HOLLAND COLLEGE
BOARD REGULATION

Category: **STUDENTS**
Topic: **STUDENT CODE OF CONDUCT**
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Approved by: **Jessie Inman, Chairperson, Board of Governors**

The College recognizes the complexity of student life at a post-secondary institution and understands that students may have differing experiences and backgrounds. Nevertheless, students are responsible for their own actions and interactions with others. The College expects all students to recognize that they share with the College the responsibility for creating and maintaining a respectful and productive learning environment. Students are expected to conduct themselves in ways that reflect a maturity of attitude consistent with pursuing career-related educational goals whether acting on their own or in a group. The purpose of the Student Code of Conduct is to ensure that appropriate student behaviour is well understood.

STUDENT CODE OF CONDUCT

The President & CEO is responsible to ensure that the College's Student Code of Conduct is enforced in a fair and equitable manner. The College's Student Code of Conduct shall apply to all students of the College. The President & CEO will ensure that a fair and impartial appeal procedure is established within the College.

This Code of Conduct is designed to provide the minimal standards of personal conduct that the College expects of its students. The right to attend the College carries with it responsibilities and each student must adhere to the standards of this Code of Conduct and the Acceptable Use for Computing Resources at Holland College (AR-20-07-1), if the student wishes to remain enrolled at the College. (Holland College Student Code of Conduct Handout)

The following defines the broad parameters within which a rewarding and mutually supportive learning environment can be created and is based on the assumption that most students in the College already uphold these standards of conduct.

1. Students shall maintain standards of academic integrity at all times. Violations of academic integrity standards include but are not limited to:

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1.1 Cheating – includes but is not limited to fraud, deceit, omission or misrepresentation of information including, but not limited to, the use or attempted use of unauthorized materials in examinations, representing oneself as another in an examination, classroom, lab or related activity, or being represented by another;

1.2 Plagiarism – includes but is not limited to, taking the work of another person and submitting as one's own work including, any unauthorized use of generative or other artificial intelligence, but not limited to, written text, ideas, images, digital materials, or data of another person for any academic or practical assignment, project, report, lab, or other course requirement;

1.3 Falsification or misrepresentation of documents or credentials which are subject to academic evaluation;

1.4 Using or attempting to use another student's answers or providing answers to other students on any document, whether written or electronic, which is subject to academic evaluation;

1.5 Collaborating with another student or students while working on any course requirement where collaboration has been forbidden;

1.6 Fabrication — includes, but is not limited to, providing misinformation or invention of any information, such as data, research, and references;

1.7 Submitting for credit, without the knowledge and approval of the instructional staff to whom it is submitted, any academic work for which credit has already been obtained;

1.8 Using, buying, *distributing*, selling, stealing or soliciting contents of *any part of a test*, examination, *assignment*, or other assessment document;

1.9 Using any unauthorized aids including, but not limited to, electronic devices in assessments, examinations or other forms of testing.

2. Students shall attend their courses and course activities regularly and on time.

3. Students shall complete assignments, projects and any other learning activities on time.

4. Students shall ensure that their conduct in the learning environment contributes to a productive learning environment and in no way detracts from or disrupts the learning environment.

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5. Students shall inform their instructor/supervisor about any situation that may compromise their health & safety or the health & safety of others, or any issue that may impair their performance.

6. Students shall avoid all forms of non-academic misconduct, including but not limited to:

6.1 Theft of, or wilful damage to, personal effects and property of students, staff or the College;

6.2 Fraudulent or deceptive actions with or without the intent to defraud or in a manner that is malicious;

6.3 Violation of the privacy rights of other students, staff, or clients, including, but not limited to, the recording and or posting/distribution of unauthorized pictures, video, or audio by any forum including social media sites;

6.4 Subjecting any person, student or staff to any form of bullying, including cyber-bullying;

6.5 Threatening to subject or subjecting any person, student or staff, to physical, sexual or mental harassment, indignity, injury or violence;

6.6 Accessing or attempting to access any unauthorized College network/computer system, or attempting to duplicate any College access key, enter or attempt to enter any closed College facility or remain or attempt to remain within a College facility after closing without proper authorization;

6.7 Possession or use of firearms, explosives (including fireworks), dangerous chemicals or weapons (includes replica or imitation weapons) of any kind on College-owned or controlled property except as expressly permitted by law and in accordance with College policies and regulations;

6.8 Possession, use, manufacture, consumption, or, providing or aiding in the consumption or providing of alcohol, tobacco, *cannabis*, *illicit* drugs, *recreational drugs*, or other controlled substances on College-owned or controlled property except as expressly permitted by law and in accordance with College policies and regulations;

6.9 Disregard of Workplace Occupational Health and Safety procedures and practices or the intentional creation of unsafe conditions;

6.10 Failing to obey the instructions of College officials or employees acting in the performance of their duties;

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6.11 Failing to obey published or posted regulations relating to the use of and entry to College facilities;

6.12 Breaches of or violation of industry/program codes or standards of conduct/ethics.

7. Students shall not attempt to divert other course participants in support of any personal, political, religious, or social agenda or to use one program or course as a forum to complain about another program, course or member of the instructional staff.

8. Students shall not block or attempt to block access to or from a College facility or disrupt or attempt to disrupt the scheduled use of any College facility.

9. Students shall avoid all forms of disrespectful behaviour, including:

9.1 using offensive, profane or obscene language;

9.2 making remarks or engaging in conduct which is racist, sexist, or in any way discriminatory;

9.3 engaging in behaviours or remarks which could reasonably be interpreted as threatening;

10. Students shall not use College Computers and/or Networks in any manner inconsistent with the Acceptable Use for Computing Resources at Holland College (AR-20-07-1).

11. Students shall refrain from any conduct that may result in the imposition of College sanctions, civil or criminal proceedings, or which is inconsistent with the maintenance of a productive learning environment.

12. Students shall not in any manner assist, by act or omission, any other person in violating this Code of Conduct or any other policies, regulations, rules, guidelines, Quality Process or procedures established by the College or its affiliates.

A breach of any provision of this Code of Conduct shall be considered to be a disciplinary matter and subject to sanction in accordance with College Quality Processes.

With the approval of the Program Manager, programs or departments within the College may also establish and enforce Codes or Guidelines of Conduct, or in the case of the Atlantic Police Academy, Standing Orders, as necessary to meet program or occupational requirements. In the event of a conflict between a Program Code of Conduct and the College's Student Code of Conduct, the College's Student Code of Conduct shall prevail.

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Students shall familiarize themselves with the Student Code of Conduct, relevant program codes, and relevant Board Policies, Board Regulations, Administrative Regulations, and Quality Processes, and will adhere to these Codes, Policies, Regulations, and Processes. The College expects students to assist and encourage fellow students to adhere to these Codes, Policies, Regulations, and Processes. Further, the College expects and encourages students to draw perceived problems with College Policy to the attention of their Student Government Association, which will in turn take those concerns to management of the College.

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