



<b>Policy:</b>	<b>E-2.5</b>
<b>Approved By:</b>	<b>Board of Governors</b>
<b>Approval Date:</b>	<b>October 27, 2003</b>
<b>Advice by Ed Council</b>	<b>Sep. 22, 2003</b>
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<b>Policy Holder:</b>	<b>VP Education &amp; Student Services</b>

## STUDENT CONDUCT

### Purpose / Rationale

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 sanctions for inappropriate conduct.

### Scope / Limits

This policy covers all students enrolled in a College course or program, on or off campus, as well as prospective students, while engaged in college related activities. This policy does not apply to conduct related to harassment which is covered under the Human Rights Policy (See link.)

### Principles

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 toward each other in a manner that contributes to a positive, supportive and safe learning environment.
2. The College is committed to high curriculum standards.
  - a) Every student will be provided a course outline that establishes student expectations and assessment criteria.
  - b) Student achievement against the assessment criteria is the basis for grading and evaluation.
  - c) Students are expected to meet the course requirements as described in the course outline
  - d) Students experiencing difficulties in meeting course requirements are expected to seek help in a timely manner.
  - e) To facilitate learning, wherever possible, staff and faculty will identify where students can obtain extra support that is available through the College.
  - f) Entrance to a program or course of study does not ensure successful completion.

3. To enhance the learning environment, the College expects all students to act in an honest and appropriate manner.
  - a) The College will not tolerate inappropriate student conduct such as academic dishonesty, or disruptive, threatening or dangerous conduct. (See *Section C, Examples of Unacceptable Student Conduct.*)
  - b) The College will take whatever action is necessary to intervene when inappropriate student conduct occurs and will impose disciplinary consequences that reflect the severity and nature of the inappropriate conduct.
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. (See *link to Student Appeal Policy.*)
5. Imposed discipline will remain in place while an appeal is being considered.

#### A. DEFINITIONS

**Academic Dishonesty:** Obtaining an academic advantage dishonestly through conducts such as cheating or plagiarism. Academic dishonesty also includes gaining admission through dishonest means whether providing false or fraudulent documentation or withholding information or documentation required for admission.

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

**Plagiarism:** The presentation of another person's 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 Supporting Document E-2.5.1 Plagiarism: Definition and Consequences.)

**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.*)

**Decision-maker:** Any member of the College faculty, staff or administrator who holds the authority for making a decision regarding final grades or for imposing discipline.

#### B. DISCIPLINARY CONSEQUENCES

Disciplines are intended to be corrective and to reflect the severity and nature of the inappropriate conduct. In some instances appropriate action may include the involvement of authorities outside of the college. At any time, the dean, director, chair or instructor may refer students to appropriate services such as counselling, financial aid, disability support services, learning skills centre, etc.

If a student believes he or she has been treated unfairly in relation to the imposition of the following measures, he or she may seek resolution, within the stipulated timelines, through the process outlined in the *Student Appeal Policy*.

## 1. Academic Dishonesty:

The disciplinary consequences will vary according to the severity of the incident and may include, but not be limited to, those cited below. The dean, director, chair or instructor may call upon College Safety to assist in the investigation.

- a) **Repeat the Assignment or Test, or Issuance of a Special Assignment or a Failing Grade for a Test or Assignment:** The terms and conditions of these measures will be provided to the student in writing by the instructor
- b) **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 dean-
- c) **Written Reprimand:** The student is advised in writing that further incidents of improper conduct, such as academic dishonesty, 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 appropriate decision-maker (director, dean or College Safety); copied to the appropriate dean, the Vice President of Education and Student Services; and placed on the official student record-
- d) **Removal from a Program:** The student is removed 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 chair and the Vice President of Education and Student Services, and placed on the official student record-
- e) **Refusal to Enroll or Re-enroll:** Refusal of the College to enroll or re-enroll 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 chair and the Vice President of Education and Student Services, and placed on the official student record.
- f) **Suspension from the College:** Refusal of 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 of Education and Student Services and the Board of Governors; and placed on the official student record.

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

- g) **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 inappropriate means. The terms and conditions of this measure will be provided to the student in writing by the Vice President of Education and Student Services, and placed on the official student record.

***NOTE: This measure may be appealed to the President.***

## 2. Inappropriate Student Conduct: Academic and Non-academic

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 Dean, Director, Chair or Instructor will collaborate with College Safety in any investigation where a student's conduct may be (or perceived to be) threatening to themselves or others, violent, illegal, or uncontrollably disruptive.

If a student believes he or she has been treated unfairly in relation to the imposition of the following measures (with the exception of suspensions and forfeiture of College Award or Credential), he or she may seek resolution, within the stipulated timelines, through the process outlined in the *Student Appeal Policy*.

- a) **Verbal Reprimand:** The student is informed that the conduct exhibited is inappropriate. Such a reprimand may be issued by College personnel when confronted by inappropriate conduct.
- b) **Removal from a Class In Progress:** Immediate removal of a student from a class in progress. In some cases the disruption may be significant enough that the class is terminated and postponed until the disruptive conduct can be mitigated. Terms and conditions for return to the class must be communicated to the student by the instructor who will inform the department chair and the dean.
- c) **Written Reprimand:** The student is advised in writing that further incidents of improper conduct 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 appropriate decision-maker (director, dean, or College Safety); copied to the appropriate dean, the Vice President of Education and Student Services and to College Safety; and placed on the official student record.
- d) **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 decision-maker (director, dean, or College Safety); copied to the appropriate college personnel and to the Vice President of Education and Student Services; and placed on the official student record.
- e) **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 College Safety; copied to the appropriate decision-maker (dean or director) and the Vice President of Education and Student Services; and placed on the official student record.
- f) **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 chair after consultation with the instructor and the dean; copied to the Vice President of Education and Student Services and to College Safety; and placed on the official student record.

**g) 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 chair and the Vice President of Education and Student Services; placed on the official student record; and copied to College Safety.

**h) 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 of Education and Student Services, to College Safety and the Board of Governors; and placed on the official student record.

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

**h) 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 inappropriate means. The terms and conditions of this measure will be provided to the student in writing by the Vice President of Education and Student Services, and placed on the official student record.

**NOTE: This measure may be appealed to the President.**

## C. EXAMPLES OF UNACCEPTABLE STUDENT CONDUCT

### 1. Assault and 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 and 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; using threatening language; communicating in any manner an image, picture or graphic that is threatening.

### 2. Conduct Endangering the Safety of Others

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

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

### 3. 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; 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.

#### **4. 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 Camosun College related activity.

#### **5. 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.

#### **6. 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; inappropriate use of computer password access privileges or registration privileges; refusal to produce valid identification upon request.

#### **7. 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.

#### **8. 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 Camosun College or to property of any member of the College community.

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

#### **9. Seem to Violate 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 Worker's Compensation Board regulations.

## 10. Disrespectful or Demeaning Conduct

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

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

## 11. 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; numerous complaints made by the same student when that student is actively inciting the conduct complained about.

### D. LEGISLATED REFERENCES

*College and Institute Act Sections: 23 (1) (j); 24 (2) (e); and 37 (2), (3), (4)*

### E. LINKS

#### Supporting Documents

[E-2.5.1 Plagiarism: Definition and Consequences](#)

#### Related Policies

[E-1.5 Grading](#)

[E-1.6 Educational Approvals](#)

[E-2.4 Student Appeals](#)

[O-5.10 Human Rights](#)