

STUDENT Policies and Procedures

33.01	Student Code of Conduct	POLICY
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1.0 PURPOSE

- 1.1 The Student Code of Conduct (the “SCOC”) sets out rules and requirements for Student behavior both on and, in some circumstances, off campus. It also creates a framework for the enforcement of these rules and requirements.
- 1.2 NSCC Policies reflect values of the College and the culture that the College seeks to promote. Students are expected and encouraged to become familiar with and to comply with College Policies.
- 1.3 The SCOC is intended to encourage the development of all Students and to protect and promote the best interests of the entire College Community by creating a safe and respectful environment, conducive to learning and teaching, where Students can:
 - a. study, learn and work without unreasonable interference or disruption by other members of the College Community; and
 - b. be treated in a manner which is respectful, honest, and free from discrimination, harassment, or undue interference with their privacy interests.
- 1.4 Where Student behavior is non-compliant with the requirements set out in this Policy, the SCOC Policy and Procedures provide a mechanism for interventions or imposing sanctions in order to further support these goals.

2.0 SCOPE

- 2.1 The SCOC applies to all NSCC Students, **as defined below**, and all NSCC Student groups/associations. Guests, volunteers and participants in College events and activities are also expected to adhere to the expectations arising under this Policy.
- 2.2 It applies to conduct, including on-line conduct, originating on or off campus that occurs:
 - a. on any property which is owned or leased by the College or which is related to or being used for College events, activities or processes, including any location where a Student is attending or participating in a College-sponsored activity or event; **or**
 - b. anywhere but is directed at, or directly or foreseeably affects another Student or an Employee or the College itself; **and which**
 - c. violates a rule, requirement or expectation established under the SCOC;
 - d. violates a rule, requirement or expectation established under any other NSCC policy, program or school, where such other policy does not provide a penalty or procedure to deal with that violation; **or**
 - e. violates civil or criminal laws, where such laws do not adequately protect the College’s interests.

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3.0 DEFINITIONS

- 3.1 STUDENT** Anyone applying to or registered in College programs, and participating in College courses, programs, events and activities.
- 3.2 EMPLOYEE** An individual who is currently employed with NSCC to perform work for the College. This includes all employees, regardless of status, as well as current employees who are on a leave of absence (paid/unpaid).
- 3.3 COLLEGE COMMUNITY** All Students and Employees, and any person working and learning in collaboration with NSCC for a business or academic purpose.
- 3.4 STUDENT MISCONDUCT** Includes any breach of the Student Code of Conduct Policy (Examples in Appendix 1).

4.0 Policy

- 4.1** The SCOC is part of a suite of College policies and procedures that are in place to ensure that the College Community has a shared understanding of the standards of behaviour required of Students and of the types of behaviours that will not be tolerated.
- 4.2** These policies and procedures (see Policy Supports Section for a list of related Policies and Procedures) address conduct involving mutual respect, disruptive behaviour, academic integrity and honesty, discrimination, harassment, sexual harassment, bullying, personal safety, property damage, smoking, drinking and drug use.
- 4.3** Collectively, these policies require Students to (Appendix 1):
 - a. Demonstrate Citizenship** through compliance with the law and with all NSCC Policies.
 - b. Act with Civility** by behaving in a manner that is respectful of other members of the College Community and refraining from any intentional or reckless conduct, which unreasonably interferes with or disrupts other members of the College Community or campus or classroom activities.
 - c. Act with Honesty and Integrity** by being honest in the performance of their work and in their dealings with other members of the College Community.
 - d. Refrain from Negative or Harmful Interpersonal Interactions** by being respectful of the physical, emotional and mental well-being of other members of the College Community and by avoiding harassing, abusive, malicious, intimidating or defamatory conduct or comments.

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- e. **Refrain from Substance Misuse/Abuse**
 - f. **Respect Property** including property of the College, other members of the College Community, or third parties
 - g. **Refrain from Inappropriate On-line and Electronic Activity** including Social Media activities.
- 4.4** It is the responsibility of all Students and Employees to be aware of and comply with the standards of behavior required by the SCOC.
- 4.5** Every reasonable step will be taken to discover breaches of the SCOC .
- 4.6** Students are required to adhere to these policies and failure to do so may result in disciplinary measures being taken.
- 4.7** Where a breach of this Policy is established, Student interventions and sanctions will be imposed, depending on the nature of the incident and any past infractions of the Policy.
- 4.8** The College can impose a range of sanctions if a violation is determined. These may include, but are not limited to:
- a. Verbal warnings
 - b. Referrals to student development programming and services related to the violation
 - c. Written documentation of the Student misconduct on the Student file
 - d. Written warning stating expectations of Student conduct and the consequences of further unacceptable behaviour
 - e. Restricted College privileges (for example: restricted computer privileges)
 - f. Fines or charges to cover any damaged property
 - g. Withholding credentials
 - h. Suspension (ranging from one to five business days). Students who have been asked to leave a campus location will not be able to return to that location until the matter has been resolved.
 - i. Dismissal from the College
 - j. A temporary or permanent ban from applying for admission to the College
- 4.9** In cases where a Student may be subject to civil or criminal proceedings, the College has the right to apply the SCOC simultaneously with, or following, civil or criminal proceedings.
- 4.10** When there is a potential threat to the safety of any member of the College Community; and/or when the continued presence of a Student on campus constitutes a significant disruption to the College, the Campus Principal or Director of Student Services and/or their designate may act unilaterally and impose an interim suspension on a Student. In these situations, the

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Student will be required to remain off campus pending the conclusion of an investigation and a final decision is reached.

- 4.11** Students have the right to appeal if they disagree with a decision if there has been a breach or a sanction imposed. The grounds for an appeal are limited to those set out in the Student Appeals Policy.

5.0 POLICY SUPPORTS

PROCEDURES

33.02 Student Code of Conduct Procedures

RELATED POLICIES

- 34.01 Academic Accommodation Policy
- 31.01 Academic Integrity Policy
- 63.01 Computer Resources Usage Policy & Procedures
- 71.01 Use of Copyright Materials Policy
- 52.11 Electronic Mail (e-mail) Policy
- 73.01 Occupational Health and Safety Policy
- 41.01 Respectful Workplace and Learning Environment Policy (Harassment & Discrimination)
- 42.31 Safe Disclosure Policy
- 73.11 Smoke Free Policy
- 54.01 Social Media Policy
- 32.01 Student Appeals Policy
- 73.21 Violence Prevention Policy

RELATED ACTS

- Nova Scotia Human Rights Act
- Criminal Code of Canada

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6.0 APPENDIX 1 – Examples of Policy Breaches

It is not possible to list each and every behaviour which could violate this policy. Students are encouraged to think before they act in an effort to avoid contravening this policy. Some examples of behaviours which will be considered to be breaches of the behavioural expectations established by this Policy and which will result in discipline are set out below:

6.1 CITIZENSHIP

- a. Breach of the SCOC or any other College Policy
- b. Intentionally providing false information to any member of the College Community
- c. Failure to identify themselves when asked by a College Employee and faculty member
- d. Failure to comply with instructions/directives of College officials or agents or law enforcement officers acting in the performance of their duties
- e. Bringing unfounded complaints with malicious or frivolous intent
- f. Failure to attend meetings or hearings regarding alleged breaches of the SCOC
- g. Retaliation against any participant in the SCOC process
- h. Counselling, prompting, or otherwise aiding others in the violation of the SCOC, another College policy or the law
- i. Failure to cooperate in a discipline process initiated under this or any other policy

6.2 CIVILITY

- a. Using obscene or abusive language
- b. Behaving in a manner that is disrespectful of other members of the College Community or to visitors to the College
- c. Disrupting or preventing teaching and/or learning activities
- d. Disrupting College operations
- e. Breach of rules or requirements of any social media platform
- f. Failure to secure appropriate authorization before running a contest, lottery, etc.

6.3 HONESTY AND INTEGRITY

- a. Violations of the Academic Integrity Policy
- b. Breaching the College’s Use of Copyright Materials Policy
- c. Copying the work of another person for any Evaluation and/or Assessment;
- d. Permitting or assisting another Student to copy work for any Evaluation and/or Assessment;
- e. Taking a test or participating in any Evaluation and/or Assessment for and in the place of another Student;

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- f. Taking unauthorized materials into a test or examination setting, or using them in assignments, reports, drawings, or projects
- g. Falsifying anything on an Evaluation and/or Assessment;
- h. Damaging the work of another Student;
- i. Failing to follow instructions related to Evaluation and/or Assessment processes (start/stop times, etc.);
- j. Collaborating on work that is assigned to be done independently;
- k. Offering work for sale with the expectation that other Students will use it to meet academic requirements on behalf of themselves or a third party;

6.4 INTERPERSONAL INTERACTIONS

- a. Making inappropriate personal comments
- b. Assault, verbal abuse, intimidation, or harassment
- c. Threatening conduct
- d. Bullying
- e. Any conduct which endangers the mental or physical health, safety, or the rights of a member of the College Community, a client of the College or a visitor to the College
- f. Gender-based insults, homophobic remarks, etc.
- g. Suggestive and/or derogatory humour, jokes or comments
- h. Sexual propositions, invitations, or threats
- i. Inappropriate comments about someone's body or clothing choices, suggestive staring or leering
- j. Unwanted contact after the end of a consensual relationship
- k. Defamatory comments
- l. Violations of the Social Media Policy

6.5 SUBSTANCE MISUSE AND ABUSE

- a. Possession of, or trafficking in, a controlled substance as defined in legislation.
- b. Contravention of provincial liquor laws or the policies of the College governing the possession, distribution, and/or consumption of alcoholic beverages
- c. Being under the influence of either alcohol or a controlled substance
- d. Smoking (tobacco, electronic cigarettes) on College property or at College events and activities

6.6 RESPECT FOR PROPERTY

- a. Smoking in non-smoking areas
- b. Theft, attempted theft or mischief related to the property of the College, or the property of a member of the College community

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- c. Intentional or reckless damage to College property or the property of other Community Members or of visitors to the College
- d. Carrying or possessing explosives, weapons, or dangerous chemicals (except where required and permitted for academic purposes)
- e. Theft or other abuse of computer facilities and resources as per the NSCC Technology Policy
- f. Tampering with emergency facilities including fire equipment, alarms, or online systems
- g. Trespassing on College premises, including unauthorized use of keys to access space on campus
- h. Using College facilities, equipment or services for inappropriate and/or unauthorized activities

6.7 ON-LINE/ELECTRONIC ACTIVITY

- a. Using any electronic devices in classroom or labs without an instructor's consent
- b. Using electronic devices, on-line communication or social media to engage in Negative or Harmful Interpersonal Interactions as prohibited
- c. Use of computer facilities and resources in violation of the NSCC Computer Usage policy
- d. Conduct which violates the Social Media Policy
- e. Unauthorized use of electronic or other devices to make an audio, video, photographic or digital record of any person while on College premises without his or her prior knowledge and effective consent

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