
The Ombuds Guide: **Student Conduct Policy**

The Purpose of This Handout

- To explain the Student Conduct Policy
- To help the student decide if s/he should appeal
- To outline the steps in the appeal process

This handout is not intended to replace any explanations printed in the Camosun College Calendar or the College's Web site or Student Conduct Policy 2-8.

Who Does the Policy Cover?

The policy covers the conduct of:

- Students currently taking courses or activities at the College
- People who are planning to become students

What Behaviour Does the College Expect of Me and Other Students?

- You will treat all College students and employees with respect and dignity
- Your conduct will help create a safe, positive and constructive place to learn

What Are Some Examples of Unacceptable Behaviour?

- Physical, written or verbal attacks such as slapping or punching, stalking, threatening language, pictures or graphics -- messages and pictures sent by computer-email or shown on a computer screen are included in the policy.
- Putting people in danger by tampering with fire equipment, operating a vehicle unsafely, or using tools or other equipment in a way that puts people at risk.
- Failing to follow the directions of a College employee when an order has been given to protect the rights or safety of others. For example, not leaving a building during a fire alarm; not moving a vehicle parked in a fire lane; refusing to remove a weapon from campus; not leaving a college service area.
- Acting in an unruly or disorderly manner that disrupts instruction or services. For example, making an unreasonable amount of noise or doing some inappropriate physical activity.
- Being in areas such as computer labs or offices when not allowed to be there.
- Changing or falsifying grades or other records. Stealing or misusing computer passwords or telephone registration passwords. Refusing to provide valid ID on request.
- Stealing from any individual or from the College - this includes taking library materials and copying computer software without permission.
- Vandalizing or deliberately damaging personal or College property. For example, writing in library books, spraying graffiti on buildings, damaging vehicles.

- Having drugs or weapons on campus. Violating any laws including the BC Liquor Control Act and the Motor Vehicle Act.
- Saying things, writing things or putting up signs that make another person or group of people feel that they are being treated in a hateful, demeaning or disrespectful way.
- Making complaints about someone else that are untrue.

Who Deals With Complaints of Unacceptable Behaviour?

- College instructors and staff can ask disruptive students to leave the classroom or service area. They may also contact College Safety (370-3075) to request they deal with a concern.
- Students should not try to deal with other disruptive students; instead they should call the College Safety Office (370-3075).

What Happens if a Complaint about Behaviour is Made?

- If the behaviour is a relatively minor disruption of the classroom, the instructor or Dean may speak directly with the student involved.
- In all other cases, the College Safety Office will meet with the people involved and try to deal with the problem informally.
- If the complaint cannot be brought to an end through discussions, College Safety will file a report with the Director of Student Services. The report will describe what happened and make recommendations on how the College should deal with the situation.
- Within five business days of receiving the report, the Director of Student Services reviews what happened, considers the recommendations from College Safety and then takes the action he or she thinks is right under the circumstances. The Director will then inform the student of this action and of anything the student must do to resolve the complaint.

What Type of Actions Can the Director of Student Services Take?

This depends on the type of conduct. The more serious the student's behaviour is, the more severe the College's response will be. Some possible actions that the College could take toward a student are:

- Giving a verbal warning
- Giving a written warning
- Restricting the student from entering specific areas
- Taking away College Awards
- Requiring the student to pay any costs that the unacceptable behaviour has caused
- Restricting the student from registering into a College course or program
- Putting the student on probation

APPEALS

What Can be Appealed?

The Appeal Policy suggests there are two reasons a student can appeal:

1. If the student thinks their behaviour was acceptable.
 - For example, the person appealing could claim that their actions were not actually causing a disturbance or endangering someone's safety.
2. If the student thinks the response of the Director of Student Services was too severe.
 - For example, the person appealing may agree that they did do something wrong, but they think the consequences should be reduced.

The Appeal Process

Deciding Whether to Appeal

Just because you *can* appeal doesn't necessarily mean you *should*. Only you can make this decision. A decision to appeal should be based on:

- A good understanding of your own case
- Knowing how important the issue is to you
- Understanding the Appeal Process

Understanding Your Case

This means not only seeing it from your point of view but from others' point of view. This includes the point of view of other people who may have been involved in the actual event or situation, the point of view of College Safety, and the point of view of the Director of Student Services.

Think about a situation where somebody else took the same actions you did. Looking at it from the outside, would you think they acted in a disrespectful manner; in an unsafe or destructive manner? Or in any way that is mentioned in the examples, above? If your answer is "yes", what consequences would you think are fair? Is this very much different than what you received?

How Important is the Issue?

Think about what makes an appeal important to you. What is at stake? How will you feel in six months time if you don't appeal? How will you feel if your appeal is turned down? Only you can answer these questions.

If you appeal, you'll know that you did all you could, even if the appeal is denied. But, if you decide not to appeal, you can put the matter behind you and move forward. Talking with a good friend, family member, Counsellor or the Ombudsperson may help you make the best decision.

Starting the Appeal

- The student must request an appeal within *TEN (10)* working days of the penalty being put in place. Usually the ten days is counted from the date of the imposition of the discipline.

- The appeal must follow the appeal policy guidelines which can be found at:
<http://camosun.bc.ca/policies/E-2.4.pdf>

There is one appeal process which covers both academic and student conduct issues.

There are many forms of academic/conduct decisions. Some are made by individual faculty members, e.g., a grade on a piece of work or failing a student for plagiarism; some by staff around conduct issues; some by deans, the decision to expel a student from a course or program for inappropriate behaviour.

Appealing Suspensions

A student who has been suspended has their appeal heard by the Board of Governors.

- The process begins in the same way as described in ***Starting the Appeal***, above.
- The actual hearing is very similar to ***Hearing the Appeal***, above. The difference is that it takes more time to get the Board together, so they will try their best to hear the appeal within *twenty (20)* working days of getting the request.

Note: In some cases of student misconduct, the College may involve outside authorities such as the Police.

Please remember, you are welcome to contact the Ombudsman if you wish any clarification, information or assistance regarding this or other College policies, rules or procedures. (Lansdowne - Paul 222; Interurban - Campus Centre 234; 370-3405; ombuds@camosun.bc.ca)

This is one of a series of handouts produced by the Camosun Ombuds Office.