

***CHAMPLAIN REGIONAL COLLEGE***  
***OF GENERAL AND VOCATIONAL EDUCATION***



***CODE FOR STUDENT CONDUCT***  
***ST-LAMBERT CAMPUS***

**This policy was adopted for the first time by the Board of Governors'  
resolution number 2124, on March 10, 2004.**

# **CODE FOR STUDENT CONDUCT CHAMPLAIN ST-LAMBERT**

## **1. PREAMBLE**

The Board of Governors of the College is empowered by the CEGEP Act to adopt regulations necessary for the effective functioning of the institution. The purpose of this Code for Student Conduct is to insure that all members of the Champlain St-Lambert community enjoy the opportunity to exercise their rights. It is therefore intended to provide students, through exercise of their responsibilities, with the opportunity to develop the habits of good citizenship. Consistent with that goal, reasonable efforts will be made to foster the personal and social development of those students who are held accountable for violations of College regulations and policies. All members of the Champlain St-Lambert community (students, faculty and staff) plus the College as a corporate entity, are subject to, and have recourse to, the law. The application of this code in no way prohibits the right to recourse under the law.

## **2. ADOPTION AND REVISION**

The present Code for Student Conduct comes into effect once it is formally approved by the Board of Governors. The Academic Dean(s), the Director of Student Services, Director of Continuing Education and the Campus Director will meet annually to review the application of the Code and will identify changes or improvements to the Policy. Such changes will be submitted to the Board of Governors for approval.

## **3. APPLICATION**

The Code is intended to cover instances of non-academic misconduct, both inside and outside the classroom, not otherwise dealt with in College regulations and policies. Academic misconduct (e.g. Cheating and Plagiarism) and student academic grievances are dealt with in the Policy on Evaluation of Student Learning and the Policy for the Resolution of Student Complaints.

The Code will be applied in a fair and judicious manner. The proceedings that take place in its application will be conducted in a confidential manner.

The Code applies at any site or on any occasion involving curricular or extra-curricular activities which are supervised or sponsored using the name of the College and/or the Champlain Student Association. A student group or organization and its officers may be held collectively or individually responsible when they tacitly or overtly consent or encourage violations of the Code.

***Attempts to commit acts prohibited by the Code may be punished to the same extent as actual violations.***

Responsibility for the enforcement of this Code is by necessity shared by a number of individuals and groups. There should be sufficient consultation and coordination amongst all parties involved in the Code's enforcement to insure a reasonable equity in the application of sanctions. A central record system will be kept on all cases dealt with under this Code.

#### **4. DEFINITIONS OF TERMS**

For the purpose of this Policy, a **student** is defined as any person admitted to Champlain St-Lambert and registered in one or more courses (credit or non-credit) offered by the College.

**Faculty and staff** include all regular employees of the College, individuals employed under a contract issued by the College and individuals who have been authorized to act on behalf of the College.

**“In Class”** is defined as all activities for which a faculty member has been assigned primary responsibility.

#### **5. DEFINITIONS OF MISCONDUCT**

While students are expected to respect the law and College regulations and policies at all times, the Code for Student Conduct specifically prohibits, but is not limited to, such acts as:

- 5.1 assaulting, threatening, physically or verbally abusing, or intimidating another member of the College community;
- 5.2 acting in any way which endangers the health, safety or well being of others;
- 5.3 unruly behaviour, disturbing the peace, disrupting or obstructing College activities;
- 5.4 theft, destruction, or intentional or reckless damage to the property of other members of the College community;
- 5.5 theft of College property or services;
- 5.6 defacing, misusing or damaging the College grounds, building, facilities or equipment;
- 5.7 misuse and inappropriate use of computers or in any manner interfering with their pedagogical use;
- 5.8 unauthorized removal to another location of College furnishings or equipment;
- 5.9 failure to assure the security of equipment for which one is responsible;
- 5.10 presence on College property outside of authorized hours;
- 5.11 unauthorized presence in or use of restricted College premises, facilities or property;
- 5.12 intentionally furnishing false information to the College;
- 5.13 involvement in forgery, unauthorized alteration, or unauthorized use, of any College document or instrument of identification;
- 5.14 gambling;
- 5.15 possession, use, distribution or sale of alcohol or illegal drugs;

- 5.16 use or possession of any weapon or dangerous material;
- 5.17 committing indecent or grossly immoral acts and/or using obscene, profane or abusive language;
- 5.18 promoting racism, sexism, homophobia, hatred in ideas or actions;
- 5.19 smoking in an area where it is prohibited;
- 5.20 consumption of food or beverages in an area where this is prohibited;
- 5.21 unauthorized use of the College's name or logo;
- 5.22 unauthorized display, advertising, selling or solicitation, or engaging in commercial activities on College premises;
- 5.23 failure to identify oneself properly or refusal to produce an ID when requested by a College official or security guard acting in the performance of his/her duties;
- 5.24 making false statements to a College official or security guard enquiring into an allegation of misconduct;
- 5.25 failure to comply with the directives of a College official, including College security personnel, acting in performance of their duties;
- 5.26 counselling, inciting, aiding, being party to, or deliberately concealing another person's misconduct;
- 5.27 violation of College regulations, policies or the terms of any disciplinary action imposed in accordance with this Code;
- 5.28 Carrying out unauthorized initiation activities or hazing;
- 5.29 Unauthorized use or possession of College keys.

## **6. STUDENT MISCONDUCT OUTSIDE OF CLASS**

### **6.1 Procedures to Deal with Misconduct Outside Of Class**

#### **6.1.1 Minor Infractions**

Faculty and staff who observe minor infractions of the Code are encouraged to intervene and deal with the situation in an appropriate manner.

#### **6.1.2 Serious Infractions**

Faculty, staff and students who observe serious infractions of the Code should report such behaviour to the Director of Student Services, Director of Continuing Education and/or Security. Faculty and staff should take and report, when possible, the names and ID numbers of students who violate provisions of the Code. A report should be made as soon as possible after the incident and it may be verbal or in writing.

### **6.1.3 The Responsibility of the Director of Student Services**

The Director of Student Services:

is responsible for dealing with infractions of the Code outside of class.

will investigate to determine the facts of the cases in violation of the Code.

may impose the sanctions described in Article 9.

In the event of suspension or College expulsion, the student will be notified by registered mail.

## **7. STUDENT MISCONDUCT IN CLASS**

### **7.1. General Provisions**

7.1.1 The instructor, working within the guidelines provided, is responsible for determining the appropriateness of student behaviour in the classroom.

7.1.2 On an annual basis, the Director of Champlain St-Lambert will designate one of the Academic Deans to be responsible for this segment of the Code for Student Conduct. The Dean provides faculty with guidelines for the definition of student misconduct in class and may intervene in cases of dispute.

### **7.2 Procedures to Deal with Misconduct in Class**

#### **7.2.1 The Role of the Instructor**

If a student demonstrates misconduct in class, an instructor may require that the student leave the class for the remainder of that class period (Sanction 9.5 *Short Term Class Suspension*). The student must be given the reasons for which he/she has been required to leave the class.

If a student refuses to abide by an instructor's imposition of a Short Term Suspension, the instructor may immediately refer the matter to the Dean. In exceptional circumstances, the instructor may cancel the class and then refer the matter to the Dean.

If an instructor requires a student to leave class on a second occasion, the instructor must give the Dean written notification within two working days of this incident including the reasons for which the student was required to leave class on both occasions.

#### **7.3 The Responsibility of the Dean**

The Dean is responsible for dealing with “**in class**” infractions of the Code, as well as any violations related to academic administration (e.g., admissions, registration and student records).

The Dean may attempt to mediate the situation or may proceed to immediate disciplinary action as described in Article 9.

If an instructor wishes a student to be made subject to a Long Term Class Suspension, a written request detailing the reasons for this action must be provided to the Dean. A copy of this request should be provided to the student in question.

In the event of long term class suspension, suspension or College expulsion, the student will be notified by registered mail.

## **8. CONTINUING EDUCATION**

### **8.1 The Responsibility of the Director of Continuing Education**

The Director of Continuing Education:

is responsible for dealing with all infractions of the Code as they apply to Continuing Education students both inside and outside the classroom.

may impose the sanctions described Article 9 of the Code.

In the event of long term class suspension, suspension, or College expulsion, the student will be notified by registered mail.

## **9. SANCTIONS FOR MISCONDUCT**

9.1 VERBAL WARNING - The student is advised verbally of the consequences of a repetition of the misconduct in question.

9.2 WRITTEN WARNING - The student is warned in writing that further misconduct may result in more severe disciplinary action. Written warnings may specify the sanction to be applied in the event of further, continued, or repeated misconduct within a stated period of time.

9.3 DISCIPLINARY MEASURES - The student is informed in writing that his/her behaviour has resulted in the imposition of a disciplinary measure such as the following:

**Apology:** A written apology to persons, groups, or organizations offended by the student's behaviour

**Disciplinary Probation:** Restricted privileges such as exclusion from certain College activities.

**Disciplinary Prohibition:** Restricted access to certain areas or the use of certain facilities or equipment.

**Restitution:** Reimbursement to the College or to other persons, groups, or organizations for damages incurred as a result of a violation of this code or for misappropriation of equipment or services. The terms of this measure will be described in detail in the letter given to the student.

**Community Work:** Reimbursement in the form of appropriate community service as determined by the Student Conduct Committee or the Director of Student Services.

9.4 PERMANENT RECORD - Letters and reports concerning a student's misconduct may be added to a student's official file. The length of time such a record is to be maintained in the file should be specified.

- 9.5 SHORT TERM CLASS SUSPENSION – Exclusion of the student by an instructor from a class for the remainder of the class period.
- 9.6 LONG TERM CLASS SUSPENSION – Exclusion of a student from a class for a prolonged period determined by the Dean for Day Division students or by the Director of Continuing Education for Continuing Education students.
- 9.7 COLLEGE SUSPENSION - Exclusion from all classes and other privileges and activities for a specific length of time. The student is barred from the premises. Notification will be placed in the student's file.
- 9.8 COLLEGE EXPULSION - Withdrawal of a student's rights and privileges as a student at Champlain College. Student status is terminated for an indefinite period. Notification will be placed in the student's file.

**10. APPEALS**

**10.1 Appeals Procedure**

- 10.1.1 All appeals must be made to the Director of Champlain St-Lambert within 10 working days of the appellant's receipt of the decision to impose a sanction of the Code.
- 10.1.2 Appeals regarding long term suspension or expulsion will be immediately referred to the Student Conduct Committee.
- 10.1.3 For all appeals regarding long term suspension or expulsion, the Director of Champlain St-Lambert will return a decision within 5 working days of receipt of the recommendation of the Student Conduct Committee. In all other cases, the decision of the Director of Champlain St-Lambert will be returned within 10 working days.
- 10.1.4 Any sanction under appeal will remain in force until the appeal process is completed.

**10.2 THE STUDENT CONDUCT COMMITTEE**

**10.2.1 Composition**

The Student Conduct Committee shall consist of four (4) persons each chosen annually at the beginning of each academic year.

- A student selected by the Champlain Students' Association
- A member selected by the Champlain College Teachers Union
- A member selected on a rotational basis by either the Champlain Non-Teaching Professionals Union or the Champlain Support Staff Union
- A chairperson selected by the College Administration

**10.2.2 Mandate**

The Student Conduct Committee shall hear appeals regarding long term suspension or expulsion and make recommendations to the Director of Champlain St-Lambert.

### **10.2.3 Procedure**

- 10.2.3.1 When an appeal is received, the Chair of the Student Conduct Committee will convene a meeting without undue delay, and, whenever possible, the Committee's deliberations will be completed within two weeks.
- 10.2.3.2 The Chair will advise the student within 48 business hours, in writing, of the meeting date, and will invite the student to attend.
- 10.2.3.3 The Student Conduct Committee will invite and hear all individuals suggested by the Dean, the Director of Student Services, and the Director of Continuing Education or by the appellant.
- 10.2.3.4 The Student Conduct Committee will assure that due process governs the proceedings and will assure that the case is treated on its individual merits.
- 10.2.3.5 All Student Conduct Committee sessions are closed to persons whose attendance is not required and every effort will be made to ensure the confidentiality of all deliberations.
- 10.2.3.6 The Student Conduct Committee will make its recommendation to the Director of Champlain St-Lambert, whose decision is final.

### **10.2.4 Final Decision**

Upon receipt of recommendations by the Student Conduct Committee, the Director of Champlain St-Lambert will render a final decision. The decision will be communicated to the appellant by registered mail. In the event that the Director of Champlain St-Lambert chooses not to accept the recommendation(s) of the Student Conduct Committee, the reasons for such a decision will be provided to the Committee in writing.