

Columbia College Student Code of Conduct

NOTE: Must; Shall; Will: Should: May or Could; Can:	Clarification of Terms These words or phrases indicate actions or activities that are <i>essential</i> or <i>mandatory</i> . This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory. These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.
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INTRODUCTION

One of Columbia College's key goals is to prepare learners primarily for professions, careers, and occupations in which employers recognize them for their outstanding level of knowledge, skills, attitudes, and behaviours. The College only considers itself successful when each learner is successful in their academic studies and future career, taking their place as strong moral, ethical, and caring members of society. To achieve these goals, the College must be a safe place where the pursuit of learning is reflected in the freedom of faculty to facilitate learning, encourage the development of knowledge and thoughtful dialogue and provide the guidance needed for learning and practicing the skills required in their profession, and where students have the freedom to learn and study in a safe environment conducive to success. Each student is obligated to understand the importance of the Alberta Human Rights Act. The Act provides protection from discrimination under specific protected grounds as stated in the Principles below.

PURPOSE

The purpose of this policy is to clearly state Columbia College's expectations for student conduct. The primary goal of the Student Code of Conduct is to provide the College community with the principles, guidelines and procedures necessary for encouraging, supporting, and maintaining appropriate behavior at the College and at activities associated with the College with the objective of facilitating a respectful learning environment where all students have the opportunity to be successful. The College recognizes and understands that a student may make a mistake in judgment and according to the principles of Natural Justice and Restorative Justice the College will offer the student whenever possible the opportunity to correct their mistakes.

As well, the Code provides a clear and transparent process for addressing academic and non-academic misconduct. It is expected that students are familiar with the Student Code of Conduct. Not knowing the policy is not considered an excuse for violation of its contents.

PRINCIPLES

The College:

1. Holds high expectations for students, faculty, and staff in their personal conduct. All individuals are expected to conduct themselves with maturity, personal integrity, honesty, and caring for others.
2. Is committed to the highest standards of academic integrity and honesty.
3. Believes that decision-making should be based on the principles of Natural Justice and Restorative Justice, recognizing that students may require guidance in repairing wrongs committed.
4. Endorses and supports the legal rights and freedoms of students under the law except where restrictions are necessary for the good of all.
5. Endorses and supports freedom from discrimination for all on the basis of race, ancestry, religious belief, physical disability, mental disability, marital status, colour, place of origin, gender, including gender identity and gender expression, family status, source of income, age and sexual orientation. (Alberta Human Rights Act – Protected Grounds)

6. Takes seriously the safety and security of students, faculty, and staff.
7. Encourages intellectual inquiry and discussion of diverse ideas in a safe environment that respects the rights of individuals to personal beliefs and values.
8. Believes that the College community has the right to report any cases of academic and non-academic misconduct.
9. Is required to ensure due process is followed when an allegation of misconduct has been made.
10. Believes in taking timely action through a full range of sanctions where there is a failure to comply with the Student Code of Conduct.
11. Believes in the importance of confidentiality of each student's academic and disciplinary records.
12. Has the right to decline service to any individual who shows disrespectful behavior.
13. Endorses the importance of ensuring that the school community is given the opportunity to become knowledgeable on all areas stated in this document.

DEFINITIONS

Academic Integrity: Refers to the requirement to be honest and truthful in all College relationships, activities, and commitments. From these fundamental values of honesty and truth flow consistent, ethical behavior when engaged in Academic work, or any other academic activity.

Academic Work: All forms of student work intended to demonstrate the knowledge and skill a student has acquired during their studies. It refers to coursework such as assignments and tests, materials or evaluations used to determine Recognition of Prior learning, various forms of research, as well as applied learning. All work by students during the course of their academic studies with the College is considered Academic Work, whether or not it is eligible to receive a grade or evaluation.

Behavioural Contract: An agreement between the College and the student that outlines the behavior expected from the student and the consequences that will follow should the contract not be followed.

Bullying: A conscious, willful, deliberate, repeated, and hostile activity marked by an imbalance of power, intent to harm and/or threat of aggression. It can be verbal (name-calling, put-downs, threats, homophobic bullying), social (exclusion, gossip, ganging up), physical (hitting, damaging property), or cyber-bullying. (Alberta Education)

College Community: All faculty, staff, and students who are members of Columbia College and those who may be visiting the College at a given time.

Cyber-bullying: Refers to bullying and harassment by use of electronic devices through means of email, instant messaging, text messages, blogs, mobile phones, pagers, and websites. Cyber-bullying may also include threats, sexual remarks, pejorative labels (i.e. hate speech). (Wikipedia, 2007)

Discrimination: Refers to differential treatment of individuals, or groups of individuals, on the basis of protected grounds (race, colour, ancestry, place of origin, religious beliefs, gender, including gender identity and expression, age, physical disability, mental disability, marital status, family status, source of income and sexual orientation) under the Human Rights Act.

Disciplinary Action: Action taken when there is a breach of the Student Code of Conduct and/or Columbia College Commitment to Human Rights & Diversity Policy and/or other College and/or Department policies.

Disciplinary Warning of Academic Dishonesty: A student is given a letter from the Registrar's office that indicates that their behavior was inappropriate and that further such behavior will result in additional disciplinary action.

Educational Sanction: Occurs when a student is prevented from participating in a variety of educational activities such as workshops, use of the library; asked to prepare a specific assignment related to academic or non-academic behavior as part of disciplinary action.

Expulsion: Expulsion of the student from the College is permanent. The student will be prohibited from being on College premises.

FOIP: Freedom of Information and Protection of Privacy Act. (Office of the Information and Privacy Commissioner of Alberta – Service Alberta)

Harassment: Occurs when someone is subjected to unwelcome verbal or physical conduct. It is a form of discrimination that is prohibited in Alberta under the Alberta Human Rights Act if based on one or more of the following grounds: Race, religious beliefs, colour, gender, including gender identity and expression, physical or mental disability, age, ancestry, place of origin, marital status, source of income, family status, sexual orientation. Unwanted physical contact, attention, demands, jokes or insults are harassment when they occur in any of the areas protected by the Alberta Human Rights Act. (Alberta Human Rights) Harassment may take many forms and exhibit itself in a number of ways from direct face-to-face contact to using electronic means such as cyber-bullying.

Sexual Harassment: Describes discrimination based on the ground of gender, which is prohibited under the Alberta Human Rights Act. It is any unwelcome sexual behaviour that is often coercive and directed by one person toward another. Sexual Harassment can be expressed in many ways, from very subtle to very obvious, through any of the following: suggested remarks, sexual jokes, compromising invitations, verbal abuse, verbal display of suggested images, leering or whistling, physical assault, outright demands for sexual favours. (Alberta Human Rights)

Hazing: Any act which endangers, or could reasonably be seen to endanger the well-being of a student for purposes of admission, affiliation, or as a condition of belonging to a group.

Incident Report: A report that records incidents of academic or non-academic occurrences. The form is found on the Columbia College Website entitled Employee and Student Incident and Grievance Procedures ADM-030 under Academic Regulations or may be requested from the Main Office, Bldg. 802 or from the Program Representative.

Letter of Trespass: A sanction that denies the individual the right to enter the campus or specific buildings or areas on campus. Individuals who violate the conditions of trespass may be charged by Calgary Police Services. This letter is issued by the Registrar to a student and/or others associated with the student or those who threaten the safety and well-being of College community members.

Natural Justice: English legal system doctrine that protects against arbitrary exercise of power by ensuring fairness in decision-making. Natural Justice is based on two fundamental rules:
(1) The person affected by the decision will be given appropriate notice of the case being

considered, be given information about the specific aspects that are under discussion and decision, and given the opportunity to make a submission (written or oral). (2) The decision-maker(s) will be unbiased. (Lakehead University Ombudsoffice – text by Nora Farrell, Ombudsperson, Ryerson University).

PIPA: Personal Information Protection Act. (Office of the Information and Privacy Commissioner of Alberta – Service Alberta)

Program Probation for Academic Dishonesty: The Registrar may place a student on Program Probation for Academic Dishonesty for a specified period of time in order to encourage self-reflection and evaluation of one's ethical behavior. A number of conditions may be placed such as seeking counseling, attendance at workshops, etc. A repeat of the behavior may result in suspension or expulsion.

Restorative Justice: Restorative Justice is an approach to justice where an injury or wrong done to another person or state is the main focus, rather than solely the breaking of the law. While the goal is to have a suitable response to the occurrence, it is most important to restore a damaged relationship. The offender has the obligation to provide reparation (restitution) or compensation to the victim and to the community. The community is responsible for defining standards or acceptable conduct and determining what can be done – materially or symbolically – to repair the damage when these standards have been broken. The community is also responsible for providing support to the victim and the offender in resolving the conflict. (Adapted from Government of Canada, Department of Justice – <http://www.justice.gc.ca>.)

Restitution: The individual has the opportunity to repair the damage done to a relationship, and/or reimburse for damages or misappropriation of property.

Sanction: A provision of law enacting a penalty for disobedience. (Dictionary.com)

Student: A person who is or has been registered in any course of study, whether for credit or not.

Student-in-Crisis: A student whose physical or mental state is such that the individual demonstrates behaviours where the student may be a threat to themselves or others and whose behaviour jeopardizes the College learning environment.

Suspension for a Specified Period of Time: The Registrar may suspend a student for a specific period of time where the student cannot attend the College and is prohibited from being on College premises.

Threat Assessment Team: A team of College professionals and other relevant stakeholders designated to evaluate a threatening situation, provide guidance for those involved, contact the appropriate authorities, and generally manage a serious situation.

RIGHTS AND RESPONSIBILITIES

Rights of Students:

1. To attend school in a safe, respectful, secure environment that is conducive to learning.
2. To be safe from discrimination, harassment, indignity or injury.
3. To immediately inform the College of any situations where the student feels unsafe, harassed, humiliated or in any way disrespected (breaches of Code of Conduct by others).

4. To expect that appropriate action will be taken by the College where evidence is provided of misconduct such as bullying, harassment, disrespectful behavior, mistreatment etc.
5. To attend classes where the Code of Conduct is applied in a consistent and fair manner.
6. To be presumed to not have committed an alleged breach of the Code of Conduct until impartial and unbiased decision-maker/s has established that the breach has occurred.
7. To a timely adjudication of the allegations.
8. To receive specific information, including copies of all Incident Reports, regarding the allegation, right to respond, reasonable notice of a hearing, right to represent oneself at a hearing, and to be informed in writing of the decision regarding the allegation.
9. To experience due process and fair procedures in any investigation and management of alleged misconduct.
10. To choose to provide evidence and/or to be a witness at a hearing.
11. To have protection of their privacy and confidentiality of information and records.
12. Timely and accurate information about the content and requirements of their courses and programs.
13. Reasonable and supervised access to their official student records as contained in their permanent file.
14. To be included in decision-making as it affects them.
15. To organize a voluntary student support organization or to lead an activity intended to promote positive learning environments according to the College's policies and procedures and to name such an organization with an inclusive and respectful name.
16. To have a dress code that respects an individual's culture, diversity, gender identity and gender expression while meeting the expectation of professional dress and preparation for work as determined by the College in consultation with industry and professional organizations.
17. All students with diverse sexual orientations, gender identifies and gender expressions have the right to be open about who they are, including expressing their sexual orientation, gender identity or gender expression with fear of consequences.

Responsibilities of Students:

1. Ensure understanding of the Code of Conduct and any other College policies and regulations. Not being familiar with these policies and regulations is not accepted by the College as an excuse for any violations.
2. Demonstrate behavior that contributes to a welcoming, caring, respectful, safe and secure school and work environment.
3. To observe the basic rights of Columbia College administration, faculty and staff and to maintain a timely and respectful communication with College personnel, whether in-person or through electronic means.
4. Respect and adhere to academic practices that reflect Academic Integrity; develop the knowledge and skills needed to ensure Academic Integrity.
5. Treat others in an equal, fair, and just manner regardless of race, gender, including gender identity and expression, or cultural origin and speak to others in a sincere, respectful, and polite manner.
6. Demonstrate appropriate and supportive communication skills, and coach, assist, advise and otherwise support other students in their studies and other personal circumstances as appropriate and as needed.
7. Maintain a positive attitude, energy, drive and motivation to continually learn, grow, and adapt to the changing world.

8. Display appropriate behaviours related to such areas as absenteeism, punctuality, productivity, quality of work, completion of assignments on time, the taking of examinations, and contribution to effective school and work culture.
9. Manage stress and conflict in a positive, resourceful manner, and assist others to do the same.
10. Handle constructive criticism in an appropriate manner and learn from it.
11. Demonstrate awareness of their own values and beliefs and recognize and understand that others have a right to their own values and beliefs. Actively listen and accept the diverse points of view presented by a wide range of individuals.
12. Analyze and discuss issues from ethical perspectives and apply ethical principles in making decisions.
13. Display the ability to be an effective group member by being open, flexible, respectful of others and accepting of diversity.
14. Understand the right to privacy and confidentiality of all individuals when students are engaged in various forms of social media.
15. Respect the facilitator's right to manage the classroom and apply the norms for acceptable behavior according the Student Code of Conduct.
16. To report any cases of misconduct or breach of the Student Code of Conduct.
17. To cooperate with an investigation and work to resolve matters arising from the investigation, its findings and actions taken.
18. To maintain respectful communication with College personnel whether in person or electronic communication.
19. To keep informed of any assignments and their due dates or any preparation for class; complete all homework or assignments on time and take all examinations as scheduled. Be dressed in a professional manner appropriate to their learning environment or practicum/work experience and according to any requirements by their program and/or worksite. In some programs uniforms are required as specified by the department.
20. Students should be familiar with the dress code of the College and their program and be in compliance with it.

Columbia College recognizes that students have the right to dress in a manner consistent with their culture, religion, gender, gender identify and gender expression.

However, the following is not permitted for students in any program:

- Any items with logos, pictures or words which may be offensive to others

If you are uncertain or have any questions, please speak to your Program Representative.

Rights of Faculty and Staff as related to the Student Code of Conduct:

1. To be treated with respect and fairness by all. The College will not tolerate rude/or abusive behavior directed at faculty or staff including such behaviours as yelling, offensive language or gestures, defiance, refusal to co-operate with requests, and written comments that are offensive and inappropriate.
2. To foster social-emotional learning and healthy relationships in order to reduce the likelihood of bullying behavior.
3. To work in a safe and secure environment.
4. To be consulted on appropriate issues regarding students.

Responsibilities of Faculty and Staff as related to the Student Code of Conduct:

1. To treat all individuals with respect and caring.
2. To plan and supervise academic work to ensure the conditions for academic integrity are not compromised.
3. To clearly communicate through the course outline and other available methods the requirements for assignments, tests and exams, including but not limited to such requirements as source citation format as authorized and approved by the College.
4. To be transparent in providing information as to how marks are determined and to provide timely objective evaluations of student performance.
5. To follow the process established by the College in investigating allegations of misconduct as outlined in this policy.
6. To participate in targeted professional learning that builds their knowledge about human rights and diversity, including diverse sexual orientations, gender identities and gender expressions and its implications for facilitating and learning, social and emotional well-being, and personal safety.
7. To use learning resources and instructional approaches that are inclusive and respectful of diverse sexual orientations, gender identities and gender expressions.
8. Work collaboratively to identify and address discriminatory attitudes and behaviours that create barriers to participation and learning for students with diverse sexual orientations, gender identities and gender expressions.

ACADEMIC MISCONDUCT

Columbia College students are expected to have academic maturity. The College is committed to the highest standards of academic integrity and honesty. Students are expected to be knowledgeable regarding this area, and avoid any behavior that could potentially result in accusations of academic misconduct.

At times, students may experience pressure to achieve high grades. Some students may be tempted to obtain grades by dishonest means. The integrity of the College and the certificates and diplomas it awards are compromised by practices such as cheating and plagiarism.

Plagiarism: Plagiarism occurs when a student presents the words, ideas, images or data of another either verbally or in writing as one's own in any Academic Work. Some examples of plagiarism include:

- Quoting, paraphrasing, or summarizing text without proper acknowledgement of the source;
- Paraphrasing too closely (changing a few words, rearranging phrases, sentences, etc.)
- Downloading work from the Internet and presenting it as one's own;
- Using all or parts of another student's Academic Work in one's own paper and not acknowledging the source;
- Including references that do not accurately reflect the sources used in the Academic Work.

Cheating: During a test, exam or similar activity, cheating consists of dishonest actions intended to misrepresent the student's knowledge and gain unfair academic advantage. Some examples of cheating are

- Possession, communication, or use of information, materials, study aids, or other devices not authorized by the facilitator in an academic activity;
- Giving or attempting to give test/exam information to another student;

- Misrepresenting the student's own academic skills or knowledge; purchasing of assignments, terms papers, etc. and presenting as one's own work;
- Being in possession of unauthorized material during testing (cheat sheets, notes, etc.);
- Demonstrating behavior such as copying from another student; changing the answers on a test or exam;
- Obtaining or looking at a copy of a test or exam before it is administered;
- Leaving answer papers purposely exposed to view or making persistent attempts to read the work of others from their papers;
- Unacceptable collaboration with others.

Collusion: Planning, carrying out, or attempting to carry out, an agreement with any other person/s to commit an act of academic misconduct.

Falsification: This is an attempt to falsify any information provided to the College that affects a student's academic responsibilities. Some examples are:

- Submitting a false excuse for missing a class, exam, test, etc.;
- Falsifying course work such as falsifying information, data or any information submitted as course work;
- Changing the answers on a returned assignment and resubmitting it to be reevaluated;
- Submitting false information on an admission form or other document;
- Impersonating a student in a test, exam or assessment situation or having someone else impersonate you in the above situation;
- Presentation of another's credentials as one's own.

Unacceptable Collaboration: This situation occurs when students submit Academic Work that was created in collaboration with any other person/s, when such collaboration did not have the facilitator's approval.

Bribery: Offering money, gifts or other benefits in exchange for academic advantage.

NON-ACADEMIC MISCONDUCT

Non-academic misconduct refers to a breach of personal conduct that violates the principles and beliefs of the College and affects the learning environment of others. These breaches of conduct may create a negative environment that impedes learning or endangers the safety and security of a person/s. One aspect of non-academic misconduct is unprofessional behavior. The non-academic misconduct procedures are based on the principles of fairness, Natural Justice and Restorative Justice.

The following presents examples of non-academic offences:

Disruption:

- Excessive noise;
- Profane language;
- Use of cell phones and other personal electronic devices during class time;
- Disruptive behavior that affects the rights of others, their learning, or deliberately interferes with the operation of the classroom, other facilities or the College in general.

Abusive and Harassing Behaviour and Activities:

- Displaying verbal or non-verbal (physical) behavior that is threatening, intimidating, abusive, discriminatory, harassing, offensive or dangerous;
- Sexual assault or sexual misconduct;
- Failure to comply with the instructions or requests of College officials, staff, faculty, campus security or other official individuals who are in a position of providing instructions or supervision;
- Publicly displaying and/or making pornographic material available to anyone on the College campus;
- Bullying, including cyber-bullying;
- Hazing;
- Making intentionally damaging, frivolous, or unfounded accusations about the College, the students, faculty, or staff.

Misuse or Misappropriation of College Equipment, Facilities or Services:

- Trespassing or attempting to fraudulently gain entry to the College;
- Tampering with fire and/or emergency equipment;
- Stealing College property;
- Hiding, destroying, or stealing library property;
- Engaging in vandalism, tampering, defacing, damaging, or destroying College property, including College computers, records or documents, materials stored electronically or otherwise.

Dangerous Activities:

- Engaging in activities related to drug use, possession, exchange/sale of drugs, including coming to class under the influence of drugs (includes alcohol and drug substances);
- Possessing, storing, using or misusing any firearm, weapon, hazardous material or explosive substance on College property;
- Inciting and taking part in violence;
- Being under the influence of alcohol, narcotics, or other mind-altering drugs;
- Knowingly inviting or admitting to the College and its campus, an individual who intends to cause disruption, threaten the safety of others, do harm and/or has been banned from the College and/or its campus.

Inappropriate Behaviour at a Practicum Placement:

- Any attempts at deliberately falsifying records;
- Misrepresenting or falsifying information or actions taken;
- Involving oneself in a conflict of interest where the student accepts gifts, favours, payment from clients;
- Operating outside of scope of practice;
- Breaches of confidentiality and privacy regarding one's clients either verbally, in writing, or electronically;
- Non-compliance with the policies of an employer or host organization.

Unprofessional Behaviour:

- Any of the above behaviours may be considered unprofessional;
- In particular, when a student enters a Professional Program, the student is bound by and should comply by the Professional Code of Ethics that governs that profession. If a

student breaches the Professional Code of Ethics, that behavior is deemed to be unprofessional and subject to disciplinary action/sanction.

ACADEMIC OR NON-ACADEMIC MISCONDUCT PROCEDURE

Student Identifies an Incident of Academic or Non-Academic Misconduct within the Classroom or Other Setting:

1. The student should speak to the facilitator/staff member regarding the alleged misconduct.
2. The student may wish to fill out an Incident Report available on the College Website entitled Employee and Student Incident and Grievance Procedures – ADM-P030 and available from the Main Office, Bldg.802 or from the Program Chair/Director/Coordinator. The Incident Report should be given to the facilitator/staff member.
3. Please note that it is against the principles of Natural Justice to act on charges based on an anonymous report. A student has the right to know the name of their accuser/s.
4. The student is asked to keep all information private and avoid speaking to others about it. Until an investigation has taken place, the incident is considered as an allegation only. Telling others becomes gossip that is hurtful and may damage the reputation of both the student who is reporting on an incident and that of the person accused of misconduct.
5. Under the FOIP and PIPA legislation, students who report incidents of misconduct are not entitled to know the outcomes of the investigation. Please understand that the College takes these allegations seriously and acts upon them. Students should not interpret lack of information on the outcome as the College not doing anything about the allegation.

Facilitator/Staff Member Identifies an Incident of Academic or Non-Academic Misconduct or is Presented with an Allegation of Misconduct by An Individual

1. The facilitator/staff member will determine if they should investigate the incident or if the issue needs to be immediately referred to the Threat Assessment Team.
2. Where the facilitator/staff member will investigate the allegation, they will quickly arrange for a confidential meeting with the student. If several students are involved, each student will have a separate meeting.
3. At the meeting, the facilitator/staff member will provide objective observations and evidence of the misconduct. The student will have an opportunity to respond.
4. If at the end of the meeting, the facilitator/staff member feels that an academic or non-academic misconduct occurred, the facilitator will fill out an Incident Report and forward it to the Program Chair/Director/Coordinator. The Incident Report will contain a recommendation for action.
5. The Program Chair/Director/Coordinator will meet with the student and listen to the student's explanation of the occurrence. The student must be provided with a copy of the Incident Report submitted.
6. After the meeting, the Program Chair/Director/Coordinator will consider if there have been other incidents of academic or non-academic misconduct, and recommend what disciplinary actions/ sanctions should be taken. The Incident Report and the recommendations for disciplinary action/sanctions will be forwarded to the Registrar for consideration.
7. The Registrar will review the Incident Report and recommended disciplinary actions/sanctions. Final decision will rest with the Registrar as to the sanctions imposed. The Registrar will communicate the decision to the student, Program Chair/

Director/Coordinator, and Manager of Student Services in writing within 10 school operating days.

8. In a situation where an incident of misconduct had been reported by another student and action is taken, this action is considered confidential and subject to FOIP and PIPA legislation, and would not be shared with the student who filed the Incident Report.
9. When an incident of academic misconduct is being investigated, the Program Chair/Director/Coordinator may give the student an Incomplete – Mark Investigation status.
10. The student may appeal a decision regarding misconduct by following the Columbia College Appeal Policy (ADM P177) located on the College website and available from the Main Office, Bldg.802 or from the Program Chair/Director/Coordinator.

Other Procedural Provisions:

The Incident may be referred to the President for decision in a situation where:

- Satisfactory resolution cannot be achieved between the student and the College;
- Where there has been a serious violation that demonstrates a pattern of disruptive behavior that will require expulsion from the College;
- The action of the student has resulted in a monetary loss to the department or College and must be recovered through a restitution process.

When the Incident warrants immediate action:

- In a situation where the non-academic misconduct warrants immediate action due to concerns over the safety of the College community, where there is a high potential for physical altercation, damage to College property or where the presence of the student poses the potential for a disruptive or explosive situation, the Registrar/designate has the authority to immediately impose a Letter of Trespass in order to exclude the student from the College campus. The date by which the student may return to the College will be conveyed to the student as soon as possible. Date of return may be affected by the need for legal, medical or other interventions.

When the Incident demonstrates a high potential for harm to a student and /or others:

- In this situation the Columbia College Threat Assessment Team will be notified and it will assume responsibility for taking action. It may contact Calgary Police Services to provide guidance and assistance to the College in deciding on a course of action.

Withdrawal from a course or program:

- Withdrawal from a course or program will not prevent proceedings with respect to misconduct committed.

Attempt to commit misconduct or assisting of another student in an act of misconduct:

- Any attempt to commit misconduct will be considered with the same consequence/s as if the act occurred. A student who assists another student in an act or an attempted act of misconduct will also be considered to have committed the offence.

DISCIPLINARY ACTIONS/SANCTIONS FOR ACADEMIC AND NON-ACADEMIC MISCONDUCT

Disciplinary actions/sanctions may be applied independently or in combination for a single violation of this policy. In most cases, disciplinary actions/sanctions will be progressive in nature. Decisions will depend upon:

- Nature of the misconduct
- Previous repeat misconduct
- Threat to the health and safety of others
- Effect on the learning and work environment
- Personal circumstances of the student
- Consideration of the principles of Natural Justice and Restorative Justice.

DISCIPLINARY ACTIONS/SANCTIONS FOR ACADEMIC MISCONDUCT

VIOLATION	RANGE OF DISCIPLINARY ACTIONS/SANCTIONS FOR CHEATING AND PLAGIARISM VIOLATIONS
<p>Cheating: Dishonest attempts to gain unfair academic advantage</p> <p>For example:</p> <p>Being in possession of unauthorized material during testing – cheat sheets, notes, etc.</p> <p>Using pre-programmable calculator</p> <p>Copying from others on test/exam Looking at someone’s test and copying</p> <p>Passing answers by notes etc. Discussing answers in test/exam situation</p> <p>Submitting student’s own previous work or work from another class</p> <p>Unacceptable collaboration</p> <p>Plagiarism:</p> <p>Quoting, paraphrasing, summarizing without acknowledging the source</p> <p>Paraphrasing too closely</p> <p>Downloading work from the Internet and presenting it as one’s own</p> <p>Purchasing academic papers and information and presenting it as one’s own</p> <p>Including references that do not accurately reflect the sources used in the Academic Work</p>	<p>Disciplinary Warning of Academic Dishonesty</p> <p>Program Probation for Academic Dishonesty</p> <p>Reduced grade</p> <p>Redo assignment</p> <p>Redo assignment and reduced grade</p> <p>Failure grade</p> <p>Suspension for specified period of time</p> <p>Program Withdrawal</p> <p>Expulsion</p>

VIOLATION	RANGE OF DISCIPLINARY ACTIONS/SANCTIONS FOR FALSIFICATION OR COLLUSION
<p>Falsification:</p> <p>Impersonating another or having someone impersonate the student;</p> <p>Altering someone else's test or exam writing someone's paper</p> <p>Aiding others in falsification</p> <p>Falsifying documents or information in a document</p> <p>Collusion:</p> <p>Unauthorized possession of an exam, test, questions</p> <p>Accommodation under false pretenses: misrepresentation, obtaining and presenting documents in a manner meant to deceive</p>	<p>Refer to Program Chair/ Director/ Coordinator/ Registrar</p> <p>Program Probation for Academic Dishonesty</p> <p>Suspension for specified period of time</p> <p>Program Withdrawal</p> <p>Expulsion</p>

*Educational Sanction: In addition to the above sanctions, the student may be asked to complete a paper or assignment on Academic Integrity, including self-reflection on the incident in question.

DISCIPLINARY ACTIONS/SANCTIONS FOR NON-ACADEMIC MISCONDUCT

- Disciplinary Warning Letter
- Educational Sanction
- Behavioural Contract
- Restitution
- Probation
- Letter of Trespass
- Suspension
- Program Withdrawal
- Expulsion

APPEAL PROCESS

A student may appeal a decision arising from this policy by following the Student Appeals Policy and Procedure document (ADM-P177) located on the Columbia College website under Academic Regulations, request it from the Main Office, Bldg. 802 or from the Program Representative. While pursuing an appeal, the Disciplinary Action/sanction will remain in effect, pending the outcome of the appeal process.

STUDENT-IN-CRISIS PROCEDURE

Where a student is in crisis and may pose a threat to oneself or others, the College aims to protect and support the student and the College community. Crisis status may be due to a number of factors. Some of the possible factors may be reflective of a disability, a diagnosis that contributes to serious at-risk behaviour, or a crisis situation that has arisen in the life of the student which is evident in behavior that is concerning enough to be identified as serious and out of the ordinary. The student's behavior may be posing an immediate risk. The College is ready to provide whatever accommodations are possible and needed by the student, while the student is responsible for disclosure of information pertaining to the crisis and cooperating with actions requested by the College.

Where a student is identified as a Student-in-Crisis, the following process will be followed when it is deemed reasonable:

1. Once a student has been identified as a Student-in-Crisis, the Threat Assessment Team will be notified and appropriate Incident Report completed by the reporting individual.
2. Members of the Threat Assessment Team will assess the situation, coordinate a response, and support the Student-in-Crisis and the College community.
3. The following actions may be taken by the Threat Assessment Team according to Level of concern:
 - Level 1 concern: Low Threat Level. Where no imminent threat to oneself or others appears to be present, but there is an element of concern, a referral will be made to a Career Services Life Coach to arrange for a meeting with the student to be held within 4 days. As needed, a member of the Threat Assessment Team may be included in the meeting. The student will be offered appropriate support and/or referral to supports/counseling, etc.
 - Level 2 concern: Medium Threat Level. Where no imminent threat to oneself or others appears to be present, but there is a reasonable element of fear that a threatening situation is possible or appears to be building up, a referral will be made to a Career Services Life Coach to arrange for a meeting with the student to be held within 2 days. A member of the Threat Assessment Team will be included in the meeting to continue to assess the situation. The student will be offered appropriate support and/or referral to supports/counseling.
 - Level 3 concern: High Threat Level. Where there is imminent threat present, the College has the duty to protect the Student-in-Crisis and others. Immediate action may be required such as: Temporary but immediate withdrawal from the College with Letter of Trespass issued by the Registrar.
 - As early as possible, the Threat Assessment Team will contact Calgary Police Services who will provide guidance for the College, determine further risk and deploy appropriate resources as needed. If possible, this would be done prior to issuing the Letter of Trespass. This is dependent on the immediate urgency of the situation.
 - The student will only be able to return to the College once the student makes application for readmission to the Registrar's office, according to the Readmission Policy, requesting return to classes and provides suitable documentation of an intervention that is deemed by the College to have been in place long enough to have results. The College may request a consultation with the individual's medical

professionals or others supporting the student. Evidence must be provided that any disciplinary actions/sanctions have been completed.

- The student may then be asked to meet with a readmission team as designated by the Readmission Committee. A member of the Threat Assessment Team will be part of the initial meeting. A Readmission Plan will be made in order to assist the student in being successful upon re-entry and to ensure the College community is safe and its learning environment is protected. A Career Services Life Coach will monitor the success of the Plan and report to the Threat Assessment Team on a monthly basis.

NON-ACADEMIC MISCONDUCT RECORDS

Records, including Incident Reports, will not be placed in the student's general file. These will be stored in Confidential Files in the Registrar's office.

ANNUAL REPORTING TO THE PRESIDENT AND ACADEMIC COUNCIL

An annual report detailing the types of cases and actions taken under this policy will be provided to the President and Academic Council by the Registrar's office. No names of students will be provided in this report.

READMISSION OF STUDENTS WITH RECORDS OF MISCONDUCT

The College believes that an individual may make a mistake and after engaging in a process of restitution or other appropriate, corrective action, the student may be given another opportunity to return to the College campus and their program. This belief is in keeping with the principles of Natural Justice and Restorative Justice.

REVIEW

This policy will be reviewed as needed by stakeholders according to Columbia College's business procedures and timelines.

RELATED COLUMBIA COLLEGE POLICIES AND DOCUMENTS

ADM-P151 – Attendance Policy and Regulations
ADM-P079 – Columbia College's Commitment to Human Rights and Diversity Policy
ADM-P177 – Student Appeals Policy and Procedures
ADM-P030 – Employee and Student Incident and Grievance Procedure
ADM-P188 – Student Accommodation Policy
ADM-PF039 – Student Roles and Responsibilities