

CHAMPLAIN REGIONAL COLLEGE
OF GENERAL AND VOCATIONAL EDUCATION



CODE FOR STUDENT CONDUCT
ST. LAWRENCE CAMPUS

This policy was adopted for the first time by the Board of Governors' resolution number 2148, on June 18, 2004
and modified by resolution number 2515, on September 25, 2009.

CHAMPLAIN REGIONAL COLLEGE (ST. LAWRENCE CAMPUS)

Code of Student Conduct

1. PREAMBLE

The aim of a code of student conduct in a College setting is to protect the College community and to further the College mission. Champlain Regional College has as its mission the individual success of its students in their education and personal development so they can set and achieve goals in life. The purpose of the **Code of Student Conduct** is to insure that all members of the St. Lawrence community enjoy the opportunity to exercise their rights. It is also intended to provide students, through the exercise of their responsibilities, with the occasion 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.

All members of the Champlain Regional College (St. Lawrence Campus) community (students, faculty and staff) plus the College as a corporate entity are subject to the law and have recourse to the law. Individuals or the College may take legal action irrespective of whether recourse has already been had to the provisions of this Code of Student Conduct. Disciplinary action by the College will normally proceed during criminal proceedings and is not subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

2. APPLICATION

The Code of Student Conduct is intended to cover instances of **non-academic misconduct** not otherwise dealt with in College regulations and policies.

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. The confidentiality of all parties concerned will be respected.

The Code applies at any site or on any occasion involving field trips or extra-curricular activities which are supervised or sponsored by the College. A student group or organization and its officers may be held collectively or individually responsible when violations of this Code - by those associated with the group or organization - have received the tacit or overt consent or encouragement of the group or organization or of the group's or organization's leaders, officers, or spokesperson.

Responsibility for the enforcement of this Code is by 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 by the Code Administrators. It will be located in the office of the Dean of Academics and Student Services.

3. STUDENT MISCONDUCT OUTSIDE OF CLASS

3.1 DEFINITIONS OF TERMS

EXPULSION: Withdrawal of a student's rights and privileges at Champlain Regional College (St. Lawrence Campus). 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 College facilities indefinitely.

IDENTIFICATION: All students registered at Champlain Regional College (St. Lawrence Campus) must have valid college identification card. Students must present this 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.

PERSON: An individual, who studies, works, attends or visits College facilities.

PERSONNEL OR STAFF: For the purpose of this policy, 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.

STUDENT: For the purposes of this policy, a student is defined as any person admitted to Champlain Regional College (St. Lawrence Campus) and registered in or formally auditing one or more courses (credit or non-credit) offered by the College.

SUSPENSION: To temporarily refuse an individual access to the College or to one or more College-sponsored activities or privileges.

3.2 DEFINITIONS OF MISCONDUCT

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

3.2.1. assaulting, threatening, physically or verbally abusing, intimidating or taxing another member of the College community;

3.2.2. carrying out unauthorized initiation activities or hazing;

3.2.3. acting in any way which endangers the health, safety or well-being of others;

3.2.4. engaging in unruly behaviour, disturbing the peace, disrupting or obstructing College activities;

3.2.5. theft, destruction, or intentional or reckless damage to the property of other members of the College community;

3.2.6. theft of College property or services;

- 3.2.7. unauthorized use or possession of school keys;
- 3.2.8. defacing College property with graffiti, misusing or damaging College grounds, buildings, facilities or equipment;
- 3.2.9. consumption of food and/or beverages in areas where this is prohibited: science and language laboratories, rooms with computer equipment, athletic facilities (*plastic beverage containers **only***) or the Library;
- 3.2.10. polluting College facilities or grounds by not making use of available recycling bins, garbage receptacles or ashtrays;
- 3.2.11. smoking in an area where it is prohibited by law;
- 3.2.12. failure to wear clothing which respects the norms of hygiene, health and security or which respects the regulations pertaining to science laboratories and athletic facilities;
- 3.2.13. removing College furnishings or equipment to another part of the building without the authorization of the Buildings and Equipment office ;
- 3.2.14. failing to ensure the security of equipment for which one is responsible;
- 3.2.15. gambling;
- 3.2.16. possession, use, distribution or sale of alcohol or illegal drugs,
- 3.2.17. being under the influence of alcohol or illegal drugs;
- 3.2.18. use or possession of any weapon or dangerous material;
- 3.2.19. committing indecent or grossly immoral acts;
- 3.2.20. promoting racism, sexism, hatred in ideas or actions;
- 3.2.21. unauthorized use of the College's name or logo;
- 3.2.22. unauthorized display, advertising, selling or solicitation, or engaging in commercial activities on College premises without authorization;
- 3.2.23. being on College property outside of posted business hours;
- 3.2.24. unauthorized use of or presence in restricted College premises, facilities or property;
- 3.2.25. intentionally providing false information to the College;
- 3.2.26. involvement in forgery, unauthorized alteration, or unauthorized use, of any College document or instrument of identification;

3.2.27. failing to identify oneself properly or refusing to produce ones' College identification card when requested by College officials or their representatives acting in the performance of their duties;

3.2.28. making false statements to a College official enquiring into an allegation of misconduct;

3.2.29. failing to comply with the directives of a College official, including College security personnel, acting in performance of their duties;

3.2.30. inciting, aiding, being party to, or deliberately concealing another person's misconduct;

3.2.31. violation of College regulations, policies or the terms of any disciplinary action imposed in accordance with this Code.

3.3.1 PRODEDURES FOR DEALING WITH MISCONDUCT OUTSIDE CLASS

3.3.1 Faculty and staff

Faculty and staff who observe minor infractions of the Code of Student Conduct are encouraged to intervene and deal with the situation.

3.3.2 Faculty, staff and students

Faculty, staff and students who observe serious infractions of the Code are encouraged to report such behaviour to the Dean of Academics and 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. A written or verbal report should be made as soon as possible after the incident.

3.3.3 The Dean of Academics and Student Services

The Dean of Academics and Student Services will investigate to determine the facts of the cases in violation of the Code. The Dean of Academics and Student Services will deal personally with infractions of the Code involving misconduct out of class. The Dean of Academics and Student Services will refer cases of a serious nature to the **Student Conduct Ad-Hoc Committee** for adjudication. The Dean of Academics and Student Services may impose the sanctions described in 3.5.1, 3.5.2 and 3.5.3 of the Code.

3.3.4 The Student Conduct Ad-Hoc Committee

3.3.4.1 Composition

The Student Conduct Ad-Hoc Committee shall consist of three (3) staff members: The Dean of Academics and Student Services as well as two (2) staff members, (1) external member from outside the college community selected by the Dean, and one (1) student. The Dean of Academics and Student Services shall act as Chairman.

3.3.4.2 Mandate

The Student Conduct Ad-Hoc Committee has the power to act in all cases referred to it by the Dean of Academics and Student Services involving student misconduct at co-curricular and extra-curricular activities supervised or sponsored by the College. The Committee will also hear appeals made by students to sanctions imposed by the College. Members of the Committee who find themselves in conflict of interest are asked to notify the Dean of Academics and Student Services so that a replacement(s) may be found.

3.3.4.3 Authority

The Student Conduct Ad-Hoc Committee may impose the sanctions described in 3.5.1, 3.5.2, and 3.5.3 of the Code. The Student Conduct Ad-Hoc Committee may also recommend that the Director of Champlain Regional College (St. Lawrence Campus) impose other disciplinary measures identified in the present code.

3.3.4.4 Procedure

Once the Dean of Academics and Student Services refers a matter to the Student Conduct Ad-Hoc Committee he is responsible to convene a meeting within 48 hours. Whenever possible, the Committee's deliberations should be completed within two weeks of the referral.

Within 72 business hours, the Chairman of the Student Conduct Ad-Hoc Committee will advise the student(s), in writing, of the charges against him/her/them. The Chairman will invite the student(s) to attend the Committee's meeting.

The Chairman of the Student Conduct Ad-Hoc Committee may invite witnesses to give testimony.

The Chairman of the Student Conduct Ad-Hoc Committee will ensure that due process governs the proceedings and will ensure that each case is treated on its individual merit.

All Student Conduct Ad-Hoc Committee sessions are closed to persons whose attendance is not required. Every effort will be made to ensure the confidentiality of all deliberations.

The Chairman of the Student Conduct Ad-Hoc Committee will notify the student(s) of the results of the hearing in writing within two weeks after the meeting has been held

The Chairman will place all official documents pertaining to the case in the College's central record system for the Code of Student Conduct. Since this process is confidential, the records are accessible by the Dean of Academics and Student Services only.

Individuals or groups against whom complaints have been laid who refuse to appear and/or refuse to abide by the sanctions established by the Student Conduct Ad-Hoc Committee will be referred to the Director of Champlain Regional College (St. Lawrence Campus) for action, as per the sanctions outlined in Section 3.5.

3.3.5 The Director of Champlain Regional College (St. Lawrence Campus)

The Director of Champlain Regional College (St. Lawrence Campus) may impose the sanctions described in Articles 3.5 of the Code. The student will be notified by registered mail, in the event of inclusion of material in his/her permanent file; College suspension or College expulsion. If, in the judgment of the Director, the alleged misconduct warrants the student's immediate suspension, the Director may immediately suspend the student pending a final decision of the case.

3.3.6. Appeals

Appeals must be made, in writing, within ten (10) working days of the appellant's receipt of the decision of the Dean of Academics and Student Services.

Students making an appeal must be advised that they can be accompanied by a **maximum** of two interested parties when they meet with the Committee.

The Student Conduct Ad-Hoc Committee will make its recommendation to the Director of Champlain Regional College (St. Lawrence Campus) whose decision is final.

Any decision under appeal will be respected until the matter is decided.

3.4 SANCTIONS FOR MISCONDUCT OUTSIDE CLASS

3.4.1 VERBAL WARNING: In the presence of a witness, the student is advised verbally of the consequences of a repetition of the misconduct in question.

3.4.2 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.

3.4.3 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.

- **Disciplinary Probation:** Restricted privileges such as exclusion from certain College-sponsored activities.
- **Disciplinary Prohibition:** 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 mailed to the student.

3.4.4 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 will be specified.

3.4.5 COLLEGE SUSPENSION: Exclusion from all classes and other privileges and activities for a period determined by the Director of Champlain Regional College (St. Lawrence Campus). The student is barred from the premises and must remit his/her student identification card and any property belonging to the College. Notification will be placed in the student's file.

3.4.6 COLLEGE EXPULSION: Withdrawal of a student's rights and privileges as a student at Champlain Regional College (St. Lawrence Campus). Student status is terminated for an indefinite period. Notification will be placed in the student's file.

3.5 APPEALS TO SANCTION FOR MISCONDUCT OUTSIDE CLASS

3.5.1 A student or group may appeal any sanction set by the Student Conduct Ad-Hoc Committee. The appeal is made to the Director of Champlain Regional College (St. Lawrence Campus). The Director's decision is final.

3.5.2 Students making an appeal to the Director of Champlain Regional College (St. Lawrence Campus) will be advised that they can be accompanied by no more than two (2) interested parties when they meet with him.

3.5.3 Appeals must be made, in writing, within 10 working days of the appellant's receipt of the decision of the Committee.

3.5.4 Any decision under appeal will be respected until the matter is decided. If the appeal is successful, the College will make every effort, insofar as it is practical, to reverse the consequences or sanctions previously imposed.

3.5.5 The decision of the appeal must be rendered no later than 10 days from the date the appeal was filed. Such a decision must be transmitted to the student or group of students by registered mail. A copy is sent to the Student Conduct Ad Hoc Committee. A copy of the final decision may be added to a student's file.

4. ADOPTION AND REVISION OF THE CODE OF STUDENT CONDUCT:

- 4.1 ADOPTION:** The present Code of Conduct comes into effect once it is formally approved by Champlain Regional College's Board of Governors.
- 4.2 REVISION:** A revision to the Code of Conduct can be made and is based on practices and recommendations by the Student Services Committee.
- 4.3 APPLICATION:** The Dean of Students and Academic Services submits to the Director of Champlain Regional College (St. Lawrence Campus) a yearly report on the application of the Code of Conduct and may submit recommendations for modifications.

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