

# Standards of Student Conduct Policy

## **Purpose**

To inform students of Vancouver Community College's Standards of Student Conduct and to outline the procedures that are followed should a student(s) breach these rules.

## **Policy**

The College expects all students to maintain a high standard of conduct in all their relationships with college personnel, other students, clients and the public.

Students must obey the law, show respect for properly constituted authority, meet contractual obligations, maintain integrity in scholastic activities, and observe adult standards of conduct.

The College holds students responsible for their actions, whether acting individually or in a group, on or off campus on college related activities, e.g., practicum, clinic settings, etc.

The College will take appropriate disciplinary action with all behaviours which may be reasonably perceived as threatening the safety/well being of others, whether or not there is intention to harm.

## **Applies to**

All VCC students.

## **Responsibility**

The Vice President of Advancement and Education Services has the ultimate responsibility for ensuring that College rules are applied uniformly and consistently.

Department Heads and Program Coordinators have the overall responsibility for monitoring the uniform and consistent application of College rules within their department(s).

On a day-to-day basis, instructors have the responsibility to apply rules with fairness, and without favouritism, and are

normally responsible for initiating the disciplinary process.

College employees have the responsibility to report significant incidents of infractions to their supervisor or the Dean of the area.

Fellow students have the responsibility to report significant incidents of infractions to their instructor, Department Head, Program Coordinator or the Dean of the area.

The Dean and/or Director of Facilities have the responsibility to notify the Health and Safety Committee of any violent incidents and to inform members of the College community who may be exposed to the risk of violence.

## Procedures

In the first week of class, instructors will inform the students of campus and departmental rules of conduct in order to maintain a proper and safe learning environment.

Instructors will also explain the consequences of breaching these rules.

For minor infractions such as breaching department/house rules, mild swearing, absenteeism or tardiness:

The instructor or appropriate College employee may give a verbal and/or written reprimand.

For major or repeated infractions such as but not limited to- (see appendix A)

- uttering racist remarks,
- continuing to be loud and disruptive after a verbal warning
- impairment from use of alcohol or other substances,
- possession of intoxicating beverages\*,

*\* The exception being College sanctioned events where appropriate licencing is in place.*

- significant disruption of the learning environment,

- failure to comply with reasonable direction from college employees, security, or law enforcement officers, performing their duties on or off campus,

The instructor or appropriate College employee will give a verbal and written reprimand and will place the student on probation.

(See Appendix B for description of probationary letter)

Criminal offences will be reported to police:
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- Physical violence or threat to a person or College property,
- Possession of illegal substances,
- Trafficking of illegal substances,
- Possession of weapons,
- Theft,
- Aiding, abetting, or acting as an accomplice in the commission of any criminal offence.

The instructor or college employee will:

- Take whatever prudent steps are necessary to ameliorate the situation, (call security, police, etc.).
- Remove a disruptive student, if necessary, from the College for a maximum of one day.
- Immediately present a verbal report to the Dean of the area or delegate.
- As soon as possible, submit a written report to the Dean of the area or delegate.

Upon receipt of a report, the Dean or delegate will take the following actions:

- Investigate the matter.
- Where appropriate, ensure that security, police and appropriate personnel are notified.
- Depending on the urgency of circumstances and the severity of the infraction, take the following actions:
  - Issue a reprimand
  - Place the student on probation
  - Restrict access to College activities, facilities and/or services.
- At the Dean's discretion, a report of the incident including the Dean's findings will be forwarded to the Dean of Student Services who may convene a meeting of a Student Discipline Committee, no later than 10 working days from the date the incident occurred.

If the safety of others is jeopardized, the Dean of the area or the Dean of Student Services will recommend to the Vice-President of Advancement and Education Services suspension of the student(s) pending the outcome of the Student Discipline Committee Hearing.

### **Composition of Student Discipline Committee**

The Student Discipline Committee is composed of:

- Dean of Student Services (or delegate) who shall also act as Chair, non voting, except in the case of a tie;
- Department Head or Coordinator\* of a department in which the student is not registered;
- Faculty member-at-large; or Continuing Education Instructor;
- A student selected by the Student Association.

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

In exceptional circumstances the Chair may agree to postpone the hearing.

\*Throughout this policy, in the case of the Centre for Professional and Continuing Studies, Department Head will be substituted with Program Coordinator and Dean with Director of C.P.

Sudden unexpected absence (e.g. illness) of one committee member will not necessarily result in the hearing being postponed.

## **Student Discipline Hearing Procedures**

At least 24 hours before the hearing the Dean will distribute written background information to all parties.

- If a student fails to show at the Hearing and fails to provide reasonable evidence of an emergency, the committee will make a decision based on the facts available to them.
- The Committee Chair will introduce all parties and outline the procedures to be followed at the hearing.
- Individuals who allege that the student has engaged in inappropriate and disruptive conduct will give evidence.

*Note: If the student intends to bring legal counsel to the hearing, the student must advise the Dean at least 24 hours before the hearing takes place. More than one advisor may be allowed at the discretion of the Committee.*

- The student will be provided with the opportunity to give evidence him/herself and through his/her witnesses.
- Each party will have an opportunity to respond to or ask questions of the other party's evidence.
- Each party must direct all questions of witnesses through the chair.
- In exceptional cases, written and signed statements will be accepted.
- The Committee will determine any other individuals to be interviewed.
- The Committee will call in witnesses individually.

*Any person who is expected by either party to act as a witness will not be in the hearing room until s/he is called by the Committee.*

## **Committee Procedures**

- Committee members may ask questions of all parties in the hearing.

- The Chair will invite both parties to give a closing statement.
  - The Committee will then deliberate in private and make a decision.
  - The Committee will review the case and determine if allegations are valid.
  - If the allegations are valid, the Committee can:
  - Reprimand the student(s),
- Or
- Draw up and put into effect a contract between the student and College, breach of which could result in further disciplinary action.
- Or
- Recommend to the Vice-President of Advancement and Education Services that the student be suspended,
- Or
- Recommend to the President or his delegate that the student be expelled,
- Or
- Recommend other action(s) to the appropriate Dean or appropriate administrator.

The President, or other senior administrator, will communicate his/her decision to the student within five working days of receiving the Committee's recommendations.

## **Appeal of Student Discipline**

If the discipline imposed pursuant to this Policy involves suspension or expulsion FROM THE COLLEGE, the student

may appeal the decision of the Student Discipline Committee to the College Board on the following grounds only:

- Due process was not followed.
- New evidence not available at the time of the hearing.

(See Student Appeals to the College Board Policy, A.1.2)

A STUDENT MAY APPEAL ANY OTHER DECISION RENDERED AS A RESULT OF THE APPLICATION OF THIS POLICY TO THE PRESIDENT ON THE FOLLOWING GROUNDS ONLY:

1. DUE PROCESS WAS NOT FOLLOWED.
2. NEW EVIDENCE NOT AVAILABLE AT THE TIME OF THE HEARING.

When disciplinary action results from an investigation and/or recommendations made under the Human Rights Policy, the student may not have recourse to the Student Grievance Procedure. The student will have recourse to the procedures set out in the College's Human Rights Policy, A.3.1.

**1. Policy Sponsor** Registrar and Dean of Student Services

**2. Approvals:**

President \_\_\_\_\_ Date: \_\_\_\_\_

Education Council Chair \_\_\_\_\_ Date: \_\_\_\_\_

Operations Council Chair \_\_\_\_\_ Date: \_\_\_\_\_

Board Chair \_\_\_\_\_ Date: \_\_\_\_\_

**3. Amendments**

President \_\_\_\_\_ Date: \_\_\_\_\_

Education Council Chair \_\_\_\_\_ Date: \_\_\_\_\_

Operations Council Chair \_\_\_\_\_ Date: \_\_\_\_\_

Board Chair \_\_\_\_\_ Date: \_\_\_\_\_

**4. Review Date**

## **VANCOUVER COMMUNITY COLLEGE RULES OF CONDUCT**

### **INITIATION OF DISCIPLINARY ACTION**

Failure by students to maintain appropriate standards of conduct may result in the initiation of disciplinary action by the Dean of Student Services, or delegate. 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, employees and or clients, on or off campus on College related activities.
3. Use, possess, or sell intoxicating beverages in campus buildings or any other public campus area, 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: for example I.D. 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 the campus;
6. Steal from the College or from a member of the College community;
7. 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; threats; and/or disrespect for the rights and privileges of others; or disrupts or hinders the learning environment;
8. Have on their person a weapon while on College property;
9. Misuse property, which includes destruction, damage mutilation or misuse of College property, including but not limited to buildings, library materials, computers, software, trees and shrubbery, College files and records, safety equipment, including fire alarms and fire equipment;
10. Violate Policy Number B.5.2 – Appropriate and Responsible Use of Educational and Information Technology Policy;
11. Use or sell fireworks, firearms, knives or other offensive weapons or materials on College property;

12. Failure to comply with reasonable directions of College officials, security personnel or law enforcement officers acting in performance of their duties on campus or affecting conduct on campus;
13. Aid, abet or act as an accomplice in the commission of any of the foregoing offenses;
14. Persistently make inordinate or inappropriate demands for time and attention from faculty and staff;
15. Impersonate a student or applicant at an examination or assessment;
16. Engage in harassment as defined in the College's Policy. (The procedure for dealing with this conduct is contained in Policy A.3.1);
17. Cheat on assignments or examinations, or plagiarize.

Cheating, which includes plagiarism occurs where a student or group of students uses or attempts to use unauthorized aids, assistance, materials or methods. Cheating is a serious educational offence. Plagiarism occurs where a student represents the work of another person as his or her own.

VCC condemns all forms of cheating. The College will discipline students who cheat in the following manner:

1. For most first offenses, a grade of zero will be awarded for the affected assignment, test, paper, analysis, etc.
2. For most second offenses, a failing grade will be assigned in the affected course.
3. Depending upon the circumstances surrounding the first or second offence, a more severe level of discipline may be imposed by the College.
4. For third offence, the matter must be referred to the Vice-President of Advancement and Education Services for the assignment of discipline, which may include suspension or expulsion from the College.

**Necessary Elements of a Letter of Probation**

The instructor or department head will write to the student stating that s/he is on a probationary status. The memo to the student must contain the following:

1. A description of the rule(s) violated including the time, place and names of witnesses (if applicable).
2. A clear statement that the student's conduct was inappropriate and in violation of the rule(s).
3. A defined period of time during which the student must not repeat the inappropriate conduct or violate any other rule(s) of conduct.
4. A statement noting that the consequence of breaching the probation during this period will result in further action by either the Dean of the area or the Dean of Student Services or the Vice-President of Advancement and Education Services on the recommendation of the Dean which may result in suspension or expulsion.

