

| College Policy & Procedures Manual |                     |
|------------------------------------|---------------------|
| Category                           | 2 – Student Affairs |
| Policy #                           | 2.4.4               |

## 2.4.4 Student Conduct

### POLICY

College of the Rockies' (the College) *Student Conduct Policy* is designed to promote behaviour that reflects our values — behaviour that also reflects the honesty, trust and fairness we expect in the actions of all members of our community. The *Student Conduct Policy* establishes College of the Rockies' standards of student behaviour and outlines the procedures to be followed if the standards are not met.

### PURPOSE

The purpose of this policy is to provide clear expectations of appropriate academic and non-academic student conduct and to establish processes for resolution of conduct issues or the imposition of discipline for unacceptable conduct.

The policy is developed as per the *College and Institute Act Sections: 23 (1) (j); 24 (2) (e); and 37 (2), (3), (4)*.

### SCOPE

This policy covers all students enrolled in a College course or program, on or off campus, as well as applicants, while engaged in College-related activities. This policy does not apply to conduct relating to the College Residence, the International Home Stay Program, off campus housing arrangements or *Discrimination / Harassment* (Policy 4.8.6) issues.

### DEFINITIONS

**Academic Misconduct:** Obtaining an academic advantage dishonestly through conduct such as cheating or plagiarism. Academic dishonesty also includes gaining admission through dishonest means by providing false documentation, or by withholding information or documentation required for admission.

**Cheating:** An act of deceit, fraud, distortion of the truth, or improper use of one's own, or another person's effort to obtain an academic advantage.

**College Related Activity:** Includes an activity conducted under the authority of the College at any location. The activity in question must have a real and substantial connection to the College, College activities or College-related functions, whether or not the conduct occurred on College property.

**Disciplinary Action:** May include but not limited to: verbal warning; written directive; confiscation of exam(s) or assignment; completion of additional work; provision of failing grade or mark of zero (0) in a course, assignment or exam; restitution through payment or work; mandatory mediation or counseling; temporary removal or permanent suspension from the activity, course, program or College.

**Discipline:** Action taken to address unacceptable student conduct which may include any conduct that has the effect of disrupting the learning environment, or that is a threat, or perceived to be a threat, to the safety of other students, staff, and faculty, whether conducted on or off campus (e.g. field trip, practicum).

**Decision-maker:** Any member of the College faculty, staff, President, Vice-President, Dean, Director, Department Head, or Manager who holds the authority for making a decision regarding final grades or for imposing discipline.

**Final Grade:** The letter grade, percentage grade or competency grade assigned to a student on completion/end of a course.

**Official Student Record:** The Official Student Record, in electronic or paper form, contains information relating to a student's application, admission, and performance at the College.

**Plagiarism:** The presentation of another person or source's words and/or ideas as one's own. Plagiarism ranges from an entire assignment that is not the student's own work, to specific passages within an assignment taken from a source without acknowledgement. (See Appendix A for Examples of Plagiarism)

**Unacceptable Student Conduct:** Any conduct that has the effect of disrupting the learning environment, or that is a threat, or perceived to be a threat, to the safety of other students, staff, and faculty, whether conducted on or off campus. (See section C, Examples of Unacceptable Student Conduct.)

## GUIDELINES

### A. PRINCIPLES

- A. 1 The College recognizes the considerable effort on the part of students to establish and meet their educational goals. To enhance students' opportunity for success in meeting their educational goals, the College expects members of the College Community to act towards each other in a manner that contributes to a positive, supportive, and safe learning environment.
- A. 2 The College is committed to high curriculum standards.
- 1) Every student will be provided access to a course outline, either in a paper form or electronically, that establishes course expectations and the evaluation and assessment criteria. In some cases, a program outline and/or a progression policy will be provided that establishes program expectations and the evaluation and assessment criteria.
  - 2) Evaluation and assessment criteria is the basis to determine student achievement.
  - 3) Students are expected to meet the course requirements as described in the course outline.
  - 4) Students experiencing difficulties in meeting course requirements are expected to seek help in a timely manner.
  - 5) To facilitate learning, wherever possible, staff and faculty will identify where students can obtain extra support that is available through the College.
  - 6) Entrance to a program or course of study does not ensure successful completion.
- A. 3 To enhance the learning environment, the College expects all students to act in an honest and appropriate manner.
- 1) The College will not tolerate unacceptable student conduct such as academic misconduct, or disruptive, threatening or dangerous conduct. (See section C, Examples of Unacceptable Student Conduct.)
  - 2) The College will take whatever action is necessary to intervene when unacceptable student conduct occurs and will impose disciplinary consequences that reflect the severity and nature of the unacceptable conduct.
- A. 4 The College is committed to the provision of a fair and timely appeal process through which student concerns regarding final grades and discipline can be addressed. (*Refer to Student Appeal Policy 2.5.3*)
- A. 5 Disciplinary action will remain in place while an appeal is being considered.

## B. DISCIPLINARY CONSEQUENCES

Discipline is intended to be corrective and to reflect the severity and nature of the unacceptable conduct. In some instances, disciplinary action may include the involvement of authorities outside of the College. At any time, the decision-maker may refer students to appropriate support services such as counselling, financial aid, disability support services, learning resource centre, etc.

The decision-maker will inform the student that there is an appeal process as outlined in the *Student Appeal Policy*.

### B.1 RESPONSES TO ACADEMIC MISCONDUCT

The disciplinary consequences will vary according to the severity of the incident and may include, but not be limited to, those cited below.

- 1) **Repeat the Assignment or Test, Reduce the Grade, Assign a Grade of Zero, or Issue a Special Assignment or Test:** The terms and conditions of these measures will be provided to the student in writing by the instructor (see Appendix B: *Student Misconduct Report*) and submitted to the Department Head and copied to the Registrar's Office to place on the official student record.
- 2) **Written Reprimand:** The student is advised in writing that further incidents (in one or more classes) of unacceptable conduct, such as academic misconduct, may result in more severe discipline. Written reprimands may also describe terms and conditions of probation or may describe expectations for student conduct. Written reprimands will be administered by the Department Head, copied to the appropriate Dean, the Vice President Academic, and submitted to the Registrar's Office to place on the official student record.
- 3) **Issuance in Writing of a Failing Grade for the Course:** The terms and conditions of this measure will be provided to the student in writing by the instructor after consultation with the Department Head.
- 4) **Required to Withdraw from a Course and/or Program:** The student is removed from a course and/or program. The terms and conditions of this measure will be provided to the student in writing by the Dean, after consultation with the Vice President Academic, and submitted to the Registrar's Office to place on the official student record.
- 5) **Deny Enrolment:** Refusal of the College to enrol or re-enrol the student into a course, courses, or a program. The terms and conditions of this measure will be provided to the student in writing by the Dean, after consultation with the Department Head and the Vice President Academic, and submitted to the Registrar's Office to place on the official student record.
- 6) **Suspension from the College:** Removal of the student from all courses, programs, College services or College activities. The terms and conditions of this measure will be provided to the student in writing by the President, copied to the Vice President Academic, to the Director of Facilities and the Board of Governors, and submitted to the Registrar's Office to place on the official student record. The President will inform the student of the right to appeal.  
**NOTE: This measure may be appealed to the Board of Governors.**
- 7) **Forfeiture of College Award or Credential:** Request return of anything awarded by the College, including awards or credentials, when the award or credential was acquired through dishonest or unacceptable means. The terms and conditions of this measure will be provided to the student in writing by the Vice President Academic, and submitted to the Registrar's Office to place on the official student record.  
**NOTE: This measure may be appealed to the President.**

## B.2 RESPONSES TO UNACCEPTABLE STUDENT CONDUCT

The discipline will vary according to the severity of the incident and may include, but not be limited to those cited below. The discipline may be invoked for disruptive conduct or for academic concerns at the discretion of the appropriate decision-maker. The decision-maker will collaborate with the Director of Facilities in any investigation where a student's conduct may be (or perceived to be) threatening to themselves or others, violent, illegal, or uncontrollably disruptive (refer to Policy 4.8.7 *Emergency Response*).

- 1) **Verbal Reprimand:** The student is informed that the conduct exhibited is unacceptable. Such a reprimand may be issued by College personnel when confronted by unacceptable conduct.
- 2) **Removal from a Class In-Progress:** Immediate removal of a student from a class in-progress. In some cases the instructor may postpone or cancel the class to address the disruptive behaviour. Terms and conditions for return to the class must be communicated to the student by the instructor who will inform the Department Head and the Dean.
- 3) **Written Reprimand:** Written reprimands describe expectation of student conduct for continuing in the course. They will be administered by the decision-maker and submitted to the Registrar's Office to place on the official student record.
- 4) **Restriction of Activity or Access to an Area or Services:** Restriction or exclusion of a student from certain College activities, or denial of access to certain areas of the College, or to the use of certain facilities or equipment. The terms and conditions of this measure will be provided to the student in writing by the appropriate Director, Dean, Department Head, Director of Facilities, copied to the appropriate College personnel and to the Vice President Academic, and submitted to the Registrar's Office to place on the official student record.
- 5) **Recovery of Costs:** Recovery of costs is requested for damages deliberately caused by the student. The terms and conditions of the measure will be provided to the student in writing by the Director of Facilities, copied to the appropriate Dean or Director and the Vice President Academic, and submitted to the Registrar's Office to place on the official student record.
- 6) **Removal from a Course:** Immediate exclusion of a student from a course. The terms and conditions of this measure will be provided to the student in writing by the Department Head after consultation with the instructor and the Dean; copied to the Vice President Academic and to the Director of Facilities, and submitted to the Registrar's Office to place on the official student record.
- 7) **Removal from a Program:** Removal of the student from the program. The terms and conditions of this measure will be provided to the student in writing by the Dean, after consultation with the Department Head and the Vice President Academic, submitted to the Registrar's Office to place on the official student record, and copied to the Director of Facilities.
- 8) **Suspension from the College:** Refusal by the College to admit a student to any class, course, program, College service or College activity. The terms and conditions of this measure will be provided to the student in writing by the President, copied to the Vice President Academic, to Director of Facilities and the Board of Governors, and submitted to the Registrar's Office to place on the official student record.

**NOTE: This measure may be appealed to the Board of Governors.**

## C. EXAMPLES OF UNACCEPTABLE STUDENT CONDUCT

- **Sexual Violence and Misconduct**

This includes any sexual act or act targeting a person's sexuality, whether the act is physical or psychological in nature that is committed, threatened or attempted against a person, without the person's consent.

**Examples:** Sexual assault, sexual exploitation, sexual harassment, stalking, indecent exposure, voyeurism, and the distribution of a sexually explicit image.

- **Assault or Threatening Conduct**

This includes any physical, written or verbal assault directed at any individual or group affiliated with the College Community that occurs within any College related activity that could result in physical, mental or emotional harm, or harassment.

**Examples:** Hitting, slapping, punching another person; continued unwanted contact with, or stalking of another person; cyber attacking; using threatening language; communicating in any manner an image, picture or graphic that is threatening.

- **Conduct Endangering the Safety of Self or Others**

This includes any conduct that potentially or actually endangers the safety of a person in any College-related activity.

**Examples:** Tampering with fire access doors or discharging fire extinguishers; unsafe operation of a motor vehicle; unsafe conduct in a science lab, unacceptable use of tools, materials, equipment or procedures that places a person at risk.

- **Failure to Comply with Reasonable Requests of College Employees**

This includes any failure to comply with a reasonable request or directive of any College employee, issued in order to protect the rights, privileges or safety of any member of the College Community.

**Examples:** Failure to leave a building during a fire alarm; failure to comply with College smoking policies; refusal to remove a vehicle parked in a fire lane; refusal to remove weapons from campus; failure to vacate a College service or instructional area when directed.

- **Disruptive Conduct/Disorderly Conduct**

This includes any conduct that interferes with the provision of College services or instruction or that interferes with any member of the College Community.

**Examples:** Verbal outbursts, physical gestures, actions or interruptions which limit or interfere with the provision of College services or instructional activities; unwarranted and unreasonable disturbances during any College-related activity.

- **Unauthorized Entry or Presence**

This includes any unauthorized act of entering, remaining in, or allowing others to have access to areas of the College.

**Examples:** To enter, or allow others to gain entry to computer laboratories outside of authorized times and conditions; or unauthorized presence in any College office or area.

- **Misuse of Information**

This includes any falsification, alteration or misuse of personal identification, electronic identification, records or documents.

**Examples:** Unauthorized alteration of grades or records; unacceptable use of computer password access privileges or registration privileges; refusal to produce valid identification upon request.

- **Theft of Personal or College Property**

This includes any theft (attempted or actual) or unauthorized removal of property belonging to the College, or to any member of the College Community.

**Examples:** Theft of library resources; theft of personal property such as a knapsack or purse; or unauthorized duplication of computer software belonging to the College.

- **Vandalism/Intentional Damage or Misuse of Personal or College Property**

This includes any intentional altering of, or damage to, any resource or property belonging to the College or to property of any member of the College Community.

**Examples:** Damaging library books; defacing College buildings; or damaging vehicles.

- **Violation of Federal, Provincial or Municipal Laws, Statutes or Regulations**

This includes any conduct that violates the laws, statutes, or regulations of any applicable authority.

**Examples:** Violations of B.C. Liquor Control Act; possession, use or sale of illicit substances such as steroids or drugs; possession of weapons on campus; violations of the Motor Vehicle Act; issuing a false fire alarm; or failure to comply with Workers' Compensation Board of BC regulations.

- **Disrespectful or Demeaning Conduct**

This includes any statement, publication, notice, sign, symbol, emblem or other representation which gives a member of the College Community reasonable cause to believe that he or she has suffered hatred or contempt.

**Examples:** Language, cartoons, photos, symbols, inappropriate written comments, etc., which expose a person, or a group, or class of persons to pornography, hatred or contempt.

- **Making False, Frivolous or Vexatious Complaints**

This includes any complaint that is intentionally made by a person who knows it is false, frivolous or vexatious.

**Examples:** Alleging a theft of personal property that is untrue; alleging an assault that is found to be false; making a false allegation about another student's behaviour.

#### **D. COLLEGE PARTNERSHIP PROGRAMS**

Students enrolled in the College's partnership programs may also be required to follow the partnership organization's Student Conduct procedures.

Examples: University of Victoria Education Program, Industry Training Authority, Mining Apprenticeship Program

#### **E. RELATED POLICIES AND AGREEMENTS**

- [4.8.2 Abuse and Violence in the Workplace](#)
- [4.8.6 Discrimination / Harassment](#)
- [4.8.8 Sexual Violence Prevention and Response](#)
- [8.1 Use of Information Technology](#)
- [2.5.3 Student Appeal](#)
- [1.1.5 Code of Ethics](#)
- [Purcell House Student Handbook and License Agreement](#)
- College of the Rockies – Homestay Program Agreement for Host Families

**EXAMPLES OF PLAGIARISM**  
**APPENDIX A**

- Representing the work of others as your own is plagiarism. You are required to quote and cite sources in a way that gives proper credit and avoids plagiarism. When in doubt about how to acknowledge a source, consult your instructor, instructional and research librarian or reference desk staff. Plagiarism includes, but is not limited to, the following:
- Submitting an assignment, as your own but written by someone else, in whole or in part (e.g., paragraph, essay, report, lab report, technical drawing, exam, etc.). This is plagiarism even if you make revisions to the original work.
- Submitting an assignment in which you have copied or cut and pasted one or more passages from one or more other works or an internet site without enclosing those passages in quotation marks and providing clear, correct citations for those passages.
- Submitting an assignment in which you take one or more ideas from another work(s) without citing them, even when you reword or put those ideas in your own words (that is, paraphrasing them). You must provide clear, correct citations for theories, arguments, facts, stories, or other information that you did not come up with on your own.
- Submitting an assignment that an editor or tutor, whether amateur or professional, has partially or entirely rewritten for you. A tutor is not a copy editor. A tutor's role is to explain general principles of writing, grammar, syntax, punctuation, and spelling.
- Submitting a group project which contains plagiarism. It is the responsibility of all members of the group to monitor the progress of the work to ensure that plagiarism does not occur.



**INFORMATION**

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_  
Decision-maker Name: \_\_\_\_\_ Phone Local: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_ Phone Local: \_\_\_\_\_  
Course Code and Section Number: *e.g. ENGL 100 01 (if applicable)* \_\_\_\_\_  
Evaluation Name *(if applicable)*: \_\_\_\_\_

**NOTE TO STUDENT:**  
The decision-maker\* has reported an act of misconduct contrary to the College’s policy *2.4.4 Student Conduct*. The specifics of this misconduct are set out below. A copy of this form will be sent to the Registrar with the signature of the appropriate department head, director or manager.  
  
If you wish to appeal (dispute) the misconduct decision, contact the Dean within 10 (ten) working days (refer to *Policy 2.5.3 Student Appeals* for more information).

**DETAILS OF ALLEGED MISCONDUCT**

DECISION-MAKER TO COMPLETE THIS SECTION

**Identification of Misconduct** *(see policy for definitions)*:  
 Academic Misconduct       Unacceptable Behavior

**Summarize the reported misconduct. Include dates, times and location and attach additional pages and documentation as necessary:**

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Decision-maker: Any member of the College faculty, staff, President, Vice-President, Dean, Director, Department Head, or Manager who holds the authority for making a decision regarding final grades or for imposing discipline.*

**Indicate which of the following (as applicable) is being provided with this form:**

- A copy of the student's work with suspicious areas highlighted or otherwise clearly noted*
- A copy or excerpt from work plagiarized*
- Assignment or examination instructions (indicate value of assignment/exam)*
- Names of witness(es) and/or witness statements, as appropriate*
- Course Outline*
- Email or other correspondence related to the case*
- Information about the student's performance on other assignments in the course*
- An Incident report required as per Policy 4.8.2 Abuse and Violence in the Workplace*

*List of items attached if not noted above:*

**Indicate any recommendations or additional information that may be relevant to the allegation:**

\_\_\_\_\_  
*Decision-maker's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Printed Name and Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student's Signature\*\* (\*\*acknowledging receipt of report)*

\_\_\_\_\_  
*Date*

***A copy of this form shall be sent to  
the Registrar's Office  
once completed and signed.***