator for those who leave their program before graduating. If returning at a later date, students may be required to take additional courses.

CIMT College reserves the right to reassess previously granted credits more than five years old to ensure their relevance at the time of graduation. For students in any CIMT College Diploma program, an overall GPA of 3 is required.

Upon completion of the program, students should contact the Campus Administrator to request their credentials. This can be done via email or by filing a prescribed form, with name, student number, program, and the credentials that the student is seeking.

Upon completion of the review of the records, students will be notified of results. Students who complete the required credits successfully will be awarded a diploma or certificate where applicable. Diplomas are awarded once per calendar year at or after our convocation ceremony.

**Grading Appeals Process**
Students may appeal final grades in any course. Appeals will be considered on their merits by the Academic Appeals Committee, chaired by the Manager of Academics. Students will be informed of the outcome on completion of the appeal assessment.

The Manager of Academics will consider appeals for any course. In some cases, appeals may be dismissed at the Faculty or Campus Administrator levels. Appeals panel members should not have any prior or personal involvement in the appeal. In any academic Appeal, the onus is on the student to show that the original decision was incorrect. Appeals may be dismissed under the following criteria:

- Post-deadline submission
- Incomplete submission
- Incomplete appeal forms
- Missing examinations and/or assignments for religious observance.

Grade re-assessment is not grounds for an academic appeal. Upon dismissal of an appeal, applicants have five (5) working days to provide a written response as to why the appeal should not be dismissed, addressing the specific reasons stated in the notice of intent to dismiss.

**Privacy Policy**
CIMT College strives to protect our students' privacy. For this reason, discussions regarding a student's grades, attendance, attitude, placement, progress, etc., will only be conducted directly with the enrolled student. Occasionally, parents who are paying the tuition fees will request information about their child; however, CIMT College cannot release this information to anyone except the student, as our goal is protecting the student's privacy. If a family discussion is necessary, the student should schedule an appointment with administration and have the parent present for the discussion.

**Good Standing Policy**

**Academic Misconduct**
Behaviour that erodes the basis of mutual trust on which scholarly exchanges commonly rest, undermine the ability of CIMT College to evaluate students' academic achievements, or restrict the ability of CIMT College, or its instructors, to accomplish learning objectives.

CIMT College takes a serious view of academic misconduct and will severely penalize students who are found guilty of offences associated with academic dishonesty, misrepresentation of personal performance, restrictions of equal opportunities for access to scholarly resources, or damage to the integrity of scholarly exchanges.

It is the responsibility of CIMT College faculty, students, and staff to be aware of what constitutes Academic Misconduct and to do as much as possible to prevent such offences from occurring. All members of the CIMT College community, including students, faculty, and staff, have the responsibility to initiate appropriate actions in all instances where academic misconduct is believed to have taken place. This responsibility includes giving due consideration to the deterrent effect of reporting such offences when they do occur, making one's disapproval of such behaviour obvious, and helping to ensure that the CIMT College community does nothing to encourage or facilitate academic misconduct.

**Academic Misconduct Offences**
Academic Misconduct is broadly defined as an offence against the academic integrity of the learning environment. Students are responsible for knowing what constitutes an academic offence and faculty members should provide students with information about academic integrity early in their course program. An offence may be deemed to have been committed whether the student knew (or ought reasonably to have known) whether a particular action was an offence. Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from the responsibility of verifying the academic integrity of their work before.
submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic misconduct, should contact the Campus Manager for clarification.

Academic Dishonesty
A) Plagiarism, in the broadest sense, is misrepresenting the work of others as one's own. Plagiarism can be understood as the act of copying, reproducing or paraphrasing significant portions of someone else's published or unpublished material, and representing these as one's own thinking by not acknowledging or referencing the appropriate sources, or by failure to use appropriate quotations. This includes, but is not limited to, print materials, photos, drawings, computer code, and designs. Students have the responsibility to learn and to use the conventions of documentation, and, if in any doubt, are encouraged to consult with your course instructor or the Campus Administrator.

B) Copying another person's answers to an examination question.

C) Using another's data or research findings.

D) Buying or selling essays, papers, or assignments.

E) Copying from or using prohibited material in an assignment or examination including, but not limited to, textbooks or other documentary or electronic equipment, personal notes, or other aids not approved by the faculty member (for example, accessing unauthorized test questions from an electronic database).

F) Improper academic practices including the falsification, fabrication, or misrepresentation of material that is part of academic valuation, the learning process, or scholarly exchange. This offence would include reference to resources that are known not to exist or the listing of others who have not contributed to the work, co-operating or collaborating in the completion of an academic assignment, in whole or in part, when the instructor has indicated that the assignment is to be completed on an individual basis. CIMT College reserves the right to utilize authentication and/or plagiarism detection software as a means of determining academic dishonesty.

Misrepresentation of Personal Performance
A) Submitting false, fraudulent or purchased assignments, research or credentials, or the falsifying or withholding of records, transcripts, letters of reference, letters of support, or other academic documents.

B) Impersonation by having someone impersonate oneself, either in person or electronically, in class, in an examination, or in connection with any type of course assignment or material or availing oneself of the results of such impersonation. Both the impersonator and individual impersonated (if aware of the impersonation) are subject to a penalty.

C) Submitting a false medical or compassionate certificate, or presenting other such documentation under false pretences.

D) Improperly obtaining, through theft, bribery, collusion or otherwise, access to privileged information, or examination paper or set of questions.

E) Submitting the same course work, research, or assignment for credit on more than one occasion in two or more courses without the prior written permission of the faculty members in all of the courses involved; misrepresenting the amount of work an individual has contributed to a group assignment or activity.

F) Possession or use of an unauthorized aid, to use or obtain unauthorized assistance in any academic examination, term test, assignment, or in connection with any other form of academic work. Such aids or material may include, but are not limited to, specific documents, electronic equipment or devices, and commercial services (such as writing, editorial, software, or research survey services).

G) Use of electronic recording devices in any lecture is expressly prohibited without the instructor's written consent. You may not record or video a lecture or any part thereof.

Academic Discipline Policy

Suspension/Expulsion
Instructors will be responsible for the majority of the disciplinary issues in the classroom. Most issues will be resolved in the classroom itself. However, if the instructor is unable to resolve a problem generated in the classroom, the instructor will work closely with the CIMT College Campus Manager to resolve any disciplinary matter.

A) Suspension is a temporary removal of the student from class(es) or school. A suspension can be determined by the Manager of Academics. The major purpose of the suspension is to alert the student that there is a serious problem that requires the attention and effort of the student and CIMT College.

Students will be contacted and appraised of the situation and minimal due procedures prior to suspension (i.e., the right to know what the alleged offence is and the right to provide an explanation). The conversation between the parties concerned shall be documented by the Campus Administrator in writing and/or on a permanent computer file. If a student's behaviour or actions constitute an immediate danger to him/herself and/or any person(s) or property, said student may be subject to immediate suspension without due process. In such cases, the due process procedures will be held as soon as possible.
B) Expulsion is the formal process of student dismissal from CIMT College for an extended period of time (up to one year). Before expulsion, the Manager of Academics will arrange a hearing at which the student is afforded the following due process procedures:

- Prior notice of charges and proposed sanctions to afford a reasonable opportunity for preparation. Prior notice will be provided in writing, and the student will be notified of the hearing date.
- Right to hearing
- Right to a fair hearing officer
- Opportunity to testify and to present evidence
- Opportunity to examine the evidence presented by the school administration
- A summary of the written record shall be maintained
- If the officer conducting the hearing recommends expulsion, findings of facts in support of the recommendation shall be prepared
- Expulsion decisions will be made by examination and audit of available evidence

C) CIMT College maintains records of all suspended or expelled students. Recorded suspensions or expulsion will be attached to the student’s transcript.

Suspension/Expulsions Appeals

A) Expelled students have the right to appeal decisions of the presiding officer by requesting a review hearing before CIMT College’s Board of Appeals.

B) This review hearing shall be held within thirty (30) days of having received the request for the hearing.

C) CIMT College shall provide all necessary copies of the record of the expulsion hearing to the interested parties within fifteen (15) working days of the student’s request.

D) Hearings before the Board of Appeals will be held in a timely manner.

E) No evidence other than that contained in the record of the original hearing may be heard.

F) The review of the Board of Appeals shall be limited to specific issues, namely
   i) Did CIMT College officials meet with the procedural requirements of the policy?
   ii) Was the decision to expel the student supported by the findings of fact?
   iii) Were the findings of fact supported by the evidence?

G) Following the review hearing, the Board of Appeals shall vote and shall enter an order either confirming or reversing the decision.

H) The decision of CIMT College’s Board of Appeals shall be binding upon the student and shall be served upon the student in writing by personal service, email with read receipt, or by certified mail.

Refer A Friend!
If you care, it’s time to share!

You will receive a referral reward when your friend enrols and begins a sincere commitment to an education and a new life with CIMT College.

Enrolment must be in a registered vocational program. Ask your Admissions Advisor for more details.

Call to find out more today!

905-671-9999
www.cimtcollege.com
EDUCATION
AND TRAINING
FOR SUCCESS
SINCE 1998

Malton
7200 Goreway Drive
Mississauga, ON  L4T 2T7

Brampton
7900 Hurontario Street, Suite 1
Brampton, ON L6Y 0P6

Mississauga
130 Dundas St. East, Suite 303
Mississauga, ON  L5A 3V8

Scarborough
1711 McCowan Road, Suite 202
Scarborough, ON  M1S 2Y3

905-671-9999
www.cimtcollege.com