



YEARS  
OF FORMING  
MINDS  
& HEARTS

STUDENT  
HANDBOOK

Distance Learning **2019-2020**

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### The Study of Theology

Welcome to Newman Theological College! Founded in 1969 in the wake of the Second Vatican Council by the Catholic Archdiocese of Edmonton, the mission of Newman Theological College is to facilitate human, spiritual and pastoral formation for ministry with a special relationship of partnership with St. Joseph's Seminary. NTC celebrates the plurality of churches and church traditions within the Catholic communion, both Eastern and Western Catholic, and extends its ecumenical vision to other ecclesial communities.

Faithful to the Catholic tradition, faculty at NTC teach students to think critically about theology and how to live a faith-filled life in service of the Church and the world. During your time with us you will get to know better the Bible, St. Augustine, St. John Chrysostom, St. Thomas Aquinas, St. John Henry Newman, St. John Paul II, and many other holy men and women who have shaped the Church and our culture. We engage the profound questions facing the Church and the world and strive to form men and women to be of service to others. We seek to provide an environment that fosters the intellectual, moral and spiritual development of students and encourage an understanding and respect for the gospel and its implications for individual and social life. Furthermore, we seek inter-faith and cross-cultural dialogue with all people of good will.

Students come to NTC for many reasons: for the ordained ministry, lay ministry, including the special ministry of Catholic Education, or for personal faith enrichment. Theology is primarily a faith-filled, systematic, comprehensive and critical pursuit that probes and clarifies the meaning of Christian life in the light of the Revelation of God. In addition to the pursuit of knowledge, pastoral practice, theological reflection, and spiritual growth are all integral features of formation for ministry.

If you love striving to think more clearly and critically about the good, the true, and the beautiful, the study of theology is definitely for you! Theology courses can help us to address deep questions about God and what it means to be human. Seldom are there easy answers such questions, and at times our presuppositions must be challenged to get at the deeper truth. In an effort to be patient with ourselves and others as we grow, we

practice Christian charity and respect to all persons, even those whose views which diverge from our own. Be generous with the time and effort that you apply to your studies. God will never disappoint you!

### Awards

#### The Archbishop Joseph N. MacNeil Award

This award was established in 1994 by the Friars of Edmonton to recognize the priestly and episcopal ordination anniversaries of Archbishop Joseph N. MacNeil, his support for the college and seminary, and the 25th anniversary of the establishment of both NTC and the Friars of Edmonton. It is awarded annually at Convocation to an NTC graduate student who has demonstrated academic excellence, outstanding contribution to the NTC community and commitment to his or her faith and values. The name of the recipient is engraved on a plaque which is displayed at the college and a specially crafted medal is given to the recipient.

#### Saint John Henry Newman Award for Academic Excellence

Established in 2019 by the Academic Senate in honour of the college's fiftieth anniversary and also in recognition of the pending canonization of our college's namesake, Blessed John Henry Cardinal Newman. Conferral is noted on the recipient's permanent academic record.

The Saint John Henry Newman Award for Academic Excellence is presented annually at the Convocation Ceremony to a student graduating from either the Master of Theological Studies or Master of Divinity Program.

The criteria for selecting the recipient is as follows: the individual has been identified as the person achieving the highest graduating GPA of the graduating class. Where more than one graduand of these eligible programs jointly holds the highest graduating GPA for any given year, the award shall be granted to the one holding the highest overall percentage of A + grades for their program. If this is a tie then the award can be granted to more than one recipient.

### The Emmaus Award

This award was established in 2005. It recognizes an individual who has been identified as a person who fostered community within his/her cohort or classes, whose interactions with the teaching staff at Newman have provided evidence that the personal journey of faith is important to the individual, who has grown in faith knowledge and experience, especially as evidenced through a willingness to engage in positive dialogue with fellow students and Newman staff, who was actively engaged with the academic content of their courses, and has maintained a sound academic record throughout their program.

The name for this award reflects the experience of the disciples as described in Luke. Our hope is that religious education students come to Newman, join other disciples on a journey, and through their studies, involving dialogue with content, Newman staff and fellow students, come to recognize Jesus more clearly. They are sent forth from Newman excited to tell their students what they have experienced and come to know.

### Kevin Carr Christian Leadership Award

In September 2004, Newman Theological College established the Kevin Carr Christian Leadership Award in commemoration of the College's 7th President, Kevin Carr. This annual award exists to recognize and honour a layperson or laypersons whose outstanding Christian Leadership reflects the mission and values of Newman Theological College and the qualities that Kevin Carr cherished and exhibited in his work as President.

### Chancellor's Award

The Chancellor's Award recognizes an individual who demonstrates stewardship and ambassadorship for Newman Theological College through sustained efforts in supporting the College and its mission of Faith Seeking Understanding.

The Chancellor's Award may be given to any individual (clerical, religious or lay person) who is deemed to have made noteworthy contributions to Newman Theological College over many years and is presented at the Convocation Ceremony.

Given the extremely high contributions to the College candidates for this award must meet, it is not anticipated that the prize will be given each year. Rather, it will be presented only when a suitable nominee is submitted

## Campus Facilities & Services

The College is situated directly south of the Archdiocese of Edmonton's Pastoral and Administration office and north of St. Joseph Seminary. The facility was constructed in 2010 and consists of a library, bookstore, 12 offices, 4 classrooms (largest room capacity is 65 people), a media room, chapel, kitchen and gathering area.

### Campus Hours of Operation

Regular building hours are from 8:00 a.m. to 4:00 p.m. Monday through Friday.

### Student Services

#### Reception Desk

The Reception desk on the main floor is open Monday through Friday from 8:00 a.m. to 12:00 p.m. and 12:30 p.m. to 3:30 p.m. Students may pay tuition and other accounts at Reception.

#### Accounts

Students may pay their tuition fees and inquire about their student account at the Student Services Reception by calling (780) 392-2450. Payment can also be made by fax at (780) 462-4013.

Payment options by phone/fax/email include: Visa, Master Card, American Express. Payment by E-transfer is not available at this time.

#### Registrar

Maria Saulnier, Registrar, Direct Line: 780.392.2451, Email: [registrar@newman.edu](mailto:registrar@newman.edu)

\*Limited information and service can be provided on the phone due to our privacy policy requirements.

#### Dean of Students

The Dean of Students is available to provide specified services to the students including information and

## Campus Facilities & Services

advice with respect to student counseling services (only available in central Alberta), spiritual direction, and financial assistance and to advise students with respect to student grievances.

Doreen Bloos, Phone: 780-392-2450 ext. 2211,  
Email: [doreen.bloos@newman.edu](mailto:doreen.bloos@newman.edu)

### Office Hours

8:30 a.m. to 4:00 p.m. (Monday to Thursday)  
Closed Friday.

### Offices of the President, VP, & Academic Dean

Appointments for students are scheduled through the Executive Assistant, Michelle Maxwell at (780) 392-2455 or [michelle.maxwell@newman.edu](mailto:michelle.maxwell@newman.edu). Appointments may be attended via telephone or Skype.

### Email Accounts

All distance/online students receive an @my.newman.edu email address. Email credentials will be sent to the students personal email address. If you require assistance with your email address contact Joel Smith at (780) 809-2404 or Buddy Lirag at (780) 809-2402; or email [ithelpdesk@caedm.ca](mailto:ithelpdesk@caedm.ca).

### Student ID Cards

If you are a distance education student, email [ithelpdesk@caedm.ca](mailto:ithelpdesk@caedm.ca) to request a Student ID Card.

### Library Cards

If you are a distance education student, contact the Library Director, Jim Derksen at 780-392-2454 to establish a borrower account.

### Student Counselling Services

Confidential student counselling services are available for eligible NTC students through Catholic Social Services (CSS) at the following locations, Edmonton, Camrose, Wetaskiwin, Lloydminster, Vermillion and Red Deer.

Eligible students include part-time and full-time NTC students of any denomination or faith tradition who are enrolled in the M.Th. M.Div., M.T.S., B.Th., Dip.Th. or C.Th. programs. Students in the M.R.E. program who are not sponsored by their school divisions are also

eligible. Up to five counselling sessions are sponsored by NTC. Beginning with the sixth session, services will be at the student's expense. Students may set up an appointment with Mercy Counselling by emailing [mercy@cssalberta.ca](mailto:mercy@cssalberta.ca) or by filling out an online form found at <https://www.cssalberta.ca/Contact-Us> or by phoning the CSS intake line at 1-(780) 391-3233, Monday through Friday from 9:00 a.m. to 5:00 p.m. All emails and calls are returned within 24 hours during regular business hours. The intake worker will gather your information and work with you to set up an appointment in the location nearest you. The addresses for Mercy Counselling offices can be found on the Catholic Social Services website <https://www.cssalberta.ca/Contact-Us>

### Bookstore Services

Texts for on-line courses are available at the bookstore. We also carry resource material, bibles, reference materials, theological books on a wide variety of topics, teacher resources, and books/bibles for youth and children. These can be picked up or shipped out. We also special order books.

The bookstore is open Tuesdays, Wednesdays and Thursdays only (9:15-12:00; 12:30-3:45). I will respond to your phone messages and emails as soon as possible on those days.

For orders that are shipped out we accept VISA, Mastercard, American Express, or cheque as payment.

If you have any further questions contact the bookstore by phone 780-392-2457 or toll free 1-800-392-2450 ext. 2457 by email [bookstore@newman.edu](mailto:bookstore@newman.edu).

### Sopchyshyn Family Library

The Sopchyshyn Family Library houses over 50,000 books and over 100 current periodical titles.

It also houses a media collection of movies, seminars and academic courses.

### Contact

To contact the library phone 780-392-2454. For all distance on-line inquires, email the librarian at [jim.derksen@newman.edu](mailto:jim.derksen@newman.edu) weekdays.

### Library Hours

The library is open weekdays from 9:00 a.m. – 4:00 p.m. and Saturdays from 12:00 noon to 4:00 p.m. There are two exceptions: Fridays, when the library is open until 6:00 p.m. and one evening per week when the library is open until 8:00 p.m. to accommodate scheduled evening classes. The library is closed Sundays and holidays. Library hours are posted on the NTC website.

### Library Services

#### NEOS Consortium

The library is a member of the NEOS consortium. NEOS consists of academic, government and health libraries throughout Alberta. It provides an online catalogue and shared library services at all locations. This includes item holds delivery and book returns. A link to the online NEOS catalogue is found on the library page on the college website.

Normally distance students may only borrow books from Newman. However, distance students who live close to a NEOS library, such as Red Deer College, may use that location as a pick-up and drop-off location for any books in the system by using the hold request service. For a list of NEOS locations throughout Alberta, see the library page on the Newman website under NEOS “drop-off locations”

#### Online Research

The library is also a member of the Lois Hole Campus Alberta Digital Library (LHCADL). It provides students with access to a wide variety of subject specific databases including Atlas and the Catholic Periodical and Literature Index. Students may also view library tutorial videos. These are short instructional videos covering many topics related to library research. The above can be found on the library page of the college website.

#### Access to Library Services and Accounts

To access library services, distance students must first register for a library account. Email the librarian at [jim.derksen@newman.edu](mailto:jim.derksen@newman.edu)

### Borrowing and Scanning

Distance students may request books from Newman by contacting the librarian. Requests are filled via Canada Post. A return mailing slip is enclosed with all mailings – postage paid by the library. For students within easy distance of a NEOS library, books are delivered and returned by courier at no charge. Some assignments require students to access specific sections of commentaries or reference resources. These may be scanned to a student’s email upon request. Scan requests are usually filled within a 24 hour turnaround time weekdays.

### Financial Aid

#### Bursaries and Scholarships

Newman Theological College offers bursaries and scholarships to new and continuing students enrolled in NTC programs and courses.

NTC bursaries and scholarships are awarded for tuition only on the basis of the following criteria: financial need, involvement in the NTC community (current students) and involvement in the Christian community (new and continuing students), qualities of leadership, and academic performance. Bursary and scholarship Application Forms are available at [www.newman.edu](http://www.newman.edu) or from the Student Services area on the NTC campus. Applications must be submitted by May 31st for the upcoming academic year to the Dean of Students. The Financial Aid Committee reviews all completed applications and determines the amount of funds to be distributed. Students who will be receiving bursaries will receive a letter informing them of the amount of bursary funds they will receive before the end of June. Late applicants are to contact the Dean of Students for more information about bursaries or scholarships that may still be available after the initial distribution in June.

***NTC reserves the right to publish the names of all award recipients.***

See the Academic Calendar or [www.newman.edu](http://www.newman.edu) for a list of bursaries.

### Contact Information for Student Loan Service Centres

There are two student loan service centres: one provincial and one federal. Most student aid recipients receive both Alberta and Canada student loans, meaning two separate loans need to be repaid.

### Alberta Student Loans: Student Aid Alberta Service Centre (SAASC)

Toll-free: 1-855-606-2096 (in North America) or 1-855-306-2240 TTY

Visit: [studentaid.alberta.ca](http://studentaid.alberta.ca)

#### Services provided for students:

- Inquire about application status or financial assistance.
- Check the status of Alberta student loans or review details of recently received Alberta student loans.
- Check loan balances and review loan payment and transaction history.
- Process your Alberta student loan payment.
- Help you customize your monthly payments or access repayment assistance plans.
- Update personal and other contact information.
- Access online loan counselling resources.

#### Register for SAASC's Online Services to:

- Review Alberta student loan information.
- Check loan balances, obtain details about new Alberta student loans received.
- Update personal contact information.

As of January 22, 2019, all students will need a basic MyAlberta Digital Identity account to access the Alberta Student Aid system. To create a basic account you need a valid email address.

If you have an existing Student Aid account, you will be able to transfer your security access.

### Canada Student Loans: National Student Loan Service Centre (NSLSC)

Toll-free: 1-888-815-4514 or 1-888-815-4556 TTY  
Visit: [CanLearn.ca](http://CanLearn.ca)

#### Services provided for students:

- Check the status of Canada student loans and review details of recently received Canada student loans.
- Check loan balances and review loan payment and transaction history.
- Update personal and other contact information.
- Customize your repayment: fill out a request form to increase or decrease your monthly payment.
- Get repayment assistance: if you qualify for periods of repayment assistance, the government will help make payments toward your loan. You could be approved to receive interest and/or principal repayment assistance.
- NSLSC toolbox: tools and resources to help you manage your student loan.

#### Register for NSLSC's Online Services to:

- review Canada student loan information.
- check loan balances, obtain details about new Canada student loans received.
- apply online for the Repayment Assistance Plan (RAP).
- update personal contact information.

### Links to Provincial Student Loans

#### Student Aid British Columbia

<https://studentaidbc.ca/>

#### Student Loans Saskatchewan

<http://www.saskatchewan.ca/residents/education-and-learning/student-loans>

#### Manitoba Student Aid

<http://www.edu.gov.mb.ca/msa/>

#### Yukon Student Loans

<http://www.education.gov.yk.ca/student-funding.html>

#### Northwest Territories Student Financial Assistance

<https://www.ece.gov.nt.ca/en/services/student-financial-assistance>

## Ontario Student Assistance Program

<https://www.ontario.ca/page/osap-ontario-student-assistance-program>

## Quebec Student Loans

<http://www.afe.gouv.qc.ca/en>

## Nova Scotia Students Assistance

<http://novascotia.ca/studentassistance>

## New Brunswick Student Financial Services

[http://www2.gnb.ca/content/gnb/en/departments/post-secondary\\_education\\_training\\_and\\_labour/Skills/content/FinancialSupport/StudentFinancialServices.html](http://www2.gnb.ca/content/gnb/en/departments/post-secondary_education_training_and_labour/Skills/content/FinancialSupport/StudentFinancialServices.html)

## Newfoundland Student Aid

<http://www.aesl.gov.nl.ca/studentaid>

## Prince Edward Island Student Loans

<https://www.princeedwardisland.ca/en/topic/student-loans-bursaries-grants-and-awards>

## Financial Assistance for Nunavut Students

<http://gov.nu.ca/family-services/programs-services/financial-assistance-nunavut-students-fans>

## Financial Assistance (Emergency)

### NTCSA Student Emergency Fund

The NTC Students' Association established this fund in 1994 to provide short-term assistance to students experiencing a financial crisis. The fund is intended to assist students with basic living expenses such as food, rent, transportation, utilities, unexpected medical expenses, and textbooks. The NTCSA Emergency Fund cannot be used to cover tuition or academic fees. A student may use this fund only once.

### Cecilia I. Johnstone Needs Emergency Fund

This fund was established in 2007 by the Estate of Cecilia Johnstone to assist female students experiencing a temporary financial crisis and who are unable to meet their basic living expenses in the short term. The Cecilia Johnstone Emergency Fund cannot be used to cover

tuition or academic fees. A student may use this fund only once.

### Process to Request Emergency Financial Assistance

To request assistance from either the "NTCSA Student Emergency Fund" or the "Cecilia I. Johnstone Needs Emergency Fund", a student must send a letter or email to the Dean of Students, Doreen Bloos, at [doreen.bloos@newman.edu](mailto:doreen.bloos@newman.edu) stating the amount of emergency financial assistance that they require and the reason for the request. The Dean of Students will schedule a meeting with the President of the NTCSA to review and make a decision concerning the student's request. A decision will be made based on the student's need and the amount of funds available for distribution. Results of the decision will be sent to the student via email from the Dean of Students. The decision is final and cannot be appealed.

Students receiving emergency financial assistance must submit receipts demonstrating that the monies were used for the purpose for which they were requested.

**Note:** The names of students requesting emergency financial assistance are confidential. A record of the request will be held in a locked cabinet in the office of the Dean of Students.

For more information about emergency financial assistance please contact the Dean of Students, Doreen Bloos at 780 392-2450 Ext. 2211.

## Newman Theological College Students' Association (NTCSA)

The Students' Association is run by students and is for the students. All full-time and part time students registered in at least one graduate or undergraduate course for credit at NTC, either on-campus, off-campus or on-line, are members of the NTCSA as well as those identified as associate or honorary members. As members of the NTCSA, students are eligible to benefit from the services offered by the Association and to fully contribute to decisions affecting the student's life at the college.

The Newman Theological College Student Council (NTCSC) is an elected body consisting of full-time and part-time students (President, VP Academic, VP Finance, VP Spiritual Life/Social Justice, VP Student

## Course Information

Life, VP Communications, 4 Graduate Council Representatives, and 3 Undergraduate Council Representatives) whose purpose is to:

- Facilitate communication between students, faculty and administration through representation at all levels of government and other external organizations.
- Serve and further the intellectual, social and spiritual life of its members through a variety of activities.

### Executive Council Members

President: Jonathan Quist

VP Academic: Jamela Camat

VP Finance: Ian Mahood

VP Student Life: Christopher Pugh

VP Spiritual Life: Kaitlyn Baier

VP Communications: Orion Wiebe

Secretary: Laurie Meeuwissen

### Graduate Council Representatives

Greg Hansen

Ivan Simko

Chris Juchacz

Santiago Torres

### Undergraduate Council Representatives

3 vacancies

## Course Information

### Faculty Advisor

All full-time students and those part-time students who are eligible to complete their degree are required to have a faculty advisor. Faculty advisors are full or part-time instructors at Newman who meet with a number of students regularly to discuss academic matters. Faculty advisors assist students in the following academic matters:

- Selection of topics for research papers or thesis.
- Clarification of theological issues relating to course work, required reading, and books reviewed.
- Course planning.
- Field education requirements, alternatives and related course selections.
- Preparation for comprehensive examinations and

integrative seminars.

- Methodology of research including the effective use of library resources.

The faculty advisor's signed approval is required for reading courses, course changes, and assignment extensions. Students are encouraged to connect with their faculty advisor at the beginning of each semester for review and approval of their courses. Faculty advisors are available for telephone or Skype interviews for students studying at a distance. Students should consult their faculty advisor concerning any questions about their program before bringing them to the Registrar.

### Course Descriptions

Course descriptions and requirements are available in the Academic Calendar and on the college website: [www.newman.edu](http://www.newman.edu).

### Course Requirements

The following reflect the college's policies on course requirements. Any other arrangement regarding course requirements must have prior approval of the Academic Dean.

Requirements for all degrees may be obtained from the Office of the Registrar or the Academic Dean.

### Incomplete Grade Policy

Where there is good and sufficient reason, a student may be granted an 'incomplete grade' with respect to the completion of course requirements. Good and sufficient reason shall include the following:

- Serious illness of the student.
- Serious illness or death within the immediate family of the student.
- Other extenuating family or work-related circumstances.

An incomplete course is defined as an extension of the deadline for course assignments beyond the time when it is possible for the faculty member to submit grades within the guidelines established by the Registrar for that semester. An incomplete course request may be required because of incomplete term assignments or missed exams.

Established procedures shall be followed to grant an incomplete course request. Where this is done and the incomplete assignments are completed within the extended deadline, no academic penalty shall be assessed.

Students are usually permitted to carry only one incomplete course beyond the end of a given semester.

Incompletes must normally be completed within 30 days of the last day of the course.

The student presents the request for an incomplete grade with the reason for the request to the relevant faculty member. The faculty member decides if the reason is within NTC policy guidelines and if the request should be granted.

If the faculty member grants the student's request, the student completes an Incomplete Grade Request Form which the faculty member signs. (Forms are available from the Registrar's Office.) The student advises his/her faculty advisor, who also signs the Incomplete Grade Request Form. The student then submits the form to the Registrar. The student is responsible for submitting this completed form to the Registrar's Office. It must be received by the Registrar before the end of final exam week. The form is placed in the student's file until the course requirements have been completed. It is the responsibility of the student to be familiar with the policies and procedures pertaining to term extensions and incomplete grades and to ensure that all procedures are followed. Neglecting to do so may result in a failing grade.

If the faculty member denies the student's request, the student can appeal the decision with the Academic Dean.

If an incomplete grade request has been granted, but the course requirements are not completed within thirty (30) days, the mark assigned shall be a failure.

### Leave of Absence and Policy for Extensions

Extensions to an incomplete grade may be granted in extenuating circumstances, but may not exceed 16 weeks following the end of the course. Students who fail to complete course work by the agreed deadline will have a grade assigned which is based on work completed.

### Final Examination Schedule

Examination dates and times for distance learning courses are found in the course outline.

### Grade Reports

Grade reports are made available on the college website under "Student Login." You will need your student ID number and PIN. If your ID number is not accepted, try entering a zero at the beginning of the number. For any other technological difficulties, contact Joel Smith at (780) 809-2404 or email [ithelpdesk@caedm.ca](mailto:ithelpdesk@caedm.ca). Please note that final marks (and transcripts) will not be issued to any student who has outstanding fees, fines, or overdue books.

### Return of Assignments

Students who wish to have term papers or other assignments returned to them at the end of a course are to make arrangements with their instructor. They can be scanned and emailed or if papers are required to be returned by mail, students will be asked to provide a stamped, self-addressed envelope for the instructor(s).

### Written Assignments - Style and Format

Newman Theological College requires that all written work be submitted in acceptable academic format and style. Please note the following regulations:

#### Regulations

Research papers, book reports, article summaries, reflection papers, and essays should be double-spaced, printed on one side only, and submitted on white, 8.5" x 11" paper.

A standard type style, such as Times New Roman, with a 12-point font size, must be used. The instructor will specify the most recent edition of the style manual to be used:

1. Kate Turabian, "A Manual for Writers of Term Papers, Theses, and Dissertations" (Chicago: University of Chicago Press).
2. Joseph Gibaldi & William Ahters, eds., "MLA Handbook for Writers of Research Papers" (New York: Modern Language Association of America).
3. American Psychological Association "Publication

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Manual of the American Psychological Association” (Washington: APA Publications).

Copies of these standard references may be purchased in the NTC bookstore.

Ignorance of standard form is not considered an acceptable excuse for deviation from required standards of format and style.

### Policies, Procedures, & Regulations

#### Academic Misconduct Policy

##### Policy

Newman Theological College considers plagiarism or academic dishonesty to be a serious offence diminishing scholarship and defrauding those who eventually may depend on our knowledge and integrity. The College promotes community, scholarship, and learning. Learning involves interaction with teachers and students as well as personal reflection and critical inquiry. In all cases it demands integrity.

##### Regulations

1. Violations of academic integrity include, but are not limited to:
  - A. Cheating on tests, examinations, quizzes.
  - B. Appropriating the original work of another with the intent of falsely misrepresenting work as one’s own; includes using the exact words of another without identification of the material as a direct quotation or without citing the exact source; paraphrasing the work of another person without citing the exact source (correct paraphrase requires complete transformation of the passage, not a simple change of a few phrases or words).
  - C. Collaboration without the instructor’s consent on individual assignments intended to be performed outside the classroom.
  - D. Submitting work for one course which has already been submitted for another course without the explicit permission of the instructors involved.
  - E. Selling or purchasing papers or other

assignments for submission to meet course requirements. This includes submitting downloaded papers or parts thereof from the Internet.

##### Procedures

1. An instructor who believes that academic dishonesty may have taken place will discuss this with the student in a timely manner and take one of the following actions:
  - A. Issue a warning and require the student to redo the work or do a supplementary assignment.
  - B. Assign a lower grade for the work.
  - C. Assign a failing mark for the work.
2. Depending on the nature of the offence the instructor may refer the student to the Registrar for information on academic writing, or other resources to assist the student in developing the competence necessary for successful study.
3. A student who feels the instructor’s decision to be unfair may appeal to the Academic Dean. In the case where the Academic Dean is the instructor, the student may appeal to the President.
4. The instructor will inform the Academic Dean and the Registrar in writing of every incident of academic misconduct and the penalty imposed.
5. The Registrar will keep a record so that each case can be assessed within the wider context of the student’s academic progress.
6. In the case of subsequent offences, the Academic Dean will then meet with the student to review the facts and decide on one of the following actions:
  - A. Issue a formal reprimand to the student warning that any further incidents will result in immediate expulsion.
  - B. Immediately expel the student from the College for academic misconduct.

## Grade Appeal Policy

### Policy

A student who feels that their work has been unfairly assessed has recourse to a grade appeal process.

### Regulations

1. The instructor is responsible for evaluating course work and assigning grades. Course requirements and evaluation methods shall be clearly stated in the course outlines. Changes in evaluation or grading methods during the semester must be communicated to the students in writing.
2. A student concerned or unclear about course requirements, grading, or marking of a particular assignment is expected to seek clarification or to express his/her concern to the instructor. A student who believes that an assignment, test, or exam, in either whole or part, has not been appropriately graded must first review their concerns with their instructor within five (5) working days of the date when the graded work is returned to the class. If there is a concern about work returned during the final week of classes, or a final exam or paper, there may not be an opportunity to review the grade with the instructor or to have the work remarked prior to the assignment of a final grade for the course. In this case, a meeting with the instructor should be scheduled as soon as possible.
3. Appeal of final grades must be initiated within thirty (30) days from the end of the semester in which the course was taken. Oral examinations will be recorded by the instructor and that record shall be retained only for the period of appeal of that examination. Grades not questioned within this period will not be reviewed at a later date.

### Procedures

1. Before filing a formal grade appeal the student must discuss his/her concerns with the instructor and request a re-evaluation of the work. If the instructor is not available, the student should contact the Academic Dean to determine when the instructor will be available. Between semesters, instructors are not expected to be available and questions arising during that time must be

postponed until the start of the next semester unless the instructor can be contacted and agrees to come in and address the questions.

2. If there is a grade change, the instructor will complete a Change of Grade Form and submit the completed form to the Registrar. If there is no grade change and the student is still dissatisfied, the student should contact his/her Faculty Advisor, who will discuss the grade appeal process and documentation required. If the Faculty Advisor is the instructor who assigned the grade, the student may approach another faculty member for advice. The written request must provide the basis of the appeal, evidence in support of the appeal, and the resolution being sought. The completed Grade Appeal Form and supporting documentation are submitted to the Academic Dean. (If the Academic Dean is the instructor who assigned the grade or the student's Faculty Advisor, then it will be submitted to the President.)
3. The Academic Dean will give the instructor a copy of the student's written request and ask the instructor to provide a written explanation of the grading procedures used and any other information, which may be relevant. The Academic Dean will then provide a copy of the instructor's written statement to the student. During this process, the instructor may choose to change the grade or the student may choose to stop the process. If neither of these happens, then the Academic Dean will appoint another faculty member (second reader) to re-evaluate the work and the grade may be higher, lower, or remain the same.
4. The second reader will submit a recommendation to the Academic Dean that the grade be changed or that the original assigned grade remains unchanged. The Academic Dean will complete Section B of the Appeal of Grade Form and forward it to the Registrar. The decision of the Academic Dean is final.
5. The Registrar will provide a copy of the completed form to the student and course instructor. All documentation pertaining to the appeal will be kept confidential and retained in the student's file in the Registrar's Office.

## Harassment & Discrimination Policy

### Policy

Newman Theological College promotes a workplace free of harassment or discrimination within the college community. When applicable, individuals who engage in harassing behaviour will be subject to disciplinary action.

Newman Theological College recognizes the serious nature of unfounded allegations of harassment or discrimination and may take disciplinary action in those cases in which complaints are shown to be fraudulent or vexatious.

### Regulations

1. This policy applies to all members of the college community or persons over which the college has jurisdiction including students, staff, faculty, and employees of the college. When there is any conflict between this policy and the Human Resources Policies, Procedures, and Practices of the Archdiocese of Edmonton or there is any question to whether this policy or the policy of the Archdiocese of Edmonton shall apply this policy shall take precedence and apply.

2. Role and Responsibility of Administrative Officers

Administrative Officers bear a primary responsibility for maintaining a learning and work environment free from discrimination and harassment. This responsibility includes an awareness of what constitutes harassment, knowledge of the procedures that are in place for dealing with such allegations and cooperation in the processing of complaints made under this policy. Administrative Officers have a responsibility to make those for whom they are responsible aware of the college's Harassment Policy (ensuring that any training courses are taken). Those in supervisory positions bear a responsibility to act in a timely and effective manner to harassments. When they become aware of any violation of this policy, they must inform a Harassment Advisor or the President.

3. Role and Responsibilities of Harassment Advisors

- A. At the beginning of each year, the President will appoint two Harassment Advisors for students and employees, one male and one female, to provide confidential advice and information to interested persons or parties. ***The Harassment Advisors for 2019-20 are Doreen Bloos and Fr. Dave Norman.***
- B. Each Harassment Advisor shall, prior to accepting the position, undertake to maintain strict confidentiality in respect of their services under this policy. The Harassment Advisors shall also familiarize themselves with this policy and the procedures hereunder.
- C. Harassment Advisors shall be available to meet with any person within the college community to act as an advisor to the person in respect of the matters covered by this policy.
- D. The Harassment Advisor is to assist individuals in making informed decisions about the most appropriate method of resolving a concern or complaint. Both impartiality and confidentiality are requisites.
- E. The Harassment Advisor shall provide individuals seeking advice with a copy of this policy, explain the procedures, and make them aware of other available appropriate support services (e.g. counseling, Sexual Assault Center, etc.).
- F. In order to determine whether the complaint can be handled under this policy, the Harassment Advisor shall determine whether the complaint:
  - i. falls within the jurisdiction of this policy;
  - ii. appears to be supported by sufficient evidence for a determination to be made;
  - iii. meets the criteria for an informal resolution.

4. Definition of Harassment

Harassment includes the following:

- A. General Harassment

One or a series of objectionable and

unwelcome comments or actions directed towards a specific person or group of persons that has the effect of creating a poisoned environment. It can include:

- i. unwelcome behaviour (i.e., verbal or physical conduct) that is demeaning or causes offence;
- ii. conduct that creates an intimidating, hostile, or offensive environment or interferes with study or work performance;
- iii. demeaning or offensive remarks, threats, or verbal abuse;
- iv. patronizing comments which have the effect of undermining authority or respect in the college;
- v. retaliation against a person making a complaint or against witnesses to a complaint;
- vi. abusive or unwelcome conduct which violates the Alberta Human Rights Act, RSA 2000, c A-25.5.

**Note:** Teaching, advocating, or defending in a respectful manner the teachings of the Roman Catholic faith shall not be construed as harassment.

### B. Sexual Harassment

Unwelcome conduct of a sexual nature that detrimentally affects the work or study environment or leads to adverse consequences for victims of the harassment and can include:

- i. a series of objectionable and unwelcome sexual solicitations or advances;
- ii. a sexual solicitation or advance made by a person who is in a position to confer any benefit on, or deny any benefit to, the recipient of the solicitation or advance;
- iii. a reprisal or threat of reprisal for rejecting a sexual solicitation or advance.

### 5. Examples of Harassment

Examples of harassment include to varying degrees the following:

- A. Verbal or physical abuse; threats; derogatory

remarks; jokes, innuendo or taunts about appearance, religious beliefs, colour, place of origin, mental or physical disabilities, ancestry, marital status, family status, source of income or gender. The college will not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment.

### Procedures

#### 1. Representation

A Complainant or Respondent shall be entitled at all times to be represented by an appropriate member of college faculty or such other person as they may nominate. This policy shall not in any way restrict the right of any person to seek and be represented by legal counsel at any time concerning these matters.

#### 2. Reporting

- A. The person making a harassment complaint shall be referred to as the Complainant. The person accused of having committed an act of harassment shall be referred to as the Respondent. The Respondent has recourse to legal counsel at any point during the process.
- B. A harassment complaint cannot be accepted anonymously.
- C. A harassment complaint must be brought in a timely fashion.
- D. If at any time, on reasonable grounds, any person within the college community suspects or learns of criminal conduct or behaviour concerning the matters in this policy, that person shall report the matter immediately to the police.

**Note:** Impartiality will be applied to both the Complainant and the Respondent other than in the case where immediate action is called for requiring Emergency Temporary Suspension.

#### 3. Emergency Temporary Suspension

In exceptional circumstances, the President or delegate may issue an immediate, temporary suspension prior to the completion of the Informal or Formal Process. This action will be taken

when it is reasonable to conclude that serious harassment or discrimination has occurred and that a student's or employee's presence on campus presents an unreasonable risk to the safety of others. Students or employees receiving the suspension must leave the campus immediately. The Formal Hearing Process will proceed, and the Emergency Temporary Suspension will be replaced by the decision rendered at the end of the process.

#### 4. Informal Complaint Procedure

##### A. Rationale for Using the Informal Resolution Process

It is assumed that most complaints of harassment and discrimination can be resolved informally through the use of conflict resolution strategies and supportive interventions. Every effort will be made to stop the offending behaviour and to resolve complaints as quickly as possible. Either of the participants or the Harassment Advisor may withdraw at any time during the informal process if one determines no useful purpose will be achieved by beginning or continuing to attempt an informal resolution.

##### B. Informal Resolution Process

Students or employees may initially bring a complaint to such college representatives as the Academic Dean, the Dean of Students, their Faculty Advisor, a faculty member, or their supervisor. This college representative has a responsibility to maintain confidentiality and to encourage the individual to seek advice from the Harassment Advisor. The college representative may also seek advice from the Harassment Advisor as to further action without identifying the individual in question. The Harassment Advisor (or other college representative receiving the complaint) shall not reveal the identity of the Complainant without their knowledge, unless not acting would pose a threat.

Role of the Harassment Advisor includes but is not limited to:

- i. confidential "conflict coaching" to the individual raising the concern or the complaint;
- ii. use of non-accusatory mechanisms such as: raising the awareness of a supervisor, staff, or faculty member of harassment issues generally;
- iii. encouraging an apology from one or more of the individuals involved in the dispute; and
- iv. suggesting counselling to one or more parties.

##### D. Possible Outcomes of the Informal Resolution Process

If there is a successful outcome the parties may sign an Agreement of Resolution, which sets out a course of action agreed upon by the parties to eliminate harassment/discrimination. This Agreement of Resolution will be retained only in the confidential records of the President's Office for five (5) years. This agreement will be referred to in the event of future problems between the parties resulting in the initiation of a formal complaint process. If the informal resolution process is unsuccessful and a formal procedure is initiated, the Harassment Advisor who facilitated the conflict resolution process will not reveal the details of the intervention(s) without the permission of the participants who were involved. An informal agreement is voluntary and the Harassment Advisor has no authority to impose conditions or sanctions on either party.

##### E. Agreement of Resolution Violation

Upon an Agreement of Resolution being reached, college faculty or staff involved in the informal process will support both parties in repairing the damage and broken trust. However, violation of the Agreement of Resolution may lead to reopening the file. The Complainant may choose whether or not

to proceed directly to the formal complaint process.

### 5. Formal Complaint Procedure

- A. The following behaviours will normally lead directly to a formal complaint.
  - i. events that might include a criminal code violation;
  - ii. situations where the college considers a response is warranted to ensure the health, safety and security of individuals whether it occurs on or off campus; or
  - iii. repeated instances of harassment and/or discrimination where previous interventions have not been successful in persuading the Respondent to refrain from offending behaviours.
- B. Persons within the college community who feel that they are being harassed, or who are observing harassment, may file a complaint pursuant to this policy with the President. ("Complainant")
- C. A complaint filed pursuant to this policy must be in writing, must identify the person or persons whose conduct is complained of ("Respondent"), and must describe with reasonable particularity the conduct forming the basis of the complaint. The complaint must be signed by the Complainant.
- D. A complaint shall be received by the President, except where the complaint is concerning the President, in which case it shall be received by the Harassment Officer. In that case, the Harassment Officer will notify the Chair who shall designate a member of the Board of Governors to receive and address the Complainant.
- E. Upon receiving a complaint, the President must provide to the Respondent(s) a copy of the complaint, or such portions of the complaint as may be relevant to the alleged harassment. Each Respondent shall have a period of fourteen (14) business days within which to respond to the complaint. The response shall be in writing and shall be

delivered to the President.

- F. The President must maintain a file of the complaint, the response, and any other written materials concerning the complaint created under this policy including any Agreement of Resolution (4E).

### 6. Confidentiality

Any complaints received pursuant to this policy will be treated with the highest standard of confidentiality. The following precautions will help ensure confidentiality:

- A. All communications pursuant to the complaint must be reserved to the Complainant, the Respondent and the Harassment Advisor (or the college representative who received the complaint).
- B. Any documents generated from an inquiry will not become part of the Complainant's personnel or student file.
- C. All reports and correspondence between the Complainant and the Respondent, conveyed through the Harassment Advisor, will be kept in a confidential file under the name of the Complainant.
- D. When one party requests to see the file the other party will be informed of the request (subject to the Freedom of Information and Protection of Privacy Act, RSA 2000, c F-25).
- E. No copying of files except as determined necessary by the responsible party.
- F. Upon the conclusion of the complaint procedure the confidential file will be kept by the President's Office for management and conservation. Only one permanent file may be kept.

### 7. Response to the Formal Complaint

(The process undertaken by the President to investigate and verify the validity of the complaint.)

- A. After receipt of the response, or after the lapse of time for delivery of a response to a complaint, the President shall review the complaint and the response(s), and may do

one of the following:

- i. dismiss the complaint immediately in which case the President's decision is final;
- ii. request that the parties enter into arbitration;
- iii. direct or undertake further investigations; or
- iv. direct a hearing of the matter under article 9.

- B. The Complainant and the Respondent shall be notified in writing of the decision of the President under article 7A.
- C. The President may delegate further investigations to any appropriate person provided that the person gives a strict undertaking of confidentiality in respect of the matters investigated. Any such person must report their investigative findings in writing to the President.
- D. Upon the conclusion of all investigations, the President shall prepare an Investigation Report summarizing the complaint, the response, the results of any investigations and the President's assessment as to whether harassment has taken place contrary to this policy.
- E. After completion of the Investigation Report, the President may dismiss the complaint, or may refer the matter to a formal hearing under article 9.

### 8. Arbitration

(The process by which the parties in a conflict ask for and accept the help of a third party to assist in the resolution of a problem.)

- A. This article shall apply where either party requests arbitration, or where the President recommends arbitration pursuant to article 7Aii.
- B. The President, in consultation with the parties, shall choose an appropriate Mediator, satisfactory to all parties. The Mediator may be chosen from either within or without the college community.

- C. Mediation is a voluntary process, and may be terminated by either the Complainant or the Respondent at will.
- D. Mediation shall be conducted according to a process to be agreed on by the parties and the mediator. It shall be conducted with a view to reaching a mutually acceptable resolution of the complaint.
- E. Mediation shall be conducted strictly in confidence and strictly without prejudice to the parties' rights under the law, or under this procedure.
- F. At the conclusion of mediation, the Mediator shall provide a brief written report to the President advising whether the mediation was successful or not. The Mediator must not disclose any matters discussed in the mediation except with the consent of the parties.
- G. Where the parties have agreed on resolution of the complaint pursuant to the mediation, the President shall dispose of the complaint as agreed by the parties provided the resolution is in accordance with the governance, policies, and procedures of the college.
- H. Where mediation has not resulted in an agreed resolution of the complaint, the matter shall be returned to the President, who may deal with it further under article 7.

### 9. Formal Hearing

(The process undertaken by the Hearing Committee if arbitration has failed.)

- A. Where the President has directed a formal hearing of a complaint, he/she shall nominate a Harassment Committee to be comprised of three members consisting of one member of The Board of Governors, one member of the Academic Senate, and one member of the Faculty. The Harassment Committee shall conduct a hearing into the complaint, and shall be autonomous in its conducting of affairs, subject to the requirements of this policy. The Harassment Committee may retain legal counsel.
- B. The President shall give notice of the hearing

to the Respondent of not less than (30) thirty days, or such lesser time as may be agreed. The notice shall provide reasonable particulars of the conduct forming the subject of the hearing.

- C. The hearing shall be conducted in the following order:
  - i. opening statement of the President;
  - ii. statement of the Complainant;
  - iii. tendering of the Investigation Report;
  - iv. any further witnesses or evidence;
  - v. statement and evidence of the Respondent, including any witnesses the Respondent wishes to call.
- D. The Harassment Committee shall consider all of the evidence and submissions and shall determine the matter. The decision will be in writing and shall provide reasons for its determination.
- E. Where the Harassment Committee determines that harassment has taken place, it shall impose an appropriate sanction, which may be, but is not limited to, any one or more of the following:
  - i. a formal reprimand;
  - ii. in the case of a student Respondent, suspension or expulsion; and
  - iii. in the case of an employee Respondent, suspension with pay or without pay, or termination.
- F. The decision of the Harassment Committee shall be final and communicated in writing to the Complainant and the Respondent. If the committee has determined that harassment has taken place, this decision shall be kept in the Respondent's file.
- G. Upon conclusion of a harassment complaint in any fashion, whether by dismissal, mediation, or formal hearing, all file materials shall be sealed and maintained in the President's Office for a period of five (5) years, after which time the materials shall be destroyed.
- H. All documents and verbal communications

concerning the complaint will be treated with strict confidentiality, being made known only to those directly involved in the process. An investigator under this policy may divulge with discretion such information as is necessary to carry out an effective investigation. Except when required by law, no one may divulge to a third party any information that they possess about another party because of attendance at a hearing or interview.

- I. The complaint may be withdrawn at any point during the hearing process.

### Non-Academic Misconduct Policy

Newman Theological College encourages appropriate student conduct by identifying and regulating student non-academic misconduct. Non-academic misconduct is that which infringes on the essential values of the NTC academic community: mutual respect, dignity, and civility.

### Regulations

- 1. Non-Academic Misconduct includes but is not limited to:
  - A. A demonstrated lack of respect for the values and tenets of Newman Theological College as a Catholic and ecumenical institution.
  - B. Overt repudiation of the College's mission statement.
  - C. Flagrant disregard for Christian moral standards.
  - D. Disruptive behaviours detrimental to the safety and welfare of staff and other students.
  - E. Damaging, defacing or destroying College property including intellectual property or the property of any member of the NTC community.
  - F. Stealing from the College or a member of the College community.
  - G. Unauthorized removal or unauthorized possession of NTC property.
  - H. Unauthorized entry into the College.

## Policies, Procedures, & Regulations

- I. Possession or use of a weapon or firearm on the campus.
- J. Initiating unfounded or vexatious charges against another student, staff or faculty member.
- K. Disrupting a class in such a way that it interferes with the normal process of the session or the learning of other students.
- L. Disrupting a College event.
- M. Unauthorized abuse or use of alcohol on campus.
- N. Unprofessional conduct in a field education placement.
- O. Misuse of Information Technology (See Acceptable Use of Information Technology Policy).
- P. Harassment or Sexual Harassment/Stalking (See Harassment and Discrimination Policy).
- Q. Criminal activity on or off-campus.

### Procedures

#### 1. Reporting of Non-Academic Misconduct

Students, staff, or faculty members are to report incidences of non-academic misconduct in writing to the Academic Dean or designate. The Academic Dean or designate will assess the validity of the accusation. If the Academic Dean or designate feels that there is a basis to the accusation, the student named shall be provided with a copy of the written report and told of any further details concerning the allegation and shall be required to appear before the Academic Dean or designate to respond to the allegation. (The Dean of Students or the student's Faculty Advisor may also be present at the meeting).

- 2. If, after listening to the named student, the Academic Dean or designate is satisfied that no violation of this policy has taken place, he/she shall inform the student and the members of the NTC community who reported the incident that no misconduct took place.
- 3. Process for Minor Non-Academic Offences  
If, after listening to the student, the Academic

Dean or designate believes that a minor non-academic offence took place, he/she may do the following:

- A. Give the student a warning.
- B. Put the student on probation (on conditions as proposed by the Academic Dean or designate). Failure to adhere to the conditions of probation may result in the situation being referred to the Non-Academic Misconduct Hearing Committee (hereafter referred to as the Hearing Committee).

#### 4. Process for Serious Non-Academic Offences Not Affecting Safety or Wellbeing of Others

If, after listening to the student the Academic Dean or his/her designate believes that a serious non-academic offence has taken place that does not affect the safety or well-being of students, staff, or faculty, he/she can do the following:

- A. Place the student on temporary probation (conditions as proposed by the Academic Dean or designate) until the accusation is reviewed by the Hearing Committee who will determine the disciplinary action required. Failure to adhere to the conditions of probation may result in temporary suspension from classes.

#### 5. Process for Serious Non-Academic Offences That May Affect the Safety or Wellbeing of Others (Temporary Suspension)

If, after listening to the student, the Academic Dean or designate believes that a serious non-academic offence may have taken place that could affect the well-being or safety of the students, staff, or faculty, he/she can do the following:

- A. Call the police if criminal activity is suspected.
- B. Temporarily suspend the student from the College until the accusation is reviewed by the Hearing Committee which will consider the accusation, and if the allegation is confirmed, will determine the disciplinary action required. Such suspension shall be in effect immediately. The Academic Dean or designate shall document his/her decision and the reason for his/her decision in a Temporary Suspension Report. The decision shall be

immediately conveyed in writing to the Facilities Manager, the student, the student's professors, and the Registrar.

**6. Non-Academic Misconduct Hearing Procedure**

- A.** If the Academic Dean or designate believes a serious non-academic offence did take place, he/she shall prepare a formal written report setting out in full the details of the allegation and shall convene a meeting of the Hearing Committee within ten (10) working days. The purpose of the Hearing Committee is to determine if the student did commit a non-academic offence and if he/she did, the Hearing Committee will determine the disciplinary action that is warranted.
- B.** As required by the Hearing Committee any members of the College community concerned with the alleged misconduct, including the Academic Dean, may be called upon to appear to give evidence before the Hearing Committee.
- C.** The student and all members of the Hearing Committee shall be provided with a copy of the report (6A) and if applicable the Temporary Suspension Report (Procedure 5B) and a notice of the date, time, and place of meeting.
- D.** If the student disputes the material aspects of the report then, not later than five (5) working days before the date set for the hearing, he/she will so advise the Chair of the Hearing Committee in writing and will then have the right to be present and to hear all the evidence brought against him or her and to ask questions of the witnesses who are called.
- E.** At the end of the evidence called by the Hearing Committee the student shall be given the opportunity to call any witnesses on his/her behalf and to give his/her own evidence, and then to make any final submission that he/she may wish to make to the committee. Any member of the Hearing Committee will have the right to ask questions of any witness called by the student, or of the student, should he/she choose to give evidence on their own behalf.

**7. Decision**

After hearing all of the evidence and listening to any submissions made by the student on his/her behalf, the Hearing Committee shall then meet in camera to reach its decision as to whether a non-academic offence did take place or not. The decision must be arrived at by a majority of the Hearing Committee. If a non-academic offence did take place, the Hearing Committee shall impose a discipline based on the gravity of the offence and any mitigating circumstances (if any) related to the offence.

- A.** The Hearing Committee's decision shall be binding and it shall be reported in writing as soon as possible to the Academic Dean and to the student. The written decision of the Hearing Committee shall set out:
  - i.** The allegation.
  - ii.** A summary of the relevant evidence.
  - iii.** The position of the student.
  - iv.** The findings of the Hearing Committee.
  - v.** The decision of the Hearing Committee with respect to the alleged non-academic misconduct of the student.
  - vi.** If the Hearing Committee finds that the student was responsible for non-academic misconduct, it shall set out its decision with respect to the discipline required.
- B.** A copy of the written decision shall be sent to the student and a copy placed in the student's file (See I. below).
- C.** If the Hearing Committee finds the student has committed non-academic misconduct and includes suspension from a course(s) or expulsion from the College, the report shall be sent to the Registrar to be put in the student's file. The student's professors shall be notified by the Registrar in writing of the student suspension from either the course or the College.
- D. Composition of the Non-Academic Misconduct Hearing Committee**  
The Hearing Committee shall be established

when needed by the Academic Dean or designate. It shall have one faculty member, a second member from either the faculty or the Academic Senate and the Academic Dean who shall act as Chairperson. A non-voting secretary shall also be present at the meeting.

### **E. Student Rights**

The student may be assisted in the proceedings by any one of his/her choosing including legal counsel, the Dean of Students, their Faculty Advisor, a member of the student council, or such person as may be acceptable to the Chair of the Hearing Committee. The representative chosen by the student shall not be a member of the Hearing Committee. The student should have a "notification" requirement well in advance of the date of the hearing.

### **F. Time Limit for Non-Academic Misconduct Hearing**

When possible a Non-Academic Misconduct Hearing shall be carried out within twenty (20) working days of the student's meeting with the Academic Dean or designate.

### **G. Notice of Hearing**

The Academic Dean or his/her designate shall give the student and other individuals concerned with the alleged non-academic misconduct seven (7) working days notice of the hearing.

## **8. Discipline**

The Hearing Committee may impose any one or more of the following disciplines as they determine:

### **A. Minor Offences – where there has been a breach of probation.**

- i.** Apology.
- ii.** Loss of privileges or services.
- iii.** Restitution.
- iv.** Payment for damaged property.

## **B. Serious Non-Academic Offences**

- i.** Official Written Warning with record kept on the student's file for one (1) semester and up to a maximum of three (3) years.
- ii.** Disciplinary Probation with conditions set by the Hearing Committee following consultation with Academic Dean or designate. The record will be kept in the student's file for one (1) semester and up to a maximum of three (3) years.
- iii.** Suspension from the course where the non-academic offence took place. A permanent record kept in student's file in Registrar's office.
- iv.** Suspension from NTC from one (1) to three (3) years: Student suspended from the College can reapply after the time determined by the Hearing Committee. The student's suspension will be noted in their student file until they are readmitted, or after three (3) years have elapsed, from the date of the offence.
- v.** Expulsion: a student who is expelled from the College is dismissed permanently. A permanent notation is made on their transcript "expelled for non-academic misconduct".
- vi.** Barring from the College property: the Facilities Manager shall be notified both verbally and in writing if the student is suspended from the College campus.

## **9. Appeal Procedure**

- A.** A student has a right to appeal a decision as to responsibility and/or discipline reached under the process for minor non-academic offences or as a result of the decision made by the Hearing Committee for the following reasons:
  - i.** Significant procedural errors on the part of the Academic Dean or by the Hearing Committee.
  - ii.** Failure of the Hearing Committee to provide written reasons that clearly set out the basis for their decision.
  - iii.** Presentation of significant and newly

discovered factors which have come to light relevant to their decision or to the discipline they imposed.

**B. Non-Academic Misconduct Appeal Process**

If a student believes that they have a valid reason (see paragraph above) to appeal a decision made against them for non-academic misconduct, they shall prepare a formal written letter to the President setting out in detail related to one or more of the points under (8.A.) above, the basis on which they are requesting an appeal. The letter requesting an appeal must be submitted to the President in writing within five (5) working days after the student receives written notice of the initial decision made by the Hearing Committee.

**C. Non-Academic Misconduct Appeal Committee**

If the President believes that the student's request for an appeal meets one of the above criteria they shall convoke a Non-Academic Misconduct Appeal Committee (hereafter referred to as the Appeal Committee) within ten (10) working days after receiving the written appeal from the student.

**i. Composition of the Appeal Committee**

The Appeal Committee shall be made up of the President, two members of the Academic Senate (not on the NTC faculty), a member of the Board of Governors (not on the NTC faculty) and a member of another post-secondary institution. The Appeal Committee shall appoint a chairperson. A non-voting secretary shall also be present at the meeting.

**D.** The student has the right to be assisted in the appeal proceedings by anyone of his/her choosing including legal counsel, the Dean of Students, the student's Faculty Advisor, a member of the student council or such other person as may be acceptable to the Chair of the Appeal Committee. The representative chosen by the student shall not be a member of the Appeal Committee.

**E.** All members of the Appeal Committee shall

receive the student's letter requesting an appeal and all the other reports, letters and documentation related to the case.

- F.** The student, his/her representative, any new witness with new evidence as may be permitted by the Appeal Committee, a representative of the original Hearing Committee, the secretary and the Appeal Committee shall receive ten (10) days' notice of the date, time and place of the appeal.
- G.** Any fresh evidence/new witnesses proposed to be called by the student, must be directly related to the points indicated in 8Ai above, and must provide evidence that was unknown or unavailable at the time of the hearing by the Hearing Committee. If the Appeal Committee permits the calling of fresh evidence or new witnesses, the Appeal Committee, the student, or his/her representative will have the right to question any witnesses called during the meeting of the Appeal Committee.
- H.** After hearing the student's position concerning the appeal, together with all new evidence /witnesses related to the appeal, the Appeal Committee shall meet in camera to reach its decision.
- I.** The Appeal Committee can decide to revoke, change, or uphold the decision of the Hearing Committee. They can also take into consideration any extenuating circumstances or mitigating factors with regard to the discipline invoked and make any changes they deem necessary.
- J.** The final decision must be arrived at by a majority of the Appeal Committee.
- K.** The decision of the Appeal Committee is final and binding.
- L.** The Appeal Committee's decision shall be reported in writing as soon as possible to the Academic Dean and to the student within five (5) working days.
- M.** A copy of the decision shall be kept in the student's file in keeping with the time frame of the original decision.

- N. The Appeal Committee can change the decision to place a permanent record of the results of the appeal in the student's file.

### Student Grievances Policy

#### Policy

Students who feel that they have been unfairly dealt with by College faculty or administration have recourse to a fair and efficient process of resolution.

#### Regulations

1. A grievance may be made in cases where students feel they have been treated unfairly. Grounds for a grievance include:
  - A. Failure of faculty or administration to apply College policies resulting in disadvantages for the student.
  - B. Inappropriate behaviour on the part of faculty or administration that results in unfair treatment or significantly impedes the learning environment or is contrary to the College's mission and ethos.
2. Some grievances of a more serious nature have specific policies to deal with them (e.g. harassment and grade appeals). In cases like these, the student will be directed to such policies.
3. Any student who feels he/she has just cause may initiate a grievance. Any student has the right to discuss their grievance with the Dean of Students, who acting as an ombudsperson, will explain College regulations and what options are available.

#### Procedures

1. The student should first attempt to resolve the matter directly with the person involved except in cases where this would be inappropriate (e.g. harassment).
2. The student should meet with the Dean of Students to discuss the procedures for initiating a grievance. At this time the Dean of Students will make an initial assessment, and acting as an ombudsperson, will explain College regulations and what options are available and recommend

an appropriate course of action. In cases where the grievance is against the Dean of Students, the student may address his/her grievance directly to the Academic Dean.

3. In cases where the grievance does not have a formal policy to address the specific situation and an adequate resolution cannot be resolved, the Dean of Students will direct the matter to the Academic Dean, or to the President if the grievance is against the Academic Dean.
4. Upon receiving the matter, the Academic Dean shall arbitrate the dispute, consulting all individuals involved in the case within two (2) weeks of receiving the notice of grievance and attempt to assist the parties to arrive at a consensus. In cases where no agreement can be reached, the Academic Dean shall decide the dispute no later than one (1) month after the grievance was initiated with the Academic Dean's office.
5. The student may request an appeal of the decision of the Academic Dean to the President of the College in cases where the decision directly violates College policies and procedures or where the decision is felt to be manifestly unfair. In such cases the decision of the President is final.
6. In cases where the grievance is against the President, the student may request that the Academic Senate of the College establish a committee to review the matter and make a decision. In such cases the Academic Senate chaired by the Chancellor for this purpose will decide if an appeal is warranted and if so name three Senators to the committee, appointing one as chair. The decision of this committee shall be final.

### Acceptable Use of Information Technology Policy

In support of the mission of Newman Theological College, the college makes available computing, Internet, and other communication resources that may be used by students, faculty, staff, and other authorized users. The use of these resources is a nontransferable, revocable privilege, arising from employment, study,

or association with the college. ***Students are required to sign an Information Technology Student User Agreement.***

### Regulations

1. Federal and provincial laws as well as College by-laws, policies, regulations and procedures govern the use of the computing, Internet, and communication resources. While the College does not normally inspect, monitor, read, retrieve, or disclose user communications, nevertheless, as a condition of using the computing, Internet, and communication resources, each user consents and authorizes the College to conduct these activities without the user's prior consent and/or notification.
2. All such resources are to be used to promote education and learning and to carry out the administrative services of the college. The college reserves the right to change use policy and procedures at any time, without advance notice, subject only to approval of Administrative Council.
3. It is the responsibility of each user to know and to comply with applicable laws, standards, policies and procedures. The following information is to help all users understand what acceptable use is, what unacceptable use is, what their responsibilities are, and what the consequences of misuse are.
  - A. Acceptable Use
    - i. Acceptable use always includes:
      - a. Respect for the rights of others including the rights of privacy and freedom from harmful and/or offensive intrusions.
      - b. Respect for intellectual property rights as legally protected by copyright and licence to programs and data as well as contractual obligations.
      - c. Respect for the integrity of the computing, Internet, and communications systems.
    - ii. The following represents a guide to acceptable use of computing, Internet, and communication resources. It is not intended to identify all acceptable uses, but to indicate those uses that are clearly consistent with the purposes of these resources at the College.
      - a. Communication is to be used for official business as well as educational, academic, and professional activities of faculty, students, and staff.
      - b. The official college work is that done by the offices, departments, recognized campus organizations, and other constituencies of the college.
      - c. Personal use of the resources is acceptable, but should be kept to a minimum and should be incidental to the primary purposes of promoting education and learning and/or carrying out the administrative functions of the college.
      - d. Communication intended for internal College distribution needs the approval of the appropriate department head. Communication to the College community at large or their designated constituencies needs the approval of the President or Dean and forwarded to the Dept. of Marketing and Recruitment for distribution. Distribution lists for these purposes are to be secured.
      - e. Communication to known constituencies for the purpose of authorized fund raising is acceptable only for approved College purposes.
      - f. Content generated by the use of the resources must be in keeping with the college community standards, as well as federal and provincial laws.
    - iii. Questions as to what is, or is not, an acceptable use should be directed to the President or Dean. Unresolved questions are to be directed to Administrative Council.
  - B. Unacceptable Use
    - i. The following list characterizes unacceptable use. It is not intended to

identify all unacceptable uses, but to indicate the types of uses that are clearly inconsistent with the purposes of the computing, Internet and communication resources of the College.

- a. Damage to or destruction of equipment, software, or data belonging to the College.
- b. Disruption or unauthorized monitoring of electronic communications.
- c. Creating and/or willfully disseminating computer viruses.
- d. Violation of computer system security.
- e. Attempt to gain unauthorized access, whether successful or not.
- f. Unauthorized use of computer accounts, access codes and/or passwords.
- g. Misrepresenting an identity and/or account in any manner.
- h. Use involving obscenity, vulgarity, foul or abusive language and/or disinformation in ways that violate the values of Newman Theological College as a Catholic institution.
- i. Academic dishonesty (plagiarism, cheating, etc...).
- j. Use for the purpose of promoting, viewing, or obtaining pornography and/or sexually explicit text or graphics.
- k. Use of visuals and sounds which may be offensive and/or disruptive to others.
- l. Any violation of federal and/or provincial laws.
- m. Libeling and/or slandering others.
- n. Violation of the privacy of another user.
- o. Electronic eavesdropping on communication facilities.
- p. Violation of copyrights, software license agreements, and/or patent protections.
- q. Sending of copyrighted material,

proprietary financial information, or confidential personnel information without prior authorization.

- r. Representing, giving opinions, or otherwise making statements on behalf of the College unless authorized to do so.
  - s. Commercial purposes of any type.
  - t. Unsolicited advertising.
  - u. Personal financial gain in any form.
  - v. Using the communication resources for fundraising for non-College organizations.
  - w. Transferring use to another individual or organization.
  - x. Personal uses of the resources that may cause interference with the operation of the College's information technologies, or burden the institution with incremental costs.
  - y. Extended on-line activities such as excessive game playing.
  - z. Creating, sending, and/or forwarding electronic chain letters.
- ii. All unacceptable uses are also a violation of your responsibilities as a user.

### C. Student User Responsibilities

- i. By using the College's computing, Internet, and communication resources, you are agreeing as a condition of use to accept personal responsibility for considerate, ethical, and responsible behaviour in your use of the available resources.
  - a. Students are responsible to use the resources in compliance with applicable laws and College community standards, policies and procedures. It is the student's responsibility to determine what restrictions apply and to review the College's policies and procedures.
  - b. Students are responsible for using the resources with sensitivity to the rights

of others and/or to avoid creating an atmosphere of discomfort or harassment.

- c. The College assumes no responsibility for lost or corrupted personal data. Students are responsible for making any back-ups of such data that they have created or maintained.
- d. Students are responsible for reporting any weakness discovered in the security of the computing, Internet and communication resources to the IT Department. They are not to explore a weakness on their own as this may be interpreted as intentionally tampering with College resources and may be treated as a violation of criminal law as well as this policy.
- e. Students are responsible for identifying clearly and accurately any on-line communication including messages, sentiments, and declarations as coming from them. If they are acting as the authorized agent of a College group, the communication must be identified as coming from the group.
- f. Students are responsible for taking steps to avoid being a victim or an unwitting distributor of computer viruses or other destructive computer programs. The College assumes no responsibility for avoidance of, or for the impact of, computer viruses or other such destructive programs.
- g. Students are responsible for purging messages that are older than one month. The College may purge messages on institutional servers. E-mail is not to be used as a repository for permanent records.
- h. Students are responsible for the confidentiality and security of any personal information, such as credit card numbers that they choose to disclose. The College assumes no

responsibility for any loss incurred as a result of any such disclosure.

### **THE COLLEGE DOES NOT CONDONE**

### **DOWNLOADING OR TRANSFER OF ANY ILLEGAL OR COPYRIGHT MATERIAL**

#### **D. Consequences of Misuse**

Misuse of College computing, internet, and communication resources may result in one or more of the following consequences, which may be implemented at the discretion of the President or Academic Dean:

- i. A written warning to the misuser.
- ii. A restriction on use privileges.
- iii. A revocation of all use privileges.
- iv. Implementation of the College procedures for responding to alleged violations of community standards, which could result in suspension or expulsion from the College, and/or termination of employment by the College.
- v. The College reserves the right to recover funds owed and/or expended because of misuse as well as to refer violations to civil authorities for prosecution.

#### **E. Warnings**

- i. The College reserves and intends to exercise its right to inspect, monitor, read, retrieve, and/or disclose all messages created, received, or sent over its resources, when violation of this or any other college policy is suspected or alleged. The College may provide the results of the exercise of this right to appropriate civil authorities. The contents of communications may also be disclosed within the College without notice or the permission of the students, faculty, staff and other authorized users.
- ii. Notwithstanding the College's right to inspect, monitor, read, retrieve, and disclose any communication, such messages should be treated as confidential by all users and

accessed only by the intended recipients and/or authorized college personnel.

Any exception to this must receive prior approval by the President or Academic Dean.

- iii. The use of passwords for security does not guarantee confidentiality. Therefore, the confidentiality of any message should not be assumed. Remember that the recipient of your message may forward it to others. In addition, when a message is deleted, it is still possible to retrieve and read that message, and it may be subject to disclosure under federal or provincial law.
- iv. Any electronic mail or facsimile address and/or number and any account assigned and/or associated with the resources provided by the College is the property of Newman Theological College.
- v. Some of the resources available through the network may contain objectionable material and/or potentially offensive material. The College neither assumes responsibility for the content of those resources unrelated to the College and over which it has no control, nor endorses any of their contents.
- vi. The College cannot guarantee that a communication received was actually sent by the purported sender. In case of doubt, validate the authorship and authenticity of any communication.
- vii. The College does not provide security for communications. Therefore, disclosure of personal information is discouraged especially through email. The College assumes no responsibility for any consequences incurred because of disclosure of personal information.

### Privacy Policy

#### 1. Introduction

Newman Theological College respects the privacy of the personal information of its employees, students, donors, alumni, and other stakeholders. The college is committed to protecting the privacy of personal information entrusted to us. In line with that commitment, we seek to be transparent and accountable with respect to the collection, use, disclosure, and security of personal information. Any personal information provided is managed according to the Alberta Personal Information Protection Act (PIPA) and accords with the Freedom of Information and Protection of Privacy Act (FOIP). This policy sets out the principles that Newman Theological College applies with respect to the collection, use, disclosure, and protection of personal information.

#### 2. Scope

This policy applies to personal information of NTC's employees, students, donors, alumni and other stakeholders such as applicants for admission as students and third-party educational partnerships or agencies contracted for purposes of promotion and advertising.

#### 3. Accountability

Newman Theological College is responsible for the protection of all personal information under its custody or control. Senior management is responsible for ensuring compliance with NTC's privacy policy and may designate one or more employees to be accountable for compliance with the policy.

- A. NTC has designated its President as the Privacy Officer maintaining overall responsibility for the protection of personal information and compliance with this policy.

NTC maintains internal practices and procedures to:

- i. Protect personal information;
- ii. Receive and respond to complaints and inquiries;

- iii. Train and communicate to staff regarding privacy policies and practices; and
- iv. Communicate NTC's privacy policies and practices publicly.

#### 4. Purposes for Collection

NTC shall identify the purposes for which personal information is being collected at or before the time of collection. NTC shall communicate either orally or in writing the purposes for which personal information is collected at the time of collection. NTC shall not use or disclose for any new purpose any personal information without first identifying and documenting the purpose and obtaining the written consent of the individual concerned, unless otherwise authorized or required by applicable legislation. The main purposes for which NTC collects personal information are as follows:

##### A. Employees

Personal information of employees is collected to fulfill the following purposes:

- i. Maintain administrative and financial records in accordance with provincial and federal regulations;
- ii. Maintain personnel files in accordance with approved NTC policies;
- iii. Communicate, via email, telephone, or personal interview, details regarding special employee activities and events;
- iv. Planning; and
- v. To comply with legal and regulatory requirements.

##### B. Students

Personal information of students is collected for the following purposes:

- i. To register for NTC events;
- ii. To provide educational services;
- iii. To process financial transactions and applications for financial aid;
- iv. To facilitate students' membership with the Newman Theological College Library;

- v. To transfer information upon graduation to the NTC Foundation and Alumni Association;
- vi. To provide accurate information to a third party when the student has requested a reference; and
- vii. To comply with legal and regulatory requirements.
- viii. To aid in the assessment of programs.

##### C. Alumni

Personal information of alumni is collected to fulfill the following purposes:

- i. To communicate: mailing/E-mail/ Telephone/Face-to-Face contact for the objective of relating NTC's activities/ events/news;
- ii. To establish and maintain responsible relations with alumni and to provide ongoing service;
- iii. To understand alumni needs and preferences;
- iv. To develop, enhance, advise and provide products and services; and
- v. To comply with legal and regulatory requirements.

##### D. Donors

Personal information of donors is collected by the Foundation of SJS & NTC strictly for the purpose of:

- i. Compliance with legal and regulatory requirements;
- ii. Facilitation of fundraising activities for SJS and NTC; and
- iii. Communications which foster continued engagement of donors in the mission of SJS and NTC.

Please see the *Access to Donor and Donor Database Information Policy* of The Catholic Archdiocese of Edmonton. This policy applies to Donor information gathered for NTC. All donor information that is viewed by staff and faculty is to be kept in strictest confidence.

### 5. Consent

The knowledge and consent of individuals, expressed or implied, are required for the collection, use, and disclosure of personal information. Consent will not be obtained through fraudulent means or by deceptive methods, and clear communication will be employed to fairly and reasonably draw the individual's attention to the issue of consent.

### 6. Obtaining Consent

An individual's expressed consent is communicated to NTC either personally or through an authorized representative. As appropriate, individual expressed consent to the collection, use and disclosure of personal information in exclusive conditions will be sought. In other circumstances, NTC will seek implied consent from individuals in situations where it is more fitting to seek consent through "opt-out" opportunities presented through direct mail publications, telephone, e-mail, or other communication methods. Where such mechanisms are not employed by an individual, NTC shall be entitled to assume that the individual has consented.

### 7. Withdrawal of Consent

Any individual may withdraw his or her consent to the collection, use, or disclosure at any time, subject to legal or contractual restrictions and reasonable notice. NTC shall comply with these requests and inform the individual of the implications and restrictions of such withdrawal of consent.

### 8. Consent Non-Requirement

As prescribed by legislation, staff may lawfully collect personal information without the knowledge or consent of the individual only under certain circumstances. Some examples are:

- A. Where collection of the personal information is clearly in the interest of the individual and consent cannot be obtained in a timely way;
- B. When collection and use of personal information is required in the case of an

emergency that threatens the life, health or security of an individual;

- C. Where collection of the personal information with the knowledge or consent of the individual would compromise the availability of the accuracy of the information and the collection is reasonable for purposes of an investigation or a proceeding;
- D. When the information is already publicly available; and
- E. When the information is collected from another organization that collected it with the consent of the individual and the information is collected solely for the purposes for which it was previously collected and to assist that organization.

### 9. Limiting Collection

Collection of personal information shall be limited to that which is necessary for the purposes identified by NTC. The collection of personal information shall primarily be obtained from the individual concerned with their consent, either expressed or implied, through fair and lawful means.

### 10. Means of Collection

Personal information may be collected in many ways including, but not limited to:

- A. Personal communications, whether in verbal or written form, between the individual and staff of NTC;
- B. Publicly available information;
- C. Responses to mailings or other advertising media;
- D. Communications from authorized representatives of individuals;
- E. Responses from NTC sponsored, or co-sponsored, events or activities.

### 11. Use, Disclosure, and Retention

NTC shall not use or disclose personal information for purposes other than that for which the information was collected, except with the consent of the individual or as required or permitted by

law. Personal information shall be retained only as long as is necessary for the fulfillment of those purposes. Personal information that is no longer required for its identified purposes or for legal or business requirements shall be destroyed or made anonymous. Personal information used to make a decision which affects an individual to whom the personal information relates shall be retained for no less than one year from the time of notifying the individual of the decision. NTC shall not sell, rent or loan the personal information of its employees, students, donors, and partnered relationships to third parties. Except as stated below, personal information is not disclosed to any third party even those whose purpose could be construed to be compatible with that of Newman Theological College. In disclosing personal information to third parties, NTC shall make every reasonable effort to ensure that the organizations to which the information is disclosed use that information only for the purposes for which it was disclosed.

## 12. Third Parties

The following personal information may be disclosed to a third party without consent:

- A. The credentials Newman Theological College has awarded to the student and the date those credentials were awarded;
- B. The names of recipients and the amounts of scholarships, bursaries or awards that have been conferred by Newman Theological College;
- C. The names and addresses of members of NTC's mailing lists to mail handling agencies.

As permitted by legislation, personal information may be disclosed without consent in certain circumstances. These include, but are not limited to, the following:

- A. Where the disclosure is clearly in the interests of the individual and consent cannot be obtained in a timely way;
- B. Where the disclosure is necessary in order to collect a debt owed to the organization or for the organization to repay an individual money

owed to them by the organization; and

- C. Where the disclosure is to a law-enforcement agency in Canada, concerning an offence under the laws of Canada or a province, to assist in an investigation.

In all other cases, personal information of an individual will not be disclosed to a third party unless consent has been obtained.

## 13. Alumni and Library Services

Certain personal information such as names, student identification numbers, and contact information of all students may be disclosed to the following:

- A. Newman Theological College Alumni Association in order to provide membership services;
- B. Newman Theological College Library Services;
- C. The Foundation of Newman Theological College and St Joseph Seminary.

## 14. Employees of Newman Theological College

Access to records is permitted only to NTC faculty and staff whose official responsibilities require such access. Furthermore, access is limited, as much as is feasible, to the extent that is consistent with those responsibilities. Personal information about an individual will be disclosed to a member of NTC faculty and staff or to members of a College committee only where that information is judged to be consistent with the official duties of that faculty, staff or committee.

The office of the Registrar distributes to faculty, and to their teaching assistants, class lists, and grade rosters which shall include contact information of students registered for classes. In all cases, those who are permitted access to student records and those who receive personal information pertaining to specific individuals shall be advised of the privacy policy and shall be required to sign the Privacy Agreement or have a privacy clause in their contract of employment.

### 15. Officials and Official Agencies

Personal information concerning individuals may be disclosed by NTC when it is legally required to do so (e.g., information required by subpoena or court order).

NTC provides personal information of students to Statistics Canada as required. Personal information of individuals is also provided to Canada Customs and Revenue Agency. Students and employees may appeal to Statistics Canada to have their personal information removed from its database.

### 16. Accuracy

NTC shall make reasonable efforts to ensure that all personal information collected by it is accurate and complete, and shall also make reasonable efforts to keep the personal information up-to-date. It is the responsibility of the individual to whom the information relates to notify NTC of any changes or corrections to that information. Inaccurate information shall be corrected upon request made by the individual to whom the information relates. Supporting legal documentary evidence may be requested to substantiate the request.

### 17. Safeguards

NTC shall take reasonable steps to protect and ensure the security of all personal information that is retained by it or in its control. Security arrangements will be employed to protect personal information against loss or theft, as well as against unauthorized access, disclosure, copying, use, modification, or disposal. Personal information shall be protected regardless of the format in which it is held. The nature of the safeguards will vary depending on the sensitivity of the personal information that has been collected, the amounts, distribution, and format of the information, and the method of storage. More sensitive personal information will be safeguarded at a higher level of protection.

### 18. Methods of Protection

A. Physical: fireproof, security lock filing cabinets, restricted access to offices, security systems

with individual password protection.

B. Organizational: disclosure of personal information within NTC shall be limited to those whose job responsibilities require access to such information.

C. Technological: software security on LAN and individual computers is ensured through passwords and restrictive access.

### 19. Education

Faculty and staff are regularly advised of privacy issues and their role in ensuring the protection of personal information.

### 20. Third Party Disclosure

In the event that a third party becomes an agent of NTC for the purposes of using personal information in the implementation of College tasks and projects, NTC will require the third party to safeguard all personal information in a way that is consistent with NTC's policies and practices and that complies with the principles laid out in this Privacy Policy.

### 21. Destruction of Personal Information

NTC shall ensure that personal information is destroyed securely, and that care and attention is paid to the disposal or destruction of personal information to prevent unauthorized parties from gaining access to the information.

### 22. Openness

NTC shall ensure that its policies and procedures regarding the protection of privacy of personal information are communicated in a fashion that allows for access to this information without unreasonable effort. This Policy will be made available in a form that is reasonable and understandable.

NTC shall make available:

A. The address and contact information for NTC personnel responsible for the Privacy Policy;

B. The means of requesting access to personal information held by NTC;

C. A description of the type of personal

information retained by NTC and its use;

- D. The complete Newman Theological College Privacy Policy.

Communication tools that will be employed to highlight the above shall include, but are not limited to:

- A. NTC news publications;
- B. NTC website;
- C. Office of the Registrar

### 23. Individual Access

Upon request in writing, NTC shall inform an individual of the existence, use and disclosure of his or her personal information by NTC, and the individual shall be given access to that information, except where the law requires or permits NTC to deny access. The individual must provide sufficient information to permit NTC, with a reasonable effort, to provide an account of the existence, use, and disclosure of personal information. This information provided will only be used to respond to the request for access made by the individual. NTC shall respond to the request within thirty days upon receipt of a request.

NTC may lawfully deny access by an individual to his or her personal information in certain limited circumstances, including where:

- A. The information is protected by solicitor/client privilege;
- B. Disclosure of personal information results in the disclosure of the personal information of another individual.

If NTC denies an individual's request for access to his or her personal information, the individual shall be notified of the reasons. The individual may then challenge this decision.

### 24. Compliance and Complaints

An individual shall be able to direct a concern or complaint concerning compliance of NTC with any of the principles laid out in this Privacy Policy to the Privacy Officer.

All complaints will be investigated. If the Privacy

Officer determines a complaint is justified, NTC will take appropriate measures, including, if necessary, amending its policies and procedures. The complainant shall be notified of the outcome of the investigation regarding his or her complaint.

### 25. Contact Information

Privacy Officer Newman Theological College,  
President, Office of the President, 10012-84 Street,  
Edmonton, AB T6A 0B2 Phone: 780-392-2448;  
Fax: 780-462-4013 Email: [privacy@newman.edu](mailto:privacy@newman.edu)

Approved by the Board of Governors 2019-03-27

## Important Contact Information

### Important Contact Information

#### Newman Theological College

10012 84 Street NW  
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