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| <b>33.02</b> | <b>Student Code of Conduct</b> | <b>PROCEDURE</b> |
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## 1.0 PURPOSE / POLICY REFERENCE

1.1 The purpose of this procedure is to identify the accountabilities and processes associated with the Student Code of Conduct Policy.

## 2.0 PROCEDURE

### 2.1 Student Code of Conduct (SCOC) Advisory

The SCOC Advisory supports an informal resolution to alleged SCOC breaches. This procedure allows the Employee to advise the Student that behavior and/or activity is in violation of the SCOC Policy.

|          | ACTION   | RESPONSIBILITY |
|----------|--|----------------|
| <b>a</b> | Employees are required to inform Students when their behavior may be in violation of the Student Code of Conduct (SCOC). Employees are encouraged to inform Students directly and immediately if they are comfortable with that approach; if not, through an appropriate College employee. | Employees      |
| <b>b</b> | When informing Students, Employees will refer the Student to the SCOC Policy and Procedures and any other relevant College policies. Where possible Employees should document this Advisory in writing through the College email system.   | Employees      |
| <b>c</b> | When Students allege they have witnessed a breach of the SCOC, they are required to report it to an Employee immediately.  | Student        |

### 2.2 SCOC Reporting and Hearing Process

The SCOC Reporting and Hearing process supports the formal reporting and resolution process to alleged SCOC breaches. This option requires Employees and Students to follow a hearing process where SCOC Decisions are found and Sanctions are applied.

|           | ACTION  | RESPONSIBILITY |
|-----------|---|----------------|
| <b>a.</b> | Employees will complete and submit a Student Misconduct Report Form to the Academic Chair responsible for the student's program.  | Employees      |
| <b>b.</b> | If the Academic Chair is not known and/or the incident occurs outside of a classroom/program area or a Student has reported an alleged breach, the Student Misconduct Report will be submitted to the Manager of Student Services within two (2) business days of when the allegation became known to the employee. | Employees      |

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## STUDENT Policies and Procedures

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|    | ACTION   | RESPONSIBILITY  |
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| c. | Upon receipt of the Student Misconduct Report, an SCOC preliminary meeting will be scheduled with the Student, in writing via the College email system, within two (2) business days. The meeting must be held within (5) business days of receiving the Student Misconduct Report.  | Academic<br>Chair/Manager<br>Student Services         |
| d. | During the SCOC Preliminary meeting, the SCOC Policy and Procedures, the Student Misconduct Report, and any other relevant policies will be reviewed with the Student, and the Student may: <ul style="list-style-type: none"> <li>i. accept responsibility for the alleged breach</li> <li>ii. accept responsibility for the alleged breach with an explanation</li> <li>iii. decline responsibility for the alleged breach</li> </ul>              | Academic<br>Chair/Manager<br>Student Services         |
| e. | If the Student accepts responsibility for the alleged breach, student interventions or disciplinary measures as appropriate will be imposed within two (2) business days and will be documented in the Student Misconduct Decision Form.   | Academic<br>Chair/Manager<br>Student Services         |
| f. | If the Student accepts responsibility and offers an explanation and the Academic Chair/Manager Student Services deem that no further action is necessary under the Policy or that the matter can be resolved by agreed interventions, the process may be terminated with or without the imposition of interventions as agreed with the Student. This outcome will be documented using the Student Misconduct Decision Form.                          | Academic<br>Chair/Manager<br>Student Services         |
| g. | If the Student declines responsibility for the alleged breach, the Student will be advised that they may submit a written response by the NSCC email system or hard copy delivered to the office of the Academic Chair/Manager Student Services. The written response may include supporting documentation. Such response must be received by the Academic Chair/Manager Student Services within three (3) business days of the preliminary meeting. | Academic<br>Chair/Manager<br>Student Services         |
| h. | The failure to submit a written response will be deemed to indicate the Student has taken responsibility for the alleged breach. If the written response is not received, student interventions or disciplinary measures as appropriate will be imposed within two (2) business days of the deadline as per s. 2.2.f. in writing through the NSCC email system.  | Student/Academic<br>Chair/Manager<br>Student Services |

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|           | ACTION   | RESPONSIBILITY  |
|-----------|--|---|
| <b>i.</b> | Upon receipt of the written response, the SCOC preliminary meeting documentation and the Student's written response will be reviewed and a decision regarding the breach of the SCOC will be finalized within three (3) business days.   | Academic<br>Chair/Manager<br>Student Services   |
| <b>j.</b> | If a suspension is being considered by the Academic Chair/Manager Student Services as a disciplinary measure, the Principal will be included in the deliberations and decision making process. Suspension decisions are made by the Principal. Academic Dean's and Director, Student Services are notified.  | Academic<br>Chair/Manager<br>Student<br>Services/Principal/<br>Dean/Director,<br>Student Services |
| <b>k.</b> | If a dismissal is being considered by the Academic Chair/Manager Student Services as a disciplinary measure, the Principal, Academic Dean and the Director, Student Services will be included in the deliberations and decision making process. Dismissal decisions are made by the Principal, and/or the Director, Student Services   | Academic<br>Chair/Manager<br>Student<br>Services/Principal/<br>Dean/Director,<br>Student Services |
| <b>l.</b> | The decision under s. 2.2e, 2.2f, 2.2h, 2.2i, 2.2j, and 2.2k will be in writing, using the Student Misconduct Decision Form and will include a summary of the evidence, relevant circumstances, findings regarding any policy breach, the sanctions being imposed and any related conditions. A copy of the written decision will be provided to the Student immediately via the College email system. | Academic<br>Chair/Manager<br>Student Services   |
| <b>m.</b> | In all cases, the College will endeavor to resolve matters falling under this Policy in a timely manner. In rare and extenuating circumstances the College and/or the Student may not be able to adhere to the timelines set out in these Procedures. In this case, the timelines may be extended on the approval of the Principal and/or Director, Student Services                                   | Principal/Director,<br>Student Services   |

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**2.3 SCOC Instances of Safety and Disruption to the College**

When there is a potential threat to the safety of any member of the NSCC community, the College will take immediate action as outlined in s.2.3

|           | ACTION  | RESPONSIBILITY  |
|-----------|---|---|
| <b>a.</b> | When there is a potential threat to the safety of any member of the NSCC community, and/or when the continued presence of a Student on campus constitutes a significant disruption to the College, the incident shall be reported immediately to Student Services, Security, and/or College Management.   | Employees/<br>Principal/Student Services  |
| <b>b.</b> | In cases falling under s. 2.3.a, an interim suspension may be issued by the Campus Principal (or their designate) and the Director, Student Services for a duration of one (1) to five (5) business days. The Student must, where possible, be informed immediately, in writing, of the reasons for the interim suspension. Such notification can be given by NSCC email.   | Campus Principal/<br>Director, Student Services/(designates)  |
| <b>c.</b> | Investigation into the student incident must be activated within two (2) business days by the Campus Principal and/or Director, Student Services. Sanctions under the SCOC may be applied including suspension and dismissal following s. 2.2.j., 2.2.k., and 2.2.l.  | Campus Principal/<br>Director, Student Services/(designates)  |
| <b>d.</b> | The Manager of Occupational Health and Safety will be notified and the College's Violence Prevention Policy will be applied in cases involving: <ul style="list-style-type: none"> <li>i. threats, including a threatening statement or threatening behaviour that gives an Employee reasonable cause to believe that the Employee is at risk of physical injury, or</li> <li>ii. conduct or attempted conduct of a person that endangers the physical health or physical safety of an Employee.</li> </ul> | Campus Principal/<br>Director, Student Services/(designates)/<br>Manager,<br>Occupational Health and Safety |

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**2.4 Documentation**

|           | ACTION  | RESPONSIBILITY                        |
|-----------|---|---------------------------------------|
| <b>a.</b> | All documentation related to SCOC will be sent to the Assistant Registrar to be included in the Student file.   | Employees/Assistant Registrar         |
| <b>b.</b> | The Assistant Registrar retains a copy of the Student Misconduct Report Form and the Student Misconduct Decision Form for campus records and immediately forwards the original Student Misconduct Report Form and Student Misconduct Decision Form and all supporting documentation to the College Registrar for retention. | Assistant Registrar/College Registrar |

## 3.0 PROCEDURE SUPPORTS

- 33.01 Student Code of Conduct Policy
- 33.03 Student Misconduct Report Form
- 33.04 Student Misconduct Decision Form
- Suspension Letter Template
- Dismissal Letter Template

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