

Canadian Career Education College Scope of Conduct and Discipline

Canadian Career Education College is mandated by law and by the community it serves to provide an educational environment that demonstrates professionalism and academic currency, that values diversity, and that respects the processes and traditions of learning.

The terms of this mandate are prescribed by:

- the founding documents of the College;
- the laws to which the College is subject;
- the collective agreements that govern academic employees and support staff; and
- the operational policies and procedures that the College has adopted (see Appendix 6 – Retention and Disposal Schedules (Student Records)).

Central to these documents and the processes that created them is an implicit assumption about the maturity and appropriate personal conduct of all students studying at the College.

This code of conduct is designed to provide an explicit definition of the minimal standards of personal conduct that the College expects of all its students including those who are distance students. It represents, for the College, a benchmark of expectations regarding students, and defines the boundaries within which a rewarding and mutually supportive learning environment can be created.

It is based on the assumption that most students in the College already uphold these statements of conduct and can, without reservation, endorse them.

The College's approach to discipline is an educative one aimed at helping students to understand their behaviour and its impact on others.

1 SCOPE OF CONDUCT

Introduction

CANADIAN CAREER EDUCATION COLLEGE assumes that all students attending the College in all programs – full-time and part-time – are adult learners who have accepted the principle that they share, with the College, responsibility for creating and maintaining a respectful and productive learning environment. Students are members of a complex community and as such are required to obey the laws of the Dominion, the Province, and the City; are required to observe the rules of CANADIAN CAREER EDUCATION COLLEGE; and to conduct themselves within the commonly accepted standards of behaviour including those related to the consumption of alcohol or illegal substances.

Appropriate student conduct can be defined by describing behaviours that demonstrate its presence and then, conversely, by defining activities that clearly demonstrate its absence. Student conduct will be demonstrated in four distinct areas of activity:

- classroom conduct
- conduct relating to academic performance
- relationships with students outside of the classroom
- relationships with faculty and staff outside of the classroom

The expectations of the College with relation to each of these areas will be described in detail in this document.

1.1 Adherence to Policies

Students are expected to :

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- familiarize themselves with the College policies relevant to them;
- adhere to those policies to the best of their ability and assist and encourage fellow students to adhere to the policies;
- draw perceived problems with the policies to the attention of their Student Association, which will take concerns to the Office of the Vice President, Academic;
- familiarize themselves with and adhere to the relevant provisions of the Ontario Human Rights Code (see Appendix 3) and the College Prevention of Discrimination and Harassment Policy.

1.2 Inappropriate Behaviour

Students will ensure that their behaviour is at all times respectful of others and supportive of class objectives. Students are not to use the classroom or online environment to:

- utter scurrilous, profane, or obscene language;
- make remarks or engage in conduct that is racist, sexist, or in other ways discriminatory as defined by the Ontario Human Rights Code (see Appendix 3);
- engage in behaviours or make remarks that could reasonably be interpreted as threatening;
- attempt to divert the class in support of any personal, political, religious, or social agenda; or
- attempt to use one class or an online forum as a forum to complain about another class or defame staff;
- encourage, by inaction or innuendo, the development of a learning environment that is fractious, disrespectful of others, or inconsistent with the student code of conduct.

2 STANDARDS OF CLASSROOM CONDUCT

Students will ensure that their conduct in the classroom contributes to a productive learning environment. Students are expected to refrain from promoting their personal, religious, political, social, or business agendas either during class time or in the online environment.

2.1 Participation and Conduct

Students are expected to :

- arrive at each class on time. If for any reason they are late in arriving, they should enter with minimal disruption. If it is necessary to leave the class early, they should leave unobtrusively;
- participate co-operatively in classroom activities;
- bring any concerns about any class situation or about the course to the attention of the faculty in a timely manner, and in an atmosphere that is non-confrontational and respectful of issues of confidentiality. Specifically, students should avoid repeated in-class interruptions that disrupt the progress of learning;
- comply with College regulations regarding prohibition of food and drink in the classroom;
- not be impaired by either drugs or alcohol.

2.2 Audio taping

Students may audiotape their class under the following conditions:

- they must first ask the faculty for permission to audiotape, and permission will not be unreasonably withheld. It is recognized that some classes such as group processing classes may not be appropriate for audio taping.
- all members of the class must know the class is being taped;

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- the individual student will only use the tape of class for academic purposes;
- the right to privacy of the faculty and the members of the class will be respected;
- they submit to faculty a Student Accommodation Form indicating 'audio taping' as an accommodation by the Disability Services office under the Ontario Human Rights Code (OHRC).

2.3 Photography/Videotaping

Students are not permitted to photograph or videotape except with prior permission from faculty and the entire class. This includes using cell phones for these purposes.

Due to privacy laws, it is a violation to post audio, video or photographs of faculty, fellow students, clients, children in the lab schools, or community members on any social network without explicit permission.

3 CONDUCT RELATING TO ACADEMIC PERFORMANCE.

Students will take responsibility for their own academic achievement. Students will demonstrate their commitment to their own goal of educational advancement by attending class, completing assigned work, and complying with copyright legislation, as outlined below.

3.1 Attendance

Students should attend class. The College recognizes that, as adult learners, students will make individual decisions regarding attending classes. The College expects that students understand and accept that there may be consequences resulting from their decision not to attend. There may be instances where attendance in classes, labs, demos or work placements is required. Students are required to adhere to the attendance policy where stated.

3.2 Classroom Activities

Students should complete assignments, projects, and any other classroom activities set by the faculty for evaluation, on time. If a student is unable to complete the work in the designated time, he/she should discuss this matter with the faculty in advance of the due date.

3.3 Copyrights

Students must comply with the laws regarding copyright and trade mark, as well as with licensing agreements pertaining to the use of print materials, software, databases, etc. and with the College's copyright policy. More detailed information about the law is available in the sources listed in Appendix A of the copyright policy. Students should be aware that the College will not provide assistance or protection relating to charges arising from copyright infringement.

4 ACADEMIC INTEGRITY

CANADIAN CAREER EDUCATION COLLEGE believes that the development of self-discipline and acceptable standards of academic integrity are fundamental aspects of the learning process. Individuals and groups must uphold the values of academic integrity - fairness, honesty, trust, respect and responsibility.

All members of the college community must be committed to academic honesty including college staff and students. Breaches of academic integrity are considered a serious offence and disciplinary action will be taken in response to acts of academic dishonesty.

4.1 Offences Warranting Disciplinary Action

The following offences are considered to be acts of academic dishonesty warranting disciplinary action:

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Fabrication

- Improper Research Practice
- academic research includes the collection, analysis, interpretation and publication of information or data obtained in the scientific laboratory or in the field.
- forms of improper research practice include but are not limited to:
- dishonest reporting of investigative results, either through fabrication or falsification;
- taking or using the research results of others without permission or due acknowledgement;
- misrepresentation or selective reporting of research results or the methods used.

Cheating

- the use or possession of an unauthorized aid or aids or use of unauthorized assistance in any academic examination or term test or in connection with any other form of academic work (e.g. cheating during a test or an examination or theft of an examination); this also includes collaborating when faculty's instruction was to work independently.

Forging or Falsification of Documents

- forging, altering, or in any other way falsifying any document or evidence required for admission to the College, or circulating or making use of any such forged, altered, or falsified document, whether the record be in print or electronic form; forging a document or the signature on a document such as a doctor's note, letter of recommendation or letter of permission.

Impersonation

- the impersonation of, or the act of having another person impersonate, another student at any academic examination or term test or in connection with any other form of academic work;

Plagiarism

- Plagiarism is defined as:
- a direct quotation, paraphrasing or expressing an idea that was articulated by someone else from a text or paper without identification as to source,
- submission of a work as one's own when it has been prepared by someone else, and
- contraction for assignments or submission of reports that are not the work of the student
- not giving credit for work that was done in collaboration
- the submission, without the knowledge and approval of the faculty to whom it is submitted, of any academic work for which credit has previously been obtained or is being sought in another course or program of study in the College or elsewhere;
- the submission for credit of any academic work containing a purported statement of fact or reference to a source that has been concocted;
- engaging in any form of cheating, academic dishonesty or misconduct, fraud or misrepresentation not herein otherwise described, in order to obtain academic credit or other academic advantage of any kind.
- Facilitating Academic Dishonesty
- Encouraging, enabling, or causing others to do, or attempt, any of the above with intent to mislead faculty, academic unit, program, office or committee as to a student's academic status, qualifications, actions or preparation shall be considered a breach of academic honesty.

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- Inappropriate Use of Digital Technology
- This may be a violation of academic honesty. Forms of inappropriate use of digital technology may include but are not limited to:
 - Unauthorized entry into a computer file for the purpose of using, reading or changing its contents;
 - Unauthorized transfer of one or more files or part of the data contained within a file;
 - Unauthorized use of another's identification and password;
 - Use of computing facilities to interfere with, or alter the work of another student, faculty member, or College staff member.

4.2 Consequences

The College is committed to academic integrity and will, without hesitation and without exception, penalize acts that demonstrate disregard for the standards governing honesty in academic performance. The minimal consequence for submitting a plagiarized, purchased, contracted, or in any manner inappropriately negotiated or falsified assignment, test, essay, project, or any evaluated material will be a grade of zero on that material.

If the College discovers that a student has knowingly provided illegal assistance to a fellow student in an examination or assignment, then that student will also receive a mandatory grade of zero on the examination or assignment in question.

Incidents of academic dishonesty will be considered a major infraction under the terms prescribed in this policy. The College may apply the full range of options, including suspension or expulsion, according to the procedures outlined.

5 ASSESSMENT OF ACADEMIC DISHONESTY

5.1 Process for Course Faculty

If faculty has cause to believe that a student has plagiarized, submitted false materials, cheated on an exam, or in any other way behaved in an academically dishonest manner, he/she will:

1. Immediately inform the student of the act of dishonesty and give the reasons.
2. Give the student an opportunity to present his or her side of the story and, if appropriate, write an on-the-spot précis of the material in question. Faculty will also be sensitive to the needs of ESL students or students with disabilities in this instance. In the case of group assignments, the faculty may interview students to determine the extent of their involvement in the dishonesty and to determine a course of action.
3. Assign a mandatory grade of zero to the material in question if the student is unable to:
 - provide a credible explanation to account for the behaviour that has caused the concern to be raised;
 - refute the evidence provided, or
 - provide an accurate précis.
4. Provide the appropriate President/Director of the student's program with an Academic Discipline Report that:
 - outlines the nature of the offense,
 - summarizes the interactions, and

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- documents that a grade of zero has been assigned (copy attached as Appendix 4 of the full policy documents).

5.2 Process for Invigilator (Exam Supervisors)

If a n invigilator who is not the student's professor and who may not be a faculty member has reason to believe that a student is cheating during an examination, he/she will

1. Inform the student immediately that he/she believes that an act of dishonesty has taken place and give reasons.
2. Require the student to leave the examination.
3. Provide a full report in the form of a memo to the student's faculty member, who will follow up according to the provisions provided in this policy.

5.3 Discipline Reports and Records

The Academic Discipline Report will remain with the President for the duration of the student's participation in that program of study to ensure documentation of repeated incidents of academic dishonesty.

Disciplinary records (with the exception of expulsion, refusal for re-admission or suspension beyond 10 days) may be held for three years following the student's graduation from the College and will then be destroyed in compliance with the provisions of the Freedom of Information and Protection of Privacy Act (see Code of Conduct: Academic Employees).

Suspension: when a student has been asked to leave the college for a period of time but may be allowed to return based on the conditions set by the President. Suspensions can be for a period of between one day and one year.

Expulsion: when a student has been asked to leave the college. This may be for a period of 12 months or more.

6 RELATIONSHIPS OUTSIDE THE CLASSROOM

Relationships outside the classroom refers to student interactions in such areas as Learning Resource Centres, gymnasiums, lounges, cafeterias, and other College spaces designed for students to use, either for study, for access to services, or for socializing and to interactions that occur off campus in activities sponsored by the College, such as placements, clinical settings, and field trips.

Behaviours that are inappropriate inside the classroom are equally inappropriate outside the classroom and students are expected to demonstrate courtesy and respect (see item 1.3) in all their interactions with other students, faculty and staff, including the communications on the intra/internet.

Students should feel free to ask fellow students for help with or clarification of course content.

However, they should be aware that there are limits to the kind of help that fellow students and support services, such as peer tutoring and peer learning, can reasonably be expected to provide.

6.1 College Property/Resources

Students will comply with College rules and regulations governing areas designed for common student use (includes property within and outside of school premises) and will co-operate with College staff in applying those rules and regulations.

Students will return all materials borrowed from Learning Resource Centres or from other departmental resource centres when due.

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Students will treat books, computers, and all other materials and equipment provided by the College for student use with care, and will refrain from any activity that in any way damages, defaces, or negatively affects the usefulness of the material or equipment. Specifically, students will understand that the College regards vandalism of learning resources as a major infraction of the College Policy on Student Code of Conduct and Discipline (See section 11 of this policy).

6.2 Conflicts and Interventions

Students should strive actively to resolve conflict between themselves and fellow students and should make an effort to prevent conflict between other students. Interventions to be used are verbal attempts at conciliation; if these are not successful, the student should immediately notify a College staff member. Specifically, students should refrain from physical intervention.

Students are urged to follow the specific procedural guidelines provided in the College Policies on Emergencies, the Prevention of Discrimination and Harassment, and on Student Discipline when dealing with such situations.

On College premises, students should refrain from behaviour that may result in the imposition of College sanctions or civil or criminal proceedings.

7 RELATIONSHIPS WITH FACULTY AND STAFF OUTSIDE THE CLASSROOM

Interactions with faculty and staff outside the classroom can occur in several contexts:

- contacts directly relating to their learning situation, for example, with faculty or staff assisting students' work in areas such as libraries, labs, and offices
- contacts on out of college trips and placements (clinical, etc.) and internal placements;
- contacts with any faculty member, support staff member, or manager in any non-academic matter.

Students should:

- feel free to discuss in a courteous and respectful manner any issue concerning their academic standing or learning experience with the faculty member who is teaching them;
- schedule any discussion to take place during the office hours that may be posted by that faculty member or at a mutually determined time;
- maintain a non-confrontational attitude in interactions with faculty and should approach even difficult matters with a view to resolving the problem at hand.

7.1 Concerns with Faculty

Students should refrain from discussing any concerns about another faculty member or another class with any other faculty member. Instead, they should approach their faculty member directly.

However, those who are reluctant to approach their faculty member for any reason (e.g., genuinely intimidated by a faculty member or concerned that any discussion could threaten his or her academic standing or sense of security or integrity), may discuss their concern directly with:

- the President of the faculty member involved, or seek support or guidance from Counsellors in the Counselling Department. Any discussions with a Counsellor fall under the Counselling Department's confidentiality agreement.
- In the case of a human rights complaint, see staff at the Diversity, Equity and Human Rights office.

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7.2 Professional Boundaries

Students should observe and respect the boundaries of the professional relationship between faculty and student.

Specifically, students should avoid forming inappropriate relationships with or attachments to faculty who are currently teaching or evaluating them, for example, by getting drunk with them or by attempting to engage in romantic or sexual activities with them.

Students will treat support staff with courtesy and respect. Specifically, students will, for example,

- maintain a calm and non-confrontational attitude in their dealings with support staff and
- refrain from using email or phone messages to bully or harass college employees,
- honour the professionalism of support staff by accepting the support staff member's assessment of the nature and limits of the duties they are able and willing to perform.

8 POLICY GOVERNING NON-CONFORMING STUDENT BEHAVIOURS

The College is serious in its intent to maintain a climate in which learning can flourish and in which all members of the academic community are treated with equality and respect. The College will take disciplinary action in response to student behaviour that is inconsistent with the maintenance of an appropriate learning environment.

Non-conforming behaviour that constitutes a minor or major infraction as defined in the College Policy on Student Discipline may be dealt with according to the procedures outlined in that policy.

9 DISCIPLINE

This policy statement demonstrates the College's determination that behaviour that is disruptive to the maintenance of an appropriate academic environment, that is harmful to others, that is threatening to others, that vandalizes College property, that constitutes an act of academic dishonesty, or that is illegal will not be tolerated. The policy defines a range of disciplinary responses depending upon the seriousness of the offence.

The policy concentrates on the results of such infractions, not on the intent of the violator.

Remedies range from formal warning, to suspension, to expulsion from the College. In some situations, the College will turn to authorities – such as the police –for assistance.

As this policy outlines increasingly severe disciplinary action, it is very specific in content. It begins with a statement of student conduct that outlines the context in which the College has developed this policy, and it contains a glossary of terms to help ensure that there is clarity in its application.

This policy applies to all students whether they are traditional on-site students or distance students.

In a community dedicated to the development of mature and responsible individuals, who value diversity and respect, the College will not tolerate the following behaviours/offences:

- dishonesty
- misconduct
- disruption of the academic environment
- destruction of property
- fraud
- misdemeanours or other offences against persons or things
- failure to abide by the college's regulations and policies.

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- failure to respect the rights of others.

Students are at all times responsible for their own actions. Ignorance of the rules or of the law is not a defence against disciplinary action. Lack of intention to violate College policy will not generally excuse an infraction. The College reserves the right at all times and at any time to discipline, suspend, expel, place terms or conditions upon, or refuse admission or registration to any individual whose action or influence is considered contrary to this disciplinary policy. Disciplinary actions may become part of the permanent academic record.

The administrator who is dealing with a disciplinary issue will ensure this has been discussed with the violator and will keep the complainant and violator up to date on any resolutions.

Individuals posing a risk of harm to others – in the classroom, elsewhere on campus, or in the context of a field or clinical placement – may initially be dealt with in accordance with the College Policy on Persons Identified as Posing Risk of Harm or the College Policy on Emergencies, and then disciplined if appropriate and applicable.

Students and their rights are protected by the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code, the Freedom of Information and Protection of Privacy Act, and the College policies and procedures. Copies of these documents are available in every College library on campus.

9.1 POLICY

Students who violate a College administrative policy or behave in a manner inconsistent with the above Statement on Student Conduct will be subject to disciplinary sanctions commensurate with the seriousness of the infraction.

Discipline can be progressive in nature and can range from verbal warning to expulsion. In serious situations, the College may invoke a higher level of discipline without the intermediate stages.

Records will be kept of all major infractions. The Registrar will maintain records in cases of expulsion or suspension, and provide this information to security so they can ensure compliance.

Records will be kept of all disciplinary action and may form part of the student's permanent record with the College. Students may be required to compensate for damage or to perform remunerative services. Disciplinary records will be held for three years following the student's graduation from the College and will then be destroyed in compliance with the provisions of the Freedom of Information and Protection of Privacy Act (see Code of Conduct: Academic Employees).

10. MINOR INFRACTIONS

A minor infraction refers to such matters as being disruptive and disrespectful of others on College property by aggressive behaviour, shouting, pushing, shoving, smoking in restricted areas, loitering on College property or by disruptive classroom behaviour.

Generally speaking, an infraction will be considered minor where it clearly violates College policy but:

- there is no immediate threat to the safety or security of people or property,
- there is no criminal act,
- there is no breach of trust, or
- it is an isolated incident.

10.1 Handling Minor Infractions

REPORTING OFFENCES

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Students who observe an infraction should report the matter to a College staff member.

If an academic employee or administrative or support staff member observes an infraction or receives a report that an infraction has occurred, he/she will verbally advise the student that the activity is in violation of College policy.

FACULTY & SUPPORT STAFF RESPONSE

Upon notification, the College staff member will:

1. Listen to the student's explanation in relation to the conduct.
2. If satisfied that an infraction occurred, suggest to the student a way of rectifying the situation (e.g., apologizing for his/her behaviour or seeking assistance from counselling).
3. Warn the student that repeated infractions may lead to progressively severe disciplinary consequences, including suspension and expulsion, in accordance with the procedures governing major infractions.
4. If the identity of the violator is:
 - known, then report the incident to the President of program where the student is registered - not known – then prepare a report of the incident describing the appearance of the student(s) and the nature of the encounter and file it with Security.

The College expects that this sequence of procedures is sufficient to educate the student as to the nature of the infraction, to ensure that the behaviour will not be repeated, and to provide a basis for further action in the event that the behaviour does occur again.

1 0 .2 Repetition of Minor Infractions

Continued incidents of minor infractions, or failure to comply within the time limit for cessation of the specified infraction will result in the appropriate disciplinary sanction.

The Manager or President must have written documentation of sanctions and reasons. The President/Manager may impose sanctions including, but not limited to :

- withdrawing permission to attend class;
- restricting access to a physical area or service;
- suspending the student for up to three days;
- recommending that a fine be imposed by the Registrar to cover such costs as damaged property or compensation for any required additional instruction

Repeated or continuous minor infractions may be characterized as a major infraction and may be disciplined in accordance with the procedures governing major infractions.

1 0 .3 Attendance in Class

Students are not permitted to attend class(es) or field work during a suspension. Specific restrictions may be set by the President.

Suspended students are solely responsible to arrange with faculty that any work or examinations missed during the period of suspension are completed upon their return to the College.

1 0 .4 Re-admittance After Suspension

Before being re-admitted to class, students must agree, in writing, to comply with College policy and/or certain conditions. The College will warn that failure to abide by the agreement will result in further and more serious disciplinary action.

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The President will:

- prepare the agreement – as per Appendix B of this policy;
- meet with the student when the agreement is signed;
- retain a copy of the signed agreement and distribute copies to the Registrar and student.

1 0 .5 Appealing Minor Infractions

Students may request that the Dean, or designate review a disciplinary intervention regarding a minor infraction within five working days. This request must be in writing and:

- outline their concerns, and
- include the name(s) of any person(s) who could corroborate their point of view.

Upon receipt of the written request, the Dean, or designate will meet:

- with the student and the President;
- interview parties who may be able to provide relevant information;
- give the student and the President an opportunity to comment upon those facts considered important in this decision-making process;
- determine whether to uphold or deny the student's appeal, or impose a modified sanction;
- advise the student of the decision, in writing, within 10 days of the interviews.

This will constitute the conclusion of any review by the College of interventions regarding minor infractions.

11 MAJOR INFRACTIONS

A major infraction refers to such matters as disruption of the academic environment; theft on College premises; making threats to the safety and security of others; harassing other members of the community; promoting racism or hatred of others; breach of trust in work, field, or clinical placements; and vandalism of College property.

Generally, an infraction is considered major when:

- there is immediate danger to individuals or property;
- there is a criminal act;
- the action is utterly disruptive to the academic environment;
- there is behaviour that contravenes College Human Rights policies;
- the action constitutes a breach of trust between a student and patient or client;
- there has been an act of physical or sexual assault;
- there is dissemination of slanderous, defamatory, or libellous material regarding any member of the College community.
- there are repeated or continuous minor infractions;
- there is an act of academic dishonesty (see Code of Student Conduct: Academic);
- frivolous and vexatious legal proceedings against the College or any of the College staff are commenced;
- College property (e.g., educational resource materials, computers, laboratory equipment, or any other teaching aid) is stolen or vandalized;
- an infraction of the College Information Technology Policy is committed.

1 1 . 1 Handling Major Infractions

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REPORTING OFFENCES

Students

If a student sees or has been informed of anyone committing a major infraction, he/she should report it immediately to any academic employee, administrative staff member, or security.

Support Staff

If a support staff member observes or has been informed of a major infraction, he/she should report it immediately to any administrative staff member or to security, as appropriate.

Academic or Administrative Staff

If an academic employee or administrative staff member sees anyone committing a major infraction or responds to a report, he/she should immediately:

- intervene by ordering the student(s) to stop; and
- report the infraction to the Manager or President and/or Designate who is responsible for the student, program, or area in which the infraction occurred.
- prepare a full written report, describing the alleged infraction, providing information to support the allegation that an infraction took place, and describing any action taken to date;
- submit the report to the appropriate President, who will then be responsible for any further disciplinary action. When appropriate refer to Security Manager.

ADMINISTRATIVE RESPONSE

If the administrative staff believes that the student poses a continuing danger to persons or property, or a continuing threat to the academic environment, the President or Manager and/or designate:

- may order the student removed from the College premises as soon as possible, and/or
- may impose an immediate suspension (without warning), pending review of the situation;
- forward a copy of the written report (prepared by staff) to the Dean, or designate of his/her division. Report immediately to Security! Note the Person who Presents a Risk of Harm Policy now comes into effect.

If a student refuses a disciplinary order to leave the premises, the College will:

- view this refusal as an additional major infraction and
- will resort to whatever means necessary, including seeking the assistance of College Security who will coordinate presence of police, to effect a removal (see item 2.0 in the College Policy on Emergencies).

1 1 .2 Review and Decision

Within two days of receiving a report of a major infraction, the responsible President will:

1. Familiarize himself/herself with the surrounding circumstances and provide the student with:
 - a description of the alleged infraction
 - the information in support of the allegation that the infraction took place.
2. Give the student an opportunity to:
 - present their side of the story to the President in person and to share any information they believe is relevant to the conduct under consideration
 - ask that the President obtain or receive information from others who were present or who have relevant information for some other reason.

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3. Obtain all of the information relevant to the incident (e.g., interview other persons who may have relevant information, etc.). All interviews should occur as soon as reasonably possible and in a confidential manner.

If the incident involves a violation of the Prevention of Discrimination & Harassment Policy of the College Disability Services policies or Security, (involving Harassment, Diversity, Equity, Disability or Security,) inform the appropriate area of the incident.

4. Report to the Dean, or designate with a recommendation regarding what action, if any, should be taken.

The Dean, or designate will then:

5. Convene a meeting with the student and the President to share with the student the recommendation that has been made by the President and the reason(s) for that recommendation.

6. Give the student an opportunity at that time to present his/her side of the story before deciding what action, if any, should be taken in relation to the alleged infraction.

7. Interview any other parties who may be able to provide information about the relevant circumstances.

8. Give both the student and the President an opportunity to comment upon those facts considered important in this decision-making process.

9. Make a final decision and where required, consult with the offended party regarding the resolution.

Note: In some cases, there may be an ongoing relationship between the parties involved (e.g., student and faculty/classmate). Obtaining agreement concerning the resolution may help to ensure that any discomfort is not prolonged or intensified.

10. Advise the student and the President of that decision in writing, including the reasons for the decision and the sanction to be imposed. See Appendix A for this policy for sample letter.

11. The decision and sanctions are private and details will only be shared with the complainant if there are issues of personal safety.

1 1 .3 Sanctions/Suspensions

The President may recommend a sanction or combination of sanctions commensurate with the seriousness of the infraction, including suspension of up to ten instructional days.

The Dean, or designate may impose suspension for a period longer than ten days, expulsion from the program, or expulsion from the College.

A copy of the suspension letter must be sent to the Registrar and Security needs to be informed.

There are no fee rebates as a result of a suspension.

1 1 .4 Expulsion from a Program or from the College

If the Dean, or designate determines that the only appropriate response to a major infraction is expulsion from the College, he/she will recommend that action to the Registrar.

The Registrar will provide the students with formal written notification of the expulsion, with a summary of the evidence leading to the decision, and inform security of the expulsion so that compliance can be assured.

1 1 .5 Attendance

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Students are not permitted in class or on College premises during a suspension, or following an expulsion.

If students wish to appeal the expulsion, their presence on campus must conform to the conditions specified at that time by the Registrar.

1 1 .6 Timeframe For Expulsion

The normal time frame for an expulsion is a period of 12 calendar months or more from the date of the expulsion. Following that period, the student may apply for re-admission to the College

and will provide a letter signed by the student that assures that he or she will abide by all rules and regulations. See Appendix B of this policy: Letter of Regret and Assurance.

1 1 .7 Re-admittance After Suspension or Expulsion

Students who have been suspended or expelled will be re-admitted to a class or program only:

- after the time frame specified, and
- after entering into a written agreement as set out in 3.6 above, undertaking to comply with College policy and to behave in an appropriate manner at all times
- the College may refuse re-admission.

1 1 .8 Permanent Academic Record

The following disciplinary actions will be reported to the Registrar and become a part of the permanent academic record and appear on transcripts:

- suspensions of more than ten days,
- expulsions, or
- refusals of further registration.

Students may apply to have the official record erased after five years by means of a letter to the Registrar.

1 1 .9 Appeal of Disciplinary Intervention for a Major Infraction

Students have the right to appeal all disciplinary interventions for major infractions, as specified in the College Policy on Student Appeals.

(CANADIAN CAREER EDUCATION COLLEGE wishes to acknowledge Sheridan, Mohawk College and York University as sources for parts of this policy. It was also informed by the Academic Integrity paper written by Paula Price, PhD.).

Draft:

Canadian Career Education College Scope of Conduct and Discipline

APPENDIX A: LETTER OF DISCIPLINE FOR MAJOR INFRACTION OF STUDENT CODE OF CONDUCT

Student's Name: Student #:

Address:

Program Name: Course Code

Date:

Dear (student name):

This letter is to confirm that you have been found guilty of a breach of the Student Code of Conduct which can be found on the college web site. (provide a brief description of the offence)

In accordance with the sanctions outlined in the policy you will (document the sanction imposed)

Should you wish to appeal this decision you must submit an appeal as outlined in the College policy on Student Appeals within ten business days. If you do not submit an appeal, I will assume that you agree with the decision and accept responsibility for the academic offence described above.

Sincerely,

Faculty member/Associate Dean/Registrar

(Note: This sample letter may need to be adjusted depending on the circumstances. It is meant to act as a guide for formatting purposes.

(CANADIAN CAREER EDUCATION COLLEGE acknowledges and thanks Sheridan College for the text used in this letter).

Breach of Academic Honesty Sanction Letter

C.C.E.

College

Canadian Career Education College Scope of Conduct and Discipline

Draft:

APPENDIX B: LETTER OF REGRET AND ASSURANCE

Student code of conduct

I _____ understand that I have been suspended for (insert length of time). This suspension was for a serious infraction of the student code of conduct. I also understand that in order to return to my program at CANADIAN CAREER EDUCATION COLLEGE , I will need to sign this letter of regret and assurance.

I must read and understand the student code of conduct for CANADIAN CAREER EDUCATION COLLEGE . When readmitted I must abide by the student code of conduct. I understand that should I be found to be in contravention of the student code of conduct at any time after re-admission, there will be serious repercussions which could lead to my expulsion from the College.

I understand that this agreement will be kept on file at the Registrar's office of the College.

With my signature below I give CANADIAN CAREER EDUCATION COLLEGE the assurance that I will abide by the student code of conduct if readmitted into the College.

Date:

Print Name

Signature

CANADIAN CAREER EDUCATION COLLEGE

Dean's signature

