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NAME: STUDENT CONDUCT

PURPOSE-PHILOSOPHY

Consideration for others and respect for each person is a principle way of life within Great Plains College. Great Plains College believes that all students and staff must be able to work and study in an environment that is free from harassment, discrimination, and intimidation. All are entitled to fair and humane treatment and will conduct themselves appropriately, respectfully and responsibly. To this end, students have an obligation to act in a fair and respectful manner toward their peers, faculty, support staff, administration and the physical property of the college and others.

Great Plains College students are responsible for conducting themselves in a manner that maintains a respectful, safe, healthy and educationally conducive environment. Such conduct is expected of all students at all Great Plains College campuses, training facilities, events, programs (including practicum placements and cooperative work placements) and student activities. Students whose actions are inappropriate or contrary to these principles may be directed to change behaviour, abide by restrictions, have their privileges suspended, or be expelled.

POLICY

The list below gives a general idea of some examples of misconduct. This list is not limited to the following:

1) Academic Misconduct

Lack of Academic Integrity

Assignments, tests and examinations are designed for students to show the instructor how well they have mastered the course material. When the instructor evaluates the student's work, it must therefore be clear which ideas and words are the student's own. The general principle of academic integrity for students doing course work is that they are to do their original, individual work, unless told otherwise by the instructor, and are to give credit for other people's own ideas or words.

Cheating

Cheating constitutes academic misconduct. Cheating is dishonest behaviour or the attempt to behave dishonestly. It includes:

- Unless explicitly authorized by the instructor using books, notes, diagrams, electronic devices, or any other aids during an examination, either in the room itself or when permitted to leave temporarily
- Copying from the work of another student
- Communicating with others during an examination to give or receive information, either in the examination room or outside of it
- Commissioning or allowing another person to write an examination on one's behalf
- Not following the rules of an examination
- Using for personal advantage, or communicating to other students, advance knowledge of the content of an examination
- Altering answers on an assignment or examination that has been returned
- Taking an examination out of the examination room unless authorized by the instructor

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Plagiarism

Plagiarism is a form of academic dishonesty in which one person submits or presents the work of another person as his or her own, whether from intent to deceive, lack of understanding, or carelessness. It is allowable and expected that students will examine and refer to the ideas of others, but these ideas must be incorporated into the student's own analysis and must be clearly acknowledged through citations, references or other practices accepted by the academic community.

A student's use of others' expression of ideas, whether quoted verbatim or paraphrased, must also be clearly acknowledged according to acceptable academic practice. It is the responsibility of each student to learn what constitutes acceptable academic practice. Students who are uncertain of what plagiarism is should discuss their methodology with their instructors.

In addition to the matters described above, academic misconduct subject to discipline also includes, but is not limited to, the following:

- Padding a bibliography with works not read or used
- Helping another student in an act of academic dishonesty such as writing a test or paper for someone else
- Providing false or incomplete information or supporting documents/materials on an application for admission, readmission, or transfer
- Providing false information to obtain a deferral of work or examination
- Altering or falsifying, or attempting to alter or falsify, grade information or other records of academic performance whether they be one's own or someone else's

Penalties

The possible penalties for an act of academic misconduct may include one or more of the following:

- Reduction of a grade on an assignment, essay, report or examination
- Zero credit on an assignment, essay, report or examination
- Zero credit in a course
- Disciplinary action (See Procedure)

2) Disrespect

- Subjecting of any person(s) to indignity, injury, threat of violence or degradation
- Abusive or vulgar language, gestures, etc.
- Any form of discrimination because of race, colour, age, disability, religion, sex, national origin, political affiliation, sexual orientation
- Harassment (see Harassment/Discrimination Policy)

3) Educationally or Socially Disruptive Behaviour

- Disturbing, disrupting or otherwise interfering with the educational activities (studies, laboratory/shop/practical exercises, lectures, etc.) of fellow students and instructors
- Willful damage of facilities, or unauthorized use/removal of property
- Neglect of workplace safety and health procedures or practices, or the creation of safety hazards
- Bringing of illicit drugs, unapproved alcohol or other intoxicants to college facilities or events for personal use or for use by others
- Attending training, educational, laboratory, practicum, cooperative placement or other services or training activities while under the influence of drugs, alcohol or other intoxicants
- Use of computing or network resources to access, create, view, listen to, store or transmit material that is harassing, obscene, abusive, illegal, pornographic or discriminatory, or

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that otherwise violates applicable laws, Great Plains College policies or community standards

- Inappropriate display of vulgar, obscene, abusive, illegal, pornographic or discriminatory materials, clothing or actions
- Failure to observe college policies

PROCEDURE

It is necessary to bring unacceptable behaviour to a student's attention and request that such behaviour cease or change. The general principle used when such behaviour is addressed is that the student will be given an explanation as to the nature of the unacceptable behaviour and the corrective action that should take place. In the majority of cases this informal notification and explanation of expectation is all that is necessary.

If the behaviour is persistent, reckless, endangering or of an extreme nature, additional or more formal steps will be taken to make sure a respectful, safe and educationally conducive environment is maintained. When formal actions are warranted, documentation of the issue, the rationale and terms of actions taken will be outlined in writing to the student. A copy will be kept in the official student file.

To assist in consistent application of disciplinary action the Director of Programs or designate will be the authority when imposing sanctions or other disciplinary actions.

Criminal behaviour will be referred to appropriate authorities.

Informal Notification Procedure

The situation is brought to the attention of the Program Coordinator who will discuss the matter with the instructor, Student Advisor and Region Manager. The Region Manager or designate will discuss the unacceptable behaviour with the student. The informal notification and resulting conversation will be documented in the student's file.

Formal Notification Procedure

Upon receiving notification of the misconduct, the Region Manager will investigate the alleged misconduct, which will include offering an opportunity to the student to explain the incident and conducting any further investigation deemed necessary to ensure procedural fairness. The Region Manager will report all findings to the Director of Programs.

The Director of Programs or designate will make the disciplinary decision on the conduct and will advise the student of the decision verbally and in writing. A copy of the written documentation will be placed in the student's file.

Principle of Progressive Discipline

Actions taken and penalties imposed when misconduct has been determined will be guided by the principle of progressive discipline. To that end, penalties assigned and actions will:

- Normally increase in severity for second and subsequent acts of misconduct
- Take into account the severity of the misconduct
- Educate with respect to correct behaviour and the consequences of future misconduct

Disciplinary Actions

When necessary, disciplinary actions will progress in the sequence as outlined. However, depending on the seriousness of conduct, Great Plains College may act as appropriate, including immediate suspension or expulsion.

Types of Disciplinary Action

1) Reprimand

A reprimand is an action, which officially recognizes a violation of good conduct and advises the offender to avoid future infractions. Documentation of a reprimand will be placed in the student's file.

2) Probation

Probation is a set of restrictions, expectations, performance indicators, deadlines and timelines placed on a student to continue in a course, activities, program of study or access to facilities or resources. The action allows the student to remain in the program or course on the conditions imposed by the appropriate authority. The student on probation will be informed in writing of the terms of the probation. A copy of the letter will be placed in the student's file.

3) Suspension

Suspension is an action which removes or excludes the student from services, activities, a course, practicum, program, campus or Great Plains College for a specified period. Exclusion or removal will be immediate if the safety of the public, staff or students is in any danger.

Great Plains College instructors have the authority to suspend a student from the classroom or lab for a day if they deem the behaviour to be disruptive, inappropriate or to pose an immediate risk to students, faculty or administrative staff. Suspension beyond a day will be determined by the Director of Programs based on information received from all related parties to the Program Coordinator to the Region Manager to the Director of Programs.

When a student is suspended within a period that concludes in the same academic year, automatic re-entry into the program occurs upon the completion of the suspension and meeting of any related conditions. The student does not need to re-apply for admission. Upon re-admittance, the student must work with the appropriate staff member to ensure the conditions for a program or course re-entry are met and ensure future student success.

If the student's suspension concludes after the current academic year, re-application for program admission is required. The individual will not be eligible to re-apply to the program until the terms of suspension are completed. The individual's application will be subject to normal application and waitlist procedures.

Suspended students are not eligible for refunds.

4) Expulsion

Expulsion is an action which removes the student from Great Plains College indefinitely. The President of Great Plains College has the authority to expel students. A student who is expelled will not be re-admitted for a minimum of one full academic year after which the student can make an appeal letter in writing to the President for re-admittance.

Expelled students are not eligible for refunds.