

---

Policy Title:	Student Code of Conduct	Policy Version:	3
Policy No:	5655	Approval Date:	July 18, 2018
Original Submission Date:	2004, Revised 2018	Effective Date:	July 18, 2018
Approval Body:	Academic Council	Review Date:	July 2021

---

## Policy Statement

Students at Acsenda School of Management (ASM) are entitled to engage in the educational process, or the provision of educational services, free from discrimination, bullying, harassment, violence, or inappropriate behaviors. As part of the ASM community, students shall respect the rights, responsibilities, property, and the safety and well-being of others. Students shall conduct themselves in accordance with the laws of British Columbia (BC) and Canada and in a manner conducive to good order, mutual respect, and the proper function of ASM's programs, services and property.

## Purpose

The Student Code of Conduct sets the standards of conduct expected of all students, defines misconduct (non-academic misconduct), and identifies the consequences and procedures for addressing student misconduct.

## Scope

The Student Code of Conduct policy applies to any student enrolled in a course at ASM including visiting and exchange students and those on internship programs.

Students are individually responsible for their own behaviour whether they are acting as individuals or in a group

The policy applies to conduct that occurs on or near the premises of ASM; in social media sponsored by ASM or students or alumni; in the course of activities sponsored by ASM or where conduct is alleged to adversely affect, disrupt or interfere with another person's responsible participation in ASM programs or activities; in interactions between a student and a third party that involves the student's standing, status, or academic record at ASM.

A student may be subject to criminal prosecution or civil proceedings in addition to disciplinary action taken by ASM under the Student Code of Conduct policy.

Academic misconduct is addressed in the policy on Academic Dishonesty;

## Guidelines for Student Conduct

Students enrolled at Acsenda School of Management (ASM) are considered to be mature adults who assume a responsibility to conduct themselves in a manner compatible with an institution of higher learning, in addition to observing provincial and federal laws. Students are expected to respect the property of ASM, its students, faculty, staff and visitors to the campus.

Students are expected to maintain a peaceful environment within or in the vicinity of classes, meetings or other assemblies conducted within ASM and at activities arranged to be held external to ASM. Students are also expected to respect the rights of others so that everyone can fully participate in and benefit from an environment totally free from discrimination, bullying, harassment and assault.

All students are responsible for understanding and adhering to ASM policies. They are expected to comply with the directions and requests of ASM employees and administrators acting in the performance of their duties.

## Student Misconduct

Misconduct committed by students shall be grounds for disciplinary action. ASM reserves the right to refer any non-academic offense to the appropriate civil or criminal authorities as deemed appropriate. Actions that are considered to be non-academic misconduct and grounds for disciplinary action include, but are not necessarily limited to, the following:

### Endangerment of health, safety or property

- Any conduct that threatens or endangers the health, safety or property of any person.

### Theft or property damage

- Theft or damage to property of ASM as well as property of another student, faculty, or visitor to the campus.

### Misrepresentation, forgery, false claims

- Supplying false information to ASM or forging, altering or misusing any ASM document or record;
- Forgery, alteration or misuse of ASM documents, records or identification;
- False accusation or charges against a student, staff, faculty member or administrator of ASM.

### Disorderly conduct and obstruction

- Disorderly or indecent conduct or expression, breach of the peace, or procuring another to breach the peace;
- Failure to comply with directions of ASM employees or administrators acting in the performance of their duties. Students are required to provide proof of identification when requested by any ASM representative;
- Obstruction or disruption of the teaching of a class or other ASM activity, including, but not limited to meetings, seminars, and other legitimate activities of ASM.

### Possession of weapons

- Possession or use of firearms, explosives, dangerous chemicals, or weapons or objects of any form, material or construct.

### Alcohol, Drugs and Substance Abuse

- Intoxicated or under the influence of a legal drug on ASM premises;
- Furnish alcoholic beverages or other legalized drug to any person under the age of nineteen (19) years;
- Use, possession or distribution of alcoholic beverages or other legal drug or drug products such as Cannabis, except as expressly permitted by ASM;
- Use, possession or distribution of illegal drugs or prescription drugs for recreational use on campus;
- Smoking/vaping on campus or premises; smoking/vaping within 7.5 meters of building entrances; not obeying local bylaws and property management restrictions on smoking/vaping.

### Unlawful gambling

- Activities or games of chance, including electronic or internet gambling that include exchange of cash/chips resulting in a chance financial return greater than paid.

### Bullying, Harassment, or Discrimination

- Verbal or physical (or a threat of) abuse, aggressive behaviour, harassment, assault, intimidation or coercion of another student, faculty member, employee of ASM or an authorized visitor;
- Any behaviour that intimidates, offends, degrades or humiliates another person;
- Written and/or verbal harassment which includes the use of threatening, obscene, profane or racist language or language that is otherwise abusive in the circumstances by a student directed to another student, an instructor or other employee of ASM or any other individual who enters the campus as a visitor or as a requirement of his or her duty.

## Sexual Misconduct

- Sexual harassment which includes written and/or verbal abuse or threats; unwelcome remarks, jokes, innuendos or taunting; displaying or distribution of pornographic or other offensive or derogatory photos; practical jokes that cause awkwardness or embarrassment; unwelcome invitations or requests, leering or other gestures; unnecessary physical contact such as touching, patting, pinching;
- Sexual misconduct which includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, the distribution of a sexually explicit photograph or video of a person;
- Attempt or threat to commit an act of sexual misconduct.

## Unacceptable or unauthorized use of ASM property or resources

- Unauthorized use of ASM supplies or equipment.
- Unauthorized access or use of computing equipment, systems or networks including destruction, misplacement, copying, or other forms of damage or disruption to student or any other information files;
- Removal of books or other library material without proper authorization; or defacement or misuse of library material, unauthorized access or use of online library resources;
- Abuse of ASM information resources, including (without limitation) computer or computer related facility or software, alter or remove computer files or software without proper authorization, purposefully misplace them, or deprive others of access to information resources;
- Use of computer equipment on campus to download, distribute or send offensive, discriminatory, and/or harassing material;
- Unauthorized entry or occupancy of the facilities or blocking access to or from such areas including all administration and instructor offices, classrooms, computer areas and common areas.

## Disciplinary Actions

Non-academic offenses confirmed or alleged will be reported to the Dean (or in the absence of the Dean to the Registrar).

Non-academic offenses normally will result in disciplinary actions including, but not necessarily limited to, the following:

- Exclusion of the student from the class in which the offense occurred
- Written or verbal warning
- Formal written reprimand
- Exclusion from or restricted access to our use of ASM facilities, services, activities or programs
- Payment of costs or compensation for any loss, damage or injury as a result of misconduct.
- Probation period where student will be required to fulfill certain conditions or redress, and to demonstrate good behaviour.
- Suspension from the program and/or Acsenda School of Management for a specified period of time.
- Expulsion from Acsenda School of Management. This action must be approved by the President.

Disciplinary actions (sanctions) shall be appropriate to the seriousness on the misconduct and shall be applied as follows:

- a) **Reprimand:** Official notice to the offender that the conduct does not meet the standards of ASM. The Dean may issue the warning verbally or in writing. A reprimand is considered a warning that further incidents of misconduct may result in further disciplinary action. The action does not become part of the student's academic record.
- b) **Probation:** Restriction or exclusion of ASM related activities of a student or group of students as deemed appropriate by the Dean. Disciplinary probation can be imposed for a period not to exceed two years, and further misconduct of any kind during the probation period can result in further disciplinary action. The action becomes part of the student's academic record.

- c) **Restitution:** Reimbursement must be made for damages to or misappropriation of ASM property by a student. Reimbursement can take the form of appropriate service to repair or otherwise compensate for damages. The action becomes part of the student's academic record.
- d) **Summary Suspension:** In order to protect ASM, other students, faculty and administrators from the immediate possibility of disorder, misconduct or threat, the Dean can impose a summary suspension of 24 hours upon a student. The student is required to immediately leave ASM property and all privileges are suspended. The student must contact the Dean within 24 hours of the incident. The Dean shall determine if the suspension will be lifted or if further disciplinary action will be taken. The action becomes part of the student's academic record.
- e) **Suspension:** Students may be excluded from taking classes, exams or from other privileges for the time set forth in the notification to the student. The action becomes part of the student's academic record.
- f) **Expulsion:** Indefinite termination of student status. This action requires approval by the President, as does any possible subsequent re-admission. The action becomes part of the student's academic record.

If a student is observed violating provincial or federal law, they shall be reported to the appropriate authorities.

The student is not eligible to withdraw from a course or from ASM during disciplinary proceedings.

The student must be advised of their right of appeal at all stages of the process.

If an appeal is granted, the disciplinary action is expunged from the student's record.

## Definition

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Dean	The Dean or Academic Program Head.

## Related legislation

BC Human Rights Code

Canadian Charter of Rights and Freedoms

Sexual Violence and Misconduct Policy Act Bill 23 2016

## Related policies

Policy Number	Policy Title
5600	Academic Honesty

## Responsibility

Students are responsible for reading and understanding the Student Code of Conduct and behaving accordingly.

Students should seek clarification from the Dean about non-academic misconduct and cultural differences in behaviour.

Faculty and staff are responsible for identifying non-academic misconduct and for documenting and following the procedures for addressing and reporting it.

The Dean is assigned the responsibility for the investigation and the documentation of and the disciplinary action taken for non-academic misconduct.

The Registrar is responsible for records related to non-academic misconduct.

The President is responsible for the investigation and the decisions regarding expulsion from ASM.

Academic Standards Committee is responsible for hearing appeals regarding expulsion from ASM.

Policy Title:	Student Code of Conduct		
Policy No:	5655	Policy Version:	3
		Approval Date:	July 18, 2018
Original Submission Date:	2004, Revised 2018	Effective Date:	July 18, 2018
Approval Body:	Academic Council	Revision Date:	July 2021

All incidents or suspected incidents of non-academic misconduct will be reported to the Dean or the Registrar. Any staff or faculty member may issue a verbal warning at the time an incident of misconduct occurs. The incident shall then be reported to the Dean.

The Dean will meet with the student(s) involved in the misconduct and if required the Dean will investigate by any means deemed necessary and appropriate. The Dean will determine the disciplinary action to be taken and communicate in writing to the student within five (5) working days of meeting with the student(s).

The Dean will refer any decision to expel a student to the President. The President will review and investigate and communicate the decision in writing to the student within five (5) working days. A copy of the decision will be sent to the Dean and the Registrar.

The Registrar will take the appropriate action to ensure the expulsion is put into effect and recorded in the student’s record.

## Appeals

If the student believes that he/she was not provided with due process or appropriate process was not followed, he/she may appeal a decision regarding non-academic misconduct to the President. The appeal must be submitted in writing within ten (10) days of the decision of the Dean being received by the student and must provide specific grounds for the appeal, describing how the policy was incorrectly applied and/or due process did not take place or was not followed. The President will determine if additional actions or formal investigation is required and, where appropriate, appoint an Investigator.

If a student is expelled for non-academic misconduct, the student may appeal to the Academic Council. The appeal must be submitted in writing to the Chair of the Academic Standards Committee of Academic Council within ten (10) days of the decision of the Dean being received by the student. The student must provide specific grounds for the appeal and indicate what resolution is being requested. The Registrar will direct the letter to the Chair who will convene a meeting of the Academic Standards committee and respond in writing within five (5) working days following the meeting. The Chair will indicate the decision and rationale for denying or allowing the appeal. The decision of Academic Standards Committee is final.