

 <b>ASSINIBOINE COMMUNITY COLLEGE</b>	# Pages	Number
	1 of 3	A2
<b>Policies and Procedures</b>	Originator Vice-President, Academic	
Title <b>Student Conduct, Behaviour and Discipline</b>	Effective Date July 1, 2007	Replaces A25 (part)

**Purpose:**

To outline a policy that describes conduct or behaviour expected of students at Assiniboine Community College and the disciplinary action that may be taken in the event of misconduct.

**Policy:**

The college is committed to creating and maintaining an environment that is conducive to learning, respectful and free of harassment. (See Policy M9 Harassment.) Students are expected to conduct themselves appropriately at all times. Unacceptable or inappropriate student conduct and/or behaviour within a college or virtual environment, including work placements and college sponsored/affiliated activities, as described below, may result in disciplinary action.

**Violations of Student Conduct and Discipline**

Actions include, but are not limited to:

**Student Conduct/Behaviour:**

- 1.1 subjection of any person to indignity, injury, or threat of violence, or to degradation,
- 1.2 disturbing, disrupting, or otherwise interfering with the educational activities of fellow students and faculty/staff,
- 1.3 unacceptable behaviour which may include disrespect, vulgarity or abuse,
- 1.4 unauthorized accessing of computer accounts, files and /or software
- 1.5 deliberate damaging of facilities, or unauthorized use/removal of property belonging to the college or the Students' Association, including facilities rented for college or Students' Association-sponsored activities,
- 1.6 theft or wilful damage to personal effects or property of students or staff,
- 1.7 inappropriate use of alcohol and possession or use of illicit or non-medical drugs, or abuse of medical drugs at the college, work placement, or college sponsored/affiliated activities,
- 1.8 possession of weapons at the college, work placement, or college sponsored/affiliated activities,
- 1.9 lying, deceit, or misrepresentation related to program/college activities, e.g. late assignments, absenteeism.

**Misuse of Internet Access/College Equipment:**

- 1.1 misuse of Internet access - see Policy G49 Acceptable Use of Computer Resources
- 1.2 misuse of college equipment, e.g. digital cameras for pornography

**Procedure:**

- 1 Any faculty or staff member who notices an infraction of standards of student conduct and behaviour must file a Student Conduct and Behaviour Incident Report using the attached form, and initiate disciplinary procedures in response to these violations. Students who notice an infraction of standards of student conduct or behaviour are encouraged to report the infraction either verbally or in writing to a faculty member or Dean/Director/designate.
- 2 Faculty member or Dean/Director/designate collects evidence as appropriate
- 3 Faculty member or Dean/Director/designate provides the student an opportunity to explain the incident. The faculty member or Dean/Director/designate explains to the student the procedures and penalties related to the violation and gives the student a copy of this policy.
- 4 If the offence is a level one as defined below, the instructor will impose an appropriate penalty in keeping with the policy.
- 5 If the offence is a level two or higher as defined below, the instructor will notify the Dean/Director/designate in which the student's class in question resides.
- 6 If the offence is a level three or four as defined below, the Dean/Director will notify the Vice President, Academic.

**Student Conduct and Behaviour Sanctions****Level One Violations**

Level one violations may occur because of inexperience or lack of knowledge of student conduct and behaviour policy on the part of the persons committing the violation. Cases involving level one violations may be dealt with between the instructor and the student with a written report provided to the Dean/Director.

***Recommended sanctions for level one violations are listed below; one of these may be chosen in each case:***

1. **Oral Reprimand:** The initial reprimand will be of oral nature and issued by a staff member with date and circumstances documented and placed in the student file until the end of the academic year.
2. **Written Reprimand:** This will follow if the student fails to comply with the directions of the oral reprimand. Written reprimands will be issued by the Dean/Director/designate. Written reprimands must be signed by the student to indicate that he/she is aware of the reprimand, and placed in the student file. The student's signature does not imply agreement. If the student refuses to sign, this will be documented by the Dean/Director/designate.

Written reprimands for level one offences will be maintained in the student's file until graduation.

**Level Two Violations**

Level two violations are of a more serious nature. Cases involving level two violations will be heard by the Dean/Director/designate of the school in which the alleged infraction took place.

***Recommended sanctions for level two violations are listed below; one of these may be chosen in each case:***

1. **Probation** – This is an action that allows the student to remain in the college on the condition that future behaviour is acceptable. The Dean/Director/designate will place the student on probation and will inform the student in writing of the terms of the probation. A copy of this document will be placed in the student's file.
- Students found guilty of a level two offence are not allowed to represent the college in any extra-curricular activities (e.g. varsity sports, Ambassador's Club, Student Council, peer tutoring).

**Level Three Violations**

Level three violations are those that go beyond level one or two. Cases involving level three violations will be heard by the Dean/Director/designate of the school in which the alleged infraction took place.

***Recommended sanctions for level three violations, or repeated infractions at level two, is a suspension from the college, ranging from a minimum of one day to a maximum of one term.***

1. The student will be notified of the terms of the suspension writing:
    - Suspension – This is an action that excludes the student from a course, practicum, program or the college for a specified period of time. The period of suspension may range from a portion of an instructional day to the remainder of the term, not normally more than one academic year, dependent upon the nature of the student behaviour. Removal from a course, practicum, program or the college will be immediate if the safety of college staff or students is in any danger. Documentation for suspension must outline length of suspension and conditions under which re-admission will be considered or allowed.
    - *Level of authority for Suspensions:*
    - Duration of a class: instructor
    - Suspensions of five days and under: Dean/Director/designate, with recommendation and documentation provided by the instructor
    - Suspensions of more than five days: Vice-President, Academic with recommendation and documentation provided by the Dean/Director/designate
  2. A copy of this document will be placed in the student's file.
  3. Suspensions will be recorded on the student transcript.
  4. No refund of fees will be made for the term in which the student is currently enrolled.
- Students found guilty of a level three offence are not allowed to represent the college in any extra-curricular activities (e.g. varsity sports, Ambassador's Club, Student Council, peer tutoring).

#### **Level Four Violations**

Level four violations represent the most serious breaches of conduct and behaviour. Examples of level four violations include:

- Injury or threat of violence
- Possession of a weapon at the college, work placement or college sponsored/affiliated activities
- Assault - the actual or attempted physical or verbal attack on another student or staff of the college
- Vandalism - the wilful or malicious destruction or defacement of public or private property of the college, college staff or students
- Theft - the unlawful taking of the property of the college, staff or students

***Recommended sanctions for level four violations, or repeated infractions at level three, is a permanent expulsion from the college.***

1. Expulsions will be implemented by the Vice President, Academic with documentation to the President regarding the facts and circumstances of the expulsion
2. Expulsions will be recorded on the student's transcript.
3. No refund of fees will be made for the term in which the student is currently enrolled.

#### **Students' Right to Appeal**

Under the discipline policy, all forms of disciplinary action can be appealed. The student has the right to withdraw the appeal at any step during the process. For further information regarding appeals, see Policy A1 Academic and Disciplinary Appeals

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Date

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President

**STUDENT CONDUCT AND BEHAVIOUR INCIDENT REPORT**

**Date and time of alleged infraction:** \_\_\_\_\_

**Location of alleged infraction:** \_\_\_\_\_

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**Who was involved in alleged infraction?:** \_\_\_\_\_

\_\_\_\_\_

**Provide details describing the alleged infraction, and why you think it may have occurred:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Please submit this incident report to Dean/Director of the school in which the student(s) are registered.**