

Procedure Name:	STUDENT NON-ACADEMIC CONDUCT	
Approved By:	President's Council	
Approval Date:	November 10, 2015	
Next Scheduled Renewal Date:	July 2026	
Procedure Holder:	VP, Academic, Students, and International	
Operational Lead:	Dean, Teaching, Learning and Student Success	
Procedure Number:	ADM-009P	

STUDENT NON-ACADEMIC CONDUCT PROCEDURE

1.00 PURPOSE

- 1.1 All members of the College Community have the responsibility under [ADM-009, Student Non-Academic Conduct Policy](#) to respond to and refer any student behavioural concerns to the Dean of Student Success or the Campus Manager for attention.

2.00 DEFINITIONS

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

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

3.00 RESPONSE PROCEDURES

- 3.1 Employees, within the scope of their responsibilities, may intervene immediately as outlined in the steps below, when the conduct of a student is disruptive to the business of the College or is unsafe.
- 3.2 Instructors have the authority to manage the classroom and to take reasonable steps to correct student behaviour when the conduct of a student is disruptive to the classroom and/or other instructional activities such as meetings, on-line discussions, College-sponsored field trips, practicum settings, or the behaviour is unsafe.
- 3.3 All members of the College Community have the authority to refer any behavioural concerns to the Campus Manager, Campus Safety and Security and/or the Dean of Student Success for attention and response.

4.00 IMMEDIATE INTERVENTION

- 4.1 Where the conduct of a student is disruptive to the operation of College, employees and/or instructors should immediately intervene in the following manner:
 - a) inform the student that the behaviour is considered prohibitive and must stop
 - b) inform the student that continued misconduct may result in the student being asked to leave the environment
 - c) notify his or her supervisor of the incident.
- 4.2 Where the conduct of a student is, or appears to be, unsafe, employees should immediately contact Campus Safety and Security and/or Student Services.
- 4.3 Where a student disregards the employee's direction to stop the disruptive conduct, the employee may, at his or her discretion, direct the student to leave the environment immediately.
- 4.4 If a student is directed to leave the environment, the employee shall document the incident and notify his or her supervisor and the Student Services department. The student may be required to meet with the Dean of Student Success before returning to the environment.
- 4.5 Where a student is directed to leave the environment and refuses to do so, the employee shall contact Campus Safety and Security or the local Campus Manager for assistance.

Where Campus Security is not available and the situation warrants, employees will contact the RCMP.

5.00 REPORTING

- 5.1 All members of the College Community shall report alleged violations to the Dean of Student Success. The allegations should be reported in writing, preferably electronically and include the following:
- a) name of student and student number, if known
 - b) date and time of the incident
 - c) nature of the behaviour
 - d) action taken to correct the behaviour, if any
 - e) other relevant information.
- 5.2 Or complete the HTML form on Coast Mountain College's website located under Student Services/Student Support/Incident Report:
<https://www.coastmountaincollege.ca/student-services/student-support>.

6.00 CARE TEAM

- 6.1 The CARE and/or Investigation Team identifies, assesses, and monitors students displaying serious or repeated distressed, disruptive, or threatening behaviour, including behaviour that may cause harm to self, others or to the academic mission of the College.
- 6.2 The Dean of Student Success (or Delegate) may, at his or her discretion, refer a student conduct matter to the CARE Team or Investigation Team. The CARE Team may make recommendations to the Dean of Student Success (or Delegate) or members of the College Community, including the President, on any student conduct matter. Where applicable and appropriate, First Nations Access Coordinators will consult with the First Nations Education Council.

7.00 STUDENT CONDUCT MEETING

- 7.1 When the Dean of Student Success (or Delegate) receives a report of an alleged violation of ADM-009, [Student Non-Academic Conduct Policy](#), the Dean of Student Success (or delegate) will determine if a Student Conduct meeting is required.
- 7.2 If the Dean of Student Success (or Delegate) determines that a Student Conduct meeting is required, a student who is alleged to have violated ADM-009, [Student Non-Academic Conduct Policy](#) must attend the meeting.
- 7.3 A student may be accompanied to the meeting by a support person who is a member of the College Community. Attendance at a Student Conduct Meeting by a person, other than a member of the College Community, shall be at the discretion of the Dean of Student Success (or Delegate).
- 7.4 The Student Conduct Meeting will afford the student an opportunity to:
- a) receive information regarding the allegations
 - b) respond to the allegations and provide relevant information.
- 7.5 The Dean of Student Success (or Delegate) will notify the student in writing of the outcome of the conduct meeting.

8.00 FINDINGS AND SANCTIONS

- 8.1 Where a student is found to have violated the Student Code of Conduct, the Dean of Student Success (or Delegate) will:
- a) impose sanctions that reflect the nature and severity of the violation
 - b) notify the student in writing of the:
 - i. decision made with regard to the allegations
 - ii. sanction(s) imposed, including duration of the sanction or other conditions in relation to the sanction
 - iii. appeal options, as applicable
 - c) notify the department of the sanction in situations where the sanction may impact the student’s participation in the classroom and/or in department activities
 - d) implement the sanction and monitor compliance.

8.2 A list of possible sanctions which may be imposed by the College includes:

Level One Sanctions	Level Two Sanctions	Level Three Sanctions
<ul style="list-style-type: none"> - Coaching - Educational projects or assignments - Formal apology - Letter of expectation - Verbal warning - Mediation/alternate dispute resolution 	<ul style="list-style-type: none"> - No contact directive - No trespass directive - Probation - Restorative conference - Monetary restitution - Producing evidence of a medical assessment - Letter of reprimand - Loss of privileges - Community services 	<ul style="list-style-type: none"> - Restrictions - Suspension - Workshop/training attendance - Permanent or temporary removal from Student Housing - Other sanctions at the discretion of the Dean of Student Success

9.00 SUSPENSION

- 9.1 Where the Dean of Student Success (or Delegate) is of the view that suspension is the appropriate sanction, the Dean of Student Success (or Delegate) shall inform the President in writing of the proposed sanction, including the reasons for the sanction.
- 9.2 If the President agrees that suspension is the appropriate sanction, the President shall impose the sanction.
- 9.3 If the President does not agree that suspension is appropriate, the President will refer the matter back to the Dean of Student Success (or Delegate).

10.00 PRIOR TO A RETURN FOLLOWING SUSPENSION

- 10.1 A student who has been suspended from the College is required to meet with the Dean of Student Success (or Delegate) prior to readmission and/or registration to review the College’s expectations regarding student behaviour.

11.00 APPEALS

11.1 To appeal a sanction, a student must submit an appeal form showing that one or more of the following grounds have been met:

- a) relevant evidence has become available that was not available at the time of the original decision and there is a strong probability that the evidence would have a significant effect on the decision
- b) the severity of the sanction is disproportionate to the nature of the violation
- c) the student was denied the opportunity to know the case against them
- d) the student was denied the opportunity to respond to the case against them
- e) the decision was biased.

11.2 Appeal form must:

- a) identify the grounds for the appeal
- b) include a copy of the original decision
- c) identify the requested outcome.

11.3 Appeal meeting:

- a) If a student is requested to attend a meeting with regard to an appeal, the student may be accompanied by a support person who is a member of the College Community, providing the support person has had no prior involvement in the matter under appeal.
- b) Attendance at an appeal meeting by any other person outside of the College shall be at the discretion of the Dean of Student Success.
- c) If an appellant does not attend a meeting when requested to do so, the matter will be decided based upon the available information.

12.00 APPEAL OF SANCTIONS OTHER THAN SUSPENSION

12.1 An appeal must be submitted to the Office of the Vice President, Academic, Students and International within seven days of receiving the sanction decision.

12.2 Within fourteen days of receiving the application, the Vice President may at their discretion:

- a) request a meeting with the student before rendering a decision
- b) request additional information from internal and/or external sources. If such information is provided the student will be given an opportunity to respond to that information
- c) render a decision based on the written application.

12.3 In response to the appeal the Vice President may:

- a) deny the appeal because it does not meet the required grounds
- b) deny the appeal and uphold the sanction
- c) grant the appeal, remove the sanction, and impose a different sanction
- d) grant the appeal and remove the sanction.

12.4 The Vice President will notify the student in writing as to the outcome of the appeal. Any decision rendered as an outcome of this process is not subject to further appeal.

13.00 APPEAL OF SUSPENSION

13.1 Where a student is suspended from the College, the student may appeal this decision by submitting an Appeal to the Board of Governors.

13.2 Within twenty-one calendar days of receiving the appeal, a designated member or members of the Board may at their discretion:

- a) request a meeting with the student before rendering a decision
- b) request additional information from internal or external sources. Should such additional information be provided, the student will be given an opportunity to respond to that information
- c) render a decision based upon the written appeal.

13.3 In response to an appeal, the designated member or members of the Board may:

- a) deny the appeal because it does not meet the required grounds
- b) deny the appeal and uphold the suspension
- c) grant the appeal and remove the suspension
- d) grant the appeal, remove the suspension, and impose different sanctions.

13.4 The designated member or members of the Board will notify the student in writing of the outcome of the appeal.

14.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

14.1 [ADM-009, Student Non-Academic Conduct Policy](#)

15.00 HISTORY

Created/Revised/Reviewed	Date	Author's Name and Role	Approved By
Created	Nov 10, 2015		President's Council
Revised	July 16, 2021	P. Pryce, Dean Student Success	President's Council