



## STUDENT GUIDELINE SUMMARY\*

### **TIMELINES**

One-year program students have a maximum of two years to complete all requirements and two-year program students have a maximum of three years to complete the program, or be subject to possible new requirements; including course upgrades, additional tuition, and administration fees.

### **ATTENDANCE**

Students are expected to attend all classes, be on time, and stay for the full duration of the class. In each of the 18 courses, 5% will be deducted from a student's final course grade for every 3 lates/leaving early/absence per course (up to a maximum of 15%).

Students must attend a minimum of 75 hours of scheduled corequisite classes (including 18 hours of Case Study corequisites, which must include *Case Study: Follow-Up Visit*).

Students are responsible for all the material covered in a missed class and any homework or assignments that were assigned to the class.

If a student misses 50% of any course, the student must retake the course and pay any applicable fees.

### **COURSES (45% of final grade)**

Students must complete all 18 courses and achieve an overall average of 80%. If a student's grade is below 60% in any course, the student must register and pay any applicable fees to redo that course until a grade of 60% or higher is achieved.

### **MAKEUP TESTS & LATE ASSIGNMENTS**

A missed test will receive a grade of zero (0) for that portion of the course. Students will have the option to schedule a makeup test. The fee for a makeup test is \$100 plus applicable tax. Tests must be taken outside of regular class time, on a date and time approved by administration, no more than two (2) weeks after the original test date. Students are allowed a maximum of three (3) makeup tests for the duration of the program. A late assignment will receive deduction marks of 5% per day late and receive a zero (0) if more than five (5) days late (including weekends). All assignments must be submitted in hard copy (e-mailed assignments will not be accepted). No makeup assignment will be offered.

### **CASE STUDIES (15% of final grade)**

Case studies to be completed and handed in on due dates noted on class schedule. Late case studies will receive deduction marks of 5% per day late and receive a zero (0) if more than five (5) days late (including weekends). All case studies need to be submitted in hard copy (e-mailed case studies will not be accepted), even if past the noted due date, as valuable feedback is provided. If a student is more than five (5) days late submitting their case study, which means their case study grade will receive a zero (0), the student has the option to also submit a new, additional case study for grading and feedback with the maximum achievable grade being 80%. Under these specific circumstances, the fee to submit this special dispensation case study is \$50 plus applicable tax due at the time the new/additional case study is submitted.

### **ORAL EXAM (10% of final grade)**

A case study (with one follow-up visit) to be presented to a panel of adjudicators on date noted on class schedule. If a student misses their scheduled Oral Exam due to extraordinary circumstances, the student will be permitted to reschedule to the next available date and pay a fee of \$200 plus applicable tax. **IMPORTANT:** The Oral Exam is a mandatory requirement. Missing the scheduled Oral Exam date could result in a significant delay to completing the program and graduating.

### **COREQUISITE**

Students must attend a minimum of 75 hours of scheduled corequisite classes (including 18 hours of case study corequisites, which must include *Case Study: Follow-Up Visit*). Students are permitted to reschedule a corequisite subject to availability. The fee to reschedule is \$50 plus applicable tax per corequisite.

Students who miss their scheduled *Case Study: Follow-Up Visit* corequisite will be required to make up this corequisite and pay a fee of \$50 plus applicable tax. Students are allowed to make up a maximum of 14 corequisite hours externally from workshops and courses approved by CSNN.

### **HOLISTIC CULINARY CERTIFICATE**

Students who attend all 10 classes (30 hours) of cooking corequisites will receive a Holistic Culinary Certificate to acknowledge this instruction in whole and natural foods preparation.

### **BOOK REPORT**

Mandatory book report to be submitted in hard copy (e-mailed reports will not be accepted) on due date noted on class schedule.

### **ELIGIBILITY REQUIREMENTS FOR FINAL WRITTEN EXAM (30% of final grade)**

Students must maintain a course average of 80%, attend a minimum of 75 corequisite hours (including 18 hours of case study corequisites, which must include *Case Study: Follow-Up Visit*), submit a book report, submit all required case studies, present a case study at an oral exam, and have no outstanding payments to be eligible to write the final written exam on the date indicated on the class schedule.

### **CLASSROOM ETIQUETTE**

Ensure cell phones and electronic devices are turned off or in airplane mode, as use of phones during class time is not permitted. In the event of emergency contact, please ensure you provide your family with the school's phone number (604-730-5611) and Administration will contact you in the classroom. Recording devices are not permitted in the classroom. Laptops are permitted in the classroom strictly for the purpose of accessing materials relevant to the program.

Please note that CSNN Vancouver is a scent-free zone.

The use/consumption of drugs and alcohol on school property is strictly prohibited and will result in suspension. Being under the influence during class times, even if consumed offsite will also result in dismissal.

CSNN Vancouver is committed to fostering an environment that is free of discrimination and harassment and one in which all individuals are treated with respect and dignity.

Please refrain from eating during class time, which can be very distracting to the instructor and other students. We ask that you use break times to eat.

If a student is having any issues with disturbances in the classroom caused by fellow classmates, we encourage the student to voice their concerns as early as possible. If anyone does not feel comfortable speaking directly to their classmate(s), then please speak to Administration.

### **ACCOUNTS**

Students will incur a late payment fee of \$50 plus applicable tax for late tuition payments (refer to your Student Enrolment Contract, payment plans section for tuition amounts and due dates. Students more than three (3) months behind in payment(s) will automatically have their studies put on hold. Students who are on a payment plan must pay sequentially, including any late fees.

### **ACADEMIC ACCOMMODATION**

CSNN does its best to accommodate students with diagnosed medical disabilities. Students must self-identify they have a diagnosed disability that requires accommodation and speak with the Branch Manager upon registration and/or upon any change in academic accommodation requirements. Please refer to the Student Handbook for complete details.

## **ACKNOWLEDGEMENT**

I hereby acknowledge and agree to the foregoing this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Student's Name (please print clearly)

\_\_\_\_\_  
Student's Signature