



Policy: 1112 Student Code of Conduct

Key Process: Program Delivery

Effective Date: September 10, 2012

POLICY

NBCC believes that learning in an adult education setting offers holistic development of the learner. A climate of collaboration and respect of self, of others and of established rules and regulations is the setting by which an effective environment of learning is established.

NBCC Students have fundamental rights pertaining to their opportunity to learn.

NBCC recognizes these rights as well as the responsibility of the student to conduct him/herself in an appropriate manner.

APPLICATION

This policy applies to a student's conduct from their admission to a course or program, until the student has graduated, or completed their course. The policy applies to conduct during all activities relating to the operations of NBCC whether they occur on or off NBCC premises.

DEFINITIONS

Not applicable

SUGGESTION BOX

Your suggestions for improvement to this document and/or its content will be forwarded to the policy owner.

PURPOSE and SCOPE

The purpose of this policy is to outline the standard of conduct expected of students.

2.0 WORKFLOW

The provisions of the Student Code of Conduct shall not impinge upon students' lawful freedom of expression. However, student conduct is subject to all local, municipal, provincial and federal laws, in addition to NBCC policies.

Program-specific professional organizations and associations may have their own code of ethics, with which students shall comply. To the extent that they do not conflict with this policy, any violations shall be handled in accordance with the code of ethics of such professional organization or association.

The Student Code of Conduct applies to all events and activities related to NBCC including all events, activities and conduct occurring on or off campus, NBCC sanctioned events, student-organized events, and activities of clubs or teams which are under the direct or indirect supervision of NBCC.

2.1 Student Conduct

2.1.1 It is the student's responsibility to:

- a) Conduct themselves in a conscientious manner with honesty and integrity at all times
- b) Operate in a climate of collaboration and respect of self, of others and of established rules and regulations
- c) Attend their program and program activities regularly and on time
- d) Complete assignments, labs, projects and other learning activities on time
- e) Ensure that their conduct contributes to a productive learning environment
- f) Assume responsibility for the maintenance of NBCC equipment assigned to their care
- g) Adhere to all student related policies
- h) Be aware of the criteria for successful completion of each course in which they are enrolled, as stated in the course outline
- i) Communicate with their Instructors and/or Faculty Advisors regarding needs, concerns or issues that may impact their successful learning
- j) Adhere to various dress codes and requirements as set forth by their respective programs and approved by NBCC. Proper dress attire which meets safety, industry and professional standards, while on work term/practicum/job exposure or field placement is required
- k) Observe and adhere to all safety policies. This includes the use of safety equipment, materials and clothing as mandated by industry standards and occupational health & safety policies. Instructors have the right to remove a student from a training activity when they feel that the health and safety of the student or others may be in jeopardy.

2.2 Students Obligations

2.2.1 Students are not permitted to:

- a) Demonstrate behaviour that threatens to subject any person, student or staff, to physical, sexual, mental or verbal harassment. All NBCC employees and students are entitled to work and learn in a respectful and harassment-free environment. NBCC will not tolerate any form of disruptive and disrespectful conduct, including disrespectful conduct or harassment that is sexual in nature or is

based upon race, ethnic origin, age, sex, marital status, disability, sexual orientation or any other form of discrimination prohibited by the Human Rights Act.

- i. Coerce other students in support of any personal political, religious or social agenda or to use one program or class as a forum to complain about another program or class or member of the instructional staff
- ii. Use or possess any weapons, firearms, explosives (including fireworks) and dangerous or hazardous substances (with the exception of authorized training exercises) at any NBCC-related event, whether occurring on NBCC property or not
- iii. Use or possess illegal drugs, misuse prescribed drugs or be under the influence of illegal drugs while on NBCC property or attending NBCC-related events whether occurring on NBCC property or not
- iv. Intentionally damage, destroy or move without authority or permit to be damaged, destroyed or moved without authority, the property of NBCC, or of any student or staff member
- b) Students must conduct themselves in a responsible manner, and any of the following shall constitute improper student conduct: cheating, plagiarism, fraud, deceit, or other forms of academic dishonesty.
- c) Students shall not forge, alter, or misuse NBCC's name, or the name of any NBCC employee on documents, records, correspondence or identification.
- d) Use (with the exception of authorized training exercises) or possess alcoholic beverages on NBCC property (with the exception of sanctioned college social activities), or being on campus while intoxicated.
- e) Disturb, disrupt, or otherwise interfere with learning activities of other students or staff. This includes the disruptive use of all hand-held or portable communication or telecommunication devices.
- f) Use, enter or remain on NBCC property without authorization, or attempt to block access to or from a NBCC facility or disrupt the scheduled use of any NBCC facility.
- g) Fail to obey the authorized instructions of NBCC officials or employees performing their duties, or fail to obey all published or posted regulations relating to the use and entry of NBCC buildings and facilities.
- h) Fail to follow policy as required by NBCC policies and regulations.
- i) Engage in any form of unauthorized gambling or gaming while on campus.

2.3 Student Rights

2.3.1 Students may expect to learn in a healthy and safe environment.

2.3.2 Students may gather in a peaceful and harmonious fashion.

2.3.3 Students may expect the NBCC environment to be free from harassment, indignity, injury or violence.

2.3.4 Students have the right to expect quality services and resources that support instruction and student life.

- 2.3.5** Students will be informed of NBCC rules, policies, guidelines and course/ program specific materials regarding study and general conditions at NBCC.
- 2.3.6** Students will receive, within the first two classes of a course:
- a) A course outline that advises the student of assessment criteria, course objectives, evaluation methods, methodology, and availability of instructors including the rescheduling, or replacement of classes
 - b) Information from the instructor on class participation and punctuality, marking scheme, estimated waiting period for obtaining academic results and any time-related penalties for late assignments.
- 2.3.7** Students will be informed in a timely manner of any change in a course delivery schedule.
- 2.3.8** Students may, within a prescribed time period and with reasonable cause, change a course in their registration, or transfer to a different section of a course, if available, after classes have begun.
- 2.3.9** Students should expect to receive proper and impartial evaluation of their performance.
- 2.3.10** Students may review their completed assignments, once marked, unless the instructor has previously informed the students otherwise.
- 2.3.11** Students have the right to obtain their marks and NBCC certification within a reasonable time frame.
- 2.3.12** Students are provided with a forum to provide feedback on NBCC's programs and services,
- 2.3.13** The confidentiality of all information regarding students will be respected. Within the generally accepted rules of ethics employees and staff members may access student records in performing their professional duties. Confidential student information (meaning private and sensitive information related to issues such as a student health, finances or academic performance) will be maintained in confidence. The student must consent in writing to their disclosure.
- 2.3.14** Students have a right to freedom of opinion and expression in the classroom within the context of the course content.