

D.01 Student Behaviour – Non Academic

Student Affairs

Nunavut Arctic College

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POLICY

Nunavut Arctic College reserves the right to discipline students for behaviors that it considers to be unacceptable.

PRINCIPLE

1. The College wishes to create an environment for learning that encourages all students and staff to reach their career and academic goals.
2. The College has identified behaviours that detract from the learning environment.
3. The following conduct is unacceptable and constitutes an offence within the College community:
 - a. Behaviour which causes or threatens harm or injury to others. This includes assault of any nature, and/or discrimination or harassment, based on, race, religion, gender, handicap, national origin or sexual orientation, or other factors;
 - b. Behaviour which causes or threatens to cause damage to College property or the property of others including, theft, vandalism;
 - c. Conduct which seriously disrupts the educational activities, services or events provided by the College for students or members of the Community;
 - d. All forms of academic dishonesty such as plagiarism, cheating, furnishing false information to the College, forgery, and misuse of College documents.

PROCEDURE

1. Students who conduct themselves in a manner which is unacceptable or constitutes an offence, as identified in this policy will be subject to disciplinary action or penalty as follows:
 - a. **Reprimand:** the student is permitted to continue in the College while receiving written notification outlining the nature of the misconduct and the implication(s) of further misconduct
 - b. **Probation:** the student will be permitted to continue in the College only under specific conditions. The period of probation will continue until the end of the current Academic Year. Students who meet the specific conditions imposed will have the probation lifted. Failure to meet the conditions imposed shall result in the student's dismissal from the College

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- c. **Dismissal:** a student who is dismissed from the College shall be withdrawn from the College and not permitted to the institutional grounds or buildings. There will be no refund of any fees and all outstanding debts to the College and materials loaned from the College will be due immediately
2. The student misconduct shall be described by the complainant in a written report, outlining the particulars of the event, to the Program Manager or designate of the program in which the student is enrolled and to the student who is the subject of the complaint.
3. Within five (5) working days of receipt of this report, the Program Manager or designate shall investigate the reported misconduct by at least reviewing the particulars available, interviewing the complainant, and interviewing the student. In this and all further proceedings, the student shall be permitted to bring and be assisted by an advisor of his/her choice.
4. Within two (2) working days of the investigation, the Program Manager or designate shall make a decision as to:
 - a. Reprimand
 - b. Probation or
 - c. Recommend dismissal to the Dean.
5. The Program Manager or designate of the program in which the student who commits the misconduct is enrolled, has the authority to reprimand or place a student on probation. The Dean has the authority to dismiss a student.
6. The Program Manager or designate or Dean's decision shall be communicated in writing to the Registrar. Within two (2) working days the Registrar shall in turn communicate the decision in writing to the:
 - a. Student
 - b. Complainant
 - c. Program Manager or designate
 - d. Dean
7. A copy of the notice of dismissal will be forwarded to the Registrar to be placed on the student's file.
8. Students who are dismissed from the College must wait a minimum period of one full Academic Year before applying for readmission.
9. Students who feel that they have been inappropriately reprimanded, placed on probation or dismissed, may initiate an appeal in accordance with Policy D.02 Appeals Process – Student Behaviour – Non Academic.