



## Policy and Procedures Student Conduct

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### POLICY STATEMENT

In keeping with the college commitment to provide maximum benefit to students, and in keeping with the employment orientation of programs, the college will require regular attendance, reasonable academic progress, and proper conduct by students. However, instructors and coordinators will take into account the special circumstances affecting adult learners when making disciplinary decisions.

### GUIDELINES

1. In order to meet program requirements, all students are required to attend classes regularly as scheduled, maintain acceptable academic progress, and conduct themselves in a manner that maintains a respectful, safe, healthy and educationally conducive environment.
2. In recognition of special circumstances affecting adult student attendance, provisions should be made to accommodate unavoidable absences. Students are expected to notify the college when they are unable to attend classes for any reason.
3. Students are to be informed and counselled on the application of this policy during Student Orientation.
4. College staff is to administer this policy in a fair, consistent, and judicious manner keeping in mind that the disciplinary process should be corrective and progressive.
5. A student's overall academic performance is to be a factor in determining disciplinary action for attendance infractions.
6. The college's requirements for student attendance should be compatible with those of concerned funding agencies and other partners directly involved in the program delivery.
7. The policy will be applied to the student's program of studies rather than to individual courses within their program.
8. The President & CEO may identify certain programs that fall outside the parameters of this policy.

### PROCEDURES

1. A brokering agency's student conduct policy supersedes this policy.
2. A brokering agency's student conduct policy will be supplied by coordinators to instructors, student services and students prior to orientation day.
3. Responsibility in enforcement:
  - a. The coordinators are to approve any discipline prior to enforcement by the instructor
  - b. Instructors are responsible for monitoring attendance and providing suggestions on the enforcement of the policy to the coordinator
  - c. Student services assist with student education and counselling in regards to the policy
4. Coordinators will ensure that instructors are knowledgeable about the policy and its application. Coordinators, along with student services, will ensure that students are given a copy of this policy and counselled on its application at the beginning of the program.



## Policy and Procedures Student Conduct

---

5. Instructors will maintain daily attendance records and submit them bi-weekly to their coordinator and student advisor. The coordinator will monitor reports for accuracy and compliance with college policy. The coordinator will ensure that attendance reports are distributed externally as required.
6. Within the attendance period being reported the instructor, under the guidance of the coordinator, has the discretion to credit students for time missed if student work is completed/the student works after school/over their lunch break
7. The following codes and rationale will be used to record attendance:

### Code E (Excused)

- EXCUSED absences (sick, medical, court, bereavement, childcare, or other upon coordinator approval)
- Students are granted 1.5 “E” per 20 days (1 month) of the program. The calculation should be rounded up to the closest day value. (E.g. 170 day program divided by 20 days is 8.5 months, which multiplied by 1.5 days equals 12.75. The students would each receive 13 E’s in that program.)
- Student must contact the school to inform the school they will not be in that day and provide the reason.
- If a student needs to be away for more than two consecutive days of “E”, they must obtain written approval from the coordinator of the excused absence(s)
- In extenuating circumstances, the student is permitted to make a request, in writing, to the coordinator for more excused absences that are beyond the allowable number as per program length

### Code A (Unexcused)

- All unexcused absences
- When the number of allowable code E for program length are used up, all subsequent absences, regardless of reason, are recorded as “A”

### Code L (Late)

- Students are encouraged to arrive on time
- The coordinator and instructor will decide on how lates will be addressed for the specific program. This expectation will be communicated to students at the beginning of the program

8. If a student’s cumulative-attendance at the end of any reporting period is less than 90% (only including A’s), the disciplinary process outlined in procedure 9 will be implemented for that student. Moving further through the disciplinary process will not occur if the period attendance calculation is above 90%.



## Policy and Procedures Student Conduct

---


9. The following progressive process will be implemented to give the student opportunities to correct their behavior:
  - i. **Step 1:** The instructor issues the student with a verbal warning
  - ii. **Step 2:** The instructor issues the student with a written warning using the *Student Written Warning* form to clearly identify the problem(s) and corrective action required
  - iii. **Step 3:** After consulting the coordinator and student advisor, the instructor places the student on probation by clearly outlining the conditions of probation on the *Student Probation* form that is signed by the coordinator, instructor, and student respectively. The student will be encouraged to speak to a Student Advisor and/or Indigenous Initiatives Office for support. Sponsoring agencies will be informed when a student is placed on probation
  - iv. **Step 4:** The student is discontinued from the program and where appropriate will receive a written statement of corrective actions prior to re-admission to the college
  - v. **Step 5:** When discontinued student applies for a future program he/she may be required to show that the issues resulting in the discontinuation have been corrected
10. Notwithstanding procedure 9, a student who accumulates three consecutive Code A's without communication with the campus will be discontinued from the program unless there are mitigating circumstance that are approved by the coordinator.
11. In addition to unsatisfactory attendance, other reasons for implementing the disciplinary process include the violation of the student code of conduct and/or poor academic progress.
12. For problems other than attendance, the disciplinary process may include suspension from class. The instructor and coordinator will decide if a suspension is an effective tool correcting the problem and the length of the suspension.
13. In the cases of academic dishonesty (cheating, copying assignments, sharing assignments, plagiarism), the student will be given a mark of zero on the assignment or test involved (subject to procedure 15). The instructor will document the incident in writing with a copy to the coordinator, student services, and student. If the mark of zero causes the student to fail the course and not be able to complete the program, the student can apply for a re-write, in writing to the coordinator after a reasonable waiting period. The coordinator and instructor will review the application and determine if a rewrite is justified. A second incident of academic dishonesty will result in the immediate discontinuation from the program.



## Policy and Procedures Student Conduct

---

14. Under exceptional circumstances, the progressive approach to discipline may be abandoned to impose an advanced penalty for the first offence. Exceptional circumstances include gross misconduct, cheating, fighting, harassment, and theft. The instructor and coordinator will document the incident in writing with a copy to the Director or VP.
15. A student may appeal any step in the disciplinary process. The appeal must be made in writing to the Director or VP within five training days of the discipline being imposed.
16. For appeals on discontinuations, the Director or VP will convene an ad hoc committee within 5 working days of receipt of the appeal to decide the matter. The appealing student will be given the opportunity to present their case to the Appeal Committee in person. The Appeal Committee, which may call other witness as required, should consist of the following members:
  - b. Director or VP as Chairperson
  - c. Instructor
  - d. Student Advisor
  - e. Coordinator
  - f. Indigenous Initiatives Office Representative
17. In the event of a serious altercation (physical or verbal), the instructor must submit an incident report that briefly describes the time, location and circumstance of the incident and any action taken. The incident report is to be signed, dated, and submitted to the appropriate out of scope supervisor who will retain a permanent record.

Policy Originated: March 29, 1995	Approved by: Board of Directors
Last Approved: May 21, 2021	Signature: 



Policy and Procedures  
Student Conduct

Student Written Warning

Student: \_\_\_\_\_ Program: \_\_\_\_\_

Instructor: \_\_\_\_\_ Location: \_\_\_\_\_

**Problem(s):**

**Corrective Action Required:**

I understand this written warning is Step 2 of the disciplinary process as outlined in the Northlands College Student Conduct Policy #404.

**For Students Collecting Provincial Training Allowance (PTA)**  
 I further understand that, if my attendance is below 90% because of unexcused absences in any future reporting period, my PTA allowance will be discontinued according to PTA regulations and college PTA policy #405. The college will not issue any further warning before notifying the Province to discontinue my allowance.

\_\_\_\_\_ Student Date

\_\_\_\_\_ Instructor Date

Copy to: Student, Coordinator



# Policy and Procedures Student Conduct

## Student Probation

Student: \_\_\_\_\_ Program: \_\_\_\_\_  
 Instructor: \_\_\_\_\_ Location: \_\_\_\_\_  
 Probation will extend From: \_\_\_\_\_ To: \_\_\_\_\_

**Reasons For Placing Student on Probation (identify specific performance issues):**

**Performance Expected of The Student (be specific):**

Failure to meet the conditions of probation normally will result in discontinuation.

My instructor has reviewed the conditions of this probation with me and I understand them.

\_\_\_\_\_ Coordinator      \_\_\_\_\_ Instructor      \_\_\_\_\_ Student

Copy to: Student, Coordinator      Date: \_\_\_\_\_

**Results of Probation Review:**

Probation Completed       Probation Failed       Student Discontinued

Comments:

\_\_\_\_\_ Coordinator      \_\_\_\_\_ Instructor      \_\_\_\_\_ Student

Upon student discontinuation, copy to: coordinator      Date: \_\_\_\_\_



## Policy and Procedures Student Conduct

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### Student Temporary Leave

Student: _____	Program: _____
Instructor: _____	Location: _____
The temporary leave will extend	
From: _____	To: _____

**Reason For The Temporary Leave:**

This form is used for an approved short-term leave of 3 or more days for special urgent circumstances (e.g. protracted illness, extended bereavement, treatment for substance abuse, family crisis).

_____	_____	_____
Instructor	Date	Coordinator

Copy to: Student, Coordinator