



<b>Category:</b> 2.0 Education	<b>Responsible Owner:</b> Academic Board	<b>Effective Date:</b> May 2023
<b>Policy/Form Number:</b> 2.8	<b>Approval Body:</b> Board of Governors	<b>Policy/Form Name:</b> Student Classroom Code of Conduct Policy and Procedure

#### A. POLICY:

**PURPOSE/COMMITMENT:** Students at Columbia College are expected to show respect for their instructors and for the rights of other students, in particular their right to learn. Any behavior in a classroom that interferes with the instructor's ability to conduct the class or a student's ability to learn is considered disruptive. The penalties for disruptive behaviour are set out in the College Calendar and include suspension or even expulsion from the College. In general, students are expected to be attentive and courteous to instructors and other students to complete assigned work on time, and to take responsibility for their own achievements.

**SCOPE:** This policy applies to all registered students.

**WHEN TO USE THE POLICY:** This policy is to be used to establish expectations for all in-class and on-line student conduct. These expectations also extend outside of the classroom, such as group work, discussion boards, videos, simulations, emails, etc.

#### DEFINITIONS:

**CONDUCT VIOLATION:** A conduct violation is any classroom behaviour inconsistent with the definition of the Student Code of Conduct or in violation of the behaviour detailed in this policy. The College has the right to refer to other specific policies, if applicable.

**Category:** The category or grouping that the policy falls into:  
2.0 Education

#### B. PROCEDURES:

##### 1. Student Code of Conduct Expectations Follow:

Columbia College ascribes to the highest standards of conduct. Adhering to these standards of conduct means observing the Columbia College [values](#): inclusion, justice, excellence, reciprocity and democratic equality. Students are expected to conduct themselves in the classroom in a manner that is consistent with these values. These standards of conduct require that students obey the law, be aware of and abide by College policies, behave in a safe and civil manner, demonstrate respect for members of the College community, and demonstrate respect for the College and its community members' property and resources. Specific classroom behaviour expectations are detailed in this policy.

##### In-Class:

Students at Columbia College are expected to show respect for the rights of other students, in particular the right to study and learn. Any behaviour that interferes with the instructor's ability to conduct the class will be treated as disruptive. The penalties for disruptive behaviour include suspension and even expulsion from the College. In general, students are expected to be attentive and courteous during class and lab time, to complete assigned work on time, and to take responsibility for their own achievement. In particular:

1. Regular attendance is expected of students in all classes, lectures, and laboratories. Missing a substantial number of classes in any course during the semester may be considered disruptive to the orderly functioning of the class and other student's ability to study or learn, and such students' cases may be referred to the VPA or designate for disciplinary action.
2. Students should arrive at all classes early so as to be ready when the class begins; this means taking a seat and getting out necessary equipment and materials, and so on, before the class starts.
3. Students should not expect to leave the class before the instructor has finished. On those rare occasions when a student must leave a class early, they should seek the permission of the instructor before the class starts. If a student must excuse themselves during a class, the student should request permission and leave as quietly as possible.
4. Cellphones and other potentially disruptive electronic devices should be turned off during classes and not simply switched to "vibrate" mode. They may be used during a class only when specifically authorized by the instructor.
5. Students should speak respectfully when asking a question or answering a question posed by the instructor or another student.
6. Students may not eat or drink during classes unless the instructor indicates that this is acceptable in their class.
7. Students should communicate respectfully in discussion groups, during office hours, and in any type of electronic communication.
8. Students should respond to emails/messages from instructors and classmates in a timely manner.
9. It is the student's responsibility to keep their assignments and tests to the end of the first week of the following semester in order to present the evaluations for final grade appeal.

#### **Remote Learning - Synchronous:**

1. Regular attendance is expected of students in all classes, lectures, and laboratories. Students who miss a substantial number of classes in any course during the semester may be considered disruptive to the orderly function of the class, and such students' cases may be referred to the VPA or designate for disciplinary action.
2. Students should arrive at all classes early so as to be ready when the class begins. This means logging in and getting out necessary equipment and materials-and so on before the class starts.
3. Students must agree to have their camera turned on during class if requested by the instructor.
4. Students should not use their student number during class time as a means of identifying themselves, due to privacy reasons.
5. Students should not expect to leave the class before the instructor has finished the lecture or lab. On those rare occasions when a student must leave a class early, they should seek the permission of the instructor before the class starts via College email. If a student must excuse themselves during a class, the student should request permission via chat and leave as discreetly as possible.
6. A secondary device may be used by students during a class only to engage in class activities or to source course material, unless given specific permission by the instructor.
7. Students should speak respectfully when asking a question or answering a question posed by instructors or other students.
8. Students should communicate respectfully in discussion groups, during office hours, and in any type of electronic communication.
9. Students should respond to emails/messages from instructors and classmates in a timely manner.
10. It is the student's responsibility to keep their assignments and tests to the end of the first week of the following semester in order to present the evaluations for final grade appeal.

### **Remote Learning – FLEX (Asynchronous):**

1. Students should be prepared for appointments with instructors or other students. This means logging in and getting out necessary equipment and materials and so on before the appointment starts.
2. Students must agree to have their camera turned on during class tests or exams if requested by the instructor.
3. Students should not use their student numbers to identify themselves during online class activities (such as group work, online discussions, etc.), due to privacy concerns.
4. Students should communicate respectfully when interacting with instructors or classmates.
5. Students should respectfully communicate with instructors and classmates in discussion groups, office hours, and in any type of electronic communication.
6. Students will respond to messages/emails from instructors and classmates in a timely manner.

### **HyFlex:**

Students who are attending a HyFlex class in-person should follow the **In-Class** procedures detailed above. Students who are attending a HyFlex class remotely should adhere to the **Remote Learning – Synchronous** procedures detailed above, or the **Remote Learning – FLEX (Asynchronous)** procedures detailed above, depending upon the choice of delivery chosen by the instructor or necessitated by the course. Students must be given permission by the instructor to change their mode of delivery.

## **2. Remediation, Disciplinary Action and Appeal Procedure:**

Disruptive behaviour of any sort may result in a student being denied access to the class in question and receiving a failing grade. Generally, disciplinary actions taken will be progressive, with more serious action taken for repeated violations of the Code of Conduct or serious violations. Measures may include verbal warnings, written warnings, denial of class access, receiving a reduced or failing grade, and in more serious cases, suspension or expulsion from the College.

Parents or guardians of students under the age of 19 will be notified of any disciplinary action taken against such students.

### **1. Informal Resolution:**

In most cases, should there be a disruptive incident in class, the instructor will speak to the student about the incident and resolve it informally (i.e., without further action).

### **2. Incident Not Resolved During Class or After:**

Should the Incident not be resolved in class, the instructor may ask the student to leave the class.

If an instructor believes the incident that caused the disruption is severe enough to warrant further action, and if the matter is not resolved in class, the instructor can refer the incident to Student Services for further action. The instructor may require the student to miss one class only up to a maximum of one week, without needing approval from the VPA for such a sanction.

### **3. Reporting the Allegation:**

If the situation is not resolved informally by the instructor, the instructor will communicate the details of the allegation to the appropriate authority, including their Dean. Details follow:

**UT students:** the Instructor will report the incident to the Student Rights and Responsibility Coordinator or designate, who will work with the Director of Student Services, Dean and VPA to investigate.

**High School students:** the instructor will report the incident to the Head of High School, who will work with the Manager of Student Services in the High School to investigate.

If the parties involved, in consultation with the instructor, decide not to investigate the situation, the student will be informed to attend the next class.

#### **4. Immediate Restrictions:**

At any stage of an Investigation, if the Director of Student Services or Head of High School, Dean, Instructor or designate believes a student poses a high or imminent risk to the Classroom, they should immediately bring the situation to the attention of the VPA or designate, for a decision regarding further possible sanctions. Generally, a restriction is not meant to have implications for a student's ability to continue their academic pursuits, and this consideration will be considered when imposing a temporary restriction.

When such a restriction is imposed, it will include a time frame, and the time frame may be extended at the discretion of the VPA or designate, in the event the risk remains high or imminent.

When such a restriction is imposed, the Director of Student Services, Head of High School, or designate will immediately inform the student in writing and post to the student's file. The written notification must include reasons for the restriction and the time frame of the restriction.

#### **5. Investigation of an Allegation:**

If a decision is made to investigate the situation, both the instructor and student involved (and witnesses) to the incident will be interviewed by the Rights and Responsibilities Coordinator and a report written for the student's file.

If the investigation results in a finding that the allegation falls under the Bullying and Harassment Policy, or another relevant policy, that policy will be followed.

If the student alleged to have been disruptive refuses to be interviewed, a Conduct Hold will be placed in student records and will remain in place until the investigation is completed.

#### **6. Internal Mediation:**

If informal resolution is not effective, or if either party does not wish to engage in it, the VPA may recommend the Instructor and Student attempt to support resolution through mediation. Normally the mediator will be the VPA and/or Director of Student Services in UT or the Head of High School and Manager of Student Services in the high school. The Mediator(s) will:

1. Gather information (clarify, issues, process, expectations)
2. Set a framework for internal mediation (identify goals, neutrally identify and reframe issues)
3. Build understanding between participants (help resolve misunderstanding or confusion, develop criteria for resolution)
4. Review ways in which the situation could be resolved (generate options and evaluate with participants, select most beneficial option).
5. The mediator will assist the Instructor and student with implementation, ensure mutual understanding of agreement, and write the final report with respect to the process.

Mediation is voluntary. If either party chooses not to engage in it, the VPA and Director of Student Services will make a decision with respect to the outcome of the situation.

## **7. Report to Academic Board:**

If mediation is not successful, the VPA and/or Director of Student Services will prepare a recommendation to the Principal, for approval, that includes:

1. a description of the allegation.
2. the findings from the investigative report;
3. the decision as to whether a Conduct Violation has occurred.
4. the recommended disciplinary sanctions imposed on the respondent (if any, see below),
5. whether there is a recommended suspension or expulsion for approval by the Principal of designate, and
6. the reasons for the decision, and recommended disciplinary sanctions (if any).

## **8. Disciplinary Sanctions**

If it is determined that a Conduct Violation has occurred, disciplinary sanctions, will be applied by considering the following factors:

1. the nature and severity of the Conduct Violation and the impact the Conduct Violation has had on the College community;
2. the inadvertent or deliberate nature of the Conduct Violation;
3. whether the Respondent accepts responsibility for the Conduct Violation;
4. any other mitigating or aggravating circumstances; and
5. whether the Conduct Violation is an isolated incident or not.

While the College may impose a variety of disciplinary sanctions in response to a Conduct Violation, respondents may also be provided with educational opportunities promoting good citizenship and personal growth and development.

The purpose of disciplinary sanctions is to affirm the standard of conduct required from students by the College as outlined in the policy, to repair harm that has been done and/or restore what has been damaged, and to guide respondents in making appropriate choices in the future.

Respondents may receive more than one disciplinary sanction for a Conduct Violation. Disciplinary but are not limited to:

1. receiving a letter of reprimand and/or writing an apology;
2. producing a reflection paper;
3. undertaking an educational project;
4. undertaking community service;
5. paying for damage or harm that has been done to College or a College community member's property;
6. losing the privilege of access to designated College property, services and/or College or College-related activities; and
7. receiving a suspension or expulsion from the class or the College (subject to approval by the Principal or designate).

## **9. Monitoring Conditions of Sanctions**

If disciplinary sanctions are imposed on a respondent under the policy and these procedures, the applicable supervisor, the Director, Dean, Head of High School, or designate, will assess whether the disciplinary sanctions are completed satisfactorily, and if they are not, will ask for approval from the VPA to place a Conduct Hold on the respondent's student record until such time as the disciplinary sanctions have been satisfactorily completed. When a Conduct Hold is placed on a respondent's student record, the respondent must be notified in writing, which written notification must include reasons for the Conduct Hold.

#### 10. Appeal of a Decision:

A respondent may appeal a decision to the Academic Board. Any decision of the Academic Board in respect of a respondent's appeal under the policy and these procedures is final and there is no further right to appeal.

Also attending the hearing will be the student appellant, the Rights and Responsibilities Coordinator-and the instructor who brought the charge. The instructor may bring one representative from their department, and the student may bring an advocate.

The Academic Board hearing proceeds as follows:

1. Chair outlines the procedure
2. Instructor presents with all present
3. Student presents with all present.
4. Student responds to the presentation of Instructor with all present.
5. Instructor responds to student's presentation with all present.
6. Student responds with Instructor absent (if student requests).
7. Instructor responds with student absent (if instructor requests).
8. Board deliberates in camera, with each voting member casts a vote.
9. The decision of the Board is conveyed to the Instructor and the Rights and Responsibilities Coordinator who then informs the student, Instructor, Dean, VPA and Director of Student Services. Accounting is also notified in the event of a refund.
10. The decision of the Board is final (i.e., not subject to further appeal).
11. Within three (3) working days, the Chair submits a formal report of the appeal to the Rights and Responsibilities Coordinator. The report will describe the circumstances of the case and explain the basis on which the appeal was decided. It will also include a summary of the dissenting opinions (if any) of the Board members.
12. The Rights and Responsibilities Coordinator-will enter the verdict in the student's file.

#### 11. Records Retention

Records created as a result of actions taken under the policy and these procedures shall be marked and treated as confidential.

#### DOCUMENTS, WEBSITE:

[Appeal Form](#)

#### REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:

#### REFERENCE TO BYLAWS:

#### RELATED ACTS AND REGULATIONS:

#### RELATED POLICIES:

Harassment and Discrimination Policy

#### C. APPROVALS:

#### IF APPLICABLE:

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<b>Chair, Academic Board</b>	<b>Date:</b>
<b>Chair, Marketing and Recruitment Committee:</b>	<b>Date:</b>
<b>Chair, Finance Committee:</b>	<b>Date:</b>

**APPROVAL FOR ALL POLICIES:**

<b>Responsible Owner:</b>	<b>Date:</b>
<b>Principal or Designate:</b>	<b>Date:</b>
<b>Chair, Board of Directors:</b>	<b>Date:</b>

<b>Proposed Review Date:</b> May 2028	<b>Dates(s) revised:</b> May 1, 2021 Jan. 2022	<b>Replaces Policy/Form Number:</b> Jan. 2022
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