



## Student Conduct Procedure

This document is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

<b>Sponsor:</b>	Academic
<b>Procedure Owner:</b>	Vice President, Academic
<b>Procedure Administrator:</b>	Vice President, Academic
<b>Approved by:</b>	President's Advisory Team
<b>Approval Date:</b>	December 7, 2022
<b>Effective Date:</b>	December 7, 2022

<b>Overview:</b>	The College acknowledges that students are responsible for their own learning, and are expected to adhere to Northern Lakes College's attendance, academic progress and behaviour requirements. The College promotes a positive learning environment where students and College employees work together to succeed.
<b>Procedure:</b>	<p>If students register in collaborative programs from other institutions or organizations, they are subject to the rules of conduct and penalties of that institution or organization as well as those of Northern Lakes College.</p> <p><b>SECTION ONE: RIGHTS AND RESPONSIBILITIES</b></p> <p><b>A. Rights</b></p> <p><b>i. Students have the right to:</b></p> <ol style="list-style-type: none"> <li>a) fairness, respect and dignity,</li> <li>b) quality programs and services,</li> <li>c) a safe and healthy learning environment,</li> <li>d) confidentiality,</li> <li>e) view any official record that exists in their file(s), in accordance with the Freedom of Information and Protection of Privacy (FOIP) legislation,</li> <li>f) a Program Handbook or Program Information Package, and a course outline at the beginning of each College-approved course or program, which clearly states the following:             <ul style="list-style-type: none"> <li>• the course or program description,</li> <li>• learning outcomes/objectives,</li> <li>• the performance expectations of the course or program, including timelines for the completion of assignments and writing of examinations, and any other relevant information or requirements for successful completion of that course/program, including Apprenticeship and Industry Training where appropriate</li> <li>• credits for the course or program if applicable,</li> <li>• fair examination practices,</li> <li>• knowledge of the length of the course/program,</li> <li>• be informed of withdrawal deadlines,</li> <li>• required course materials,</li> <li>• a list of supplies and materials students must provide,</li> </ul> </li> </ol>

- instructor contact information, and
  - Any other relevant information.
- g) Have their progress tracked in our Learning Management System (Brightspace). Programs may opt to provide regular progress reports by e-mail. All students will have opportunity to discuss their progress with their instructors/program advisor/program coordinator.
  - h) Receive prompt and constructive feedback on assignments and exams. (This statement does not apply to exams administered by external examining bodies, such as Alberta Education, Apprenticeship Branch or other institutions.)
  - i) A counsellor who can act as an advocate and can speak or write on behalf of students.
  - j) Provide feedback to the College about programs and services.
  - k) File complaints as recourse for violation of rights in accordance with the Academic – Student Appeals Procedure.
  - l) Appeal College decisions in accordance with the Academic – Student Appeals Procedure.

### **B. Recourse for Violation of Student Rights**

The College is committed to providing students with an avenue for addressing any perceived violation of their rights:

- i. Students are encouraged to try to resolve issues or conflicts with College employees or students with whom they have problems.
- ii. Students can approach College counsellors to receive support and guidance in relation to resolving issues. Students may have a counsellor accompany them when meeting with the person(s) with whom they experience conflict.
- iii. Students have the right to appeal College decisions they feel are unjust in accordance with the Academic – Student Appeals Procedure.
- iv. Any violation of students’ rights involving sexual harassment falls within the Respectful Workplace Policy of the College.

### **C. Responsibilities**

#### **i. Students have the responsibility to:**

- a) treat others in the College or partners of the College with fairness and respect
- b) attend classes in compliance with their course or program requirements which include:
  - Providing reasons and documentation to the College and their funding agency (or agencies) for all absences (medical or equivalent reasons must be provided). This information will be shared with the funding sponsor(s).
  - Informing their instructor of the reason for the absence, and providing any pertinent documentation, the expected time away, and the plan for staying abreast of course work.
  - Attending, if requested, a scheduled meeting to discuss the impact of their absences on their overall progress.
- c) maintain a safe and healthy learning environment
- d) maintain the confidentiality of others
- e) provide the College with accurate and relevant information
- f) successfully complete their courses and/or program
- g) be aware of, and use, the services they need in order to succeed

- h) inform College staff/faculty of any perceived deficiencies in College services
- i) follow College procedures for formal complaints and appeals
- j) avoid inappropriate conduct including:
  - violence
  - disregard for the rights of others
  - verbal, physical or sexual harassment
  - theft from the College, the staff, the faculty, other students, or any student organization
  - fraud
  - academic dishonesty

## ii. Addressing Violation of Students' Responsibilities

The College will address violations of students' responsibilities.

### a) Late Assignments

- All assignments must be submitted by the due date.
- Extensions are **not** automatically given and must be approved by the instructor prior to the due date.
- Late assignments may be assessed a penalty if an extension has not been negotiated. The course outline will include information on penalties for late assignments.

### b) Academic Integrity

- When an instructor has reason to believe that an academic offence has taken place, the instructor shall:
  - retain possession of suspect materials and contact the student concerned,
  - consult with his or her supervisor,
  - notify the student of the nature of the charge of academic dishonesty, and
  - Provide the student with a fair opportunity to answer the charge and put forth their case.
- Where the instructor determines that an offence has taken place, they shall notify the program coordinator.
  - If it is a first offence, the instructor may require the student to re-do the work or may levy a penalty to a maximum of a zero for the assignment, test or examination.
  - If the offence is a second or subsequent offence, or, if in the instructor's opinion the penalty should be more severe than a grade of zero for the work in question, the instructor shall refer the case to the Program Chair or the Dean.
- Penalties for students caught cheating on exams include a zero on the exam, and possible withdrawal requirement. Any penalty levied shall be communicated to the student in writing along with an indication of the student's right of appeal.
- A finding of academic dishonesty and/or a penalty imposed may be appealed by the student. The student must appeal within seven days after the student has been advised of the penalty.

## SECTION TWO: NON-ACADEMIC MISCONDUCT

### A. Early Warning

Any member of the College who is concerned about the well-being of a student must consult with a Counsellor to determine what immediate solutions can be

taken to assist the student in need. Early warning signs include but are not limited to:

- Social withdrawal,
- Disengagement from activities (missing class, lateness, lack of preparation),
- Feelings of persecution and/or paranoia,
- Poor academic performance,
- Expressing violence and/or aggression in writing or verbally,
- Uncontrolled anger, easily provoked, intense reaction,
- Destruction of property,
- Drug and/or alcohol use,
- Expressing suicidal thoughts, and
- Significant change in behavior that is concerning
- Significant change in behaviour and messaging on social media

### **B. Multi-disciplinary Team**

A multi-disciplinary team, consisting of the Registrar, a Counsellor or Dean of Student Success, alternate Program Dean, and Program Chair. The Registrar is a non-voting member who leads the multi-disciplinary team and ensures the correct process is followed. When appropriate, it will also include the Senior Director of Facilities and Ancillary Services, Chair responsible for the campus, and Student Housing Coordinator. They will address and coordinate efforts to resolve concerns when a student's behavior has become, or have the potential to become, harmful to the student and/or members of the College community. A Team is gathered based on the location and program associated with the student issue. As well, the Team may be convened at any time based at the request of Senior Leadership Team for any Student-at-Risk concern.

The Team acts as a resource to assist with providing support to the student-at-risk and other students affected by the situation through the following actions:

- i. Communicating with all appropriate members of the College the concern and what preventive measures have or will be taken. These measures may include alert notices.
- ii. Ensuring that the student-at-risk and other students affected receive the necessary support through counselling and referral services.
- iii. Helping to ensure that the situation does not escalate or repeat itself by taking action to protect students and/or other members of the College community.
- iv. Ensuring that personal information is kept confidential unless disclosure is essential to prevent serious and imminent harm.
- v. Contributing to reviewing and improving student support measures and risk assessment procedures to deter future at-risk behavior.

### **C. Student Support Measures**

#### **i. Temporary Suspension**

- a. In the event that inappropriate conduct involves violent or threatening behaviour, or significant disruption of the learning environment, the offending party must be suspended **immediately** a minimum of 24 hours and up to 72 hours by any member of the College staff or faculty. The purpose of a temporary suspension is to establish immediate control over a disruptive situation and to allow suitable time for completion of a review. These actions are taken if

- the student is engaged on College property or on-line.
- b. Where there is immediate danger, the College staff or faculty must call 9-1-1 for assistance and follow the Violent Acts of Crime/Suspicious Behaviour section in the Emergency Response Plan.
  - c. If necessary, the class may be discontinued for the day.
  - d. Depending upon circumstances, the student may be asked to leave student housing and find alternate accommodation until such time that the suspension has been remediated.
  - e. As soon as possible after a temporary suspension has been issued, the College staff or faculty member must contact their immediate supervisor. The supervisor will then immediately contact all members of the Multi-disciplinary Team so that the appropriate student-at-risk protocols are engaged within the time frame of the suspension.
  - f. Student-at risk is contacted by Counselling to provide support and determine whether a referral to a local licensed mental health professional is warranted.
  - g. Students affected by the situation are contacted by Counselling to provide support, education and address any concerns
  - h. The Multi-disciplinary Team, lead by the Registrar, meets to review, assess and address any risks associated with the situation and seek remedies for future mitigation. The review includes the following:
    - Ensure immediate risk is reduced
    - Collect information from all sources to support an appropriate intervention plan. The collection process will follow all appropriate protocols for investigations of this nature.
      - Facts regarding the threat or incident(s)
      - Evidence of student behavior and actions
      - Identify students and staff who may be affected by the situation to ensure that support is provided
    - Ensure that notifications and/or alerts have been provided to members of the College community who may be in contact with the student-at-risk. These members include:
      - Security
      - Campus Access Facilitator and Campus Instructor
      - Student's College Counsellor
      - Student's Instructors
  - i. The College reserves the right to issue a Notice of Trespass to the individual(s) deemed to have acted in a violent or potentially violent manner, or who is enacting significant harassment. The Vice-President, Academic will initiate the request for the Notice of Trespass with the Senior Director of Facilities and Ancillary Services.
  - j. A committee consisting of the Chair, Student Success, the Senior Director of Facilities and Ancillary Services and a counsellor will meet immediately after the suspension period is over to discuss appropriate remedies and actions as a result of the situation. Depending on the outcome of the meeting:
    - The situation may be resolved immediately, or
    - The student may be asked to enter into a performance contract, or

- The student may be required to withdraw or be expelled.
- k. Documentation of incident is held by the Registrar.

#### **ii. Required to Withdraw**

“Required to withdraw” from a course or program may be recommended when a student:

- a. Has demonstrated inappropriate behavior or has seriously disregarded the rights of others.
- b. Has failed to meet attendance, progress or other requirements.  
*(Not all programs have a specific attendance requirement; however, requirements can be set out in a performance contract where progress is a concern.)*
- c. Has failed to meet with faculty to discuss identified problems with progress, attendance, or conduct when asked to do so.
- d. Has refused to sign a performance contract. (The person recommending that a student be required to withdraw must provide details, of the student’s attendance, achievement and efforts to meet with the student, to the program chair.)
- e. Has failed to meet the terms of a performance contract. The recommendation of “Required to Withdraw” must be accompanied by a copy of the performance contract and documentation of meetings between the student, instructor(s), program coordinator, and/or counsellor.
- f. Has been absent without contact for a period of three consecutive classes. Reasonable efforts must be made by staff to contact the student within this time frame, and this documentation must be included in any recommendation requiring the student to withdraw.

#### **iii. Faculty Process for Required to Withdraw**

The recommendation to withdraw a student from a course, a program, or the College will be made to the Registrar by the Chair in charge of that course or program after pertinent documents have been reviewed, and staff members dealing with the student have been interviewed. The Chair may also speak with the student, in which case a counsellor should be present.

Once the Registrar has approved the chair’s recommendation to require a student to withdraw, a “required to withdraw” letter will be sent to the student. This letter will include the reason(s) for the requirement to withdraw, the length and conditions, and the deadline for an appeal. Copies of this letter will be dispersed to the program dean and Chair, Student Success.

#### **iv. Future Eligibility**

Students who have been required to withdraw from a particular College course or program for **academic reasons** will be eligible to apply to an alternate course or program. This excludes University Studies programming which is offered in the program of study in which they have been required to withdraw. The length of the withdrawal period will be determined by the Dean. Upon being required to withdraw, students will be required to step out of the program for one semester. However, if a second required to withdraw is issued, students will be required to step out of the program for

one year. After the time of the withdrawal period has elapsed, a student may apply for readmission. (Re-admission is not guaranteed and is based on an assessment of the student's readiness to be successful.)

- a. If a student is withdrawn from courses or programs because of **academic dishonesty, violent behavior, or harassment (physical, verbal or sexual)**, access to ALL College programs and services will cease, with the exception of Counselling Services. Withdrawals in these instances will be for a minimum of one calendar year from the effective date of the withdrawal. If the student reapplies for admission after the withdrawal period has elapsed, he or she must demonstrate and provide evidence that the reasons for the withdrawal have been addressed.

#### **v. Expulsion**

In rare and extreme cases, a student may be permanently expelled from all College programs and services at the direction of the Vice President, Academic. Expulsions are appealable.

### **SECTION THREE: ASSISTING STUDENTS IN ACHIEVING THEIR GOALS**

Northern Lakes College believes that student learning and academic success is enhanced by regular attendance. Therefore, students are expected to:

- be responsible for their learning,
- adhere to Northern Lakes College attendance and punctuality requirements,
- meet the attendance requirements of the program in which the student is enrolled, AND
- Meet additional requirements of the student's funding agency where applicable.

#### **A. Monitoring Attendance and Progress**

Instructors, program coordinators, or program advisors are responsible for recording and monitoring student attendance. They are required to contact students who have been missing for three or more consecutive days without College contact and initiate performance contracts when necessary. Programs may have additional requirements that must be adhered to.

Learner Services Chairs or designates will regularly review and/or audit the attendance records and will recommend appropriate action to instructors and counsellors, such as performance contracts, to address unresolved attendance issues.

The Registrar will relay student attendance to sponsors, and notify the funding agent and the student when a required to withdraw decision is made.

In credit programs of one term or longer in length, the lead hand, program coordinator, program advisor or instructor(s) will conduct formal Learner Progress Reviews with individual students. Counsellors may be present if the student requires an advocate. These will occur once a term to review student attendance and progress, to address any unresolved issues that may result in unsuccessful program completion and to review student educational goals. Progress Reports, Attendance Records, Performance Contracts and Educational Plans will be available for this formal review. Completed Learner

	<p>Progress Reviews for students funded by Alberta Works will be submitted to Student Information Services.</p> <p><b>Students funded by Learner Income Support may have their funding withdrawn if they have three weeks of excused or unexcused absence.</b></p> <p><b>B. Learner Action Plans</b>  A Learner Action Plan is a formal agreement initiated either by a student or an instructor that details the learning challenges and identifies strategies to address those challenges.</p> <p>Progress, attendance and/or inappropriate behavioural issues will NOT be addressed by Learner Action Plans.</p> <p>If a student fails to uphold the responsibilities laid out in the Student Action Plan, a performance contract will result.</p> <p><b>C. Performance Contracts</b>  Students experiencing progress, attendance or behaviour issues must enter into a performance contract with the College. Performance contracts are agreements between individual students and the College, designed to assist students in improving performance.</p> <p>A Contract will clearly outline performance problems, tasks, expectations, timelines, and assistance that a student can expect from both instructors and counsellors. Acting as advocates for students, counsellors may be involved in the development of performance contracts.</p> <p>A Performance Contract may be required at any time during a course or program when specific requirements for progress, attendance, or behaviour are not being met. The purpose of a performance contract is to facilitate student success. Failure to meet the conditions of a contract may result in a requirement to withdraw. (See Section One.)</p> <p><b>D. Letter of Expectation</b>  A Letter of Expectation may be used to communicate specific performance expectations required of students to meet program outcomes or to follow College policies, procedures or regulations. Letters of Expectation are issued by the Program Chair.</p> <p><b>SECTION FOUR: APPEALS</b>  The College provides students with the opportunity to appeal many of the decisions made within the program. If a student is dissatisfied with the services provided or feel they have been treated unfairly, the student may submit a written appeal in accordance with the Academic – Student Appeals Procedure.</p>
<p><b>Definitions:</b></p>	<p><b>Academic Dishonesty:</b> means misconduct for the purpose of gaining unfair academic advantage. The College values the pursuit of knowledge and the integrity of academic practices and will not accept dishonest academic practices.</p> <p>Academic dishonesty includes plagiarism. This is the submission of work that is not one's own, or the submission of work for which previous credit was granted.</p>



	<p>It also includes giving false information for the purpose of gaining admission or credits.</p> <p>Examples of academic dishonesty include copying or the use of unauthorized aids, including unauthorized electronic devices in examinations and other written work, and using downloaded material without acknowledging its source.</p> <ul style="list-style-type: none"> <li>• Academic Misconduct</li> <li>• Harassment</li> <li>• College Community</li> <li>• Student-at-Risk</li> </ul>
<p><b>Related Northern Lakes College Documents:</b></p>	<p>Delegation of Authority – Programs and Services Policy  Human Resources – Respectful Workplace Policy  Student Services – Student Conduct Policy  Academic – Student Appeals Procedure  Human Resources - Working Alone Procedure  Emergency Response Plan  Investigation Protocols</p>
<p><b>Related External Information:</b></p>	<p><a href="#">Freedom of Information and Protection of Privacy Act</a></p>
<p><b>Stakeholders Consulted:</b></p>	<p>Academic Council: Jun 21, 2011; Mar 2021; November 9, 2022  Deans Council: Sep 6, 2011; May 17, 2012; Feb 4, 2021; Mar 2021; November 3, 2022  President’s Advisory Team: May 11, 2021; Dec7, 2022  Senior Management Team: May 26, 2011; Jan 9, 2013 (defunct)</p>
<p><b>Next Review Date:</b></p>	<p>December 6, 2027</p>
<p><b>Revision History:</b></p>	<p>September 12, 2006: New  March 7, 2008  September 6, 2011  January 9, 2013  May 15, 2020: New template  May 11, 2021: Update to reflect current practices and general housekeeping  Dec 7, 2022: Update to reflect multi-disciplinary team composition</p>