

# MACMILLIAN INSTITUTE OF APPLIED HEALTH SCIENCES

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## **COLLEGE POLICIES**

**PROCEDURE TYPE:** ACADEMIC

**POLICY TITLE:** STUDENT CODE OF CONDUCT

**POLICY NUMBER:** 10

**RESPONSIBILITY:** HEAD ACADEMIC

**APPROVED BY:** DEAN

**EFFECTIVE DATE:** DECEMBER 2015

**REVISED:** DECEMBER 2018

**REVIEW DATE:** DECEMBER 2027

## **Policy**

### **1. Introduction**

Each student, upon enrolment in the College, is governed by the rules and regulations of the College, including the Student Code of Conduct (“the Code”). Students are expected to conduct themselves in a manner consistent with the educational objectives of the College in accordance with generally accepted standards of behavior, and in accordance with published College policies. At the heart of accepted standards of behavior is respect for other members of the MacMillian Institute community. This Code, in its entirety, provides the basis for behavior which nurtures this environment of mutual respect.

### **2. Purpose**

2.1 The primary purpose of the Student Code of Conduct Policy is to ensure that students are not only aware of their rights, but also the responsibilities that they bear by virtue of their membership in the College community, including in the College’s physical environment and virtual communities accessed through information technology and electronic communication services. As well, the Code reinforces the College’s commitment to diversity, equity, and inclusion by acknowledging the rights of all College members to be treated with dignity and respect.

2.2 It is important for all employees of the College who interact with students to be familiar with this Code and to advise students of their rights and responsibilities when required.

2.3 Where the Code has been violated, this Policy establishes fair and efficient procedures to address non-academic disciplinary matters.

**3. Scope and Application of the Code** This Code applies to the conduct of all students registered at the MacMillian Institute in full-time and part-time courses and is used to regulate student conduct and discipline arising in non-academic contexts.

The provisions of the Code apply to student behavior and conduct that occur:

3.1 On college property within the physical boundaries of the College, including the College residences.

3.2 On College owned or controlled property, including College vehicles being used for traveling between locations.

3.3 via information technology and virtual methods (online, eLearning, through the internet and email, via social media, phone, text, etc.) and is directed at College community members;

3.4 using College information technology resources and services on and off campus;

3.5 on student placement sites;

3.6 at College events and learning activities off-campus that are readily identifiable with the College or any part of it, and;

3.7 off campus against other College community members.

The Code is complementary to and does not alter or supersede a student's rights or responsibilities under the law.

#### **4. Definitions**

Complainant: the individual bringing forth a complaint about a student's behaviour(s).

Respondent: the student against who the complaint is directed.

The College: as represented by the President, or designate, in a role to ensure procedural fairness, appropriate remedies or penalties, and the welfare of the College community.

#### **5. Student Rights**

The College supports the following rights of students:

5.1 to express themselves individually or as part of a group, except where the exercise of such rights is prohibited under this Code, under the College Violence Prevention Policy or other College policies, under the Ontario Human Rights Code, or under municipal, provincial, or federal law;

5.2 to be free from discrimination and harassment on the basis of race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, gender identification, sexual orientation, age, marital status, family status and handicap (disability). Complaints under this section are dealt with under the College's Harassment and Discrimination Prevention Policy;

5.3 to make reasonable complaints and/or to participate in College proceedings without fear or threat of reprisal;

5.4 to use as intended, College facilities and equipment;

5.5 to have a safe and positive learning environment; and

5.6 to fair and transparent processes in all matters that may lead to sanctions within this Policy.

#### **6. Student Responsibilities**

Students have the following responsibilities:

6.1 to uphold the laws of the land, the Ontario Human Rights Code, and College policies (including, but not limited to, the Harassment and Discrimination Prevention Policy, Violence Prevention Policy, and this Policy).

Examples of behaviors that breach this Policy, and other College policies include, but are not limited to vandalism; trespassing; possession or use of a weapon, firearm, explosives, or incendiary devices; possession or consumption of, or dealing in, illegal drugs; smoking on College property; theft of College or private property including intellectual property; harassment (including cyber harassment); sexual harassment (including cyber sexual violence); and discrimination (including racial discrimination).

6.2 to behave in a manner that is consistent with an environment that is free from discrimination, harassment, violence, or hate and to refrain from any conduct which infringes on the rights of others.

6.3 to comply with the directions of any College employee who is acting in the proper performance of their duties.

6.4 to refrain from uttering threats or acting against a person's physical or mental well-being that endangers or threatens to endanger the safety, health, life, dignity, or freedom of any person. Examples of behaviors that breach the standards of this Code include, but are not limited to, assault, verbal and non-verbal aggression, intimidation, stalking, or hazing, which can be physical or virtual/online.

6.5 to refrain from using information and communication technologies, such as e-mail, cell phones, pagers, text or instant messaging, social media platforms, and websites to engage in deliberate, repeated, and hostile behavior that has a negative impact on another person's dignity, causes harm, or makes a person feel unsafe.

6.6 to refrain from bringing unfounded complaints with malicious, frivolous, or vexatious intent against another member of the College community.

6.7 to be honest in all academic and College matters. This includes but is not limited to: not presenting false identification or misrepresenting oneself; and not falsifying, fabricating or in any way modifying, either through omission or commission, a document to the College or to a program; submission of an academic credential such as a transcript, diploma, letter of recommendation; a physician's letter/form or any other document used in support of an academic application, record, petition/appeal or endeavor.

6.8 to refrain from engaging in activities that obstruct or disrupt College activities, or impede the educational objectives of the College. This includes but is not limited to: making or causing excessive noise; setting off false fire alarms; bomb threats; and blocking exit routes.

6.9 to refrain from activities that may cause damage to property that is not the student's own.

6.10 to refrain from taking or using property that is not the student's own or that the student is not authorized to take or use.

6.11 to refrain from entering or attempting to enter closed College facilities.

6.12 to exit College facilities when asked to do so by college officials.

6.13 to participate in an investigation brought about under this Policy when requested to do so. This includes but is not limited to attending meetings or hearings regarding alleged breaches of the Code, and to abide by decisions that result from these processes.

## **7. Sanctions**

7.1 A student found responsible for violating the Code, and/or other related behavioral policies identified in the Code, shall be subject to appropriate sanction(s) as determined by the Director of Student Life, the Dean of Students or their designates. Sanctions may include, but are not limited to, written warning, directive letters, behavioral contracts, suspension or expulsion from the College.

7.1.1 Sanctions of suspension for one semester or less shall be determined by the Director of Student Life.

7.1.2 Sanctions of suspension greater than one semester or expulsion shall be determined by the Dean of Students.

7.2 Students may appeal the decision of the Director of Student Life and/or Dean of Students in accordance with the Student Code of Conduct – Appeals Procedures.

## **8. Cross Reference to Other Existing Policies or Regulations**

- Academic Honesty Policy
- Acceptable Information Technology
- Co-operative Education Policy
- Disruptive Student Behavior in the Classroom and Other Learning Environments Policy
- Free Speech Policy
- Harassment and Discrimination Prevention Policy
- Harassment and Discrimination Prevention Procedures – Complaints against Students
- Violence Prevention Policy
- Violent and Criminal Incident Response Procedures
- Smoke-Free Policy
- Smoke-Free Enforcement Procedures
- Student Code of Conduct – Appeals Procedures
- Student Code of Conduct – Complaints Procedures
- Student Mental Health Crisis Intervention Procedures
- Student Support and Intervention: Non-Academic Voluntary/Involuntary Withdrawal Policy
- Sexual Violence Policy
- Sexual Violence Procedures
- Use of Cannabis Policy

## **9. Policy Ownership**

Administrator: MacMillian Institute of Applied Health Sciences