



WESTLAKE

COLLEGE OF BUSINESS, HEALTH & LOGISTICS

STUDENT HANDBOOK

*Contains fundamental ideas that each
student must be able to understand*



Westlake College Policies and Guidelines.

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Introduction

Welcome to the **Westlake College Student Handbook**—your comprehensive guide to academic success and career achievement. This handbook has been carefully designed to provide you with essential information about our college's policies, procedures, resources, and opportunities that will support you throughout your educational journey.

As a career-focused institution dedicated to "**Building Careers That Matter**," Westlake College is committed to your success from enrollment through graduation and beyond. This handbook reflects our core values of excellence, integrity, innovation, student success, and community impact, serving as a roadmap to help you navigate your academic experience while preparing for meaningful careers in business, health, and logistics.

Whether you're a new student beginning your program or a continuing student advancing through your studies, this handbook will serve as an invaluable reference throughout your time at Westlake College. We encourage you to familiarize yourself with its contents and refer to it regularly as questions arise.



Welcome to Westlake!

We at Westlake are dedicated to "Building Careers That Matter." As you begin or continue your journey with us, you are joining a community committed to empowering you with the practical skills, industry knowledge, and unwavering support needed to excel in today's competitive job market.

At Westlake College, we believe that education must be both meaningful and practical. Our industry-focused programs are designed with one clear purpose: to prepare you for immediate success in your chosen field. Through hands-on learning experiences, cutting-edge technology, and direct connections with employers, we ensure that you graduate not just with a credential, but with the confidence and competence to make an immediate impact in your career.

Our commitment to excellence means that every program, every course, and every interaction is designed to meet the highest industry standards while exceeding your expectations. We operate with complete integrity and transparency, ensuring that you receive honest guidance about your career prospects and the support you need to achieve your goals.

As we embrace innovation in our teaching methods and stay current with industry trends, we're preparing you for tomorrow's workplace, not yesterday's. Your success is our primary focus—every decision we make is guided by what will best serve your learning, growth, and career advancement. Remember that by choosing Westlake College, you're not just investing in your own future—you're preparing to contribute to the economic and social well-being of our communities. The skills you develop here will enable you to become a skilled professional who makes a real difference in Canada's growing economy.

I encourage you to take full advantage of everything Westlake has to offer. Engage actively with your instructors, connect with industry professionals, and build the networks that will support your career throughout your life. Our dedicated faculty and staff are here to ensure your success every step of the way.

Thank you for choosing Westlake College. Together, we are building careers that truly matter.

Sincerely,

Kaydene Campbell

Purpose of this Handbook

The Westlake College Student Handbook serves multiple essential purposes designed to support your academic and career success:

Academic Guidance

This handbook provides detailed information about academic policies, graduation requirements, grading systems, and academic standards. It outlines the expectations for student performance and the resources available to help you meet and exceed these standards in your chosen field of study.

Career Preparation Support

Find detailed information about career services, industry partnerships, internship opportunities, and job placement assistance. These resources are integral to our mission of preparing you for immediate success in today's competitive job market.

Resource Directory

Discover the comprehensive support services available to you, including academic advising, career services, financial aid, library resources, technology support, and student wellness programs. These resources are designed to remove barriers to your success and enhance your educational experience.

Procedures and Processes

Step-by-step guidance for important procedures such as registration, course changes, academic appeals, graduation applications, and accessing student services ensures you can efficiently navigate administrative requirements.

Rights and Responsibilities

Learn about your rights as a Westlake College student and understand your responsibilities within our academic community. This section ensures you are well-informed about what you can expect from the college and what the college expects from you.

Campus Life Information

Explore opportunities for engagement beyond the classroom, including student organizations, professional associations, networking events, and community involvement that enhance your educational experience and career prospects.

Policy Clarification

All college policies affecting students are clearly explained within these pages, including attendance requirements, academic integrity standards, student conduct expectations, and disciplinary procedures. Understanding these policies ensures you can focus on your studies while maintaining good standing at the college.

We encourage you to keep this handbook accessible throughout your studies and to contact the appropriate college departments when you need additional clarification or support. Your success is our priority, and this handbook is one of the many tools we provide to help you build a career that truly matters.



Our Mission, Vision and Value Statement

Mission

At Westlake College, we empower students to build meaningful careers in business, health, and logistics through practical, industry-focused education.

Vision

To be Canada's leading career college, recognized for excellence in preparing graduates who drive innovation and success in their chosen industries.

Core Values

01 Excellence

We are committed to delivering the highest quality education and training, continuously improving our programs to meet industry standards and exceed student expectations.

02 Integrity

We operate with honesty, transparency, and ethical practices in all our interactions with students, employers, and the community.

03 Innovation

We embrace new technologies, teaching methods, and industry trends to ensure our graduates are prepared for tomorrow's workplace.

04 Student Success

Every decision we make is guided by what's best for our students' learning, growth, and career advancement.

05 Community Impact

We contribute to the economic and social well-being of our communities by developing skilled professionals who make a difference.

Visitors and Children

Students are not permitted to bring visitors, children, or animals (except service dogs) on campus unless they have written approval from the Administrative Office.

Emergency Procedures

Evacuation and Lockdown

This is a summary of the college's emergency procedures. Your instructor will give you a more detailed description of what to do in an emergency. Additionally, all students must read and be familiar with the Fire Alarm Procedures posted throughout the facilities. The college recommends that students inform their families of the emergency procedures.

Staff Responsibilities

- Providing it does not endanger your safety to do so, ensure that equipment in your charge is shut down and secured.
- Make sure that no one is left behind when the fire alarm sounds.
- Pay attention to special requirements of persons with disabilities, assisting where necessary.
- If you are aware of any hazardous materials, endangered occupants or other special concerns advise the Fire Department or fire emergency personnel.

Faculty Responsibilities

- Advise your students of the fire alarm system operation and the Emergency Evacuation Orders at the beginning of each semester. Evacuation routes and emergency exit location should also be identified.
- Be prepared; know what to do in case of fire.
- Control and take charge when the fire alarm sounds.
- At the sound of the fire alarm, oversee the safe and orderly evacuation of your class.
- Ensure persons with disabilities are assisted, as required.
- Providing it does not endanger your safety, shut off machinery, prep rooms and labs in your charge.
- Pay attention to the requirements of persons with disabilities and plan for their evacuation.
- If you are aware of any hazardous materials, endangered occupants or other special concerns advise the Fire Department or fire emergency personnel.

Student Responsibilities

- Know – The fire alarm procedures and your duties and responsibilities.
 - Know – Where the nearest telephone is located (college phone or public payphone)
 - Know – Where the nearest fire alarm pull station is and how to use it.
 - Know – Where the nearest exit is and where alternate routes are in case the preferred route is blocked.
 - Know – Where fire extinguishers and first aid supplies are located and how to use them.
 - Know – That failure to respond to an alarm in the correct manner or refusal to evacuate jeopardizes your safety and the safety of other occupants and may also result in disciplinary action.
 - Ask – Your instructor or class representative if you have any questions related to your responsibilities regarding fire safety.
-

Endangerment of Staff or Students

The College is committed to the right of all College staff, students, clients, and visitors to be safe. Students who by action or neglect in any way endanger the safety of themselves or others may be expelled. Prior to expulsion, depending on the severity and nature of the situation, the College may take intermediate steps at its discretion including:

- verbal warning
- written warning
- expulsion

Notification: Students who are subject to expulsion for any reason will be notified in writing. The notification will contain a description of the reason for expulsion and the effective date by which the expulsion will be implemented. Expelled students may appeal the decision within three days of the receiving the notification, following the complaints procedure of the College and providing sufficient proof to support the complaint. Students who file an appeal and are unsuccessful are considered withdrawn from the College. Further appeals must be filed through the complaints process of the Ministry of Colleges, Universities, Research Excellence and Security provided the students are attending a registered program recognized as being protected under the Ontario Career Colleges, Act, 2005.

Harassment or Discrimination

Westlake College is committed to preventing behavior which results in discrimination and/or harassment, as defined in this policy and the [Human Rights Code](#), of any member of the college community.

The College, through the Administrative Office is responsible for communicating to all employees, students, clients, the public, and/or contractors that harassment and discrimination are prohibited. This includes ongoing proactive education/prevention campaigns. The Student Conduct Office is also responsible for communicating, monitoring, implementing, and enforcing, where necessary, all aspects of the policy and procedures.

The primary purpose of this policy and attached procedures is to encourage the parties to resolve their disputes, where possible, through informal resolution and/or mediation. However, it is understood that where it is found that a violation of the Policy has occurred, the College may take appropriate action, including discipline, as defined in the section on Procedures.

Personal Property and Valuables

Westlake College encourages all students and staff to take personal responsibility for their belongings and valuables while on campus. Please do not leave personal items, electronics, wallets, purses, or other valuables unattended in any campus location, including classrooms, common areas, libraries, or cafeterias. This includes being particularly careful not to leave keys, banking information, credit cards, or receipts containing personal information in coat pockets or bags that may be left unattended.

While our campus community strives to be trustworthy and respectful, we cannot guarantee the security of personal property left unattended. Please do not ask Westlake College staff members to take responsibility for valuable items, as they are not authorized to accept this responsibility. The college will not be held accountable for any personal property that is lost, damaged, or stolen while on campus premises. We recommend keeping valuables with you at all times or securing them in designated areas when available. Taking these simple precautions helps ensure your belongings remain safe and allows you to focus on your educational experience without concern.

Diversity & Respect in the Office Environment

At Westlake College, we proudly serve students, staff, and visitors from every background—diverse in culture, ethnicity, ability, religion, sexual orientation, age, and identity.

Our strength lies in this diversity, and our commitment is to ensure everyone who walks through our doors feels valued, respected, and welcome. This inclusive environment doesn't happen by accident; it requires the active participation of every community member.

As a student at Westlake College, you play a vital role in maintaining an atmosphere where everyone feels safe and supported. This responsibility extends to being mindful of your presence and how you interact with others. Your body language speaks volumes—open posture, genuine eye contact, and engaged listening signal respect and welcome to those around you. The tone of your voice matters just as much as your words, as speaking with kindness and patience, even during challenging moments, helps create positive interactions. Even on your most difficult days, making an effort to be approachable and welcoming makes a real difference in someone else's experience.

Language is particularly powerful in shaping our community culture. The words we choose can either build people up or tear them down, and while we recognize that no one is perfect, we expect thoughtful consideration of how your words affect others. Language that demeans any group of people—including slurs, phrases that mock disabilities, terms that use identity characteristics as insults, or expressions rooted in harmful stereotypes—will not be tolerated in our community. We understand that it's impossible to know every word or phrase that might be offensive to someone, especially given our diverse community, but we ask that you remain open to learning.



When mistakes happen, as they inevitably do, we view these as valuable learning opportunities rather than failures. Suppose someone points out that your words or actions were hurtful. In that case, we encourage you to listen with an open mind, acknowledge the impact of your behaviour, learn from the experience, and move forward with greater awareness. These moments, while sometimes uncomfortable, help us all become better community members and contribute to our collective growth as a diverse and inclusive institution.

Creating an inclusive environment is an ongoing commitment that we all share, not a destination we arrive at once and forget. By staying open to learning, treating others with dignity and respect, and speaking up constructively when needed, we build a community where everyone can thrive academically, personally, and professionally. Your efforts to be welcoming and respectful contribute directly to making Westlake College a place where all students, regardless of their background or identity, can succeed and feel like they truly belong.

Scent-Sensitive Environment

All Westlake College campuses maintain scent-sensitive environments to ensure the comfort and well-being of every community member. Many individuals experience adverse reactions to strong fragrances, including headaches, respiratory difficulties, and other health concerns that can significantly impact their ability to learn and work effectively. To create an inclusive environment where everyone can participate fully, we ask all students and staff to refrain from wearing strong perfumes, colognes, scented lotions, heavily scented deodorants, and other fragrant products while on campus.

This policy helps protect individuals with chemical sensitivities, asthma, allergies, and other conditions that may be triggered by synthetic fragrances. We understand that personal care products are part of daily routines, and we simply ask that you choose unscented or lightly scented alternatives when coming to campus. Students who do not comply with this policy may be asked to leave campus to allow them time to address the issue before returning. Your cooperation in maintaining a fragrance-reduced environment demonstrates consideration for the health and comfort of all community members.

Smoke-Free Campus Policy

Westlake College is committed to providing a healthy and comfortable environment for all students, staff, and visitors. In support of this commitment, smoking and the use of all tobacco products are strictly prohibited throughout our campus. This comprehensive policy applies to all college buildings, outdoor spaces, parking areas, walkways, and college-owned vehicles.

The smoke-free policy extends beyond traditional cigarettes to include electronic cigarettes, vaping devices, pipes, cigars, and any other tobacco or nicotine delivery systems. We recognize that maintaining clean air is essential for the health and well-being of our entire community, particularly those with respiratory conditions, allergies, or other health sensitivities that may be aggravated by smoke or vapour exposure.

We ask for your full cooperation in respecting this smoke-free environment. By choosing to support this policy, you contribute to creating a campus where everyone can breathe easily, learn effectively, and feel comfortable in all areas of our facilities. Those who wish to use tobacco products must do so off campus property, and we encourage anyone seeking support with smoking cessation to contact our student health services for resources and assistance.

Your understanding and compliance with this policy demonstrate respect for the health and comfort of all community members and help maintain the welcoming atmosphere that defines Westlake College.

Tax Receipts

For income tax purposes, T2202A tax receipts for tuition will be issued at the end of February each year. Please be advised that only tuition fees may be income tax deductible to a student. This does not include books and other supplies. Students must provide the administration office with their current mailing and email address to ensure that tax receipts and other documents are sent to the correct address.

Students Fees

Students are responsible for all tuition, books, uniforms, materials, and other fees. Students must adhere to their payment plans as arranged with the Financial Aid Assistant (FAA) as outlined in their enrollment contract. If fees are not paid accordingly, a student may be at risk of immediate suspension or termination from their program of choice until their account is up to date. Students are responsible for informing the FAA of any delays in adhering to their payment plan.



Fee Refund Policy as Prescribed under s. 24 (2) to 33 of O.Reg. 415/06

24. (2) In sections 25 to 27,

“earned fees” means the amount of all fees paid for a vocational program that is proportional to the number of instruction hours that have taken place when a withdrawal or expulsion occurs; (“droits acquis”)

“program mid-point” means the point in the progress of a vocational program where half of the scheduled hours of instruction for the program have taken place; (“mi-parcours du programme”) “service fee” means the lesser

of 20 per cent of all vocational program fees and \$500. (“frais de service”)

Full refunds

25. If a student has entered into a contract with a career college for a vocational program, the college shall give a refund of all fees paid for the program in the following circumstances:

1. The student rescinds (cancels) the contract in writing within two days of receiving a copy of it, in accordance with section 36 of the Act.
2. Before the student completes the program, the college discontinues the program or the college’s approval to provide the program is revoked by the Superintendent, but the college remains registered under the Act.
3. The college collects any fees before receiving a certificate of registration from the Superintendent.
4. The college collects any fees before the program was approved by the Superintendent.
5. The college collects any fees other than a service fee before the student has entered into a contract with the college.
6. The college expels the student in a manner or for reasons that are contrary to the college’s expulsion policy.
7. The college does not provide an evaluation, in writing, of the student’s progress as required under section 12.
8. The student voids the contract under subsection 18 (2) due to a statement, image or video made by the college that is prohibited under subsection 18 (1).
9. The student voids the contract under section 22 because it is missing a term required under section 20.
10. The student receives instruction from an instructor who is not qualified under section 41 for more than 10 per cent of the program’s duration.

Full refunds minus service fee

26. A career college shall give a refund of all fees paid for a vocational program, except the service fee, in the following circumstances:

1. The student gives written notice to the college, before the program start date specified in the student’s contract with the college, that the student is withdrawing from the program.
2. The student is admitted to the program on the condition that the student meet specified admission requirements before the program start date specified in the student’s contract with the college, and the student does not meet the requirements before that day.
3. The student does not attend the program within the first 14 days of the program after the program start date specified in the student’s contract with the college and is given written notice that the contract is cancelled from the college within the first 45 days of the program.
4. The college is notified by or on behalf of an international student before the program mid- point that the international student has not been issued a temporary resident visa as a member of the student class under the *Immigration and Refugee Protection Act* (Canada).

Partial refunds

27. (1) A career college shall give a student a refund of the fees paid for a vocational program in accordance with this section if,

- a. the student withdraws from the program after the program start date specified in the student's contract with the college; or
- b. the student is expelled from the program for a reason permitted under the college's expulsion policy.

(2) If a student's program is scheduled to be up to 12 months in duration, the career college shall give a refund for the program as follows:

1. If the withdrawal or expulsion occurs before the program mid-point, the college shall give a refund equal to the amount of all fees paid, less the service fee and any earned fees.
2. If the withdrawal or expulsion occurs after the program mid-point, no refund is required for the program.

(3) If a student's program is scheduled to be more than 12 months in duration, the career college shall give a refund for the initial 12-month period of the program and any subsequent period as follows:

1. If the withdrawal or expulsion occurs before half of the scheduled hours of instruction have taken place for the period, the college shall give a refund equal to the amount of all fees paid for the period, less the service fee and any earned fees.
2. If the withdrawal or expulsion occurs after half of the scheduled hours of instruction have taken place for the period, no refund is required for that period.
3. If a period has not yet started at the time of the withdrawal or expulsion, the college shall give a refund of all fees paid for that period.

Refund of compulsory fees

28. (1) A career college may only charge or collect compulsory fees in relation to a vocational program after the fees have been published by the Superintendent under subsection 43 (2).

(2) If a career college collects a compulsory fee that has not been published by the Superintendent under subsection 43 (2), the college shall give a refund of the fee to the student on written request from the student.

No retention of refund

29. A career college shall not retain any refund of fees payable to a student under sections 25 to 28 in order to recover or set-off an amount a student owes the college for any service or program other than a vocational program offered by the college.

Timing of refunds

30. A refund payable by the career college must be issued to students within 30 days after the day a student,

- a. delivers a written notice to withdraw from the program to the college;
- b. is given a written notice of expulsion by the college; or
- c. delivers a written request for a refund to the college under subsection 28 (2).

Treatment of books and equipment

31. In calculating a refund under sections 25 to 28, a career college may retain the retail cost of books or equipment that the career college supplied to the student if the student,

- a. fails to return the books or equipment to the career college within 10 days of the student's withdrawal or expulsion from the program, or
- b. returns the books or equipment to the career college within the 10-day period referred to clause (a), but fails to return it unopened or in the same state it was in when supplied.

Notice of withdrawal for international students

32. A notice to a career college that is provided by or on behalf of an international student or of a prospective international student and that states that the student has not been issued a temporary resident visa as a member of the student class under the Immigration and Refugee Protection Act (Canada) is deemed to be written notice to the college that a student is rescinding (cancelling) the contract under section 36 of the Act or withdrawing from the program.

Currency

33. Any refund of fees that a career college is required to pay under the Act shall be paid in Canadian dollars.

Active Student Participation Policy

All students are required to demonstrate a commitment to their studies and to progress at a satisfactory rate. You demonstrate active participation in your studies by:

- Attending all scheduled classes.
- Arriving at class on time according to your schedule.
- Remaining in class for the full, scheduled time each day.
- Being prepared (homework or reading may be required, depending on the program).
- Being an active learner by listening, doing, and completing each task assigned.
- Working on assigned tasks during class time.
- Participating actively (with a good attitude) in campus practical areas, classes, and clinical placements.
- Seeking help when you need it (e.g., academic, financial and career guidance)
- Remaining in good academic standing (See Academic Policies).

These are just a few examples, but if you have any concerns about whether you are meeting your obligation, please speak to the Administrative Office at the college.



There are minimum standards which all students must meet:

- Attending a minimum of 20 hours per week
- Complete all assignments, projects, and homework on or before the deadline date.
- Submit all quizzes, tests, mid-terms, and final exams as scheduled.
- Obtain a minimum of 70% in each course. Note: The minimum mark may vary by program. Maintain a minimum average of 70% in a registered diploma program or registered certificate program.

Attendance

Westlake College prides itself on offering innovative programs that allow students to gain current knowledge and skills that are in high demand in today's job market. It is essential, however, that a consistent degree of attendance be maintained to be fully prepared for successful work experience. Therefore, a policy has been implemented to ensure compliance with Westlake College and the MCU expectations.

1. All students are required to attend and complete 100% of the program hours.
2. All students are required to be present in class unless there is an unforeseen emergency. A student who is unable to attend class must inform the school's administrative office or their instructor.
3. Students who have incurred more than five classroom absences will be required to meet with a school administrator.
4. Students who miss theory hours are required to meet with their instructor to demonstrate knowledge of the module learning objectives that they missed during their absence. This may be done in the form of a test or assignment.
5. Students are required to be on time at the start of their class; continual tardiness will affect the students' professional ethical marks.
6. All students who participate in work placement are expected to be on time and available for assigned shifts.
7. If a student misses any placement hours in the placement portion of the program for any reason, the student is required to make up all these missed hours.

Westlake College will immediately dismiss from the program any student who meets any of the following criteria:

1. Five (5) consecutive class days' absence without notification to the school will result in immediate withdrawal and notification to funding agencies as required.
2. Ten (10) consecutive class days' absence from school, even with notification, will be considered a withdrawal from the program.
3. A student who misses more than 10% of their total program hours may be withdrawn from the program.

Note: Westlake College reserves the right to discontinue any student from his/her program for excessive absenteeism.

Behaviour

At Westlake College, we expect all members of our community to conduct themselves in a polite and professional manner. Any behaviour (physical or verbal) that interferes with the college's educational objectives or is harmful to the safety of the Westlake College community is subject to disciplinary action. These behaviours include but are not limited to making excessive noise; disorderly *conduct*; lewd, indecent, or obscene conduct and expressions; inappropriate, *intimidating* behaviour; disruptive conduct in the classroom, offices, and corridors; and harassment of students, staff, or faculty.

Tardiness and Leaving Early

Punctuality is as important to employability as is regular attendance. Any student arriving late may find him / herself unable to enter class if the instructor has already begun his/her lecture. To avoid disrupting a class in progress, a late arriving student is asked to wait until the instructor signals the student to join the class in progress. Should you need to leave before an instructional period has ended, the student must advise the instructor in advance of the time that you will be quietly leaving the class.

All Instructors have the right to make any decision regarding entrance by any students who is late for his/her scheduled class. Cases of excessive tardiness or habitually leaving prior to the end of the class may result in disciplinary action.

Dress Code and Professional Appearance

Westlake College expects all students to maintain a professional appearance that reflects the standards of their chosen field of study and prepares them for successful careers. Students are required to always uphold excellent standards of personal cleanliness and hygiene while on campus or participating in college-related activities. Failure to meet these standards may result in referral to college administration, and instructors reserve the right to require students to address appearance-related issues before continuing with academic activities. Persistent violations may lead to more serious disciplinary action.

Certain academic programs have specific dress code requirements that reflect industry standards and safety protocols. Students enrolled in these programs must familiarize themselves with and strictly adhere to program-specific attire guidelines as outlined in their course materials and program handbooks. Additionally, all students are required to wear their official student identification badge during all school-related activities, including classroom sessions, laboratory work, practical exercises, and practicum placements.

Key Performance Indicators (KPI)

Effective governance and appropriate accountability mechanisms are crucial in all sectors within the postsecondary education system to protect students, ensure accountability and promote the successful achievement of the institutions' objectives. Performance measurement, through the calculation of performance indicators, is an important accountability tool.

The Superintendent of Ontario Career Colleges of the Ministry of Colleges, Universities, Research Excellence and Security has defined five Key Performance Indicators (KPI) to measure, in a consistent manner in the private career college. sector.

The five KPIs are:

- Graduation Rate
- Graduation Employment Rate
- Graduation Employment Rate in the Field of Study
- Graduation Satisfaction; and
- Employment Satisfaction.

The Ministry has contracted an organization named Forum Research Inc. to administer Graduate Employment and Employer Satisfaction Surveys. The Graduate Employment Survey is administered to ALL graduates starting approximately six (6) months after graduation to identify their employment status and their satisfaction with the training that was provided at Westlake College. The Employer Satisfaction Survey is administered to employers of graduates (if consent is provided) and measures the employer's satisfaction with the graduates' preparedness.

Although Forum Research requires your personal information to contact and validate you by phone for the Graduate Outcomes Survey, your personal information will not be shared with the ministry. KPIs are published in aggregate form so that individuals cannot be identified. Forum Research does not call for financial reasons, but rather just to ascertain your employment status for use in Westlake College's KPI results.



Westlake College takes pride in our positive student outcomes. Collectively, our entire organization works as a team to not only prepare you to be “job ready” but to also uncover open job opportunities in your field. During your time on campus, you will take part in many Career Services activities, including but not limited to orientation workshops, a Career Management course, and “one-on-one” session with your Employment Specialist to ensure that you have a current effective resume, interviewing skills, and job search techniques.

Again, our goal is to help you be prepared to be “job ready” and to allow you to take advantage of future career opportunities in your field.

Student Surveys

Student satisfaction plays an important part in determining the role that our College Administration team takes in supporting our student population. Each student may be required to complete a variety of online confidential surveys throughout their program of study and the student, and the student will have the option to remain anonymous if they wish. Please remember that if you have a concern, you would like addressed, you will need to include your name so we can contact you to discuss your concerns. The results are automatically tabulated and made available directly to Campus Support Management.



The online surveys are as follows:

- | | |
|----------------------|---|
| • Quality Assurance: | Evaluates campus administration and operations. |
| • Instructor Survey: | Evaluates instructor performance. |
| • Course Survey: | Evaluates specific course content. |
| • Program Survey: | Evaluates specific program content. |
| • Marketing Survey: | Evaluates existing student Media Contact/Usage |

Advanced Standing and Progression

A former student of Westlake College may be able to obtain credits from a previous course or program they have completed within the last 24 months and apply them to a new program. To be considered for advanced academic standing in a program module, the student's academic subject must be equivalent in content to a specific module in the program applied for and must be at the post-secondary level. Credits awarded through advanced academic standing are not transferable to other learning institutions. If the administrator approves an exemption, the college will reduce the number of study weeks, thereby reducing the tuition, book and other material fees accordingly. Exemptions must be in place before the student registers so that the start and end dates, along with the financial portion of the contract, are accurate.

Credits earned for prior learning can qualify for a reduction in course duration and tuition fees. Credits earned will appear on the new program transcript as Credit for Prior Learning (CPL). All CPL requests must be submitted and approved before the study period start date. Exemptions are not allowed after registration.

Students are expected to achieve, of course, a minimum grade of at least 70% for each module in their respective program. Students will receive one of the following academic standings based on their formal course grades at the end of each academic term. In the event a student fails an exam and would like to attempt the exam a second time to maintain their academic progress, the student may apply for an exam rewrite. The application to rewrite an examination must be submitted in writing to your instructor within two business days of the original exam date for approval. If your application is approved, only one date will be arranged for the exam rewrite. The maximum achievable score of any rewritten exam cannot exceed 70% (e.g., if a student achieves 85% on the rewrite, the recorded score will be 70%).

Unless otherwise prohibited by the applicable accreditation/certification standards, the College Administrator may allow a maximum of three (3) rewrites per program. Approval of rewrite applications is solely at the discretion of the college. Should the student not agree with his/her final examination mark, a written appeal may be submitted for a reassessment of the paper. The final decision will be made by a review board of Westlake College.

Incomplete Program

If you withdraw from school before completing the program, you may be permitted to return to school to complete your studies. Applicable charges will apply. Return to school is at the discretion of Westlake College Management.

Please Note: You have one (1) year upon completion of your original program or from the date of your withdrawal to return to Westlake College to finish any outstanding courses. After 1 year, you will NOT be eligible to complete your program.

Privacy Notice

Collection of Personal Information

(a) Legal authority

Personal information is collected under the legal authority of the Ontario Career College Act, 2005 and the Ministry of Training, Colleges and Universities Act (MTCU), in compliance with the Freedom of Information and Protection of Privacy Act (FIPPA). Information collected is used by Westlake College for academic, administrative, student support, employment-related, financial, research, statistical and other appropriate and consistent purposes.

Types of Personal Information Collected

Westlake College gathers personal information from students, graduates, faculty, staff, and other individuals as part of delivering our educational and support services. This information may include, but is not limited to, names, contact details, educational and employment backgrounds, dates of birth, and Social Insurance Numbers, as well as pertinent financial and health-related information.

Equity, Diversity & Inclusion (EDI) Data Collected via Applications

As part of our commitment to Equity, Diversity, and Inclusion (EDI), Westlake College actively works to examine and remove barriers that affect student access and success. Our Reconciliation and Inclusion framework recognizes the essential role we have as educators, community partners, and a place where people come together. We are dedicated to fostering a learning environment that reflects the diversity of our community and ensures everyone feels welcomed, acknowledged, respected, and supported both inside and outside the classroom.

Consent

Westlake College provides clear notice when collecting personal information and takes reasonable measures to inform individuals about how and why their information will be collected, used, or disclosed.

When required, Westlake obtains individuals' consent before collecting, using, or sharing their data (for example, when releasing information to third parties). However, there may be situations where Westlake collects, uses, or discloses personal information without an individual's knowledge or consent, but only per applicable laws.

Students aged 16 or older must provide consent before Westlake can share their information with parents, guardians, or other family members.

Use of Personal Information

Westlake College is authorized to use personal information for the purposes for which it was originally collected or for purposes consistent with those original reasons. Student information collected may be used to support activities such as admissions, registration, graduation, tracking academic performance, issuing student identification cards, granting access to IT systems, and administering academic, financial, residence, alumni, and other college programs. Information gathered from prospective or current students—before or after enrollment—may also be used for statistical analysis, research, or marketing purposes.

Most processing of personal data occurs within Canada. However, if Westlake engages a service provider based outside of Canada. When transferring personal data, Westlake implements appropriate safeguards to maintain privacy and security, ensuring information is used only in ways consistent with the individual's relationship with Westlake and this Notice.

Disclosure of Personal Information

(a) Legitimate Purposes Related to College Operations

Personal information regarding admissions, enrollment, and academic performance may be disclosed as part of Westlake's day-to-day operations. Such information may also be used or shared for research or statistical purposes, when necessary and appropriate for fulfilling Westlake's responsibilities, for investigating academic standing or program completion, or for employment-related matters. Disclosure may occur as required or permitted by law.

Westlake may share information with other postsecondary institutions to support student enrollment and participation in collaborative programs established through partnership agreements.

Protection and Retention of Personal Information

Westlake College takes reasonable precautions to safeguard personal information against loss, theft, and unauthorized access, disclosure, copying, use, or modification—regardless of how the information is stored—by employing appropriate administrative and security measures. When working with external service providers who manage personal information on our behalf, we take steps to select providers who can meet Westlake's security and privacy standards. These obligations are formalized in contractual agreements with our service providers.

Records are kept according to specific departmental or program retention schedules and in compliance with applicable laws and regulations.

Website Privacy

Westlake College respects your privacy while you interact with our website. Personal information may be collected and used in certain online interactions. For example, information you provide through our website's chat or online help forms is collected so we can effectively respond to your questions.

(a) Cookies

Our website uses cookies—small text files stored on your computer by your browser—to store information. Most browsers accept cookies automatically, but you can adjust your browser settings to block them if you prefer.

We use cookies to authenticate users, prevent fraudulent activity, and provide requested services. Additionally, cookies help us assess website performance, improve our site, and analyze how visitors interact with our pages to enhance your experience.

(b) Web Analytics and Advertising Services

Westlake College uses services like Google Analytics 4 and Google Ads to analyze data collected through our website and online forms, measure advertising effectiveness, and optimize our advertising strategies. We do not share personally identifiable information with analytics or advertising service providers.

(c) External Websites

Our website may contain links to external sites not operated by Westlake College. We do not endorse or take responsibility for the content or privacy practices of these third-party websites. Our privacy notice applies only to our own website. When visiting other sites, we recommend reviewing their privacy policies.

Accountability

Westlake College is responsible for protecting personal information in our custody, including data shared with third-party service providers. Our Privacy Office provides guidance and oversight to ensure compliance with the Freedom of Information and Protection of Privacy Act (FIPPA) and other relevant privacy laws. However, every Westlake employee is individually responsible for safeguarding the personal information they handle.

For questions or concerns about how Westlake collects, uses, or shares your personal information—or about our privacy practices—please contact the Westlake Privacy Office.

Canada's Anti-Spam Legislation (CASL)

Canada's anti-spam legislation (CASL) is a federal law designed to protect Canadians from spam and electronic threats while allowing businesses to remain competitive. CASL applies to commercial electronic messages (CEMs) sent to electronic addresses, including emails, texts, or multimedia messages that encourage participation in commercial activities.

Some messages sent by Westlake College are exempt from CASL requirements, such as communications directly related to:

- Student applications, admissions, or registration for Westlake programs and courses;
- Promotion of products, goods, or services offered by Westlake or closely tied to our core educational activities;
- Responses to inquiries, requests, or complaints;
- Fundraising messages endorsed by Westlake College.

Westlake takes care to ensure that all CEMs comply with CASL requirements. For any questions or requests regarding CASL, please email our designated CASL contact at info@westlakecollege.ca

Updates to Westlake's Privacy Notice

Westlake College reviews its privacy notice regularly and will post any revisions on this webpage. This privacy notice was most recently updated on July 2, 2025

The Academic Year

Programs of study begin throughout the year. Statutory holidays throughout the academic year include:

- New Year's Day,
January 1
- Family Day in
February
- Spring Break
March
- Good Friday,
March or April
- Summer Break
August
- Labour Day
September
- Thanksgiving
October
- Easter Monday
March or
April
- Victoria Day
May
- Canada Day
July 1
- Christmas Day
December 25
- Boxing Day
December 26



Computer Use and Electronic Communications Policy

Access to computer systems and networks owned or operated by Westlake College is a privilege that imposes certain responsibilities and obligations and is granted subject to College policies and local, provincial, and federal laws. The objective of this policy is to ensure an available, reliable, secure, and responsive network environment at Westlake College. It is the responsibility of each User to ensure that the College's technology is used appropriately.

Acceptable Use Policy

Any activity that compromises the performance of the College's computers and/or network, such that others are negatively affected, is not acceptable. Acceptable use is always ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and an individual's rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance. If any use adversely impacts the network, the user will be asked to reconfigure his or her work so that the network impact is avoided.

Security Policy

The purpose of this policy is to *prevent unauthorized access* to the College's or an individual's data/information stored on the Network. At the same time, we are striving to achieve three goals necessary for a productive networking environment, namely:

Availability—ensure that systems, networks, applications, utilities and data are online and accessible when authorized users need them for uses and purposes consistent with the College's mission and goals.

Integrity—protect College information, data, or software from improper modification or access (i.e., virus or unauthorized access).

Confidentiality—assure that sensitive data is read only by authorized individuals and is not disclosed to unauthorized individuals or the public.

To ensure this environment for all students, faculty, and staff associated with the College, *users are responsible for taking reasonable precautions to maintain the security of information stored on or accessed by their computer system(s)*. Anyone who attempts to disable, defeat or circumvent any security measures will violate this policy. Users shall be responsible for their security measures to protect hardware, software and data.

Individual Computer Policy

Users are responsible for maintaining security controls on their college-issued computer equipment that connects to the College's Network, including but not limited to encryption of laptops that may contain confidential information; current antivirus software; up-to-date system patches; and screen saver passwords. Computers owned by the College will be configured in this manner. Please note that confidential data is not to be stored on desktops or any auxiliary storage device.

Consequences

If this Policy is questioned, the Student Services Coordinator is authorized to provide interpretation of this policy. Users violating this Policy will be required to discontinue their inappropriate use immediately. Any further violation may lead to the loss of network privileges as approved by the appropriate Student Services Coordinator. Offenders are also subject to college disciplinary procedures. Appeals should follow the appropriate College complaint procedures.



Mobile Phone Usage

The use of mobile phones of any kind, including but not limited to cell phones or smartphones, in academic and study areas of the college, including but not limited to classrooms, laboratories, and learning centres, is prohibited. Mobile phones should be turned off or set to vibrate during class sessions. Students are not permitted to take calls, send, or receive text messages during class or leave the classroom during scheduled class time to conduct a mobile phone conversation. Interruptions are counterproductive to the learning process and can be viewed as disrespectful to the class. Exercise quiet courtesy when conducting a mobile phone conversation in the corridors outside of classrooms and offices, and keep the conversation brief.

Social Media and Communication Guidelines



Purpose and Scope

These guidelines establish expectations for responsible social media use and digital communication by Westlake College students. These standards apply to all forms of digital communication, including but not limited to social media platforms, email, messaging applications, online forums, blogs, and any digital content that references or relates to Westlake College, its programs, staff, students, or activities.

Professional Digital Presence

As students of Westlake College, you are preparing for professional careers where your digital presence may be evaluated by potential employers, clients, and professional colleagues. Your online communications and social media activity reflect not only on your personal character but also on the reputation of Westlake College and your chosen profession. Students are encouraged to maintain a professional digital presence that demonstrates the values, ethics, and standards expected in their field of study.

Consider that future employers, licensing bodies, and professional associations may review your social media profiles and online activity as part of their evaluation process. Content that appears unprofessional, inappropriate, or contrary to professional standards may impact your career opportunities and professional reputation long after graduation.

Respectful Online Communication

All digital communications involving Westlake College community members must demonstrate respect, courtesy, and professionalism. Students are prohibited from using social media or digital platforms to engage in harassment, bullying, intimidation, or discriminatory behavior directed toward fellow students, faculty, staff, or any member of the college community. This includes direct communications as well as indirect references, comments, or posts that could reasonably be identified as targeting specific individuals.

Students must respect the privacy and dignity of others in their online communications. Sharing personal information, photographs, or private communications involving other community members without explicit consent is strictly prohibited. This includes posting images or videos taken on campus, during classes, or at college events that include other identifiable individuals without their permission.

Academic Integrity in Digital Spaces

Students must maintain academic integrity standards in all digital communications related to their studies. This includes not sharing assignment answers, examination content, or other academic materials through social media, messaging platforms, or online forums. Students are prohibited from soliciting or providing unauthorized assistance with academic work through digital channels.

Posting, sharing, or discussing specific details about examinations, assignments, or assessment materials on social media or other digital platforms constitutes a violation of academic integrity policies. Students who become aware of such violations through social media or digital communications have a responsibility to report these incidents to college administration.

Privacy and Confidentiality

Students must respect confidentiality requirements related to their academic programs, particularly those involving practicum placements, clinical experiences, or interactions with clients, patients, or sensitive information. Sharing confidential information, images, or details about practicum sites, clients, or professional experiences through social media or digital platforms violates professional ethics and may result in serious disciplinary action, including program dismissal.

Students are reminded that privacy settings on social media platforms can change without notice and that digital content can be screenshot, shared, or archived by others. Information shared online should be considered potentially public regardless of intended privacy settings.

Representing Westlake College

When identifying yourself as a Westlake College student online or when discussing college-related topics, students must clearly indicate that their views and opinions are personal and do not represent the official position of Westlake College. Students are not authorized to speak on behalf of the college or to make official statements regarding college policies, procedures, or positions unless specifically designated to do so by college administration.

Students who wish to share positive experiences about their education at Westlake College are encouraged to do so in a professional manner that reflects well on both themselves and the institution. However, complaints, concerns, or criticisms about college policies, procedures, or personnel should be addressed through appropriate college channels rather than through public social media posts.

Professional Program Considerations

Students enrolled in programs with specific professional standards and codes of ethics must ensure their social media presence aligns with the expectations of their chosen profession. Many professional licensing bodies and employers have specific social media guidelines and may monitor online activity as part of their evaluation processes.

Students in healthcare, education, legal, and other regulated professions should familiarize themselves with profession-specific social media guidelines and maintain online presence that supports their professional credibility and eligibility for licensure or certification.

Consequences of Policy Violations

Violations of these social media and communication guidelines may result in disciplinary action ranging from warnings and educational interventions to suspension or dismissal from college programs. Serious violations involving harassment, privacy breaches, or professional misconduct may be reported to relevant professional licensing bodies or legal authorities as appropriate.

Students should be aware that social media posts and digital communications can have lasting consequences that extend beyond their time at Westlake College. Content that violates professional standards or demonstrates poor judgment may impact future employment opportunities, professional licensing applications, and career advancement.

Best Practices for Responsible Digital Communication

Students are encouraged to follow these best practices for maintaining a positive and professional online presence:

- Think carefully before posting or sharing content online, considering how it might be perceived by current and future employers, colleagues, and professional contacts
- Use privacy settings appropriately while understanding that digital content can become public regardless of intended settings
- Avoid posting when emotional, angry, or under the influence of substances that may impair judgment
- Regularly review and update social media profiles to ensure content remains professional and appropriate
- Engage in constructive, respectful dialogue when discussing professional or academic topics online
- Report concerning social media behavior or policy violations through appropriate college channels
- Seek guidance from faculty or student services when uncertain about the appropriateness of planned digital communications

Resources and Support

Students who have questions about appropriate social media use or digital communication standards are encouraged to contact the Student Services office for guidance. The college also provides resources on professional development and career preparation that include guidance on maintaining a professional digital presence.

Students who experience cyberbullying, online harassment, or other concerning digital behavior should report these incidents immediately to college administration for investigation and appropriate intervention.

Academic Honesty

Policy Statement

Westlake College is committed to maintaining the highest standards of academic integrity to preserve our institutional reputation and ensure the value of credentials awarded to our graduates. Academic honesty requires that all students conduct themselves with integrity and trustworthiness throughout their academic career. Any form of academic dishonesty undertaken to gain unfair academic advantage or credit constitutes a violation of this policy and will not be tolerated.

Student Responsibilities

Students are responsible for familiarizing themselves with this Academic Honesty Policy and adhering to proper procedures for maintaining academic integrity. Students seeking clarification on policy requirements or procedures should contact the administrative office for guidance and support.

Institutional Commitment to Academic Integrity

Academic dishonesty undermines the fundamental purpose of higher education by producing grades and credentials that do not accurately reflect legitimate academic achievement. When academic records are compromised by dishonest practices, the institution cannot reliably assess student progress or certify graduates' actual scholastic accomplishments. This creates significant concerns for employers, graduate programs, professional schools, and communities that depend on higher education institutions to provide accurate certification of students' knowledge and competencies.

The integrity of Westlake College's credentials is directly linked to the institution's academic reputation and the rigour of its programs. Any compromise to this reputation through academic dishonesty negatively impacts all students and graduates, potentially affecting their competitiveness in employment markets and admission to advanced educational programs. These far-reaching consequences underscore the institution's commitment to addressing academic dishonesty seriously and maintaining accountability for policy violations.

Categories of Academic Dishonesty

Academic dishonesty violations include, but are not limited to, the following categories: cheating, plagiarism, falsification, impersonation, misrepresentation, and procurement of academic materials or assistance through unauthorized means.

Plagiarism

Plagiarism is defined as the unauthorized use of another person's intellectual work—including words, images, ideas, phrases, data, computations, or creative expressions—presented as one's own without proper attribution and documentation of sources. To uphold academic integrity standards, Westlake College reserves the right to review all student submissions for authenticity and originality using software detection tools and third-party verification services.

Penalties

01

First Offence

The penalty for a first academic honesty offence is normally a grade of "0" on the work in which the offence occurred and on the recommendation of the Academic Honesty Committee.

02

Second Offence

The penalty for the second academic honesty offence is normally an "F" in the course where the offence occurred, and suspension from the College for a time period determined by the Academic Honesty Committee. If you want to return to the College, you will be placed on Academic Honesty Probation. You must see the Coordinator/Student Advisor for reinstatement.

03

Further Violations

Any further violation of the Academic Honesty Policy will result in College initiated mandatory withdrawal for academic program, normally for a period of two years. You are suspended from the College until the identified term, and you must see the Coordinator/Student Advisor for possible reinstatement.

Appeals Process

Students have the right to appeal decisions made by the Academic Honesty Committee in accordance with the provisions outlined in the Academic Appeals Policy. All documentation and evidence related to academic honesty cases will be maintained in institutional files as part of the official record-keeping process



Examination Policy

Examinations at Westlake College encompass various methods of academic evaluation that may differ across courses and programs. These evaluation methods include, but are not limited to, written tests, quizzes, oral presentations, assignments, practical demonstrations, oral examinations, comprehensive written examinations, and any other assessment methods specified in individual course requirements.

All examinations will be conducted at times, locations, and durations as determined and specified by the College. While Westlake College is committed to acting responsibly in the scheduling and administration of all examinations, the institution retains absolute discretion to establish and regulate all circumstances, terms, and conditions governing any examination it conducts.

Students who become aware of personal circumstances that may impact their ability to successfully complete course requirements must take proactive responsibility by notifying their course instructor and providing adequate written documentation prior to the completion of their classes. Any circumstances that arise during final examination periods must be thoroughly documented and reported to the appropriate instructor or academic office before the release of examination results. The College reserves absolute discretion in reviewing and accepting or rejecting any documentation submitted in support of accommodation requests or appeals related to examination performance.

Student Complaint Procedure

Westlake College of Business Health and Logistics is committed to the prompt and equitable resolution of student conflict issues to the satisfaction of both the student and the college. The formal process whereby a student may request the review and resolution of a concern if activities between staff and student, in most cases, result in immediate resolution.

The student has the right to present his/her case and be accompanied by an individual of his/her choice at all times during the process. The student has the right to make oral submissions and is entitled to have another person present throughout the complaint process and/or to make oral submissions on behalf of the student. Students are encouraged to address any concerns immediately or have a person make an oral submission on their behalf; please do not let a minor problem develop into a major one.

Should you have any problems or concerns during your training period, we encourage you to discuss them promptly with the staff member directly involved. Should the resolution to your issue require further involvement, the staff member will arrange a meeting with the appropriate personnel, up to and including the Campus Director, Mrs. Kaydene Campbell, at 1855 LaSalle Blvd, Sudbury, ON P3A 2A3, as part of the college's formal complaint procedure.

Formal Procedure

In the case where a student is unable to achieve a satisfactory resolution using the informal direct discussion approach recommended above, the student can request that a more formal complaint procedure be launched. To do so, a student must complete and sign a Student Complaint form (attached), citing the reasons why the informal procedure resolution was unsatisfactory, as well as recording the concerns and documenting the student's desired resolution. Once signed, a copy of the form is given to the student, and a copy is submitted to the Campus Director, Mrs. Kaydene Campbell, at 1855 LaSalle Blvd St Sudbury, ON P3A 2A3.

The Campus Director will arrange to meet with the student within two working days of the date of the written complaint, where all conversations will be recorded via tape recorder, or a neutral party who isn't a party to the student complaint will sit in the meeting to take minutes of the meeting recording the oral submissions made if the students refuse to be recorded. If a satisfactory resolution is achieved during the meeting, an agreed resolution between the parties is implemented.

The staff member will meet briefly with the student to close the concern and record in Part B of the original Student Complaint Form a description of the mutually satisfactory outcome of the resolution. The student and the staff member will sign the declaration at the bottom of Part B. The original form will be given to the student and a copy will be filed in the student's academic file.

Review Process

Where a concern has arisen that cannot be resolved in the formal procedure above, the student will be asked to complete and sign Part C (Request for Review) of the original Student Complaint Form, setting out the reasons why the formal procedure resolution was unsatisfactory. The student will again keep the original form, and a copy will be submitted to the college Administrator.

Where the student requests a review, the Campus Administrator will transfer all documentation regarding the complaint to the Director, who will investigate the student's concern and meet again with the student within two (2) working days of the request for a review to discuss a resolution.

The Director will report to the student by completing and signing Part D of the Student Complaint form within five (5) days of the conclusion of its resolution investigation process. The written report will include a summary of the investigation findings and the complaint resolution decision, including the reason for arriving at the decision.

The student is given the original signed copy of the form. A copy of the form will be retained in the student's academic file and a copy will be placed in the Campus Student Complaint Binder, where it will remain for a minimum period of three (3) years.

The Campus Director will maintain this binder on-site for possible annual inspection. If a student is unsatisfied with the college's decision, he/she may submit the complaint to the Superintendent of Ontario Career Colleges through the Program Approval Registration Information system (PARIS). Instructions for submitting a complaint are available on the Reference Guide for Students: <http://www.tcu.gov.on.ca/pepg/audiences/pcc/paris-enrolment-guide-for-new-users.pdf> You will need to Register as a new PARIS user input your contact information and answer security questions. Once you have completed this process, an email will be sent to you at the email address you submitted with a temporary password. Please log in to PARIS and change the temporary password to a permanent one. Once you have gained access to PARIS, you will be prompted for your contact information to ensure that the Ministry can get back to you.

At that time, PARIS will confirm that you have completed the student complaint procedure at the private career college you are attending. If you haven't, you will need to do so before the ministry can address your concerns.

If you have completed the complaint procedure at the campus level, PARIS will move you forward and will prompt you to fill in information about the private career college you attended, the program and will give you space to describe your complaint and upload supporting documents.

These documents are:

- Student Contract
- Written complaint submitted to the private career college
- Submissions made to the private career college as part of the complaint
- Written decision provided to you by the private career college as part of the student complaint procedure
- Proof of Payment for your tuition

Once you sign the declaration and consent, you will be able to submit your complaint, and you will be contacted by an inspector who will review the documents and advise you on the next step



Expulsion Policy and Procedures

In the normal course of daily operations, it is sometimes necessary to expel a student for just cause. The decision to expel a student is not taken lightly. It is a very serious matter, and therefore, the criteria for this decision must be very explicit. Students who do not support the academic and ethical goals of the College for themselves and their fellow students may be subject to penalties, up to and including expulsion. The following outlines the conditions under which a student may be expelled with cause:

01

Academic Dishonesty

Students may be subject to expulsion at the discretion of the College for academic dishonesty. Academic dishonesty is any word, action, or deed performed alone or with others for the direct or indirect intention of providing an unfair advantage or benefit to oneself or other student(s), including:

- Cheating
- Plagiarism
- Unapproved collaboration
- Alteration of records
- Bribery
- Lying
- Misrepresentations

02

Outstanding Fees

Failure to pay overdue accounts owing to the College within the specified period may be grounds for expulsion after a written warning has been given.

03

Innovation

All students are required to adhere to the College's published code of conduct. Where the violations do not have the potential to result in physical harm to persons or property, the College may expel a student who has received suspension for failure to comply and has since violated any of the terms of the College's code of conduct. Students who are found under the influence of drugs and/or alcohol or carrying weapons will be subject to immediate expulsion.

04

Significant Omissions or Errors in Admissions Documentation

The College has a responsibility to ensure students are admitted per the registration requirements for the program. Students who knowingly or in error misrepresent their applications are subject to immediate expulsion.

05

Academic Failure

Students who fail to achieve the required academic standing in their programs may be expelled from the program. The College may, at its discretion, offer alternatives to a student, and these are outlined in the academic policies for the program of study.

06

Attendance

Students who do not achieve the required attendance as stated in College policy are subject to expulsion. Students who are absent from class for more than five consecutive days without sufficient cause will be automatically withdrawn from their program.

07

Harassment or Discrimination

The College does not condone harassment or discrimination of any student, staff, or visitor to the College. Students participating in harassing or discriminatory activities that are racial, sexual, or pertaining to sexual orientation in nature may be subject to immediate suspension, depending on the severity of the activity and pending investigation. Expulsion is mandatory for any student who is deemed by the investigation to have engaged in harassing or discriminatory activities. Any student who is deemed by the investigation to have engaged in severe harassing or discriminatory activities may be expelled at the discretion of the college, depending on the severity of the activity. Racial harassment means bothering, threatening, or treating someone unfairly because of their race, colour, ancestry, birthplace, religious belief, ethnic background, citizenship, or language.

Sexual harassment means bothering someone by saying or doing unwanted or unwelcome things of a sexual or gender-related nature, including touching inappropriately, making offensive jokes about women and men, making sexual suggestions or requests, staring at or making unwelcome comments about one's body, displaying sexually offensive pictures, or being verbally abusive because of one's gender.

Sexual orientation harassment means treating someone unequally because they are gay, lesbian, heterosexual, bisexual, or living in a same-sex relationship. This could include making a hurtful comment or action to an individual that is known or ought to be known to be unwelcome, making homophobic jokes or hints about a person's sexual orientation or same-sex partnership status, or displaying disrespectful signs, caricatures, cartoons or graffiti.

In determining what constitutes harassment or discrimination, the College refers to the Ontario Human Rights Code. Students requiring more specific information may refer to the specific code as posted on the Provincial website (<http://www.ohrc.on.ca/english/code/index.shtml>).

08

Misuse of College Property

College property is for the provision of College services. Students who damage, misuse, steal or otherwise use the property in a way that is prohibited may be expelled and required to make restitution.

09

Misuse of College Property

The College is committed to the right of all College staff, students, and visitors to be safe. Students who, by action or neglect, in any way endanger the safety of themselves or others may be expelled.

Before expulsion, depending on the severity and nature of the situation, the College may take intermediate steps at its discretion, including:

- verbal warning
- written warning
- suspension
- expulsion

Notification

Students who are subject to expulsion for any reason will be notified in writing, either hand-delivered or by registered mail with return receipt. The College is not responsible for non-delivery by registered mail if the student has not provided a valid home address where the student currently resides.

The notification will contain a description of the basis for expulsion and the effective date. Expelled students who dispute the facts of the expulsion must appeal the decision in writing within one week of the notification, following the complaint procedure of the College provided to the student and providing sufficient proof to support the complaint.

A Student whose expulsion is upheld after having followed the college's student complaint and appeal procedure may file a further appeal through the Complaints process of the Ministry of Colleges and Universities, provided the student is attending a program approved under the Ontario Career Colleges Act, 2005.

If a student's appeal is successful and he/she is eventually reinstated as part of the internal college or Ministry appeal processes, then the college will arrange for the student to make up the training time that he/she had missed since the date of expulsion specified in the written notification.

Fees

Settlement of student accounts for expelled students will be completed under the College's Fee Refund Policy, using the effective date of expulsion as the final day of attendance in their program of study.

Sexual Violence Policy

01

Sexual Violence Policy

- a) Westlake College is committed to providing its students with an educational environment free from sexual violence and treating its students who report incidents of sexual violence with dignity and respect.
- b) Westlake College has adopted this Sexual Violence Policy, which defines sexual violence and outlines its training, reporting, investigative and disciplinary responses to complaints of sexual violence made by its students that have occurred on its campus or at one of its events and involves its students.
- c) The person accused of engaging in sexual violence will be referred to as the “Respondent” and the person making the allegation as the “Complainant”.
- d) If students, in good faith, report an incident of or make a complaint about, sexual violence, they will not be subject to discipline or sanction for violations of Westlake College’s policies relating to drug or alcohol use at the time the sexual violence occurred.
- e) Students or anyone reporting on their behalf who disclose their experience of sexual violence through reporting an incident of, making a complaint about, or accessing supports and services for sexual violence, will not be asked irrelevant questions during the investigation process by Westlake College staff or investigators, including irrelevant question relating to the student’s sexual expression or past sexual history.

02

Definition of Sexual Violence

Sexual violence means any sexual act or acts targeting a person’s sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person’s consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism and sexual exploitation.

03

Training, Reporting and Responding to Sexual Violence

- a) Westlake College shall include a copy of the Sexual Violence Policy in every contract made between it and its students and provide a copy of the Sexual Violence Policy to career college management, instructors, staff, other employees and contractors and train them about the policy and its processes of reporting, investigating and responding to complaints of sexual violence involving its students.
**Any company participating in offering student internships on their premises must provide an undertaking in writing that it follows all applicable legislation, including the Ontario Human Rights Code and the Occupational Health and Safety Act and will provide students access to those policies should they encounter issues relating to sexual violence in the workplace.*
- b) The Sexual Violence Policy shall be published on its website.
- c) Westlake College of Business, Health & Logistics management, instructors, staff, other employees, and contractors of the college will report incidents of or complaints of sexual violence to the Campus Director.
- d) Students who have been affected by sexual violence or who need information about support services should contact Campus Director.

e) Subject to Section 4 below, to the extent it is possible, Westlake College will attempt to keep all personal information of persons involved in the investigation confidential except in those circumstances where it believes an individual is at imminent risk of self-harm, or of harming another, or there are reasonable grounds to believe that others on its campus or the broader community are at risk. This will be done by:

1. Ensuring that all complaints/reports and information gathered because of the complaint/reports will be only available to those who need to know for purposes of investigation, implementing safety measures and other circumstances that arise from any given case; and
2. Ensuring that the documentation is kept in a separate file from that of the Complainant/student or the Respondent.

f) Westlake College recognizes the right of the Complainant not to report an incident or make a complaint about sexual violence or not request an investigation and not to participate in any investigation that may occur.

g) Notwithstanding (f), in certain circumstances, Westlake College may be required by law or its internal policies to initiate an internal investigation and/or inform police without the complainant's consent if it believes the safety of members of its campus or the broader community is at risk.

h) In all cases, including (f) above, Westlake College will appropriately accommodate the needs of its students who are affected by sexual violence. Students seeking accommodation should contact Campus Director. In this regard, Westlake College will assist students who have experienced sexual violence in obtaining counselling and medical care and provide them with information about sexual violence supports and services available in the community as set out in **Appendix 1** attached hereto. Students are not required to file a formal complaint to access support and services.

04

Investigating Reports of Sexual Violence

a) Under this Sexual Violence Policy, any student at Westlake College file a report of an incident or a complaint to the Campus Director in writing. The other officials, offices or departments that will be involved in the investigation are Campus Director.

b) Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, Campus Director will respond promptly and:

1. Determine whether an investigation should proceed and if the Complainant wishes to participate in an investigation.
2. Determine who should conduct the investigation having regard to the seriousness of the allegation and the parties involved.
3. Determine whether the incident should be referred immediately to the police. In such cases or where civil proceedings are commenced in respect of allegations of sexual violence, Westlake College may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures; and
4. Determine what interim measures ought to be put in place pending the investigation process such as removal of the Respondent or seeking alternate methods of providing necessary course studies.

c) An investigation is initiated, the following will occur:

1. The Complainant and the Respondent will be advised that they may ask another person to be present throughout the investigation.

1. Interviewing the Complainant to ensure a complete understanding of the allegation and gathering additional information that may not have been included in the written complaint such as the date and time of the incident, the persons involved, the names of any person who witnessed the incident and a complete description of what occurred.
2. Informing and interviewing the Respondent of the complaint, providing details of the allegations and giving the Respondent an opportunity to respond to those allegations and to provide any witnesses the Respondent feels are essential to the investigation.
3. Interviewing any person involved or who has, or may have, knowledge of the incident and any identified witnesses.
4. Providing reasonable updates to the Complainant and the Respondent about the status of the investigation; and
5. Following the investigation, the Director will:
 - review all the evidence collected during the investigation
 - determine whether sexual violence occurred, and if so
 - determine what disciplinary action, if any, should be taken as set out in Section 5 below.

05

Disciplinary Measures

- a. If it is determined by Westlake College of Business, Health & Logistics that the Respondent did engage in sexual violence immediate disciplinary or corrective action will be taken.

This may include:

1. disciplinary action up to and including termination of employment of instructors or staff; or
2. expulsion of a student; and /or
3. the placement of certain restrictions on the Respondent's ability to access certain premises or facilities; and/or
4. any other actions that may be appropriate in the circumstances.

06

Appeal

- a. Should the Complainant or the Respondent not agree with the decision resulting from the investigation, he or she may appeal the decision to the Director of the college, within 5 days by submitting a letter addressed to the Director.

07

Making False Statements

- a. It is a violation of this Sexual Violence Policy for anyone to knowingly make a false complaint of sexual violence or to provide false information about a complaint.
- b. Individuals who violate this Sexual Violence Policy are subject to disciplinary and/ or corrective action up to and including termination of employment of instructors or staff or expulsion of a student.

08

Reprisal

- a. It is a violation of this Sexual Violence Policy to retaliate or threaten to retaliate against a complainant who has brought forward a complaint of sexual violence, provided information related to a complaint, or otherwise been involved in the complaint investigation process.
- b. Individuals who violate the Sexual Violence Policy are subject to disciplinary and /or corrective action, up to and including termination of employment of instructors or staff or expulsion of a student.

Appendix 1

The following represents a list of Provincial Rape Crisis Centres that could be provided as resources:

Canadian Association of Sexual Assault Centres
Ontario Provincial

English Assaulted Women's Helpline Toll Free: 1-866-863-0511 #SAFE (#7233) on Bell, Rogers, Fido or Telus mobile TTY: 416-364-8762

www.awhl.org Français Fem'aide

Telephone Toll-Free: 1-877-336-2433 ATS:

1 866 860-7082

www.femaide.ca

Sexual Assault/Domestic Violence Treatment Centres

35 hospital-based centres that provide 24/7 emergency care to women. To locate the Sexual Assault/Domestic Violence Treatment Centre nearest you, follow this link.

Thunder Bay Thunder Bay Sexual Assault and Sexual Abuse Crisis and Counselling Centre Office: (807) 345-0894 or 1-866-311-5927 tbcounselling@tbsasa.org www.tbsasa.org

Voices for Women Sudbury Sexual Assault Centre

127 Cedar St, Sudbury, ON P3E 1A9 (705) 671-5495

<https://www.voicesforwomen.ca/>

Assaulted Women's Helpline 7-866-863-0511

SUDBURY SEXUAL ASSAULT CENTRE

<https://211north.ca/record/65271549>

09

Review

- a. Westlake College shall ensure that student input is considered in the development of its Sexual Violence Policy and every time it is reviewed or amended.
- b. Westlake College shall review its Sexual Violence Policy 3 years after it is first implemented and amend it where appropriate. The next review date is January 21, 2027.

10

Collection of Student Data

- a. Westlake College of Business, Health & Logistics shall collect and be prepared to provide upon request by the Superintendent of Ontario Career Colleges such data and information as required according to Subsections 32.1 (8), (9), (10) and (11) of Schedule 5 of the Ontario Career Colleges Act, 2005 as amended.

Accessibility for Ontarians with Disabilities Act (AODA) Policy

Purpose

In compliance with the Accessibility for Ontarians with Disabilities Act, 2005, this policy establishes the responsibilities of all personnel (employees, volunteers, and third-party representatives) at Westlake College in providing goods, services, and educational opportunities to individuals with disabilities. This policy ensures that Westlake College meets its legal obligations while fostering an inclusive environment that promotes dignity, independence, and equal access for all members of our community.

Scope

This policy applies comprehensively to all Westlake College personnel, including full-time and part-time employees, volunteers, contractors, and any third-party representatives acting on behalf of the institution. The policy governs all interactions with students, prospective students, visitors, and members of the public who access college services, facilities, or programs.

Policy

Institutional Commitment

Westlake College is committed to providing goods, services, and educational opportunities in a manner that respects the dignity and independence of individuals with disabilities. We are dedicated to ensuring that people with disabilities have equal opportunity to access and benefit from our services and programs in the same location and in substantially the same manner as all other individuals. Our commitment extends to creating barrier-free environments and implementing practices that promote full participation and integration.

Service Delivery Standards for Individuals with Disabilities

Westlake College demonstrates excellence in serving all community members, including individuals with disabilities, through comprehensive standards in the following areas:

Communication Standards

We communicate with individuals with disabilities using methods appropriate to their specific needs and accommodation requirements. All personnel receive training on effective interaction and communication strategies for various types of disabilities. Our digital platforms, including websites and online learning systems, comply with Web Content Accessibility Guidelines (WCAG) 2.0 Level AA standards to ensure digital accessibility. Staff are trained to communicate via telephone using clear, plain language and to speak at an appropriate pace and volume for effective comprehension.

Telephone Services

Our telephone systems include accessibility features such as speech-enabled menu options and clear audio quality. Staff are trained to provide patient, accommodating telephone service that meets the diverse communication needs of callers with disabilities.

Assistive Devices

Westlake College welcomes and supports individuals with disabilities who use assistive devices to access our goods, services, or educational opportunities. Our personnel are trained to understand and accommodate various assistive technologies and devices. We ensure that our facilities and services are compatible with commonly used assistive devices and are prepared to make reasonable modifications to support their effective use.

Billing and Financial Services

We are committed to providing accessible invoices and financial communications to all students and customers. Alternative format billing statements and financial documents are available upon request, including large print, electronic, or other accessible formats. Our staff will provide assistance in explaining billing content through in-person consultations, telephone discussions, or email correspondence as preferred by the individual.

Service Animals

Westlake College welcomes individuals with disabilities who are accompanied by service animals in all areas of our premises that are open to students and the public. All personnel receive comprehensive training on appropriate interaction protocols with individuals accompanied by service animals, including understanding the working relationship between handler and animal. We ensure that off-site educational venues and partnership locations comply with our service animal accommodation standards.

Employment Practices

We maintain inclusive employment practices that welcome individuals with disabilities throughout all stages of the employment process, including recruitment, hiring, training, professional development, and career advancement opportunities. Our workplace accommodation procedures ensure equal access to employment opportunities and career progression.

Facilities and Physical Accessibility

Westlake College is committed to maintaining premises and related services that are welcoming and accessible to individuals with disabilities. We proactively identify and remove barriers while implementing necessary facility modifications to enhance accessibility. When temporary disruptions to accessible facilities or services occur, we provide advance notice including information about the disruption's cause, anticipated duration, and available alternative arrangements.

Procedures

Training Requirements

Comprehensive Staff Training

Westlake College provides mandatory accessibility training to all personnel delivered through multiple formats to accommodate diverse learning preferences. Training programs are regularly updated to reflect current best practices and regulatory requirements. Training curriculum includes:

1. Comprehensive overview of the Accessibility for Ontarians with Disabilities Act, 2005, and requirements of the Integrated Accessibility Standards Regulation
2. Effective interaction and communication strategies for individuals with various types of disabilities
3. Appropriate interaction protocols with individuals who use assistive devices, service animals, or support persons
4. Familiarity with common assistive technologies and accommodation strategies
5. Problem-solving procedures when individuals with disabilities encounter access barriers
6. Westlake College's specific policies, procedures, and practices related to accessibility standards

Personnel receive ongoing training updates when policies, procedures, or practices are modified to ensure consistent implementation of accessibility standards.

Policy Development and Modification

All policy modifications and procedural updates are developed with careful consideration of their impact on the dignity and independence of individuals with disabilities. Regular policy reviews ensure continued compliance with evolving accessibility standards and best practices.

Academic Accommodation Services

Westlake College recognizes its legal obligation to provide reasonable academic accommodations to students with disabilities. The institution is responsible for making fair admission decisions and implementing appropriate accommodations throughout students' academic programs following consultation with students and relevant professional experts.

Disclosure Requirements

Students must disclose disability-related accommodation needs during the admission process to ensure timely implementation of necessary supports. Early disclosure enables the college to provide comprehensive accommodation planning and support services.

Accommodation Process

Students requesting academic accommodations must provide:

1. Documentation from a qualified medical practitioner or registered psychologist specifying required accommodations (such as extended examination time, alternative testing formats, or assistive technology access) without requiring disclosure of specific medical details or diagnostic information
2. Written consent from the student authorizing the college to implement recommended accommodations and communicate with relevant personnel as necessary for accommodation provision

Available Accommodations

Westlake College provides various academic accommodations including but not limited to extended examination time, alternative examination formats, assistive technology access, note-taking support, and modified assignment deadlines. Accommodation decisions are made individually based on documented needs and program requirements while maintaining academic integrity standards.

Classroom Regulations

(Applies to In-Person and Online Synchronous Program Delivery)



Class Schedule and Punctuality

Westlake College makes every effort to ensure that all classes begin and conclude as scheduled to maximize learning opportunities and maintain consistency for all students. Students are expected to arrive punctually for all scheduled class sessions, whether delivered in-person or through online synchronous platforms. When circumstances may cause unavoidable lateness, students must notify the Student & Program Manager or course instructor as soon as possible to communicate their situation.

To minimize disruption to the learning environment and maintain respect for fellow students and instructors, students who arrive late to class or return late from scheduled breaks will be admitted to the classroom only after the next designated break period, or at the instructor's discretion. This policy ensures that ongoing instruction is not interrupted and that all students can maintain focus on learning activities.

Learning Environment Responsibilities

All students are required to actively participate in maintaining clean, organized, and safe learning spaces. This includes participating in classroom cleanup activities when appropriate and consistently contributing to a healthy learning environment that supports academic success for all community members. Students share collective responsibility for preserving the physical and academic integrity of their learning spaces.

Classroom Conduct Standards

Westlake College maintains learning and working environments that require respectful behavior and minimal noise levels at all times. Students are expected to demonstrate engagement and respect for the educational process through attentive participation. Students who engage in disruptive behavior, fall asleep during instruction, or demonstrate obvious disregard for teaching activities may be instructed to leave the classroom and may face additional disciplinary action.

These conduct standards apply equally to in-person classroom settings and online synchronous learning environments, where students must maintain appropriate behavior, minimize background noise, and demonstrate respect for the virtual learning space shared with classmates and instructors.



Online Synchronous Learning Requirements

For all online synchronous class sessions, students are required to keep their cameras activated throughout the entire duration of the class. This requirement ensures instructor verification of attendance, promotes student engagement, and maintains the interactive nature of the learning environment. Students must position their cameras to clearly show their face and upper body, creating a professional appearance similar to in-person classroom participation.

Students experiencing technical difficulties with their camera equipment must immediately notify their instructor and work to resolve the issue as quickly as possible. Persistent camera issues should be reported to the Student & Program Manager to arrange technical support. Students who repeatedly fail to comply with camera requirements may face disciplinary action and may be required to attend classes in person when available.

Reporting Policy Violations

Any student who observes inappropriate conduct by another student, staff member, or faculty member has a responsibility to report such behavior promptly. Students must complete and submit a policy violation form on the same day the incident occurs to ensure timely investigation and resolution. This reporting requirement supports the college's commitment to maintaining a safe, respectful, and professional learning environment for all community members.

The reporting process helps protect the rights and safety of all students while ensuring that Westlake College can address concerns effectively and maintain the high standards of conduct expected in our academic community.

Graduation Requirements

Academic Requirements

To be eligible for graduation from Westlake College, students must successfully complete all requirements specified in their program of study. Students must achieve a minimum cumulative grade point average as outlined in their specific program requirements, with most programs requiring a minimum grade of 70% or higher. All prerequisite courses, core curriculum requirements, and program-specific courses must be completed with passing grades as defined by the individual program standards.

Students must complete the minimum number of credit hours or instructional hours required for their program, including any mandatory practicum, clinical, or field placement components. All outstanding academic requirements, including make-up examinations, incomplete coursework, or remedial activities, must be resolved before graduation eligibility can be determined.

Financial Requirements

All tuition fees, laboratory fees, and other financial obligations to Westlake College must be paid in full before graduation credentials can be issued. Students with outstanding financial obligations will not be permitted to participate in graduation ceremonies and will not receive official transcripts, diplomas, or certificates until all accounts are settled.

Students experiencing financial difficulties should contact the Student Accounts office immediately to discuss payment arrangements or financial assistance options that may be available to resolve outstanding obligations before graduation deadlines.

Graduation Procedures

Application for Graduation

Students must submit a formal Application for Graduation during the designated application period, typically one semester before their intended graduation date. The application requires verification of completed coursework, confirmation of financial standing, and payment of applicable graduation fees. Late applications may delay graduation processing and participation in graduation ceremonies.

Graduation Review Process

The Registrar's office conducts a comprehensive review of each graduation application to verify completion of all academic requirements. This process includes transcript evaluation, verification of transfer credits, confirmation of practicum or clinical placement completion, and validation of minimum grade requirements. Students will be notified of any outstanding requirements that must be addressed before graduation approval.



Graduation Ceremonies

Westlake College holds formal graduation ceremonies to recognize student achievements and celebrate program completion. Participation in graduation ceremonies is encouraged but not mandatory for receiving graduation credentials. Students must register for ceremony participation during the specified registration period and comply with ceremony protocols and dress code requirements.



Credential Issuance

Official diplomas and certificates are issued following successful completion of all graduation requirements and resolution of any outstanding obligations. Credentials are typically available for pickup or mailing within four to six weeks following graduation ceremony dates. Official transcripts reflecting graduation status are available through the Registrar's office upon request.



Student Support Services

Counselling Services

Personal Counseling Support

Westlake College provides confidential counseling services to support student mental health, emotional well-being, and personal development. Our counseling services help students navigate academic stress, personal challenges, life transitions, and other concerns that may impact their educational success. Students can access individual counseling sessions, crisis intervention support, and referrals to community mental health resources when appropriate.

Counseling services are provided by qualified mental health professionals who understand the unique challenges faced by college students. All counseling interactions are strictly confidential and conducted in accordance with professional ethical standards and privacy regulations.

Academic and Career Counseling

Academic counseling services help students develop effective study strategies, time management skills, and academic planning approaches. Counselors work with students to identify academic strengths and challenges, develop individualized success plans, and connect students with appropriate academic support resources.

Career counseling services assist students in exploring career options, developing professional goals, and creating career development plans that align with their interests, skills, and program outcomes. Counselors provide guidance on job search strategies, interview preparation, and professional networking opportunities.

Crisis Support and Referrals

Westlake College maintains protocols for addressing student mental health crises and emergency situations. Students experiencing acute mental health concerns can access immediate support through campus counseling services or emergency referral networks. Counseling staff coordinate with community mental health agencies, healthcare providers, and crisis intervention services to ensure students receive appropriate care and support.

Learning Skills Development

Beyond subject-specific tutoring, our academic support services help students develop essential learning skills including note-taking strategies, reading comprehension techniques, critical thinking skills, and effective study habits. These foundational skills support student success across all courses and contribute to lifelong learning capabilities.

Students can participate in workshops, seminars, and individual consultations focused on learning skills development. These services are particularly beneficial for students transitioning to college-level academics or those seeking to improve their academic performance.

Writing and Communication Support

Specialized writing support services help students develop academic writing skills, improve communication abilities, and complete writing assignments successfully. Writing tutors assist with essay structure, research techniques, citation methods, grammar and mechanics, and presentation skills.

Communication support extends to oral presentation skills, group collaboration techniques, and professional communication development that prepares students for workplace success.

Career Services

Career Planning and Exploration

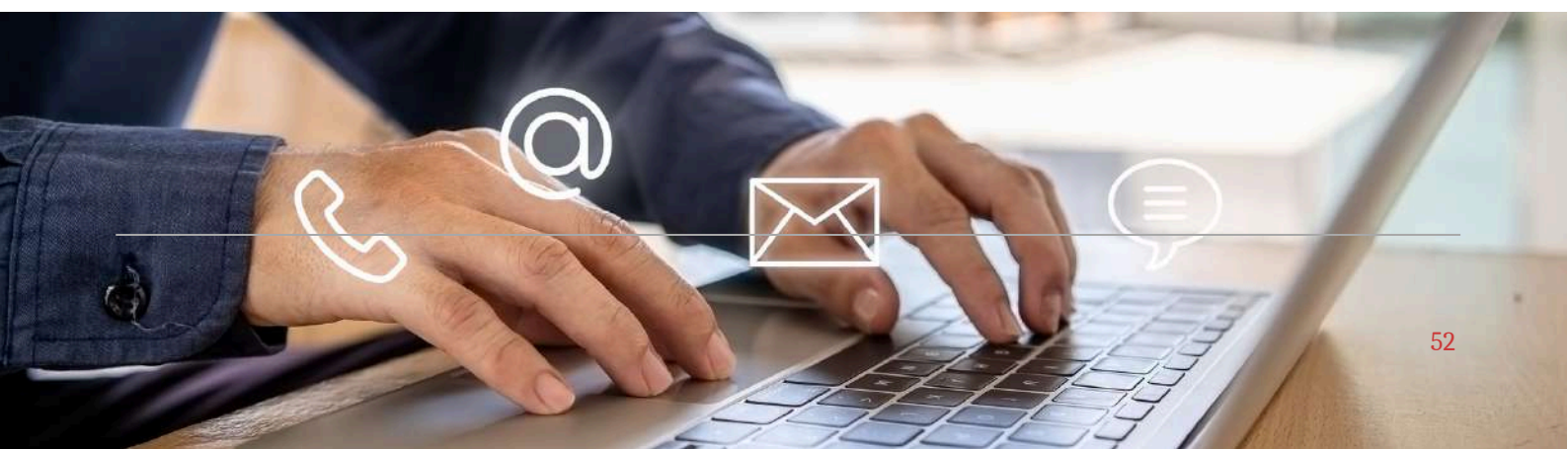
Westlake College's career services department provides comprehensive support for student career development throughout their academic journey and beyond graduation. Career counselors help students explore career options within their field of study, understand industry trends and employment opportunities, and develop realistic career goals and timelines.

Career planning services include career assessments, industry research support, informational interview coordination, and professional development planning that aligns with student interests and program outcomes.

Job Search Support

Career services provide practical job search assistance including resume writing workshops, cover letter development, job application strategies, and online job search training. Students learn to effectively use job search platforms, networking strategies, and professional social media to identify and pursue employment opportunities.

Mock interview sessions, interview preparation workshops, and feedback on professional presentation skills help students develop confidence and competence in job interview situations. Career counselors provide individualized coaching to address specific job search challenges and opportunities.



Professional Development

Professional development programming helps students build workplace readiness skills including professional communication, workplace etiquette, conflict resolution, leadership development, and continuous learning strategies. These services prepare students for successful career transitions and ongoing professional growth.

Career services also coordinate professional networking events, industry guest speakers, employer information sessions, and career fairs that connect students with potential employers and industry professionals.



Alumni Career Support

Career services extend beyond graduation to support alumni career advancement, career transitions, and professional development needs. Alumni can access job search resources, professional development programming, and career counseling services to support their ongoing career success.

Employer Relations

Westlake College maintains active relationships with regional employers, industry associations, and professional organizations to create employment opportunities for students and graduates. Career services staff work with employers to understand hiring needs, coordinate recruitment activities, and facilitate connections between qualified candidates and employment opportunities.



Accessing Support Services

Service Availability

Student support services are available during regular business hours with some services offering extended hours during peak academic periods. Students can access services through scheduled appointments, walk-in availability, or emergency consultation as appropriate to their needs and service capacity.

Referral and Coordination

Support services staff coordinate with faculty, academic advisors, and college administration to ensure comprehensive student support. Referrals between services are made when students would benefit from multiple types of support, and service providers collaborate to avoid duplication while ensuring thorough assistance.

Confidentiality and Privacy

All student support services operate under strict confidentiality guidelines that protect student privacy and personal information. Students can access services with confidence that their personal information, academic challenges, and support needs will be handled professionally and discretely in accordance with applicable privacy regulations.

Student Acknowledgment

I acknowledge that I have received a copy of the Westlake College Student Handbook. I understand that it is my responsibility to read and become familiar with the policies, procedures, rules, and expectations outlined in the handbook.

By signing below, I confirm the following:

1. I have read or will read the Westlake College Student Handbook in its entirety.
2. I understand the information, policies, and procedures described in the handbook.
3. I agree to comply with all college rules, policies, and codes of conduct as a condition of my enrollment at Westlake College.
4. I understand that failure to follow the policies may result in disciplinary action.
5. I understand that the college may revise, update, or amend the handbook and that it is my responsibility to stay informed of any changes.

If I have questions or need clarification about any part of the handbook, I understand that I can contact the Student Services Office or the appropriate college department.

Date:

Witness Name:

Student Name:

Get in touch



1-1855 Lasalle Blvde,
Sudbury, ON P3A 2A3



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