

Procedure Title	Procedure Number	
Student (Non-academic) Conduct	E-1.45	
Executive Responsible	Administrator Responsible	
Vice President Student Affairs	Director Student Services	
Approving Body	Approval Date	Date of Next Review
Executive Committee	December 9, 2025	December 2030
Associated Policy and Resources		
Student (Non-academic) Conduct Policy		
Student (Non-academic) Conduct Appeal Form		
Student (Non-academic) Conduct Incident Report Form		

PURPOSE

The purpose of this procedure is to outline the processes for reporting, reviewing, and resolving incidents of student non-academic misconduct in a manner that is fair, timely, and consistent with the principles of natural justice.

PROCEDURE

General

1. Anyone who witnesses a possible incident of non-academic misconduct may;
 - 1.1 report it to the course instructor if it occurs during a course or course related activities, or
 - 1.2 report it to the Director of Student Services if it occurs in public or shared learning spaces and is not related to course activities.
2. Incidents of misconduct occurring during a practicum, work experience, or other course related activity off campus remain subject to College policies.
 - 2.1 If no College employee is present, any individual (including other students or visitors) who observe or become aware of the incident should report it to the Director of Student Services.
 - 2.2 Practicum supervisors or workplace employees who observe an incident should report it to the designated College contact person. The College contact person will assess the report and determine appropriate follow-up under this policy.
3. Students and employees are encouraged to seek advice about this policy and its procedure from the Student Services department, and/or the CNC Student Union.

4. Individuals involved in non-academic misconduct proceedings may choose to bring a support person to any meeting with College representatives.

Informal Resolution

5. CNC encourages the informal resolution of student misconduct situations where appropriate, and believes that in most cases, early discussion and education are the most effective way to resolve student misconduct and to prevent the escalation of concerns.
6. In many cases, misconduct that does not interfere with the activities of the College and/or does not represent a threat to others may be addressed by the instructor or employee witnessing the incident, as follows:
 - 6.1 Bring the misconduct to the student's attention.
 - 6.2 Give the student an opportunity to explain the behaviour.
 - 6.3 Explain why the misconduct is unacceptable and what element of policy was breached. Provide the student with a clear statement of expected conduct, which may include a written notice outlining unacceptable behaviour, acceptable behaviour, and consequences of non-compliance.
 - 6.4 Give the student an opportunity to correct the behaviour.
7. In cases where reasonable efforts to manage student non-academic conduct are not successful, instructors or other employees may direct the student to leave the learning environment or service area for the remainder of the day. Such incidents must be reported to the relevant Associate Dean, and the Director of Student Services within 48 hours.
 - 7.1 When incidents occur outside regular hours, staff will notify Security and their supervisor as soon as possible.
8. An issue of misconduct is referred to a formal resolution process when:
 - 8.1 there are multiple instances of misconduct by the same student
 - 8.2 the matter is a serious breach of conduct
 - 8.3 the informal resolution process is not appropriate, such as in cases involving safety concerns or power imbalance
 - 8.4 the alleged student misconduct issue is not resolved through the informal resolution process

Formal Resolution – Incident Reporting

9. Incidents of alleged student misconduct that cannot be resolved informally must be recorded using the *Student (Non-academic) Conduct Incident Report Form* and submitted following the instructions on the form.
10. Student conduct reports must be completed no later than three (3) business days after the incident, or within a reasonable time limit given the circumstances.
11. The College may review possible incidents of non-academic misconduct, even if no written allegation is submitted.

Preliminary Review

12. The Associate Dean or designate (for course related incidents reported by instructors) or Director of Student Services (for incidents that occur in public or shared learning spaces and in collaboration with the administrator responsible for that area) will conduct a preliminary review of the formal complaint to confirm whether it falls under this policy and whether sufficient information is available to proceed.
 - 12.1 As part of this review, the Associate Dean or Director may gather additional information, including requesting interviews with the student, the complainant, instructors or employees involved, supervisors, or any other relevant parties.
13. Following the review, the Associate Dean or Director will determine how to proceed. They may decide that:
 - 13.1 the complaint cannot be reviewed under this policy. They will provide written reasons to the complainant and, where appropriate, direct them to another policy or process.
 - 13.2 the allegations do not constitute a breach of student conduct. The student and complainant will be notified in writing, and the matter will be considered resolved.
 - 13.3 an informal resolution should be attempted. The matter will be returned to the instructor or employee who submitted the Student Conduct Report, with recommendations for resolving the issue.
 - 13.4 a formal review is required. In this case, the student, complainant, and other relevant parties will be notified in writing, including next steps and any interim measures to be applied.

Interim Measures

14. The College may impose and communicate interim measures before a review is concluded when immediate action is required to protect the health and safety of members of the College community or to protect College property.
15. The Associate Dean or Director of Student Services determines, documents, communicates, and oversees interim measures on a case-by-case basis.
16. When the health and safety of an individual may be at risk, the College informs that individual of the measures taken to protect them.
17. Interim measures remain in effect until the resolution of this process, or until they are amended or removed by the Associate Dean, Director of Student Services, Vice President Academic, or Vice President Student Affairs.
18. Where the incident involves law enforcement or other internal or external investigations, interim measures may remain in place until those investigations are concluded.
19. Students may appeal interim measures at any time by submitting a written request to the Vice President Academic or Vice President Student Affairs. The Vice President may uphold, modify, or remove the measure. The Vice President's decision is final.

Misconduct Involving Safety or Risk

20. Misconduct that threatens the safety of students, employees, or College operations must be reported to Security immediately.
21. Security will manage the situation in accordance with established practices and file an Incident Report, which is forwarded to the Director of Safety & Security and the Director of Student Services for inclusion in the student's conduct file.
22. If Security is unavailable, any CNC employee may direct a student to leave the classroom or learning area. Security must be notified as soon as possible, and an Incident Report submitted within one (1) business day.
23. In cases of serious or imminent threat, the College may take necessary corrective or interim measures, including temporary removal from classes or facilities, a 24-hour safety suspension, or contacting law enforcement. Such measures are precautionary and do not imply a finding of misconduct.
24. Before returning, the student may be required to meet with the Associate Dean or Director of Student Services, and/or other designated employees to review expectations and conditions.

Facilitated Resolution as Alternative Dispute Resolution

25. If both parties are open to alternative dispute resolution, and when it is safe to do so, the Associate Dean or Director of Student Services or designate will coordinate a facilitated resolution between the involved parties.
 - 25.1 Attempts will be made to resolve the complaint through facilitated resolutions within an agreed-upon timeframe.

Formal Review

26. The Associate Dean or Director of Student Services or designate conducts the formal review, which is intended to review complaints not resolved informally or through a facilitated resolution process.
27. The purpose of the formal review is to gather facts and statements relevant to the behavior or incident in question. The Associate Dean or Director of Student Services determines an appropriate process for the review, which may include:
 - 27.1 a review of relevant information and documents
 - 27.2 obtaining written submissions
 - 27.3 meeting with the parties involved or any witnesses deemed relevant to the investigation
28. With the exception of the student subject to the investigation, all persons who are involved in an investigation or proceeding pertaining to alleged student non-academic misconduct are expected to treat confidentially any information they receive during the course of the investigation or proceeding.
29. If the student fails to cooperate with the investigation or to be reasonably available for a meeting, the investigation proceeds without the input of the student.

30. Based on the evidence presented in the investigation, the Associate Dean, Dean, or Director of Student Services determines an appropriate course of action.
 - 30.1 If the student is found to have not breached the standards of conduct, all Interim Measures are lifted, and the findings are communicated to the student and added to the Student Conduct File.
 - 30.2 If the student is found to have breached the standards of conduct, suitable educative and/or punitive outcomes are imposed based on the seriousness of the misconduct, the student's record of prior conduct, and any other factors that may be relevant to the decision.
31. The Associate Dean or Director of Student Services may impose educative or punitive outcomes up to, but not including, removal from a course or program, or suspension from the College.
 - 31.1 Where removal from a course or program is being considered, the Associate Dean or Director of Student Services will make a recommendation to the appropriate Dean. The Dean decides whether removal from a course or program is warranted.
 - 31.2 Any punitive outcome that impacts a student's grades or academic standing will be recommended to and decided by the appropriate Dean or designate.
32. The Associate Dean or Director of Student Services will prepare a report to record the review process, outcomes, and reasons for the decision.
33. The Office of the Registrar may place a hold on a student's account if required to ensure compliance with imposed outcomes.

Suspension of a Student

34. If suspension from the College is being considered, the Associate Dean or Director of Student Services consults with the appropriate Dean or Director and submits the recommendation in writing to the appropriate Vice President.
 - 34.1 The Vice President considers the recommendation and decides on the appropriate response.
 - 34.2 If the Vice President supports suspension, they will submit the recommendation to the President
 - 34.3 The President decides whether to suspend the student and informs the student in writing of the decision and rationale. The President also reports the suspension, with reasons, to the Board of Governors.

Notifying the Student

35. The student will be notified in writing via the student's official CNC email about the imposed outcome(s) within five (5) business days of the decision. This notification will include a copy of the completed *Student (Non-Academic) Conduct Incident Report Form*, any other relevant information regarding the misconduct, imposed outcomes, and information on the appeal process. For implementation purposes, relevant outcomes will be shared with appropriate CNC areas.

Appeal Process (not including Suspension decisions)

36. Appeals of non-academic misconduct decisions are reviewed by the next level of administrative authority to ensure fairness. The appeal reviewer will determine if there are valid grounds for appeal. If valid grounds are established, they will review the information and make a final decision.
37. Students may appeal the decision about whether misconduct occurred, the outcome(s) assigned, or both. They must specify in writing what they are appealing and provide a detailed written explanation for the grounds of their appeal, including any evidence that supports their appeal.
38. Appeals will be considered on the following grounds:
 - 38.1 a significant error in the process or bias that affected fairness, or
 - 38.2 new relevant information has become available that was not available earlier and could reasonably change the decision or the outcome(s), or
39. Students will use the *Student (Non-Academic) Conduct Appeal* Form to initiate the appeal process within ten (10) business days of receiving notification of the previous decision. Students may use print or digital copies according to their preference and seek support from the CNC Students' Union or Student Services as appropriate.
40. Punitive outcome(s) remain in place during the appeal process.

Appeal of a Decision Made by the Associate Dean, Dean, or Director of Student Services

41. The VP Academic or VP Student Affairs, will review appeals of decisions made by the Associate Dean, Dean, or Director of Student Services (original decision maker) in response to incidents of non-academic misconduct to determine if grounds for appeal exist.
42. If the appeal is based on new information (section 38.2), the matter will first be referred back to the original decision maker for reconsideration.
 - 42.1 The original decision maker will uphold or modify their decision, and they will notify the student.
 - 42.2 If the student disagrees with the decision and wishes to continue the appeal, they may proceed with the appeal to the VP Academic or VP Student Affairs respectively
43. If the VP Academic or VP Student Affairs determines that grounds exist, they will review the information and make a final decision. There is no further appeal of the VP's decision on the appeal.

Appeal of Suspension Decisions

44. In accordance with Section 37 of the *College and Institute Act*, a student who has been suspended by the President may appeal the decision to the College's Board of Governors.
45. Refer to the *Appeal of Suspension to the Board of Governors* policy and procedure.

Notifying the Student and Office of Registrar of Appeals Decisions

46. The final decision maker in appeals will notify the student, the Associate Dean or Director of Student Services of the final appeal decision. The decision will be documented using the *Student (Non-academic) Conduct Appeal* Form.
47. The Student Services office will update the student's record as required based on the appeal decision and will add a copy of the form to the student's file.
48. The Student Services office will notify other areas of any change of outcomes, as relevant.

Records Retention and Document Submission

49. Administrators and staff managing a student conduct case must keep clear and complete records, including notes of meetings, evidence received, communications sent or received, decisions, and rationale.
50. Once the conduct matter is fully resolved, the Administrator responsible for managing the case will compile all relevant documentation and submit it to the Director of Student Services for inclusion in the student's permanent file.
51. After all required documentation has been transferred to Student Services, any duplicate, draft, or working copies held by the administrator or department must be securely destroyed.

Re-applying to College

52. A student who has been removed from a course or program under this policy may request re-admission at a later date. The student must provide written reasons to the Director of Student Services or designate and the relevant Dean or designate. Approval from both is required before the student may re-enroll.
53. A student who has been suspended from the College must request re-admission in writing to the President or designate. Approval from the President is required before the student may return to the College.
54. Conditions or restrictions may be attached to a student's re-admission to ensure appropriate conduct. A copy of the written approval will be sent to the Office of the Registrar for inclusion in the student's record.

Definitions and Acronyms	
Balance of Probabilities	The evidence-based standard of proof used by the College to determine whether a student has violated this policy. To meet this standard, the evidence must show it is more likely than not that the student(s) participated in non-academic misconduct.
Corrective Outcomes	<p>a) Corrective outcomes are the College's responses to non-academic misconduct. Outcomes may be educative or punitive, depending on the nature and severity of the misconduct.</p> <p>b) Educative outcomes support the student's understanding and awareness of conduct expectations, and may include:</p> <p>c) Written notification and feedback: a written notice clearly outlining the matter of concern, reasons why the concern needs to be addressed, and resources the student can use to address the concern.</p> <p>d) An educational activity: a formative activity that allows the student to learn from their mistake. This can take the form of coaching, service to the community, educational projects or assignments, a letter of apology, etc.</p> <p>Punitive outcomes address intentional, repeated, and/or severe misconduct, and may include:</p> <p>a) Letter of reprimand: A formal letter indicating the student's breach of policy and expected conduct moving forward.</p> <p>b) A written warning;</p> <p>c) Loss of privileges: the student being denied access to people or places. This can include non-contact directives, no-trespass directives, temporary or permanent removal from Campus Housing etc.</p> <p>d) Involuntary withdrawal from a course or program: An involuntary withdrawal from a course or program at the College.</p> <p>e) Suspension: An involuntary separation of the student from the College, during which the student may not attend or participate in any courses and is banned from all College campuses and facilities.</p> <p>Other outcomes as required.</p>

Cultural Humility	<p>The practice of engaging in lifelong learning and appreciation for cultures and lived experiences outside of one's own, with an attitude of openness and respect, recognizing that no culture or experience is superior to another. It involves acknowledging one's biases and the limitations of understanding and actively choosing to listen and learn from others. Cultural humility requires continuous self-reflection, vulnerability, and a commitment to mitigating power imbalances and fostering inclusivity.</p> <p>Applying cultural humility in non-academic conduct proceedings includes valuing diverse cultural perspectives on ethics and engaging in open dialogue to understand how these perspectives may influence students' actions, while still adhering to the <i>Student (Non-Academic) Conduct</i> policy set by the College and the behavioural expectations outlined by instructors in the classroom.</p>
Interim Measures	<p>Temporary actions the College may put in place to support safety and fairness while non-academic misconduct incidents are being investigated. These measures are not punitive outcomes, but protective actions to reduce harm. Examples of interim measures include changing class schedules or seating to limit contact between students, providing counselling or academic support, offering no-contact directives, or restricting access to certain areas or activities.</p>

Non-Academic Misconduct	<p>Non-academic misconduct occurs when a student engages in behaviour that violates College policies, procedures, or standards. Examples include, but are not limited to:</p> <ul style="list-style-type: none"> a) engaging in discrimination, bullying or harassment as defined in other college policies; b) threatening or endangering the health, safety, and/or well-being of any person; c) disrupting the ability of others to learn or the ability of the instructor to teach; d) spreading malicious rumors, providing false information, or filing frivolous complaints; e) engaging in theft, attempted theft, property damage, or tampering with College equipment or facilities; f) using College facilities, equipment, or services for inappropriate and/or unauthorized activities; g) creating a condition that unnecessarily endangers or threatens destruction of College property or the property of others; h) possessing or trafficking any controlled and unpermitted drugs or substances as outlined in the Substance Use and Abuse policy; i) unauthorized storage, possession, or use of real or replica firearms, weapons, explosives (including fireworks), ammunition, or dangerous materials; j) using electronic devices, online communication, or social media to engage in harmful interpersonal interactions, or spreading misinformation; and k) directing, encouraging, coercing, influencing, or facilitating another person to engage in any form of misconduct outlined in this or other College policies.
Principles of Natural Justice	<p>The principles of natural justice, including procedural fairness, ensure the right to be heard, the right to have an impartial and unbiased decision, and the right to receive reasons for decisions.</p> <ul style="list-style-type: none"> a) The right to be heard includes providing sufficient notification that allows involved parties to review and respond to a complaint or accusation. Sufficient notification may include information about the complaint or accusation, respective policy and procedures (or where to find them), the possible outcomes or impact of a decision, a time frame, and any relevant contact information. b) The right to an impartial, unbiased decision ensures that the procedure is free of conflict of interest. c) The right to receive reasons for decisions requires that decision-makers provide written reasons for any decisions made.

Restorative Resolution	An approach that attempts to repair the harm of an activity or behaviour by providing an opportunity for safe and voluntary communication and accountability. Restorative justice provides opportunities for all parties to tell their experience and the impact of an activity or behaviour, acknowledge accountabilities, decide the steps to repair the harm, and work on a positive relationship.
Student	A person registered on any course or program offered by CNC. Persons are still considered students for the purpose of this policy if they have informed the College that they are on a scheduled program break and expect to register in the next major term. A student who has no activity in two (2) consecutive major terms (Fall/Spring) will no longer be considered a student.
Support Person	An individual chosen by the student to accompany the student to meetings during the complaint resolution process. The support person does not act or speak on behalf of the student but provides advice and personal support. The support person must not be in a position of conflict of interest and must maintain confidentiality regarding information shared during the process.
Supporting Information	
Related Policies, Forms, Documents, Websites	Academic Conduct Policy E-1.29 Appeal of Suspension to the Board of Governors Policy E-1.54 Respectful Workplace Policy AD-HR-1.10 Social Media Accounts Policy AD-CO-4.09 Student Sexual Misconduct Policy E-1.41 Substance Use and Abuse Policy AD-HR-1.24
Acts and Regulations	College and Institute Act BC Freedom of Information and Protection of Privacy Act