

Policy

Procedure

College Standard

Standard Operating Procedure

Guideline

Local Practice



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| Policy Title | Policy No. | |
| 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 Procedure and Resources | | |
| Student (Non-academic) Conduct Procedure | | |
| Student (Non-academic) Conduct Incident Report Form | | |
| Student (Non-academic) Conduct Appeal Form | | |

PURPOSE

The College of New Caledonia ("CNC" or "the College") is committed to creating and maintaining a learning environment that is respectful, safe, inclusive, and free from bullying, discrimination, and harassment. The purpose of this policy is to define the College of New Caledonia's expectations for student non-academic conduct and the processes to follow when conduct standards are not upheld. This policy works in conjunction with other institutional policies that establish student behavioural expectations, to foster a safe, inclusive, and supportive learning environment that promotes both academic and personal growth.

SCOPE

This policy applies where non-academic misconduct is alleged to have been committed by one or more student(s) and where the alleged incident(s) occurred

- on College Property;
- off College Property in connection with a College-related event or activity sponsored, organized, led, or required by the College; or
- in other circumstances that may adversely affect the working, learning or living environments at the College, or the College's interests or reputation.

For misconduct relating to matters of academic integrity (e.g., plagiarism, cheating), see the *Academic Conduct* policy and procedure.

For sexual misconduct involving students, see the *Student Sexual Misconduct* policy and procedure.

For sexual misconduct, discrimination, bullying, or harassment involving a CNC Employee, see the *Respectful Workplace* policy and procedure.

GUIDING PRINCIPLES

1. The College is committed to creating and maintaining a respectful learning environment that promotes safety, inclusiveness, fairness, and accountability.
2. The College promotes education and awareness of appropriate learning behavior to foster courteous and respectful interactions and relationships.
3. The College is committed to learning that reflects the values of decolonization, anti-racism, equity, diversity, inclusion, and belonging. The College supports a fair and inclusive approach that considers a student's intent, learning journey, cultural context, and the impact of their actions.
4. The College encourages the practice of cultural humility in reviewing and understanding alleged conduct breaches and determining the appropriate consequences.
5. The College will handle each complaint fairly without bias. Each case will be reviewed based on its merits following the principles of natural justice.
6. The College is committed to addressing incidents under this policy within a reasonable timeframe as specified in the procedures.
 - 6.1 Delays may occur in good faith and for justifiable reasons, which will be communicated to all parties, along with the corresponding explanations for any delays.
7. Students are encouraged to access support from Student Services, Accessibility Services, Aboriginal Resource Centers, the CNC Students' Union, or other departments as appropriate when submitting or responding to a complaint or at any stage of the process.
8. The College may use restorative justice practice as corrective educative outcomes to allow safe dialogue and meaningful accountability.
9. The College may share relevant details related to an incident internally between departments when necessary for safety, operational continuity, or to fulfill its duty of care. The College may also share information with external third parties if permitted or required by law and will handle all personal information in accordance with the B.C. Freedom of Information and Protection of Privacy Act.
10. Unlawful activity may result in the College consulting with or reporting to law enforcement.
11. All complainants may exercise their right to initiate incident reports under this policy, any criminal or civil proceedings, grievances, or arbitrations under the collective agreements, or BC Human Rights Tribunal.
 - 11.1 The College may request that the complainant pause any external proceedings until the internal procedure is completed. Alternatively, at its discretion, the College may pause the internal procedure until external proceedings are resolved.
12. The College maintains accurate and complete records of all student conduct matters. Administrators and staff involved in non-academic conduct processes are expected to document actions taken, decisions made, and communications relevant to a case. Once a

matter is resolved, all official documentation will be provided to the Director of Student Services, who will retain the records as part of the student's permanent file. Any duplicate or working copies held by other units will be securely destroyed once the official file has been transferred.

ROLES AND RESPONSIBILITIES

1. Students
 - 1.1 Treat all members of the College community with respect and enable a safe, supportive, disruption-free environment for learning and working.
 - 1.2 Understanding and following College policies, codes, and procedures that govern conduct, use of facilities, and student responsibilities
 - 1.3 Promptly report potential violations of this policy and procedure.
2. Instructors
 - 2.1 Raise awareness of behavioural expectations and refer students to the appropriate policies and resources.
 - 2.2 Foster a culture of courtesy and respect by clearly communicating behavioural expectations to students.
 - 2.3 Address non-academic misconduct in the classroom directly and engage Educational Administrators for support and escalation as needed.
 - 2.4 Document disruptive behaviour, actions taken, and outcomes, and provide all relevant records to the Director of Student Services for retention in the student's file.
3. Associate Deans and Deans
 - 3.1 Support instructors to assess and respond to non-academic misconduct.
 - 3.2 Assign appropriate educational administrator-level punitive outcomes as needed.
 - 3.3 Prepare suspension recommendations for VP and President review.
4. The Director of Student Services
 - 4.1 Cultivate and promote a culture of safe, inclusive, and respectful learning, and raise awareness of this policy and procedure.
 - 4.2 In coordination with administrators responsible for safety and shared learning spaces (e.g., Learning Commons, Safety and Security), address non-academic misconduct cases occurring in shared or public spaces and not related to course activities. This process should be collaborative, involving relevant administrators, faculty, and front-line staff as appropriate, to ensure consistent, fair, and informed decision-making.
 - 4.3 Prepare suspension recommendations for VP and President review.
 - 4.4 Confidentially maintain the records of non-academic misconduct incidents, proceedings, and decisions.

5. Vice Presidents or designates
 - 5.1 Cultivate and promote a safe, inclusive, and respectful learning environment across the college, and raise awareness of this policy and procedure.
 - 5.2 Review appeals of interim measures and uphold, modify, or remove them as appropriate.
 - 5.3 Review complaints and recommend suspensions from the College.
6. The President
 - 6.1 Make suspension decisions and notify the Chair of the College Board of any imposed suspensions and their rationale.

| Definitions and Acronyms | |
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| Cultural Humility | 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. 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 policy</i> set by the College and the behavioural expectations outlined by instructors in the classroom. |
| Interim Measures | 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. |

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| 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 <i>Substance Use and Abuse</i> 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. |
| Student | <p>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.</p> |

| Supporting Information | |
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| Related Policies, Forms, Documents, Websites | Academic Conduct Policy E-1.29 Acceptable Use of CNC Information Technology Policy AD-IT-6.02 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 |