

# STUDENTS' CODE OF CONDUCT

Springfield College of Healthcare, Management & Technology (SCHMT) is mandated by law and by the community it serves to provide an educational environment that demonstrates professionalism and academic values, that encourages diversity, and that respects the processes and traditions of learning.

This code of conduct is designed to provide an explicit definition of the minimal standards of personal conduct that the College expects of all its students. It represents, for the College, a benchmark of expectations regarding students, and defines the boundaries within which a rewarding and mutually supportive learning environment can be created.

## 1. SCOPE OF CONDUCT

### Introduction

Springfield College of Healthcare, Management & Technology (SCHMT) assumes that all students attending the College in all programs – full- time and part-time – are adult learners who have accepted the principle that they share, with the College, responsibility for creating and maintaining a respectful and productive learning environment.

Students are members of a complex community and as such are required to obey the laws of the Dominion, the Province, and the City; are required to observe the rules of Springfield College of Healthcare, Management & Technology (SCHMT); and to conduct themselves within the commonly accepted standards of behaviour including those related to the consumption of alcohol or illegal substances.

### 1.1 Adherence to Policies

Students are expected to:

- familiarize themselves with the College policies relevant to them;
- adhere to those policies to the best of their ability and assist and encourage fellow students to adhere to the policies;
- draw perceived problems with the policies to the attention of Campus or Academic Director.

### 1.2 Inappropriate Behaviour

Students will ensure that their behaviour is at all times respectful of others and supportive of class objectives. Students are not to use the classroom or **online environment** to:

- utter scurrilous, profane, or obscene language;
- make remarks or engage in conduct that is racist, sexist, or in other ways discriminatory;
- engage in behaviours or make remarks that could reasonably be interpreted as threatening;
- attempt to divert the class in support of any personal, political, religious, or social agenda; or
- attempt to use class or an online forum as a forum to complain about another student or defame staff;
- encourage, by inaction or innuendo, the development of a learning environment that is fractious, disrespectful of others, or inconsistent with the student code of conduct.

### **1.3 Sexual Violence**

No person shall commit an act of sexual violence against any other person or threaten another person with sexual violence. This includes but is not limited to, sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, degrading sexual imagery, distribution of sexual images or video without consent, cyber harassment and cyber stalking. For further information, refer to the College's Sexual Assault and Sexual Violence Policy and Protocol:

<http://www.springfieldcollege.ca/sexual-violence-policy>

## **2. STANDARDS OF CLASSROOM CONDUCT**

Students will ensure that their conduct in the classroom contributes to a productive learning environment. Students are expected to refrain from promoting their personal, religious, political, social, or business agendas either during class time or in the online environment.

### **2.1 Participation and Conduct**

Students are expected to:

- arrive at each class on time. If for any reason they are late in arriving, they should enter with minimal disruption. If it is necessary to leave the class early, they should leave unobtrusively;
- participate co-operatively in classroom activities;
- bring any concerns about any class situation or about the course to the attention of the faculty in a timely manner, and in an atmosphere that is non-confrontational and respectful of issues of confidentiality;
- comply with College regulations regarding prohibition of food and drink in the classroom;
- not be impaired by either drugs or alcohol.

### **2.2 Audio taping**

Students may audiotape their class under the following conditions:

- they must first ask the faculty for permission to audiotape, and permission will not be unreasonably withheld. It is recognized that some classes such as group activity classes may not be appropriate for audio taping.
- all members of the class must know the class is being taped and give their consent;
- the individual student will only use the tape of class for academic purposes;
- the right to privacy of the faculty and the members of the class will be respected.

### **2.3 Photography/Videotaping**

Students are not permitted to photograph or videotape except with prior permission from faculty and the entire class. This includes using cell phones for these purposes.

Due to privacy laws, it is a violation to post audio, video or photographs of faculty, fellow students, clients, or community members on any social network without explicit permission.

## **3 CONDUCT RELATING TO ACADEMIC PERFORMANCE**

Students will take responsibility for their own academic achievement. Students will demonstrate their commitment to their own goal of educational advancement by attending class and completing assigned work.

### **3.1 Attendance**

Students should attend class. The College recognizes that, as adult learners, students will make individual decisions regarding attending classes. The College expects that students understand and accept that there may be consequences resulting from their decision not to attend..

### **3.2 Classroom Activities**

Students should complete assignments, projects, and any other classroom activities set by the faculty for evaluation, on time. If a student is unable to complete the work in the designated time, he/she should discuss this matter with the faculty in advance of the due date.

### **3.3 Copyrights**

Students must comply with the laws regarding copyright and trade mark, as well as with licensing agreements pertaining to the use of print materials, software, databases, etc. and with the College's copyright policy. Students should be aware that the College will not provide assistance or protection relating to charges arising from copyright infringement.

## **4. ACADEMIC INTEGRITY**

Springfield College of Healthcare, Management & Technology (SCHMT) believes that the development of self-discipline and acceptable standards of academic integrity are fundamental aspects of the learning process. All members of the college community must be committed to academic honesty including college staff and students. Breaches of academic integrity are considered a serious offence and disciplinary action will be taken in response to acts of academic dishonesty.

### **4.1 Offences Warranting Disciplinary Action**

The following offences are considered to be acts of academic dishonesty warranting disciplinary action:

#### ***Cheating***

- the use or possession of an unauthorized aid or aids or use of unauthorized assistance in any academic examination or term test or in connection with any other form of academic work (e.g. cheating during a test or an examination or theft of an examination); this also includes collaborating when faculty's instruction was to work independently.

#### ***Forging or Falsification of Documents***

- forging, altering, or in any other way falsifying any document or evidence required for admission to the College, or circulating or making use of any such forged, altered, or falsified document, whether the record be in print or electronic form; forging a document or the signature on a document such as a doctor's note, letter of recommendation or letter of permission.

#### ***Impersonation***

- the impersonation of, or the act of having another person impersonate, another student at any academic examination or term test or in connection with any other form of academic work;

### ***Plagiarism***

- Plagiarism is defined as:
- a direct quotation, paraphrasing or expressing an idea that was articulated by someone else from a text or paper without identification as to source,
- submission of a work as one's own when it has been prepared by someone else, and
- contraction for assignments or submission of reports that are not the work of the student
- not giving credit for work that was done in collaboration
- engaging in any form of cheating, academic dishonesty or misconduct, fraud or misrepresentation not herein otherwise described, in order to obtain academic credit or other academic advantage of any kind.

### ***Inappropriate Use of Digital Technology***

This may be a violation of academic honesty. Forms of inappropriate use of digital technology may include but are not limited to:

- Unauthorized entry into a computer file for the purpose of using, reading or changing its contents;
- Unauthorized transfer of one or more files or part of the data contained within a file;
- Unauthorized use of another's identification and password;
- Use of computing facilities to interfere with, or alter the work of another student, faculty member, or College staff member.

## **4.2 Consequences**

The College is committed to academic integrity and will, without hesitation and without exception, penalize acts that demonstrate disregard for the standards governing honesty in academic performance. The *minimal* consequence for falsified assignment, test, essay, project, or any evaluated material will be a grade of zero on that material.

If the College discovers that a student has knowingly provided illegal assistance to a fellow student in an examination or assignment, then that student will also receive a mandatory grade of zero on the examination or assignment in question.

Incidents of academic dishonesty will be considered a major misconduct. The College may apply the full range of options, including suspension or expulsion, according to the severity.

## **5. ASSESSMENT OF ACADEMIC DISHONESTY**

### **5.1 Process for Faculty**

If faculty has cause to believe that a student has cheated on an exam, or in any other way behaved in an academically dishonest manner, he/she will:

1. Immediately inform the student of the act of dishonesty and give the reasons.
2. Give the student an opportunity to present his or her side of the story and, if appropriate, write an on-the-spot summary of the material in question. In the case of group assignments, the faculty may interview students to determine the extent of their involvement in the dishonesty and to determine a course of action.
3. Assign a mandatory grade of zero to the material in question if the student is unable to:
  - provide a credible explanation to account for the behaviour that has caused the concern to be raised; or
  - refute the evidence provided.

4. Provide the Academic Director with an Academic Discipline Report that:

- outlines the nature of the offense,
- summarizes the interactions, and
- documents that a grade of zero has been assigned.

### **5.2 Discipline Reports and Records**

The Academic Discipline Report will remain with the Academic Director for the duration of the student's participation in that program of study to ensure documentation of repeated incidents of academic dishonesty.

Disciplinary records (with the exception of expulsion, refusal for re-admission or suspension beyond 10 days) may be held for three years following the student's graduation from the College.

Suspension: when a student has been asked to leave the college for a period of time but may be allowed to return based on the conditions set by the Academic Director. Suspensions can be for a period of between one day and one year.

Expulsion: when a student has been asked to leave the college. This may be for a period of 12 months or more.

## **6. RELATIONSHIPS OUTSIDE THE CLASSROOM**

Relationships outside the classroom refers to student interactions in areas such as lounges, cafeterias, and other College spaces designed for students to use, either for study, for access to services, or for socializing and to interactions that occur off campus in activities sponsored by the College, such as placements, clinical settings, and field trips.

Behaviours that are inappropriate inside the classroom are equally inappropriate outside the classroom and students are expected to demonstrate courtesy and respect in all their interactions with other students, faculty and staff, including the communications on the internet.

Students should feel free to ask fellow students for help with or clarification of course content. However, they should be aware that there are limits to the kind of help that fellow students can reasonably be expected to provide.

### **6.1 College Property/Resources**

Students will treat books, computers, and all other materials and equipment provided by the College for student use with care, and will refrain from any activity that in any way damages, defaces, or negatively affects the usefulness of the material or equipment. Specifically, students will understand that the College regards vandalism of learning resources as a major infraction of the College Policy on Student Code of Conduct and Discipline.

### **6.2 Conflicts and Interventions**

Students should strive actively to resolve conflict between themselves and fellow students and should make an effort to prevent conflict between other students. Interventions to be used are verbal attempts at conciliation; if these are not successful, the student should immediately notify a College staff member. Specifically, students should refrain from physical intervention.

## **7. RELATIONSHIPS WITH FACULTY AND STAFF OUTSIDE THE CLASSROOM**

Interactions with faculty and staff outside the classroom can occur in several contexts:

- contacts directly relating to their learning situation,
- contacts on out of college trips and placements (clinical, etc.);
- contacts with any faculty member, support staff member, or manager in any non- academic matter.

Students should:

- feel free to discuss in a courteous and respectful manner any issue concerning their academic standing or learning experience with the faculty member who is teaching them;
- schedule any discussion to take place during the office hours that may be posted by that faculty member or at a mutually determined time;
- maintain a non-confrontational attitude in interactions with faculty and should approach even difficult matters with a view to resolving the problem at hand.

### **7.1 Concerns with Faculty**

Students should refrain from discussing any concerns about another faculty member or another student with any other faculty member. Instead, they should approach their faculty member directly.

However, those who are reluctant to approach their faculty member for any reason (e.g., genuinely intimidated by a faculty member or concerned that any discussion could threaten his or her academic standing or sense of security or integrity), may discuss their concern directly with the Academic Director or Campus Director.

### **7.2 Professional Boundaries**

Students should observe and respect the boundaries of the professional relationship between faculty and student. Specifically, students should avoid forming inappropriate relationships with or attachments to faculty who are currently teaching or evaluating them, for example, by getting drunk with them or by attempting to engage in romantic or sexual activities with them.

## **8. POLICY GOVERNING NON-CONFORMING STUDENT BEHAVIOURS**

The College is serious in its intent to maintain a climate in which learning can flourish and in which all members of the SCHMT community are treated with equality and respect. The College will take disciplinary action in response to student behaviour that is inconsistent with the maintenance of an appropriate learning environment. Non-conforming behaviour that constitutes a minor or major infraction may be suitably dealt by the college.

## **9. DISCIPLINE**

This policy statement demonstrates the College's determination that behaviour that is disruptive to the maintenance of an appropriate academic environment, that is harmful to others, that is threatening to others, that vandalizes College property, that constitutes an act of academic dishonesty, or that is illegal will not be tolerated. The policy defines a range of disciplinary responses depending upon the seriousness of the offence. The policy concentrates on the results of such infractions, not on the intent of the violator. Remedies range from formal warning, to

suspension, to expulsion from the College. In some situations, the College will turn to authorities, such as the police, for assistance.

Students are at all times responsible for their own actions. Ignorance of the rules or of the law is not a defence against disciplinary action. Lack of intention to violate College policy will not generally excuse an infraction. The College reserves the right at all times, and at any time, to discipline, suspend, expel, place terms or conditions upon, or refuse admission or registration to any individual whose action or influence is considered contrary to this disciplinary policy.

Disciplinary actions may become part of the permanent academic record.

The administrator who is dealing with a disciplinary issue will ensure this has been discussed with the violator and will keep the complainant and violator up to date on any resolutions.

### **9.1 Policy**

Students who violate a College administrative policy or behave in a manner inconsistent with the above Statement on Student Conduct will be subject to disciplinary sanctions commensurate with the seriousness of the infraction.

Discipline can be progressive in nature and can range from verbal warning to expulsion. In serious situations, the College may invoke a higher level of discipline without the intermediate stages.

Records will be kept of all disciplinary action and may form part of the student's permanent record with the College. Students may be required to compensate for damage or to perform remunerative services.

Disciplinary records will be held for three years following the student's graduation from the College and will then be destroyed in compliance with the provisions of the *Freedom of Information and Protection of Privacy Act*.

## **10. MINOR INFRACTIONS**

A minor infraction refers to such matters as being disruptive and disrespectful of others on College property by aggressive behaviour, shouting, pushing, shoving, smoking in restricted areas, loitering on College property or by disruptive classroom behaviour.

Generally speaking, an infraction will be considered minor where it clearly violates College policy but:

- there is no immediate threat to the safety or security of people or property,
- there is no criminal act,
- there is no breach of trust, or
- it is an isolated incident.

### **10.1 Handling Minor Infractions**

#### **REPORTING OFFENCES**

Students who observe an infraction should report the matter to a College staff member.

If an academic or administrative staff member observes an infraction or receives a report that an infraction has occurred, he/she will verbally advise the student that the activity is in violation of College policy.

#### **FACULTY & SUPPORT STAFF RESPONSE**

Upon notification, the College staff member will:

1. Listen to the student's explanation in relation to the conduct.
2. If satisfied that an infraction occurred, suggest to the student a way of rectifying the situation (e.g., apologizing for his/her behaviour or seeking assistance from counselling).
3. Warn the student that repeated infractions may lead to progressively severe disciplinary consequences, including suspension and expulsion, in accordance with the procedures governing major infractions.
4. If the identity of the violator is:
  - known, then report the incident to the Academic Director with the name of the student.
  - not known – then prepare a report of the incident describing the appearance of the student(s) and the nature of the encounter and file it with Academic Director.

The College expects that this sequence of procedures is sufficient to educate the student as to the nature of the infraction, to ensure that the behaviour will not be repeated, and to provide a basis for further action in the event that the behaviour does occur again.

### **10.2 Repetition of Minor Infractions**

Continued incidents of minor infractions, or failure to comply within the time limit for cessation of the specified infraction will result in the appropriate disciplinary sanction.

The Academic Director may impose sanctions including, but not limited to:

- withdrawing permission to attend class;
- restricting access to a physical area or service;
- suspending the student for up to three days;
- recommending that a fine be imposed by the College Administration to cover such costs as damaged property or compensation for any required additional instruction.

Repeated or continuous minor infractions may be characterized as a major infraction and may be disciplined in accordance with the procedures governing major infractions.

### **10.3 Attendance in Class**

Students are not permitted to attend class(es) or field work during a suspension. Specific restrictions may be set by the Academic Director.

Suspended students are solely responsible to arrange with faculty that any work or examinations missed during the period of suspension are completed upon their return to the College.

### **10.4 Re-admittance After Suspension**

Before being re-admitted to class, students must agree, in writing, to comply with College policy and/or certain conditions. The College will warn that failure to abide by the agreement will result in further and more serious disciplinary action.

The Academic Director will retain a copy of the signed agreement and distribute copies to the Campus Director and student.



## **10.5 Appealing Minor Infractions**

Students may request that the Campus Director review a disciplinary intervention regarding a minor infraction within five working days. This request must be in writing and:

- outline their concerns, and
- include the name(s) of any person(s) who could corroborate their point of view.

Upon receipt of the written request, the Campus Director will meet:

- with the student and the Academic Director;
- interview parties who may be able to provide relevant information;
- give the student and the Academic Director an opportunity to comment upon those facts considered important in this decision-making process;
- determine whether to uphold or deny the student's appeal, or impose a modified sanction;
- advise the student of the decision, in writing, within 10 days of the interviews.

This will constitute the conclusion of any review by the College of interventions regarding minor infractions.

## **11. MAJOR INFRACTIONS**

A major infraction refers to such matters as disruption of the academic environment; theft on College premises; making threats to the safety and security of others; harassing other members of the community; promoting racism or hatred of others; breach of trust in work, field, or clinical placements; and vandalism of College property.

Generally, an infraction is considered major when:

- there is immediate danger to individuals or property;
- there is a criminal act;
- the action is utterly disruptive to the academic environment;
- there has been an act of physical or sexual assault;
- there is dissemination of slanderous, defamatory, or libellous material regarding any member of the College community.
- there are repeated or continuous minor infractions;
- there is an act of academic dishonesty;
- frivolous and vexatious legal proceedings against the College or any of the College staff are commenced;
- College property (e.g., educational resource materials, computers, laboratory equipment, or any other teaching aid) is stolen or vandalized.

### **11.1 Handling Major Infractions**

#### **REPORTING OFFENCES**

##### Students

If a student sees or has been informed of anyone committing a major infraction, he/she should report it immediately to any academic employee, or administrative staff member.

### Academic or Administrative Staff

If an academic employee or administrative staff member sees anyone committing a major infraction or responds to a report, he/she should immediately:

- intervene by ordering the student(s) to stop; and
- report the infraction to the Campus Director;
- prepare a full written report, describing the alleged infraction, providing information to support the allegation that an infraction took place, and describing any action taken to date;
- submit the report to the Campus Director, who will then be responsible for any further disciplinary action.

### ADMINISTRATIVE RESPONSE

If the administrative staff believes that the student poses a continuing danger to persons or property, or a continuing threat to the academic environment, the Campus Director, Academic Director and/or designate:

- may order the student removed from the College premises as soon as possible, and/or
- may impose an immediate suspension (without warning), pending review of the situation;
- forward a copy of the written report (prepared by staff) to the Campus Director.

If a student refuses a disciplinary order to leave the premises, the College will:

- view this refusal as an additional major infraction, and
- will resort to whatever means necessary, including seeking the assistance of police, to effect a removal.

## **11.2 Review and Decision**

Within two days of receiving a report of a major infraction, the **Campus Director** will:

1. Familiarize himself/herself with the circumstances and provide the student with:

- a description of the alleged infraction;
- the information in support of the allegation that the infraction took place.

2. Give the student an opportunity to:

- present their side of the story to the Campus Director and to share any information they believe, is relevant to the conduct under consideration;
- ask that the Campus Director obtain or receive information from others who were present or who have relevant information for some other reason.

3. Obtain all of the information relevant to the incident (e.g., interview other persons who may have relevant information, etc.). All interviews should occur as soon as reasonably possible and in a confidential manner.

4. Write a detailed Report with a recommendation regarding what action, if any, should be taken.

5. Convene a meeting with the student to share the reason(s) for that recommendation.

6. Give the student an opportunity at that time to present his/her side of the story before deciding what action, if any, should be taken in relation to the alleged infraction.

7. Give the student an opportunity to comment upon those facts considered important in this decision-making process.
8. Make a final decision and where required, consult with the offended party regarding the resolution.
9. Advise the student of that decision in writing, including the reasons for the decision and the sanction to be imposed.
10. The decision and sanctions are private and details will only be shared with the complainant if there are issues of personal safety.

### **11.3 Sanctions/Suspensions**

The Academic Director may recommend a sanction or combination of sanctions commensurate with the seriousness of the infraction, including suspension of up to ten instructional days.

The Campus Director may impose suspension for a period longer than ten days, expulsion from the program, or expulsion from the College.

There are no fee rebates as a result of a suspension.

### **11.4 Expulsion from a Program or from the College**

If the Campus Director determines that the only appropriate response to a major infraction is expulsion from the College, he/she will provide the students with formal written notification of the expulsion, with a summary of the evidence leading to the decision.

### **11.5 Attendance**

Students are not permitted in class or on College premises during a suspension, or following an expulsion.

If students wish to appeal the expulsion, their presence on campus must conform to the conditions specified at that time by the Campus Director.

### **11.6 Timeframe For Expulsion**

The normal time frame for an expulsion is a period of 2 calendar months or more from the date of the expulsion. Following that period, the student may apply for re-admission to the College and will provide a letter signed by the student that assures that he or she will abide by all rules and regulations.

### **11.7 Re-admittance After Suspension or Expulsion**

Students who have been suspended or expelled will be re-admitted to a class or program only:

- after the time frame specified, and
- after entering into a written agreement, undertaking to comply with College policy and to behave in an appropriate manner at all times.
- the College may refuse re-admission.

### **11.8 Permanent Academic Record**

The following disciplinary actions may become a part of the permanent academic record and appear on transcripts:

- suspensions of more than ten days,
- expulsions, or
- refusals of further registration.

Students may apply to have the official record erased after five years.

### **11.9 Appeal of Disciplinary Intervention for a Major Infraction**

Students have the right to appeal all disciplinary interventions for major infractions.

*(Springfield College of Healthcare, Management & Technology wishes to acknowledge Sheridan, George Brown College Mohawk College and York University as sources for parts of this policy.)*