

Policy Name: Student Code of Conduct Policy	Responsible Owner: President	Effective Date: July 28, 2025
Policy Number:	Approval Body: Board of Governors	

A. POLICY:

PURPOSE/COMMITMENT:

To establish clear expectations for student conduct to ensure a safe, respectful, and positive learning environment. Students are expected to show respect for faculty, staff, and fellow students. This policy defines disruptive behaviour and outlines the procedures for addressing it.

DEFINITIONS:

Disruptive Behaviour: Any behaviour that interferes with an instructor's ability to conduct a class or a student's ability to learn. This includes, but is not limited to, creating noise, speaking out of turn, arriving late or leaving early without permission, misuse of electronic devices, or disrespecting members of the Institution community.

Student: Any person registered in a course or program at the Institution.

Procedural Fairness: The principle that all processes will be conducted in a fair and unbiased manner. Students have the right to be informed of allegations against them, to be heard, and to have decisions made by an impartial decision-maker.

SCOPE:

This policy applies to all registered students.

WHEN TO USE THE POLICY:

This policy applies to student conduct in all university-related activities, including in-person and online classes, labs, group work, field trips, and all forms of electronic communication.

B. PROCEDURES:

Standards of Conduct:

All students are expected to contribute to a productive learning environment. The following standards apply to all modes of learning (in-person, remote, and hybrid):

- Attend all classes, lectures, and labs regularly and punctually.
- Communicate respectfully with instructors and classmates at all times.
- Turn off or silence all personal electronic devices unless their use is explicitly permitted by the instructor for academic purposes.
- Refrain from private conversations, eating, or other activities that distract from the learning environment, unless permitted by the instructor.
- Take responsibility for one's own academic achievement and be prepared for all classes and appointments.
- For online activities, students may be required to have their camera turned on during synchronous classes or for proctoring purposes during assessments.

Responding to Misconduct:

The Institution will follow a progressive disciplinary process.

- **Informal Resolution:**
 - For minor disruptions, an instructor will first address the behaviour with the student directly, typically through a verbal warning, with the goal of resolving the issue informally.
- **Formal Complaint and Investigation:**
 - If informal resolution is unsuccessful, or for serious or repeated incidents, the instructor will submit a formal complaint to the appropriate Dean and/or the designated Student Conduct Officer.
 - The designated officer will initiate an investigation, ensuring procedural fairness. This involves notifying the student in writing of the specific allegation and providing them an opportunity to respond.

Disciplinary Sanctions:

If a conduct violation is found to have occurred, sanctions will be applied. The severity of the sanction will correspond to the severity and frequency of the misconduct. Sanctions may include, but are not limited to:

- A formal written warning
- A behavioural contract
- A reflective or educational assignment
- Denial of access to a class for a specified period
- Suspension or expulsion from the Institution

Appeal of a Decision:

- A student may appeal a disciplinary decision based on grounds of procedural unfairness or new evidence not available at the time of the original decision.
- If an appeal is filed, the VP Academic forms an Appeals Committee to review the appeal. The decision of the Appeals Committee is final.