

# MC COLLEGE

## STANDARDS GUIDE

### WELCOME TO MC COLLEGE!

This guide will provide you with the information necessary to make your college experience a productive and valuable one.

The standards and policies outlined have been developed over time to create an ordered and professional environment with clear expectations and guidelines for students, instructors and all staff members.

### CORE VALUES

- **Commitment:** we do what we say we will do.
- **Fun:** we love what we do.
- **Integrity:** we do the right thing.
- **Respect:** we treat others the way we want to be treated.
- **Mentor Artists:** we nurture creativity.

### MISSION

MC College empowers graduates with skills to change their lives and enjoy rewarding careers.

### FASHION PROGRAM DELIVERY

You'll gain the knowledge and skills to succeed through a combination of lecture, demonstration, group activities and hands on practical work. You will receive a timetable for each term. The timetable will display your course times and instructors for each 16 week term.

A course outline should have been provided to you at the time of your registration.

**As a member of the MC College Student Community, I understand and commit to the following standards:**

- Be punctual and arrive prepared for each day.
- Recognize and respect the rights of all students to learn and all instructors to teach.
- Present an image reflective of this industry. The following attire is not permitted at school. No halter tops, no crop tops, no short shorts or booty shorts, no pyjama bottoms and no sweat pants.
- Uphold safety standards. When working in the fashion lab, flowing garments or loose jewelry are not permitted. Proper footwear must be worn. Sandals and platform shoes are not recommended.
- No food or drinks in the lab.

## **STUDENT SUPPORT**

MC College provides 24-7 student support through the app GuardMe. This app is free for all students and provides support at any time through call, text or chat. Students may access this support for a variety of situations including mental health, anxiety, living away from home, student life, or academic stress. Students are encouraged to get registered in the app.

## **EXPECTATIONS**

MC College encourages the use of personal devices for developing your personal brand through social media. Students are encouraged to take photos or videos to share their work with family, friends and potential customers.

All student concerns must be submitted using the Student Concern Form.

The school will not release information to any other person other than people authorized by the student to access information unless required to do so by legislation, a subpoena, court order or if release of information is necessary as part of an ongoing police investigation.

## **ATTENDANCE**

Regular attendance is one of the most important contributing factors to student learning and success. Students who are unable to attend school must inform the Campus they will be absent no later than the morning of the first day of their absence.

If your instructor and/or campus director believe your absences have exceeded an acceptable level, you will be asked to meet with them to review your continuation in the program. Excessive absences may result in a student being asked to repeat sections of the program. If attendance negatively affects student progress, a student may be asked to restart the program at a later date. Student attendance is monitored weekly. Students should regularly review their own attendance records.

## **TUITION PAYMENTS**

Students will receive a warning letter when tuition payments become 30 days in arrears. Tuition payments 60 days in arrears will result in suspension from the program. Students will be suspended until the payments are brought up to date. Payments may be made by cheque, credit card, debit or electronic transfer.

## **YOUR PROGRESS**

Students are evaluated through assignments, projects and exams. All assignments must be completed and handed in to the instructor at the scheduled time. For any late assignment, a deduction will be applied to the grade. A maximum of three late assignments per course will be accepted. A deduction of 10% per day will be applied.

Student progress will be reviewed at the mid point and end point of each term. Pass mark for all courses is 60%. If a student fails more than 2 courses in any given term, the student will be placed on Academic Probation. A supplemental assignment plan may be assigned to improve grades in a course.

## **EXAMS**

Students must be present for all exams. Any student who misses an exam without prior arrangement with the Instructor and/or Campus Director will receive a grade of zero for that exam.

Students who intentionally falsify college documents or cheat on college exams or assignments will receive a grade of zero for the assignment/exam and may face suspension or termination from the program.

## **INTERNSHIPS**

MC College works closely with students to arrange internship placements within the fashion industry. Students who do not comply with college policies or do not meet the academic requirements for graduation will not be placed in an internship.

## **DIPLOMAS**

In order to receive an MC College Fashion Design Diploma, students must satisfy the following requirements:

- Pass all three terms.
- Complete an 80 hour internship in industry.

**Payment in full of all tuition and any other fees or charges is required prior to the release of any college documents. This includes; diplomas, transcripts or T2202 tax receipts.**

Reprints of diplomas and tax receipts are available. The following fees apply:

Diploma:	\$25.00
T2202:	\$25.00

## **GRADE APPEAL POLICY**

MC College has clear and readily accessible marking criteria. Students who disagree with their marks should first request a review with their instructor and an explanation of how the criteria was applied within 5 business days of the instructor submitting the marks. If the outcome of the review is not satisfactory, the student should take the issue to the Campus Director.

The Campus Director will work with the student and the instructor to reach an agreement on the grade. If an agreement cannot be reached within 10 business days of submission of the grades.

## **CREATIVE SCHOLARSHIP**

The Creative Scholarship is available for students enrolled in full time study programs only.

Scholarships are in the amount of \$400.00 - \$800.00. To be eligible, students must:

- Have passing grades in all courses.
- Have acceptable attendance.
- Have no Academic, Performance or Attendance probations.

To apply, students must submit:

- A portfolio displaying the student's creativity and technical ability. The portfolio should include a mini collection of 3 drawings and one garment reflective of the mini collection.
- A letter stating why the student should be considered for the scholarship.
- A letter of recommendation from an employer.
- A letter of recommendation from an instructor.

Scholarships will be presented at the Spring and Fall Graduation Ceremonies. Scholarships must be applied for no later than two weeks prior to graduation ceremonies.

## **STUDENT SERVICES**

Students are eligible for 20 free services during their program. These services may be in the Salon or Spa. Fashion students receive a 15% discount on all retail products.

## **REFERRALS**

You can receive \$100 if you refer a friend that enrolls in either the Hairstyling, Esthetics or Fashion Design program. The person you refer must mention your name at their initial meeting with an Enrolment Coordinator.

## **SOCIAL MEDIA**

The use of social media is important for interaction, connection and most importantly, discovery.

Platforms such as Instagram are perfect for students to showcase their work and differentiate themselves through an Instagram portfolio. Following MC College @mccollegegroup and tagging us regularly will allow you to build your personal brand and reach prospective employers and customers. We use our platforms to promote students' work.

@mccollegegroup Instagram, TikTok and Facebook

## **STUDENT DISMISSAL POLICY**

MC College utilizes probation agreements to manage unacceptable student behaviour. These agreements outline progressive steps for improvement. In the case of gross misconduct, a Campus Director may terminate a student without written warning. Some examples of gross misconduct may include, but are not limited to: physical violence, harassment, theft, vandalism, or threatening language directed at MC College staff or students.

## **PRIVACY POLICY**

**MC College collects students' personal information for the following reasons:**

- To maintain student records as required by provincial regulations.
- To keep students/graduates informed of activities of the school.
- To issue T2202 Tax Receipts

Students' personal information is not used for any other purpose.

### **Information Reporting**

MC College is required by provincial governments to report on the employment status of our graduates. This includes the student's name and phone number, start and end dates, and employer's contact information. MC College is also required to release grade information to third party funders. As an MC College Group student, you consent to the collection and release of such information. Student information will be shared for employment purposes or government regulatory purposes only.

### **NON-DISCRIMINATION POLICY**

MC College assures fair and equal treatment in all of its admission practices for all persons. We will not discriminate on the basis of race, colour, religion, sex, marital status, sexual orientation, age nor against any qualified disabled individual. MC College prohibits discrimination against qualified individuals with disabilities on the basis of their disability. MC College will make reasonable accommodations to meet the needs of any student with disabilities.

**It is the responsibility of the student to inform the College of any disabilities, physical and/or mental, which might in any way affect the student's academic progress.**

### **ANTI-HARASSMENT POLICY**

The MC College Anti-Harassment Policy defines harassment as unwelcome behaviour which humiliates, insults, excludes or degrades another person.

At MC College, harassment is defined as behaviour that is known or ought reasonably to be known to be unwelcome. Harassment has the intent or effect of creating an intimidating or hostile climate. Harassment impairs full and equal enjoyment of education. Harassment includes any physical, verbal or non-verbal abuse near or on the premises of MC College. MC College is committed to zero tolerance of violence or any form of physical or verbal abuse.

### **Complaint Procedure**

Nothing in the following procedures for resolving complaints of harassment stops individuals from filing a complaint with their Provincial Human Rights Commission. All complaints to be investigated by MC College will be treated in the strictest confidentiality.

The following steps should be taken if a person feels she/he is being harassed:

#### **Step 1: Ask the Offender to Stop**

Tell the person the behaviour is unwelcome, inappropriate or unacceptable.

Keep a record of the alleged incident(s) of harassment. A person does not need a written record to make complaint, but a written record will make the person's case stronger. It is also not necessary to ask the offender to stop in order to move forward with a complaint.

#### **Step 2: Advice or Counselling**

Report the situation to the Campus Director. At this informal stage, the Campus Director will review the situation and may offer advice for next steps.

#### **Step 3: Make a Complaint**

If the above steps have not resolved the alleged harassment to the complainant's satisfaction, or if the harassment continues, a formal complaint should be filed with the Campus Director. The Director will be responsible for implementing the steps outlined below for addressing complaints.

A person must make a complaint within 1 month from the date of the alleged harassment. It is best to make the complaint as soon as possible after the occurrence. A person must put her/his complaint in writing before the Campus Director. The alleged offender will be given a copy of the complaint and an opportunity to respond to the complaint in writing.

The complaint should contain the following information:

- Name of the alleged harasser
- When and where the offence took place
- A description of what happened
- Name of any witness

The Director will talk privately with both parties. Both parties may have someone they trust come with them to this meeting. The Campus Director will try to help both parties reach a resolution. If a resolution can be reached, both parties must accept the resolution in writing. The Director will monitor the terms of agreement to make sure they are respected.

If the resolution is not accepted, the person making the complaint has 10 days to ask the Vice President to investigate the situation.

#### **Step 4: Panel**

The investigation panel, appointed by the Vice President and consisting of staff and management representatives, will conduct an investigation, which must begin within 5 working days of the appointment of the panel.

The investigation panel may wish to seek appropriate legal advice. The investigation panel shall investigate all persons who may provide relevant information. Such information shall be received in the strictest confidence and shall be documented in writing. The complainant and the alleged offender shall have the right to be accompanied in the interview by a third party of their own choice or to be represented by legal counsel at their own personal expense.

If the investigation results in a finding that harassment and/or discrimination has occurred, disciplinary measures, as determined by the Vice-President, will be imposed.

#### **Step 5: Appeal**

If the resolution is not satisfactory to the complainant or to the alleged offender, either party may appeal the decision.

The appeal must be made in writing to a third-party mediator agreed to by the complainant and the President and shall include all appropriate documentation. The appeal shall be made within 30 days of the finding made in Step 4 of this procedure. The findings and recommendations of the third-party mediator shall be final and binding.