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| Policy Number     | 31              |
| Approval Date     | September 2022  |
| Implantation Date | September 2022  |
| Approved By       | Dr. Lynda Smith |
| Upcoming Review   | September 2027  |
| Amended           | March 2023      |

## **Communication of Academic Policies to Staff & Students**

### **Policy**

Communication of Academic Policies to Staff and Students

### **Purpose**

To ensure that academic policies, regulations, and procedures are effectively communicated to all staff and students of ACATCM.

### **Scope**

This policy applies to all staff and students of ACATCM.

### **Policy Statement**

The ACATCM is dedicated to ensuring that all relevant academic policies are transparent and accessible to students, faculty, and staff. These policies provide information governing the academic aspects of the College affecting the College community, including admissions, enrollment, support services, fees and tuitions, and document management.

Information and materials related to courses and other academic subjects will be provided to students and staff at the outset of their relationship with the College during their respective orientation sessions. Students will also be directed to the online copies of relevant academic policies at the start of their classes. These academic policies include, but are not limited to, policies and procedures regarding student evaluation, academic standards of the College, evaluation methods, graduation requirements, and academic standing.

Moreover, all academic policies will be available to students and staff upon request throughout the academic semester by contacting the administration office. ACATCM is committed to continuous, full, and accurate disclosure at all times and will be responsible for providing written notice to all members of ACATCM if a policy and procedure is updated or revised. This notice will include the updated policy or procedure and contact information for students, faculty, or staff to approach with questions or concerns regarding such changes or policies.

## **Policy**

ACATCM is committed to providing clear and concise communication of academic policies, regulations, and procedures to all staff and students. ACATCM recognizes that effective communication is critical to ensuring that staff and students understand the policies and procedures that govern their academic activities. Therefore, ACATCM will take the following steps to ensure effective communication of academic policies, regulations, and procedures:

1. **Publication of Policies:** ACATCM will publish all academic policies, regulations, and procedures on ACATCM's website and other relevant channels accessible to all staff and students.
2. **Orientation:** ACATCM will provide orientation sessions to all new staff and students to inform them of the academic policies, regulations, and procedures that are relevant to their academic activities.

## **Communication to Students**

ACATCM will communicate academic policies, regulations, and procedures to students through various channels, including but not limited to:

1. **Student Handbook:** ACATCM will publish a student handbook that outlines all academic policies, regulations, and procedures that students need to be aware of.
2. **Communication through Advisors:** ACATCM will ensure that academic advisors communicate relevant academic policies, regulations, and procedures to their advisees.
3. **Online:** ACATCM will publish academic policies, regulations, and procedures on the College website.
4. **Other Channels:** ACATCM may use other channels, such as email, posters, or social media, to communicate academic policies, regulations, and procedures to students.

## **Communication to Staff**

ACATCM will communicate academic policies, regulations, and procedures to staff through various channels, including but not limited to:

1. **Staff Handbook:** ACATCM will publish a staff handbook that outlines all academic policies, regulations, and procedures that staff need to be aware of.
2. **Communication through Department Heads:** ACATCM will ensure that department heads communicate relevant academic policies, regulations, and procedures to their staff.
3. **Other Channels:** ACATCM may use other channels, such as email, meetings, or training sessions, to communicate academic policies, regulations, and procedures to staff.

## **Procedure**

1. **Publication of Policies:** The academic policies, regulations, and procedures will be published on ACATCM's website and other relevant channels accessible to all staff and students.
2. **Orientation:** ACATCM will provide orientation sessions to all new staff and students to inform them of the academic policies, regulations, and procedures that are relevant to their academic activities.
3. **Communication to Students:** ACATCM will communicate academic policies, regulations, and procedures to students through various channels, including the student handbook, online, academic advisors, and other channels as appropriate.
4. **Communication to Staff:** ACATCM will communicate academic policies, regulations, and procedures to staff through various channels, including the staff handbook, department heads, and other channels as appropriate.
5. **Updating Policies:** ACATCM will review and update academic policies, regulations, and procedures on a regular basis to ensure they remain current and relevant.
6. **Feedback:** ACATCM will seek feedback from staff and students on the effectiveness of the communication of academic policies, regulations, and procedures and make necessary improvements.
7. **Compliance:** All staff and students are expected to comply with the academic policies, regulations, and procedures communicated to them by ACATCM.

## **Communication from students to ACATCM**

Students are able to communicate effectively to ACATCM through multiple channels. Students are able to directly contact instructors, the Dean of Students, and student administration. Students can also communicate through their representative in the Student Association.

## **Communication from faculty to ACATCM**

Faculty can provide feedback and bring up concerns at faculty meeting, within their respective committee, contact human resources, or directly speak to their department head.