

**HERITAGE COLLEGE  
POLICY #24**

**CONCERNING  
STANDARDS OF STUDENT CONDUCT**

**COMING INTO FORCE:** August, 2000; adopted November 2, 1999  
**REVISED:** June 20, 2006  
**ADMINISTRATOR:** Director of Student Services

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# HERITAGE COLLEGE POLICY #24

## CONCERNING STANDARDS OF STUDENT CONDUCT

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### ARTICLE 1

#### Purpose<sup>1</sup>

The purpose of the present policy is to inform students of the Heritage College standards of student conduct and to outline the actions to be taken with respect to its application.

### ARTICLE 2

#### Application

The present policy applies to all Heritage College students.

### ARTICLE 3

#### Provisions

In all of their relationships with College personnel, and with other students, students are expected to maintain a high standard of conduct. They are expected to obey the law, to show respect for properly-constituted authority, to meet contractual obligations, to maintain integrity in scholastic activities, to adhere to the provisions of *Heritage College Policy #23 concerning the Use of Electronic Networks*, and to observe reasonable standards of conduct.

#### 3.1 Rules of Conduct

The following are examples of student conduct which may result in disciplinary action:

- 1) conducting themselves in a manner that interferes with or endangers the operations of the College, including interference with other students' ability to learn;
- 2) conducting themselves in a manner that endangers the health or safety of other students, staff and/or clients, on or off campus while involved in College-related activities;
- 3) using, possessing and/or selling alcoholic beverages on College property, unless

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<sup>1</sup> See the Glossary for explanations of frequently-used terms.

- specific written permission by the College administration is obtained;
- 4) falsifying or supplying false information or withholding accurate information in order to obtain any College document (e.g., ID card, receipt, transcript, etc.) or to obtain admission to a College course or program;
  - 5) using, possessing and/or selling illicit drugs or narcotics on College property;
  - 6) engaging in disruptive activities such as disorderly conduct which includes physical or verbal abuse of another person, abusive, indecent, profane or vulgar language, obscene actions and/or disrespect for the rights and privileges of others, or conduct which otherwise disrupts or hinders the learning environment);
  - 7) misusing property, which includes destruction, damage, mutilation or misuse of College property, including but not limited to: buildings, library materials, trees and shrubbery, College files and records, and safety equipment, including fire alarms and fire equipment;
  - 8) using, possessing and/or selling fireworks, firearms, knives, weapons or other offensive materials on College property;
  - 9) failing to comply with reasonable directions of College officials, security personnel or law enforcement officers acting in the performance of their duties on College property;
  - 10) persistently making inordinate or inappropriate demands for time and attention from faculty and staff;
  - 11) impersonating a student (applicant) at an examination or assessment;
  - 12) engaging in harassment, as defined in *Heritage College Policy #6 concerning a Respectful Workplace Free of Discrimination and Harassment*;

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13) contravening notices of College rules on display in the building (e.g., by bringing bicycles into the College building or by rollerblading or skateboarding inside the building);

14) aiding, abetting or acting as an accomplice in the commission of any of the foregoing offenses.

### 3.2 Disciplinary Actions

Failure by students to maintain appropriate standards of conduct may result in the initiation of disciplinary action by the Director of Student Services, or a delegate.

#### 3.2.1 Vandalism and Theft

In cases involving vandalism and/or theft, any student responsible for these actions will be required to provide compensation.

### 3.3 Student Discipline Committee

#### 3.3.1 Composition

The Student Discipline Committee shall comprise:

- the coordinator of a department in which the student is not registered;
- a faculty member at large;
- the Director of Student Services, or a delegate, who shall also act as Chair (non-voting, except in the case of a tie);
- a student selected by the Heritage College Student Association.

The Chair may appoint additional members to the Committee as appropriate to the circumstances.

#### 3.3.2 Mandate

The mandate of the Student Discipline Committee is to determine if allegations of misconduct are valid and, when warranted, undertake or recommend

disciplinary action, in accordance with the provisions of the *Heritage College Procedure #6 relating to Breaches of the Rules of Student Conduct*.

### 3.4 Appeal

If the discipline imposed pursuant to the present policy involves suspension or expulsion, or if the discipline has the general effect of denying the student admission to, or continuation of, studies at the College, the student may appeal the decision of the Student Discipline Committee to the College Board of Governors on the following grounds:

- due process was not followed;
- important evidence was missing.

### 3.5 Exclusions

The present policy does not apply to off-campus activities sponsored by the Heritage College Student Association.

## ARTICLE 4 Responsibilities

### 4.1 Director of Student Services

The Director of Student Services has the ultimate responsibility for ensuring that the rules of conduct are applied uniformly and consistently.

### 4.2 Department Coordinators/Senior Administrators

The department coordinators and senior administrators have the overall responsibility for monitoring the uniform and consistent application of these rules within their departments.

### 4.3 All Personnel

On a day-to-day basis, all personnel have the responsibility to apply the rules uniformly, with fairness and without favouritism, and to initiate the disciplinary process outlined in

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*Heritage College Procedure #6 relating to Breaches of the Rules of Student Conduct.*

#### **4.4 Students**

Students are responsible for their own actions, whether acting individually or in a group, on or off campus, while engaged in College-related activities.

#### **4.5 The Board**

The Board of Governors adopts the present policy and any revisions thereto.

### **ARTICLE 5 Revision**

The present policy will be reviewed at least every five (5) years, and revised when deemed necessary.

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### ***Related Documents***

This document is to be used in conjunction with:

- *Heritage College Policy #6 concerning a Respectful Workplace Free of Discrimination and Harassment.*<sup>2</sup>
- *Heritage College Policy #19 concerning Conditions of Eligibility and Student Conduct for a Work Term.*<sup>3</sup>
- *Heritage College Policy #23 concerning the Use of Electronic Networks.*<sup>4</sup>
- *Heritage College Policy #33 concerning Academic Integrity.*<sup>5</sup>
- *Heritage College Procedure #6 relating to Breaches of the Rules of Student Conduct.*<sup>6</sup>

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<sup>2</sup> Copies of this document are available from Human Resources.

<sup>3</sup> Copies of this document are available from Academic Services or Student Services.

<sup>4</sup> Copies of this document are available from Building Services.

<sup>5</sup> Copies of this document are available from Academic Services or Student Services.

<sup>6</sup> Copies of this document are available from Student Services.