



**CÉGEP HERITAGE COLLEGE
POLICY #24**

**CONCERNING
STANDARDS OF STUDENT CONDUCT**

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ADMINISTRATOR: Director of Student Services

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CONCERNING STANDARDS OF STUDENT CONDUCT

Preamble

Cégep Heritage College is committed to providing a safe and peaceful learning environment. As such, in all of their relationships and interactions with College personnel and with other students, students must adhere to the College's standard of conduct. The present Policy is established in accordance with other College Policies that define appropriate standards of behavior and ethical conduct.

ARTICLE 1

Purpose

The purpose of the present policy is to outline the principles, practices and standards of conduct expected of students in the creation of a respectful, safe environment conducive to learning.

Objectives:

The objectives of this policy are to:

- specify the standards of conduct expected of students;
- inform students and all personnel about their rights and responsibilities with respect to the application of the policy;
- ensure that the application of the policy is equitable; and
- ensure the regular evaluation and amendment of this policy.

ARTICLE 2

Application

The present policy applies to all Cégep Heritage College students.

ARTICLE 3

Provisions

The College is committed to ensuring an atmosphere that promotes cooperation, courtesy, personal safety, respect and inclusion.

This policy relates to student conduct, both on the College premises and at any site or occasion where College business, programs or activities are being conducted, including extracurricular activities under the supervision of the College, and work-terms¹. Acts

¹ The work term may be non-credited (i.e. co-op) or credited (i.e. stage, work placement, internship, fieldwork, clinical, preceptorship) and be part of a practical aspect of

of academic misconduct are provided for in Policy 33 Concerning Academic Integrity.

Students must comply with municipal, provincial and federal laws and College policies and rules while on College grounds or while engaged in College activities, as well as the rules and policies of organizations during a work-term¹.

3.1 Infractions

Students will be subject to disciplinary action in cases involving illegal acts, aggression against others and self, acts against property and unacceptable behavior involving a member of the College community or others, while on College grounds, or while participating in a College-sanctioned activity outside the College, including a work-term¹.

Infractions include, but are not limited to:

3.1.1 Illegal or Aggressive Acts:

- Physical threats, abuse, assault or fighting;
- Smoking in College buildings²;
- Reckless driving on college grounds;
- Possession or use of dangerous materials or weapons;
- Threats of any kind (direct, indirect, implied, written or verbal) insults, abuse or assault (including malicious libel, slander or defamation of character);
- Stalking or harassment of any person³;
- Bullying or intimidation of any kind, including cyber-bullying or cyber-intimidation;
- Propagation of hate literature, or promotion of hatred in ideas or actions;
- Knowing or willful abuse of a position of trust; and
- The use of alcohol or illicit drugs, including possession, buying or selling on campus.

an academic course or program that provides students with the opportunity to gain pertinent work experience.

² See Policy 21: Concerning the Use of Tobacco

³ See Policy 6: Concerning a Respectful Workplace Free of Discrimination and Harassment

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3.1.2 Acts Against Property:

- Attempted or actual theft, damage to or loss of College, staff, faculty, visitor or student property;
- Vandalism, defacement (including graffiti) or destruction of College grounds, buildings, facilities or equipment or of property of any member of the College community;
- Failure to follow directives regarding the posting and distribution of flyers in the College;
- Forgery, alteration or unauthorized use of any College document, records or ID card;
- Inciting, aiding, being party to, or deliberately concealing another person's misconduct; and
- Misuse or abuse of College property including, but not limited to, computers, photocopy machines, books or telephones.

3.1.3 Unacceptable Behaviors:

- Inciting, aiding, being party to, or deliberately concealing another person's misconduct;
- Behavior which is contradictory to the requirements of the activity;
- Behavior which disrupts the learning environment anywhere in the College, or off-site during a College-related activity;
- Parking on campus without authorization⁴;
- Setting off a false alarm or failing to vacate the building and comply with emergency evacuation procedures when an alarm is sounded;
- On campus student-initiated projects for personal profit⁵;
- Failure to identify oneself, refusal to produce a Heritage ID card or failure to comply with the directives of staff, security, coaches or faculty members acting in performance of their duties;
- Unauthorized use of the College name, crest, letterhead or College facilities;

⁴ See Policy 7: Concerning Parking

⁵ See Guidelines for Fundraising for and by Students

- Gambling or participating in any games involving money or the exchange of property;
- Entering the College outside authorized hours without permission;
- Disturbing the peace (i.e. inappropriate language and tone);
- Indecent attire and behavior (e.g.: offensive slogans on clothing, behaviors/clothing that are beyond societal norms; explicit sexual acts on College grounds);
- Malicious group collusion; and
- Being under the influence of drugs or alcohol.

3.2 Sanctions

All members of the College community have a responsibility to intervene in order to deal promptly and effectively with an infraction, provided that the member does not put themselves at risk in doing so. All cases of misconduct must be reported to the appropriate authority as soon as possible.

Following an evaluation of the reported incidents by the Director of Student Services and the Academic Dean or appointed delegates if necessary, failure by students to maintain appropriate standards of conduct will result in one or more of the following sanctions:⁶

- A verbal warning;
- A written warning;
- A conduct contract;
- Interim suspension, suspension or expulsion from an activity, course, or the College;
- Financial recoupment in cases involving vandalism and/or theft; and
- Legal action.

3.3 Appeals

A student has the right to appeal a sanction. The appeal must be submitted to the Director of Student Services within five (5) working days of the imposition of the sanction.

⁶ See Procedure #6: Relating to Breaches of the Rules of Student Conduct

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An Appeal Committee will be struck by the Director of Student Services in consultation with the Academic Dean (or delegates if necessary) to review the case and report to the Director General, within ten (10) College days of receiving the appeal, as to whether or not due process was respected, all the facts of the case were presented, and that equity and fairness in the application of the sanction imposed was appropriate.

The Director General will review the findings and recommendation of the Committee and communicate his/her final decision to the student within two College days of receiving the report from the Appeal Committee.

3.3.1 Appeal Committee

Composition:

- the Academic Dean or delegate;
- the coordinator of a program in which the student is not registered;
- a faculty member who has never taught the student; and
- the Director of Student Services, or a delegate, who shall also act as Chair (non-voting, except in the case of a tie).

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

ARTICLE 4

Roles and Responsibilities

4.1 The Board of Governors

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

4.2 Director General

- Receives recommendations from the Appeal Committee; and
- Decides the final outcome of an appeal;

4.3 Academic Dean or delegate

- Participates in the evaluation and investigation in order to determine the facts of the case.

- Sits on the Appeal Committee; and
- Ensures due process, equity and fairness in the application of the sanction(s).

4.4 Director of Student Services

- Disseminates the policy to all stakeholders;
- Investigates and takes appropriate measures in order to determine the facts of a case;
- Maintains records of disciplinary actions;
- Strikes the Appeal Committee;
- Chairs the Appeal Committee; and
- Ensures due process, equity and fairness in the application of the sanction(s).

4.5 Appeal Committee

- Determines if allegations of misconduct are valid, if due process, equity and fairness was applied and if the sanction(s) applied is/are appropriate; and
- Reports the outcome and recommendations of the investigation to the Director General.

4.6 All Personnel

- Have the right to be treated equally and respectfully, without harassment or discrimination of any kind including that based on gender, race, ethnicity, religion, sexual orientation or ability;
- Shall intervene in instances of observed misconduct in order to deal promptly and effectively with the situation, provided that the method of intervention does not put the staff member at risk;
- Must apply the policy uniformly, with fairness and without favoritism;
- Are obliged to report cases of misconduct to the Director of Student Services, as appropriate;
- Have the duty to inform and remind students of appropriate student conduct; and
- Have the right to take appropriate action to maintain an environment conducive to learning, including

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temporary removal of a student from the classroom, activity or location.

4.7 Students

- Have the right to be treated, and the responsibility to treat all members of the College community, equally, respectfully and without harassment or discrimination of any kind including that based on gender, race, ethnicity, religion, sexual orientation or ability;
- Have the responsibility to treat the College environment with respect;
- Are required to be acquainted and comply with College policies and rules, and municipal, provincial and federal law;
- Are responsible for their own actions, whether acting individually or in a group, on or off campus, while engaged in College-related activities;
- Are obliged to report incidences of observed misconduct to the Director of Student Services;
- Must carry an up-to-date Cégep Heritage College Student I.D. at all times, and present this card upon request to a staff member; and
- Have the right to a support person or student representative during the appeal process.

ARTICLE 5 Revision

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

The review and evaluation procedure will be coordinated by an ad-hoc evaluation committee of the Academic Senate, which will present their report to the Academic Senate.

The evaluation will be performed using questionnaires designed for students and personnel, to determine how well the college community is informed with respect to the standards of conduct, and if the policy is implemented effectively and equitably.

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Related Documents

This document is to be used in conjunction with:

- *Cégep Heritage College Policy #6 concerning a Respectful Workplace Free of Discrimination and Harassment.*⁷
- *Cégep Heritage College Policy #7 concerning Parking*⁸
- *Cégep Heritage College Policy #19 concerning Conditions of Eligibility for a Work Term.*⁹
- *Cégep Heritage College Policy #21 concerning Tobacco Usage*¹⁰
- *Cégep Heritage College Policy #23 concerning the Use of Electronic Networks.*¹¹
- *Cégep Heritage College Policy #33 concerning Academic Integrity.*¹²
- *Cégep Heritage College Procedure #6 relating to Breaches of the Rules of Student Conduct.*¹³
- *Cégep Heritage College Procedure #16 relating to a Respectful Workplace Free of Discrimination and Harassment.*¹⁴
- *Cégep Heritage College Guidelines for Fundraising for and by Students*¹⁵

⁷ Copies of this document are available from Human Resources.

⁸ Copies of this document are available from the Building Services.

⁹ Copies of this document are available from Academic Services or Student Services.

¹⁰ Copies of this document are available from Building Services.

¹¹ Copies of this document are available from Building Services.

¹² Copies of this document are available from Academic Services or Student Services.

¹³ Copies of this document are available from Student Services.

¹⁴ Copies of this document are available from Human Resources.

¹⁵ Copies of this document are available from Student Services