

Policy Title: Student Code of Conduct

Approved by: Campus Director

Executive(s) Responsible: Director, Student Services/Registrar

Administrator(s) Responsible: Student Services Officer, Academic Manager, Academic Assistant, and Associate Director, Operations and Communications

Revision Date: November 26, 2024

Effective Date: November 26, 2024

Next Review Date: November 26, 2025

Institution Number: 4119

Background & Scope

All students at CCTB are part of a thriving community of business and technology professionals. Like all communities, CCTB has certain regulations and policies students must adhere to.

Each student, upon enrolment at CCTB, is governed by the rules and regulations of CCTB, including the Student Code of Conduct.

Purpose of the Policy

The purpose of this policy is to outline the college's responsibilities, students' responsibilities and recommend behaviors/etiquette to be followed on campus and during any CCTB-related activity or event.

Policy Statement

1. Student Rights

CCTB supports the following rights of students:

- 1.1. To express themselves individually or as part of a group, except where the exercise of such rights is prohibited under this Code or other College policies, under the British Columbia Human Rights Code, or under municipal, provincial, or federal law.
- 1.2. To be free from discrimination and harassment on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, gender identification, sexual orientation, age, marital status, family status, and disability. Complaints under this section are dealt with under the CCTB Student Statement of Rights and the CCTB Dispute Resolution Policy and the CCTB Respectful and Fair Treatment of Students Policy.
- 1.3. To make reasonable complaints and/or to participate in CCTB proceedings without fear or threat of reprisal.

1.4. To use CCTB's facilities and equipment as intended.

1.5. To have a safe and positive learning environment.

1.6. To transparent processes based on procedural fairness in all matters that may lead to sanctions within this policy

2. Student Responsibilities

Student responsibilities include, but are not limited to:

- To uphold municipal, provincial and federal laws, the *British Columbia Human Rights Code* and CCTB's policies;
- To be aware of CCTB's policies. Those can be found in the CCTB Student Policies Handbook and on our website at: <https://www.canadianctb.ca/policies>;
- To refrain from eating in classrooms, computer rooms, during classes or workshops;
- To refrain from engaging in activities that obstruct or disrupt college activities or jeopardize the educational objectives of CCTB. This includes, but is not limited to, making or causing excessive noise; setting off false fire alarms; bomb threats; blocking exit routes;
- To refrain from using cellphones in a way that disrupts the learning process;
- To respect CCTB's property and other peoples' belongings at all times;
- To attend classes as per the CCTB Student Attendance Policy;
- To be honest in all academic matters and adhere to the CCTB Academic Integrity Policy;
- To follow the CCTB Weapons on Campus Policy;
- To comply with all conditions of registration and enrolment, including conditions on Academic Probation and mandatory referral to support services;
- Not to smoke, nor vape, outside designated areas;
- Not to enter CCTB's premises, or engage in any college activity, while in a state of intoxication or while under the influence of any substance prohibited by the *Controlled Drugs and Substances Act*; and
- Not to engage in acts of physical violence or aggressive or intimidating behaviour
- Not to engage in acts of harassment, bullying, and discrimination

3. Distance/Online Learning Etiquette

To support student success in CCTB's distance/online learning environment:

- All classes and workshops will be recorded and transcribed;
- Students are asked to behave professionally at all times during class hours and observe their responsibilities under this policy as if they were on campus;

- Students are asked to always keep their microphones on mute unless they are speaking/directed to speak; and
- Students are asked to turn off their camera during breaks, or when stepping away from their main workstation.

4. Major Code Infractions

Major Student Code of Conduct infractions will incur an automatic behavioural suspension from classes:

- Vandalism;
- Trespassing;
- Possession or use of a weapon, firearm, explosives, or incendiary devices;
- Possession or consumption of, or dealing, illegal drugs;
- Presenting oneself on campus while intoxicated by alcohol, marijuana, or any mind-altering substance;
- Theft of college or private property including intellectual property;
- Verbal abuse of college faculty and staff;
- Sexual harassment;
- Failing to comply with conditions of Academic Probation or reinstatement;
- Failing to comply with requirements to maintain registration status in the college
- Discrimination (including, but not limited to, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, gender identification, sexual orientation, age, marital status, family status and disability);
- Gambling; and
- Willful acts of indecency both on-campus and online.

5. Breaches

CCTB's Code of Conduct is designed to protect everyone and to make the college environment positive and welcoming to all members of our community. Any major infraction of this Code of Conduct may lead to immediate suspension or expulsion prior to disciplinary action laid out by the Dismissal Policy. Such action could lead to your dismissal from the college and may also result in the police being informed.

Related Legislation

- BC Human Rights Code
- Criminal Code of Canada
- *Controlled Drugs and Substances Act*

Related Policies

| Policy Name | Policy Number |
|--------------------------------------------------|---------------|
| Academic Integrity Policy | |
| Student Dismissal Policy | |
| Student Statement of Rights | |
| Student Dispute Resolution Policy | |
| Respectful and Fair Treatment of Students Policy | |
| Student Attendance Policy | |
| Weapons on Campus Policy | |

Document History

| Date | Approval/Review/Key Change(s) |
|-------------|-------------------------------------------------------------------------------------------------|
| 26 Nov 2024 | Included grounds for suspension encompassing Academic Probation and continuance of registration |
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