

**HERITAGE COLLEGE
POLICY #24**

**CONCERNING
STANDARDS OF STUDENT CONDUCT**

ADOPTION AND REVISION

The present Policy was adopted on November 2, 1999.

Coming into Force: August, 2000.

Most recent date of revision:

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ARTICLE 1

Purpose

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

General 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 adult standards of conduct.

ARTICLE 3

Application

The present policy applies to all Heritage College students.

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 Teachers

On a day-to-day basis, teachers have the responsibility to uniformly apply the rules with fairness and without favouritism, and are normally responsible for initiating the disciplinary process outlined in the *Heritage College Administrative 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 (i.e., practicums, etc.).

ARTICLE 5

Rules of Conduct

Examples of student conduct which may result in disciplinary action include, but are not limited to, actions by students who:

- 1) Conduct themselves in a manner that interferes with or endangers the operations of the College, including interference with other students' ability to learn;
- 2) Conduct 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) Use, possess and/or sell intoxicating beverages on College property, unless specific written permission by the College administration is obtained;
- 4) Falsify or supply false information or withhold 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) Use, possess and/or sell illicit drugs or narcotics on College property;
- 6) Engage in disruptive activities (e.g., disorderly conduct, which includes physical or verbal abuse of another person; abusive, indecent, profane or vulgar language; obscene actions;

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and/or disrespect for the rights and privileges of others; or disrupts or hinders the learning environment);

- 7) Misuse 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) Use, possess and/or sell fireworks, firearms, knives or other offensive weapons or materials on College property;
- 9) Fail to comply with reasonable directions of College officials, security personnel or law enforcement officers acting in the performance of their duties on College property, or adversely affecting conduct on campus;
- 10) Aid, abet or act as an accomplice in the commission of any of the foregoing offenses;
- 11) Persistently make inordinate or inappropriate demands for time and attention from faculty and staff;
- 12) Impersonate a student (applicant) at an examination or assessment;
- 13) Engage in harassment, as defined in *Heritage College Policy #6 concerning a Respectful Workplace Free of Discrimination and Harassment*.

ARTICLE 6 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.

6.1 Vandalism and Theft

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

ARTICLE 7 Student Discipline Committee

7.1 Composition

The Student Discipline Committee shall be 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.

7.2 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 Procedures concerning Standards of Student Conduct*.

ARTICLE 8 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.

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ARTICLE 9
Exclusions

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

ARTICLE 10
Revision

This policy will be revised as required, or at least every three years after its adoption.