


Policy Name:	STUDENT NON-ACADEMIC CONDUCT	
Approved By:	President's Council	
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Policy Holder:	VP, Academic, Students, and International	
Operational Lead:	Dean, Student Success	
Policy Number:	ADM-009	

## STUDENT NON-ACADEMIC CONDUCT POLICY

### 1.00 PURPOSE

- 1.1 Coast Mountain College (the College) or CMTN is committed to providing a safe educational environment characterized by civility, respect, individual integrity, and social responsibility to support learner success. The *Student Non-Academic Conduct Policy* provides clear expectations for student behaviour and interactions at all learning sites including, but not limited to, all campuses of the College, Student Housing, online, clinical and internship locations, and in the field.

### 2.00 DEFINITIONS

- 2.1 **Appeal:** Due process that provides a student an opportunity to have a disciplinary decision reviewed and overturned or upheld by a previously uninvolved third party.
- 2.2 **CARE Team:** Group of people who provide ongoing support to students by meeting on a regular basis to discuss ongoing individual student issues. This team is comprised of the Dean of Student Success and appropriate management staff (e.g., Director of Facilities and Campus Security, Campus Community Manager, Regional Campus Managers), and First Nations Access Coordinators, and may include faculty and/or staff as needed.
- 2.3 **College Community:** Applicants, students, employees, contractors, volunteers, visitors, Program Advisory Committee members, First Nations Council, and members of the Board of Governors of the College.
- 2.4 **College-Related Activities:** Activities that occur at any facility or campus of CMTN including, but not limited to, all educational programs, administrative activity, and College-endorsed activities and events. College-related activity extends to online and distance education, practicums, field education, off-site training, and work placements.
- 2.5 **Hazing:** Any act which endangers the mental or physical health and/or safety of a student for the purposes of initiation or admission into, affiliation with, and/or as a condition for continued membership in a group or organization.
- 2.6 **Investigation:** An information-gathering and assessment process used to determine the nature, credibility, and circumstances of alleged misconduct. The investigation may include, but is not limited to, the collection and review of written statements, witness

interviews, notes, logs, papers, assignments, video, digital and print records, and any other relevant material.

- 2.7 **Required to Withdraw:** The student is not permitted to attend class. The nature of the withdrawal will determine the grade assigned.
- 2.8 **Sanction:** A consequence imposed on a student for misconduct. The consequence will be determined based on the level of impact an action has upon others or the College as a whole. This may range from a Level One to a Level Three Sanction.
- 2.9 **Student:** An individual who has applied to, or is registered at, the College or who has been registered in a course or program at the time the alleged misconduct occurred.
- 2.10 **Suspension:** A complete interruption of the educational progress of a student for a specified period of time. Only the College President may authorize a suspension. Other sanctions may be included with the suspension.
- 2.11 **Temporary Removal:** An immediate, non-disciplinary, time-limited removal of a student from College-related activities.

### 3.00 POLICY

- 3.1 Students are expected to conduct themselves in a professional and respectful manner; they must comply with all College policies, as well as federal, provincial, and municipal laws.
- 3.2 All students are expected to adhere to this policy while engaging in College-related activities, as well as engaging in other activities that could have an adverse impact on another person's reasonable participation in programs, events, or employment at the College.
- 3.3 Instructors may temporarily remove students from the learning environments for engaging in prohibited conduct.
- 3.4 Any College employee can intervene and/or report prohibited conduct of a student.
- 3.5 Students may report prohibited conduct of their peers.
- 3.6 Allegations brought forward to the Dean of Student Success (or Delegate) will be reviewed to determine if an investigation is warranted.
- 3.7 Prohibited conduct may result in sanctions up to and including suspension from the College.
- 3.8 Only the College President can authorize a suspension.
- 3.9 Unlawful activity may result in the College consulting with and/or reporting to law enforcement.

### 4.00 PROHIBITED CONDUCT

- 4.1 Prohibited conduct includes, but is not limited to, directly or indirectly engaging in, attempting to engage in, or assisting others to engage in:
  - a) misconduct against persons and property
  - b) disruptive behaviour
  - c) unauthorized use of College facilities, and equipment or services

- d) false allegation, information, and identification
- e) unauthorized possession or use of dangerous objects
- f) unauthorized use of alcohol or drugs on CMTN property
- g) contravention of other laws
- h) aiding and abetting prohibited conduct.

5.00 MISCONDUCT AGAINST PERSONS AND PROPERTY

- 5.1 Physically aggressive behaviour, assault, sexual misconduct, harassment, intimidation, threats and/or coercion.
- 5.2 Conduct that threatens, endangers or creates conditions that endangers the health, safety, well-being and/or property of any person.
- 5.3 Engaging in a course of vexatious conduct, harassment, bullying or discrimination that is directed at one or more specific persons, and that is based on any of the protected grounds under the BC Human Rights Code.
- 5.4 Interfering with the student conduct process including, but not limited to, interfering with an investigation.
- 5.5 Engaging in unwelcome and/or persistent conduct that the student knows, or reasonably ought to know, would cause another person to feel demeaned, intimidated, or harassed.
- 5.6 Engaging in hazing.
- 5.7 Engaging in any speech or action that disrupts the ability of other students to learn and/or the ability of instructors to teach.
- 5.8 Recording any business of the College, including conversations, lectures, demonstrations, and presentations without authorization.
- 5.9 Recording any person without prior consent. This includes but is not limited to audio recordings, pictures and video recordings.
- 5.10 Taking without authorization, misusing, destroying, defacing, and/or damaging College property, and/or property that is not their own.
- 5.11 Taking without authorization, misusing, destroying, defacing, and/or damaging information and/or intellectual property owned by the College or by any of its members.
- 5.12 Creating a condition that unnecessarily endangers and/or threatens destruction and/or loss of College property and/or property that is not their own.
- 5.13 Possessing College property and/or property that is not owned by the student, if the student knows, or reasonably ought to know, that the property is in their possession without authorization.

6.00 DISRUPTION

- 6.1 Any action or threat that disrupts College-related activities and/or the right of other persons to carry on their legitimate activities, speech and/or association.

7.00 UNAUTHORIZED USE OF COLLEGE FACILITIES, EQUIPMENT AND/OR SERVICES

- 7.1 Use of any facility, equipment, and/or service of the College contrary to the expressed instruction of an authorized person.

- 7.2 Unauthorized entry and/or use of College premises and/or equipment.
  - 7.3 Remaining on College premises and/or use of equipment outside of authorized times.
  - 7.4 Use of any College computing equipment, network, and/or system for any disruptive and/or unauthorized purpose, or in a manner that violates any law, College policy and/or procedure.
  - 7.5 Destroying, misplacing, misfiling, and/or rendering inoperable any stored information such as books, film, data files, or programs from a library, computer or other information storage, processing, or retrieval system.
  - 7.6 Tampering with fire safety, security and/or emergency equipment.
- 8.00 FALSE ALLEGATIONS, INFORMATION OR IDENTIFICATION
- 8.1 Bringing a false allegation against any member of the College Community.
  - 8.2 Knowingly presenting false information.
  - 8.3 Misrepresentation as an agent of the College and/or knowingly furnishing false information to any person regarding their standing, status, and/or academic record at the College.
  - 8.4 Forging, altering and/or misusing any College document, record and/or instrument of identification.
- 9.00 UNAUTHORIZED POSSESSION OR USE OF DANGEROUS OBJECTS
- 9.1 Storing, possessing and/or using real or replica firearms, weapons, explosives, fireworks, ammunition, toxic and/or otherwise dangerous materials on College premises.
  - 9.2 Religious artifacts are permitted with approval of the Registrar.
- 10.00 ALCOHOL OR DRUG USE
- 10.1 Unauthorized use , possession and/or distribution of a controlled or restricted substance.
  - 10.2 Contravening provincial liquor and/or cannabis laws.
  - 10.3 Contravening College policies that govern the possession, distribution, and/or consumption of alcohol and drugs at College-related events and on College property.
- 11.00 CONTRAVENTION OF OTHER LAWS
- 11.1 Contravening any provision of the Criminal Code or any other federal, provincial or municipal statute or regulation.
  - 11.2 The College may notify municipal, provincial, or federal authorities where, if, in the opinion of the College, a violation of this policy would fall within the jurisdiction of any of those authorities.
- 12.00 AIDING AND ABETTING PROHIBITED CONDUCT
- 12.1 Encouraging, aiding and/or conspiring with other students engaging in prohibited conduct.
  - 12.2 Encouraging and/or aiding behaviour by a non-student that, if committed by a student, would be prohibited under this policy.

13.00 FAILURE TO COMPLY WITH A DIRECTION OF A COLLEGE REPRESENTATIVE AND/OR SANCTIONS

- 13.1 Failing to comply with reasonable direction given by a College representative authorized to make such a direction.
- 13.2 Failing to comply with a sanction and/or other disciplinary measure(s).
- 13.3 Failing to comply with the terms of an agreement to correct and/or resolve student conduct.

14.00 TEMPORARY REMOVAL

- 14.1 The College may temporarily remove a student from College-related activities and/or Student Housing in circumstances where such removal is required to:
  - a) Maintain a safe and productive environment pending the outcome of an investigation into alleged breaches of this policy.
  - b) Protect the health or safety of any individual and/or the general public.
  - c) Prevent imminent damage and/or destruction of College property, lands, and/or assets, and/or the property, lands and assets of College partners.

15.00 INVESTIGATION

- 15.1 A student under investigation will be notified that a meeting will be arranged for the student to respond to the allegations. Students may be temporarily removed from the learning environment until the meeting has occurred.
- 15.2 Delegates of the College will conduct an investigation into any allegations, and determine if it is probable that a breach has occurred based on the information available.
- 15.3 The College aims to develop a restorative justice approach for sanctions to enable students to learn from mistakes.
- 15.4 The College reserves the right to apply sanctions that align with the breach.
- 15.5 At the request of the student, the College may reach out to community members including elders, counsellors, and social workers to provide additional support.
- 15.6 Student will be notified in writing the outcome of the investigation including any sanctions.
- 15.7 Documentation will be maintained in the Student File. All records relating to the Student Code of Conduct will be maintained by the College for a period of no less than five (5) years.
- 15.8 A student has the right appeal sanctions. A student may appeal decisions regarding temporary removal, sanctions and/or suspension.

16.00 INTERVENTION AND AUTHORITY

- 16.1 The Dean of Student Success (or delegate) has the authority to:
  - a) Intervene in situations where behavior poses an immediate risk of harm to self or others or is disruptive;
  - b) Temporarily remove a student from the College pending the outcome of an investigation, when removal necessary to ensure the environment meets normal expectations of safety.

- c) Recommend permanent removal of a student from residences to the Manager Campus Community

16.2 The Dean Student Success (or delegate) has the authority to:

- a) Investigate or otherwise assess reported violations of Student Non-Academic Conduct;
- b) Make determinations regarding whether prohibited conduct has occurred;
- c) Impose sanctions including conditions on continued participation in College-related activities as defined in the Student Non-Academic Conduct Policy;
- d) Make recommendations to the President involving suspensions from the College; and,
- e) When necessary ensure an environment that is safe and conducive to working and learning, or pending the outcome of an investigation, the Dean of Student Success (or delegate) has the authority to:
  - i. Set conditions for continued attendance and participation in College related activities;
  - ii. Temporarily remove a student from College-related activities;
  - iii. Temporarily restrict registration in a course or program;
  - iv. Temporarily restrict access to College services, programs, classes, campus facilities, individuals or events.
  - v. Where appropriate notify departments and staff.

16.3 Vice President, Academic, Student and International (or delegate) has the authority to hear appeals of sanctions, other than suspension.

16.4 President has the authority to suspend a student from the College.

16.5 Board of Governors has the authority to hear appeals of suspensions from the College.

17.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

17.1 [ADM-009P, Student Non-Academic Conduct Procedures](#)

17.2 [Student Non-Academic Incident Report Form](#)

18.00 HISTORY

Created/Revised/Reviewed	Date	Author's Name and Role	Approved By
Created			
Renewed	July 2021	P.Pryce; Dean Student Success	President's Council