

CHAMPLAIN REGIONAL COLLEGE
OF GENERAL AND VOCATIONAL EDUCATION



CODE FOR STUDENT CONDUCT
LENNOXVILLE CAMPUS

This policy was adopted for the first time by the Board of Governors'
resolution number 2124, on March 10, 2004
and modified by resolution number 2515, on September 25, 2009.

CODE FOR STUDENT CONDUCT

1. PREAMBLE

The Board of Governors of the College is empowered by the CEGEP Act to adopt regulations necessary for the effective functioning of the institution. The purpose of this Code for Student Conduct is to insure that all members of the Champlain Regional College (Lennoxville Campus) community enjoy the opportunity to exercise their rights. It is also intended to provide students, through exercise of their responsibilities, with the opportunity to develop the habits of good citizenship. Consistent with that goal, reasonable efforts will be made to foster the personal and social development of those students who are held accountable for violations of College regulations and policies. All members of the Champlain Regional College (Lennoxville Campus) community (students, faculty and staff) plus the College as a corporate entity, are subject to, and have recourse to, the law. The application of this code in no way prohibits the right to recourse under the law.

2. APPLICATION AND DEFINITION OF TERMS

2.1 **Application**

The Code is intended to cover instances of non-academic misconduct, both inside and outside the classroom, not otherwise dealt with in College or Champlain residence regulations and policies. Academic misconduct (e.g. Cheating and Plagiarism) and student academic grievances are dealt with in the Policy on the Evaluation of Student Learning, and may be found in the Champlain Regional College (Lennoxville Campus) Calendar.

The Code applies at any site or on any occasion involving curricular or extra-curricular activities which are supervised or sponsored using the name of the College and/or the Champlain Students' Association. A student group or organization and its officers may be held collectively or individually responsible when they tacitly or overtly consent or encourage violations of the Code.

The Code will be applied in a fair and judicious manner. The proceedings that take place in its application will be conducted in a confidential manner.

2.2 **Definition of Terms**

2.2.1 For the purposes of this policy, a **student** is defined as any person admitted to Champlain Regional College (Lennoxville Campus) and registered in one or more courses (credit or non-credit) offered by the College.

2.2.2 **Faculty and staff** include all regular employees of the College, individuals employed under a contract issued by the College and individuals who have been authorized to act on behalf of the College, e.g. security officers at the Champlain residence, and Bishop's University security staff.

2.2.3 **“In class”** is defined as all activities for which a faculty member has been assigned primary responsibility.

2.2.4 **Identification:** All students registered at Champlain Regional College (Lennoxville Campus) must have a valid college identification card in order to receive College services or to have access to College facilities. Students may be asked to provide this card upon the request of College personnel or their representatives.

Attempts to commit acts prohibited by the Code may be punished to the same extent as actual violations.

Responsibility for the enforcement of this Code is of necessity shared by a number of individuals and groups. There should be sufficient consultation and coordination amongst all parties involved in the Code's enforcement to insure a reasonable equity in the application of sanctions. A central record system will be kept on all cases dealt with under this Code.

3. DEFINITIONS OF MISCONDUCT

While students are expected to respect the law and College regulations and policies at all times, the Code of Conduct specifically prohibits, but is not limited to, such acts as:

- 3.1 assaulting, threatening, physically or verbally abusing, or intimidating another member of the Champlain or Bishop's University community;
- 3.2 acting in any way which endangers the health, safety or well being of others;
- 3.3 unruly behaviour, disturbing the peace, disrupting or obstructing College or other campus activities;
- 3.4 theft, destruction, or intentional or reckless damage to the property of members of the College or campus community;
- 3.5 theft of College or Bishop's University property or services;
- 3.6 defacing, misusing or damaging the College or Bishop's University grounds, building, facilities or equipment;
- 3.7 misuse and inappropriate use of computers or interfering in any manner with their pedagogical use;
- 3.8 unauthorized removal to another location of College or Bishop's University furnishings or equipment;
- 3.9 failure to assure the security of equipment for which one is responsible;
- 3.10 presence on College or campus property outside of authorized hours;

- 3.11 unauthorized presence in or use of restricted College or Bishop's University premises, facilities or property;
- 3.12 intentionally furnishing false information to the College;
- 3.13 involvement in forgery, unauthorized alteration, or unauthorized use, of any College document or instrument of identification;
- 3.14 gambling;
- 3.15 possession, use, distribution or sale of alcohol or illegal drugs;
- 3.16 use or possession of any weapon or dangerous material;
- 3.17 committing indecent or grossly immoral acts and/or using obscene, profane or abusive language;
- 3.18 promoting racism, sexism, homophobia or hatred in ideas or actions;
- 3.19 smoking in an area where it is prohibited;
- 3.20 consumption of food or beverages in areas where this is prohibited;
- 3.21 unauthorized use of the College's name or logo;
- 3.22 unauthorized display, advertising, selling or solicitation, or engaging in commercial activities on College or Bishop's University premises;
- 3.23 failure to identify oneself properly or refusal to produce an ID when requested by College personnel or a security guard acting in the performance of his/her duties;
- 3.24 making false statements to a College official or security guard enquiring into an allegation of misconduct;
- 3.25 failure to comply with the directives of a College official or security personnel acting in performance of their duties;
- 3.26 counselling, inciting, aiding, being party to, or deliberately concealing another person's misconduct;
- 3.27 carrying out unauthorized initiation activities or hazing;
- 3.28 unauthorized use or possession of school keys;
- 3.29 violation of College regulations, policies or the terms of any disciplinary action imposed in accordance with this Code.

4. STUDENT MISCONDUCT OUTSIDE OF CLASS ON CAMPUS

4.1 Procedures to Deal with Misconduct Outside of Class on Campus

NB Student misconduct on the premises of Champlain College Residence is outlined in the Residence Handbook.

4.1.1 Minor Infractions

Faculty and staff who observe minor infractions of the Code are encouraged to intervene and deal with the situation in an appropriate manner.

4.1.2 Serious Infractions

Faculty, staff and students who observe serious infractions of the Code should report such behaviour to the Director of Student Services and/or Security. Faculty and staff should take and report, when possible, the names and ID numbers of students who violate provisions of the Code. The report, either oral or written, should be made as soon as possible after the incident.

4.1.3 The Responsibility of the Director of Student Services

The Director of Student Services is responsible for the following:

- handling cases of infractions of the Code outside of class.
- investigating to determine the facts of the cases in violation of the Code.
- consulting with the Campus Director on cases of a serious nature.
- imposing any of the sanctions described in Clause 8.
- Ensuring a fair hearing for the student.

5. STUDENT MISCONDUCT IN CLASS

5.1. General Provisions

5.1.1 The instructor, working within the guidelines provided, is responsible for determining the appropriateness of student behaviour in the classroom.

5.1.2 The Academic Dean provides faculty with guidelines for the definition of student misconduct in class and may intervene in cases of dispute.

5.2 Procedures to Deal with Misconduct in Class

5.2.1 The Responsibility of the Instructor

If a student demonstrates misconduct in class, an instructor may require that the student leave the class for the remainder of that class period (Sanction 8.5, Short Term Class Suspension). The student must be given the reasons for which he/she has been required to leave the class.

If a student refuses to abide by an instructor's imposition of a Short Term Suspension, the instructor may immediately refer the matter to the Dean. In exceptional circumstances, the instructor may cancel the class and then refer the matter to the Dean.

If an instructor requires a student to leave class on a second occasion, the instructor must give the Dean written notification within two working days of this incident, including the reasons for which the student was required to leave class on both occasions.

5.2.2 The Responsibility of the Dean

The Dean is responsible for the following:

- handling “in class” infractions of the Code.
- ensuring that the student is given a fair hearing.

The Dean may attempt to mediate the situation or may proceed to immediate disciplinary action, including the sanctions covered in Clause 8.

If an instructor wishes a student to be made subject to a Long Term Class Suspension (Sanction 8.6), a written request detailing the reasons for this action must be provided to the Dean. A copy of this request will also be provided to the student in question.

Decisions regarding Long Term Class Suspension will be made by the Dean and will be conveyed to the student by registered mail.

6. STUDENT MISCONDUCT AT THE CENTRE FOR CONTINUING EDUCATION

6.1 The Responsibility of the Director of Continuing Education

The Director of Continuing Education is responsible for the following:

- handling all infractions of the Code as they apply to Continuing Education students, both inside and outside the classroom.
- imposing any of the sanctions described in Clause 8.

- Ensuring that the student is given a fair hearing.

Decisions regarding Long Term Class Suspension will be made by the Director of Continuing Education and will be conveyed to the student by registered mail.

7. THE RESPONSIBILITY OF THE CAMPUS DIRECTOR

- 7.1** The Campus Director assumes overall responsibility for the application of the Student Code of Conduct. The Director will ensure that all procedures are properly followed, that the student has an opportunity to be heard, and that all pertinent documents are maintained in the College's central record system for the Code to ensure confidentiality.

8. SANCTIONS FOR MISCONDUCT

- 8.1 ORAL WARNING** - The student is advised orally of the consequences of a repetition of the misconduct in question.

- 8.2 WRITTEN WARNING** - The student is warned in writing that further misconduct may result in more severe disciplinary action. Written warnings may specify the sanction to be applied in the event of further, continued, or repeated misconduct within a stated period of time.

- 8.3 DISCIPLINARY MEASURES** - The student is informed in writing that his/her behaviour has resulted in the imposition of a disciplinary measure such as the following:

Apology: A written apology to persons, groups, or organizations offended by the student's behaviour

Loss of Privileges: Restricted privileges, such as exclusion from College activities.

Restricted access: Restricted access to certain areas or the use of certain facilities or equipment.

Restitution: Reimbursement to the College or to other persons, groups, or organizations for damages incurred as a result of a violation of this code or for misappropriation of equipment or services. The terms of this measure will be described in detail in the letter given to the student.

Community Work: Reimbursement in the form of appropriate community service as determined by the Student Conduct Committee or the Director of Student Services.

Fines: Monetary penalty up to \$250.00.

Peace Bonds: Deposit of an amount up to \$100.00, refundable at the end of the term if no further misconduct has taken place.

Compulsory attendance at alcohol or drug education courses: as available

- 8.4 PERMANENT RECORD - Letters and reports concerning a student's misconduct may be added to a student's official file. The length of time such a record is to be maintained in the file should be specified.
- 8.5 SHORT TERM CLASS SUSPENSION – Exclusion of the student by an instructor from a class for the remainder of the class period.
- 8.6 LONG TERM CLASS SUSPENSION – Exclusion of a student from a class for a prolonged period determined by the Dean for Regular Day students or by the Director of Continuing Education for Continuing Education students.
- 8.7 COLLEGE SUSPENSION - The student is barred from the premises, and exclusion from all classes and other privileges and activities for a period determined by the Dean, Director of Continuing Education, or Director of Student Services. Notification will be placed in the student's file.
- 8.8 COLLEGE EXPULSION - The student is barred from the premises, and all student's rights and privileges as a student at Champlain College are withdrawn for an indefinite period. Notification will be placed in the student's file. The student may be refused permission to participate in registered classes and/or College-related activities. This may go as far as to include a refusal to re-register at the College or to have access to the College facilities indefinitely.

9. **APPEALS**

9.1 **APPEALS PROCEDURE**

- 9.1.1 All appeals must be made to the Campus Director within 10 working days of the appellant's receipt of the decision to impose a sanction of the Code.
- 9.1.2 Appeals regarding long term suspension or expulsion will be immediately referred to the Student Conduct Appeals Committee.
- 9.1.3 For all appeals regarding long term suspension or expulsion, the Campus Director will return a decision within 5 working days of receipt of the recommendation of the Student Conduct Committee. In all other cases, the decision of the Campus Director will be returned within 10 working days.
- 9.1.4 Any sanction under appeal will remain in force until the appeal process is completed.

9.2 THE STUDENT CONDUCT APPEALS COMMITTEE

9.2.1 Composition

The Student Conduct Appeals Committee shall consist of five (5) persons each chosen annually.

- A member selected by the Champlain College Teachers Union (SECCL)
- A student selected by the Champlain Students' Association (CSA)
- A member selected on a rotational basis by the Champlain Non-Teaching Professionals Association (APCCL)
- A member selected by the Champlain Support Staff Union (CRCLSSU)
- A chairperson selected by the College Administration

All members of the Student Conduct Appeals Committee have voting rights.

9.2.2 Mandate

The Student Conduct Appeals Committee shall hear appeals regarding long term suspension or expulsion and make recommendations to the Campus Director.

9.2.3 Procedure

9.2.3.1 When an appeal is received, the Chair of the Student Conduct Appeals Committee will convene a meeting without undue delay, and, whenever possible, the Committee's deliberations will be completed within two weeks.

9.2.3.2 The Chair will advise the student within 48 business hours, in writing, of the meeting date, and will invite the student to attend the Committee's meeting.

9.2.3.3 The Student Conduct Appeals Committee will invite and hear all individuals suggested by the administrator concerned (Dean, Director of Student Services, Director of Continuing Education) or by the appellant.

9.2.3.4 The Student Conduct Appeals Committee will assure that due process governs the proceedings and will assure that the case is treated on its individual merits.

9.2.3.5 All Student Conduct Appeals Committee sessions are closed to persons whose attendance is not required and every effort will be made to ensure the confidentiality of all deliberations.

9.2.3.6 The Student Conduct Appeals Committee will make its recommendation to the Campus Director, whose decision is final.

9.2.4 **Final Decision**

Upon receipt of recommendations by the Student Conduct Appeals Committee, the Campus Director will render a final decision. The decision will be communicated to the appellant by registered mail. In the event that the Campus Director chooses not to accept the recommendation(s) of the Student Conduct Appeals Committee, the reasons for such a decision will be provided to the Committee in writing.

10. STUDENT MISCONDUCT INVOLVING STUDENTS FROM CHAMPLAIN REGIONAL COLLEGE (LENNOXVILLE CAMPUS) AND BISHOP'S UNIVERSITY

10.1 In cases of misconduct involving students from both Champlain Lennoxville and Bishop's University, the Champlain students will be dealt with by the Director of Student Services (Lennoxville) and those from Bishop's will be handled by the Dean of Student and Ancillary Affairs (Bishop's) according to the policies in effect at their respective institutions.

11. ADOPTION AND REVISION OF THE CODE OF CONDUCT

11.1 **ADOPTION:** The present Code of Conduct comes into effect once it is formally approved by Champlain Regional College's Board of Governors.

11.2 **REVISION:** The Code of Conduct will be thoroughly reviewed every three years, or more often as needed. Revisions to the Code of Conduct will be based on modifications presented to and subsequently recommended by the Academic Advisory Council to the Campus Director. Modifications may be suggested by any member of faculty, staff or the student body.

11.3 **APPLICATION:** An annual report will be prepared by the Director of Student Services and submitted to the Campus Director concerning the application of this Code, along with recommendations for revisions, if needed.