
Student Code of Conduct

Policy Number:	1112
Key Process Area:	Student Development
Owner:	VP AR
Current Approved Date:	Nov 17, 2020

POLICY STATEMENT

New Brunswick Community College (NBCC) believes that learning in an adult education setting offers holistic development of the learner. A climate of collaboration and respect of self, of others, and of established rules and regulations is the setting by which an effective environment of learning is established.

NBCC students have fundamental rights pertaining to their opportunity to learn.

NBCC recognizes these rights as well as the responsibility of the student to conduct themselves in an appropriate manner.

It is the responsibility of all students to be familiar with this policy, and to adhere to the standards of student conduct outlined in all of the Colleges' policies and procedures. The College has a responsibility to evaluate, investigate, and adjudicate allegations of violations of this Student Code of Conduct in a manner that adheres to the principles of procedural fairness

The student conduct process is designed to incorporate a developmental approach. We are committed to encouraging critical reflection and taking accountability for one's actions. Where possible and appropriate, education and provision of support services shall be used to attempt informal resolution of a matter before proceeding to formal disciplinary procedures.

PURPOSE

The purposes of this policy are to:

- define the standard of general conduct expected of students, and
- describe the procedure the College will follow when an allegation of student misconduct is made.

SCOPE AND LIMITATIONS

This policy applies to a student's conduct from their admission to a course or program until the student has graduated or completed their course. The policy applies to conduct during all activities relating to the operations of NBCC, whether they occur on or off NBCC premises. Additionally, students are responsible for any guest that they bring to campus. This would include any NBCC sanctioned events on or off campus.

The use of technology resources, including personal communications, social media and online profiles, to engage in behaviour intended or with the potential to do harm to another student or member of the NBCC community in general will be treated as having equal impact and intent as other means of communication, and is also within the scope of the policy.

The provisions of the Student Code of Conduct shall not impinge upon students' lawful freedom of expression. All College community members are subject to all local, municipal, provincial, and federal

laws. In cases where the College is aware of the potential violation of criminal law, the College may refer the incident to the appropriate law enforcement agency.

1.0 DEFINITIONS

Major Misconduct

- conduct which breaches the students' express or implied obligations as set out in the Student Code of Conduct, and is also threatening, aggressive, harassing, discriminatory, violent, or harmful or potentially harmful to property or individuals. It also includes recurring minor misconduct (even if the student had acknowledged their responsibility for previous minor misconduct).

Minor Misconduct

- a breach of the Student Code of Conduct policy that has had a limited impact on the rights or academic experience of others but may have created a disturbance or had an impact on the operation of the college community.

Procedural Fairness

- the process that ensures that an individual who is alleged to be in violation of a policy is given fair consideration in the determination of responsibility.

Respondent

- a student who is alleged to have engaged in prohibited conduct.

Social Media

- websites and applications that enable users to create and share content or to participate in social networking (including, but not limited to, Facebook, Twitter, Instagram, Snapchat and group forums).

Technology Resources

- including but not limited to computing devices, communication devices, hardware, software, applications, storage and other network infrastructure authorized for use by College employees.

2.0 IMPLEMENTATION

Whenever it is possible and appropriate to do so, administrators of this policy will use developmental conversations and approaches in all interactions with students, including follow-up on matters related to this policy.

Program-specific professional organizations and associations may have their own code of ethics, with which students shall comply. To the extent that they do not conflict with this policy, any violations shall be handled in accordance with the code of ethics of such professional organization or association.

The College reserves the right to:

- determine whether or not a matter should be addressed under this policy;
- take necessary and appropriate action to protect the safety and welfare of individuals on campus or the campus community as a whole notwithstanding this policy;
- use information provided by external agencies such as the police or the courts;
- determine whether or not behavioural restrictions should be put in place regardless of the location of the incident or the actions of external agencies such as the police or the courts.

The College may also invoke, in place of or in addition to its own procedures, civil, criminal, or other remedies which may be available to it as a matter of law.

2.1 Student Conduct

2.1.1 It is the student's responsibility to:

- a) conduct themselves in a manner that is consistent with the core values embraced by the College community and reflected in its various codes and policies.
- b) operate in a climate of collaboration and respect of self, of others and of established rules and regulations.
- c) attend their program and program activities regularly and on time.
- d) complete assignments, labs, projects and other learning activities on time.
- e) ensure that their conduct contributes to a productive learning environment.
- f) assume responsibility for the maintenance of NBCC equipment assigned to their care.
- g) use technology resources at NBCC campuses in a responsible, ethical, and legal manner.
- h) where the student is enrolled in a safety sensitive program or safety sensitive activity, to disclose to a NBCC Learning Strategist the consumption of any **prescribed medication(s)** and/or **existence of any medical condition(s)** which the student understands to have the potential to cause impairment. Examples of safety sensitive programs and safety sensitive activities are set out in the document *Safety Sensitive Programs and Activities*.
- i) Adhere to all student related policies.
- j) be aware of the criteria for successful completion of each course in which they are enrolled, as stated in the course outline.
- k) communicate with their Instructors and/or Faculty Advisors regarding needs, concerns or issues that may impact their successful learning.
- l) adhere to various dress codes and requirements as set forth by their respective programs and approved by NBCC. Proper dress attire which meets safety, industry and professional standards, while on work term/practicum/job exposure or field placement is required.
- m) observe and adhere to all safety policies. This includes the use of safety equipment, materials and clothing as mandated by industry standards and occupational health & safety policies.

2.2 Student's Obligations

2.2.1 Students are not permitted to:

- a) demonstrate behaviour that threatens to subject any person, student or staff, to physical, sexual, mental or verbal harassment. All NBCC employees and students

are entitled to work and learn in a respectful and harassment-free environment. NBCC will not tolerate any form of disruptive and disrespectful conduct, including disrespectful conduct or harassment that is sexual in nature or is based upon race, ethnic origin, age, sex, marital status, disability, sexual orientation or any other form of discrimination prohibited by the Human Rights Act.

- i. coerce other students in support of any personal political, religious or social agenda or to use one program or class as a forum to complain about another program or class or member of the instructional staff.
 - ii. use or possess any weapons, firearms, explosives (including fireworks) and dangerous or hazardous substances (with the exception of authorized training exercises) at any NBCC-related event, whether occurring on NBCC property or not.
 - iii. use or possess illegal drugs, misuse prescribed drugs or be under the influence of illegal drugs while on NBCC property or attending NBCC-related events whether occurring on NBCC property or not.
 - iii. intentionally damage, destroy or move without authority or permit to be damaged, destroyed or moved without authority, the property of NBCC, or of any student or staff member.
- b) engage in improper student conduct such as cheating, plagiarism, fraud, deceit or other forms of academic dishonesty.
- c) forge, alter, or misuse NBCC's name, or the name of any NBCC employee on documents, records, correspondence or identification.
- d) use (with the exception of authorized training exercises) or possess alcoholic beverages on NBCC property (with the exception of sanctioned college social activities) or being on campus while intoxicated.
- e) disturb, disrupt, or otherwise interfere with learning activities of other students or staff. This includes the disruptive use of all hand-held or portable communication or telecommunication devices.
- f) use, enter or remain on NBCC property without authorization, or attempt to block access to or from a NBCC facility or disrupt the scheduled use of any NBCC facility.
- g) fail to obey the authorized instructions of NBCC officials or employees performing their duties or fail to obey all published or posted regulations relating to the use and entry of NBCC buildings and facilities.
- h) fail to follow policy as required by NBCC policies and regulations.
- i) engage in any form of unauthorized gambling or gaming while on campus.

2.3 Student Rights

- 2.3.1 Students may expect to learn in a healthy and safe environment.
- 2.3.2 Students may gather in a peaceful and harmonious fashion.
- 2.3.3 Students may expect the NBCC environment to be free from harassment, indignity, injury or violence.
- 2.3.4 Students have the right to expect quality services and resources that support instruction and student life.
- 2.3.5 Students will be informed of NBCC rules, policies, guidelines and course/ program specific materials regarding study and general conditions at NBCC.
- 2.3.6 Students will receive, within the first two classes of a course:
 - a) a course outline that advises the student of assessment criteria, course objectives, evaluation methods, methodology, and availability of instructors.
 - b) information from the instructor on class participation and punctuality, marking scheme, estimated waiting period for obtaining academic results and any time related penalties for late assignments.
- 2.3.7 Students will be informed in a timely manner of any change in a course delivery schedule.
- 2.3.8 Students may, within a prescribed time period and with reasonable cause, change a course in their registration, or transfer to a different section of a course, if available, after classes have begun.
- 2.3.9 Students should expect to receive proper and impartial evaluation of their performance.
- 2.3.10 Students may review their completed assignments, once marked, unless the instructor has previously informed the students otherwise.
- 2.3.11 Students have the right to obtain their marks and NBCC certification within a reasonable time frame.
- 2.3.12 Students are provided with a forum to provide feedback on NBCC's programs and services.
- 2.3.13 The confidentiality of all information regarding students will be respected. Within the generally accepted rules of ethics employees and staff members may access student records in performing their professional duties. Confidential student information (meaning private and sensitive information related to issues such as a student health, finances or academic performance) will be maintained in confidence. The student must consent in writing to their disclosure.
- 2.3.14 Students have a right to freedom of opinion and expression in the classroom within the context of the course content.

2.4 Addressing Breaches of the Student Code of Conduct

- 2.4.1 Instructors have the right to remove a student from a training activity when they assess that the health and safety of the student or others may be in jeopardy.

- 2.4.2** In the event a NBCC staff member assesses that a student may be impaired, the student will be referred by the Program to Assist Student Success (PASS) process to begin the assessment process.
- 2.4.3** Where a breach of the Student Code of Conduct has been found, the Manager, Student Development or designate will be consulted and the Student Assessment policy (1115) will be followed.

3.0 OTHER RELATED DOCUMENTS

NBCC Campus Computer Labs Computers and Technology Usage Guidelines (1112.4801)
Academic Integrity (1111)
Student Assessment (1115)
Student Appeal (1000.4809)
Student Records (1303)
Sexual Violence (1308)
Addressing Potential Student Impairment Guideline (1300.4880)
Program to Assist Student Success (PASS) (1112.4922)
Student Conduct Process Map (1112.5298)