



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 times late/leaving early/absence per course (up to a maximum of 15%). Students joining classes virtually must have their web camera turned on during quizzes and tests.

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). No makeup assignment will be offered.

CASE STUDIES (25% of final grade)

Case studies to be completed and submitted 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 must be submitted to be eligible to write the final written exam.

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 except cooking class corequisites, which can only be attended virtually via an online recorded session for an enrolment fee of \$25 plus applicable tax per class.

Students who miss their scheduled *Case Study: Follow-Up Visit* corequisite will be required to make up this corequisite by rescheduling and pay a fee of \$50 plus applicable tax. If no rescheduling option is available for the mandatory *Case Study: Follow-Up Visit* corequisite, the student must engage with a CSNN approved tutor at the student's sole expense. Students can 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. Students who miss their scheduled cooking class(es) can make up the class(es) by attending virtually via an online recorded session for an enrolment fee of \$25 plus applicable tax per class.

BOOK REPORT

Mandatory book report to be submitted by 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, and have no outstanding payments to be eligible to write the final written exam on the date indicated on the class schedule.

ETIQUETTE

Students are expected to conduct themselves in an appropriate manner. Please refer to the Student Handbook, specifically in the sections *Code of Conduct* and *Respectful and Fair Treatment of Students* to familiarize yourself with our policies and requirements.

WELLNESS POLICY

Students wishing to attend classes in-person must not be showing any signs and symptoms of COVID-19. Students (and staff) who are feeling unwell or have come in contact with anyone that has tested positive for COVID-19 are asked to stay home and join classes virtually until their symptoms have resolved or they have been cleared through testing. CSNN Vancouver reserves the right to ask students to return home if they are showing obvious signs of being unwell.

If an instructor is not able to teach a class in-person due to symptoms of illness, the class will be switched to a virtual delivery. CSNN Vancouver will make every effort to notify students by 9 p.m. the day prior to class. If early notification is not possible and students have already made their way to the school, CSNN Vancouver will make accommodations for students to join the class virtually from the classroom.

REQUIRED COURSE MATERIALS AND TECHNOLOGICAL RESOURCES (not provided by the institution):

Students must have either a laptop, iPad, or tablet to use in the classroom; access to a printer and scanner (or a scanner app); a functional email address for receiving class materials; and a valid Gmail account to submit documents virtually. In addition, for virtual classes students must have a web camera and microphone and a strong/reliable Internet connection (and could utilize a desktop computer, if they wish).

ACCOUNTS

Students will incur a late payment fee of \$50 plus applicable tax for late tuition payments (refer to your Student Enrolment Contract, payment plan 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

Student's Signature