

TYPE:	Academic
TITLE:	Standards of Student Conduct for All Learning Environments
NO.:	ACAD-131
RESPONSIBILITY:	Executive Vice-President, Academic
APPROVED BY:	Durham College Leadership Team
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1. Introduction

Durham College (DC) is dedicated to contributing to an academic community that is safe, inclusive, and respectful, where students develop individually and in concert with their peers. All members of the college community have the right to study or work without undue interference.

Students have the responsibility to respect the well-being, personal worth and dignity of all members of the campus community, which includes being mindful of individual accountability and self-regulation. Students must not adversely affect the rights of others or disrupt the constructive atmosphere of DC's learning environments.

2. Purpose

This document is part of a framework to respond to and resolve issues specific to student conduct that is reported to negatively impact, or has the potential to negatively impact DC's learning environments. Where student conduct escalates or persists, it will be addressed through DC's Student Conduct policy and procedure.

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

4.1. When there is an immediate threat to health or safety, members of the campus community must contact Campus Security or 911.

4.2. This policy and procedure address student conduct affecting the College's learning environments. This policy does not address student conduct in instances where a more appropriate college policy, procedure, grievance or appeal process exists, including but not limited to: discrimination and harassment; sexual violence; and grade appeals. Where student conduct occurring in a learning environment escalates or persists, it will be addressed through DC's Student Conduct policy and procedure.

- 4.3. Breaches of the standards of student conduct may be reported when students are participating in any learning experience associated with the College, on- or off-campus, including, but not limited to:
- in-person or virtual classrooms, including labs and shops;
 - digital formats such as internet forums, electronic communications or other digital platforms used for teaching and learning activities;
 - experiential or work integrated learning activities;
 - field trips;
 - group work;
 - applied research; and
 - academic-related events and activities.
- 4.4. Standards of student conduct in the learning environment include, but are not limited to:
- a) complying with federal, provincial, and municipal laws and regulations;
 - b) complying with all college policies and procedures;
 - c) behaving in alignment with the college's values;
 - d) complying with directions from any member of the campus community in the proper performance of their duties;
 - e) respecting the rights, physical and mental well-being, and safety of others;
 - f) demonstrating personal integrity, professionalism and accountability. This includes refraining from using abusive, harassing or intimidating language in the physical, digital or virtual learning spaces or on social media;
 - g) refraining from any activity that would constitute a breach of privacy;
 - h) refraining from conduct that may create hazardous conditions that put the learning environment at risk;
 - i) refraining from unauthorized or surreptitious recording and/or dissemination of photographs, video recordings, and/or audio recordings;
 - j) ensuring any animal is duly registered as a service animal with the Access and Support Centre for the animal to be permitted on campus; and
 - k) seeking and receiving prior approval from faculty overseeing a learning environment or activity for a guest to attend, at least 24 hours in advance.
- 4.5. Students who knowingly, reasonably ought to have known, or recklessly breach any college policy are accountable for their choices and actions.
- 4.6. All members of the College community have a responsibility to report alleged breaches of the standards of student conduct, and a right to do so without fear of reprisal.

- 4.7. College employees will act in good faith and will apply the principles of natural justice and procedural fairness in addressing alleged breaches of the standards of student conduct inside learning environments.

5. Procedure

- 5.1. When there is an immediate threat to health or safety, members of the campus community must contact Campus Security or 911. This procedure will be followed only when a breach of student conduct has been observed in a learning environment and it poses no immediate threat or risk to health or safety.
- 5.2. Informal Resolution of Student Conduct Inside a Learning Environment:
 - 5.2.1. Faculty members or college employees who believe a student's conduct is interfering with the learning environment will speak with the student to inform them of the inappropriate conduct, and direct them to modify their conduct according to the expectations of the learning environment.
 - 5.2.2. If the inappropriate conduct continues, the faculty member or college employee may direct the student to remove themselves from a learning environment, to mitigate disruption for others. Should the student not comply with this direction, the faculty member or college employee may call Campus Security to assist in removing the student from a learning environment on campus.
 - 5.2.3. Following an incident of inappropriate student conduct in a learning environment, the faculty member or college employee will send an email to the student via DC Mail, within one (1) business day, identifying the inappropriate conduct observed, explaining conduct expectations for the learning environment and providing return to class information in cases where a student was removed.
 - 5.2.4. Students who were removed or were asked to remove themselves from a learning environment may not return to that learning environment until authorized to do so, in writing.
- 5.3. Formal Resolution of Student Conduct Inside a Learning Environment:
 - 5.3.1. Should subsequent inappropriate conduct by the same student occur, the faculty member or college employee will complete a Student Conduct Alert Form.
 - 5.3.2. The completed Student Conduct Alert Form will be sent to the student via DC Mail, with a copy sent to the relevant Executive Dean/Dean/Associate Dean or Director. The Executive Dean/Dean/Associate Dean or Director may direct the student to immediately remove themselves from the learning environment until a meeting about the alleged conduct has occurred.

- 5.3.3. The Executive Dean/Dean/Associate Dean or Director will schedule a meeting with the student as soon as possible, but no later than five (5) business days from receipt of the Student Conduct Alert Form. Students who fail to attend this meeting are not eligible to return to the learning environment.
- 5.3.4. In the meeting, the Executive Dean/Dean/Associate Dean or Director will address the alleged conduct reported in the Student Conduct Alert Form and provide the student with an opportunity to respond.
- 5.3.5. After the meeting, the Executive Dean/Dean/Associate Dean or Director will document conditions for the student to return to class and/or sanctions on the Student Conduct Alert Form. These may include one or more of the following:
- Participating in a restorative process
 - Verbal warning
 - Written warning
 - Providing a written apology
 - Restitution for loss or damages
 - Conduct contract
 - Timetable changes
 - Restrictions on classroom participation
 - Referral to campus services
- 5.3.6. The completed form, along with a summary of key points discussed, will be sent to the student via DC mail. Copies of the correspondence will also be sent to the faculty member or college employee who submitted the Student Conduct Alert Form.
- 5.4. Referral to the Office of Campus Safety (OCS)
- 5.4.1. Should the student's conduct persist or escalate after the meeting with the relevant Executive Dean/Dean/Associate Dean or Director, the Student Conduct Alert Form and all related correspondence will be forwarded by the academic school or department to the OCS for further action. The Executive Dean/Dean/Associate Dean or Director may impose interim conditions while the alleged conduct is under review by the OCS.
- 5.4.2. The OCS will review all information provided by the relevant Executive Dean/Dean/Associate Dean or Director and provide an update on actions within five (5) business days.

6. Roles and responsibilities

- 6.1. It is the responsibility of the Executive Vice President, Academic to ensure that this policy and procedure is fully implemented.
- 6.2. It is the responsibility of Executive Deans/Deans/Associate Deans and Directors to manage the process for addressing alleged breaches of student conduct in learning environments.
- 6.3. It is the responsibility of all faculty members and college employees with a responsibility for learning environments to document alleged breaches of student conduct.
- 6.4. It is the responsibility of students who have allegedly breached the standards of student conduct to make themselves available for a meetings as requested and to provide information related to the alleged breach.
- 6.5. It is the responsibility of the Office of Campus Safety to review alleged breaches of student conduct referred to it by academic schools or departments, and to respond within published timelines.

7. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

8. Non-compliance implications

Non-compliance with this policy may disrupt the learning environment for students and may result in sanctions under College policies.

9. Communications plan

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.
- A message will be posted on MyCampus alerting students when new or revised policies and procedures are added.

10. Related forms, legislation or external resources

- Ontario Human Rights Code
- *Accessibility for Ontarians with Disabilities Act*
- Student Conduct Alert Form