



POLICY STATEMENT

Northlands College is an engaged adult learning community committed to fostering integrity, mutual respect, accountability, and responsible behaviour. It sets out expectations for conduct, behavioural standards, and student rights and responsibilities in support of a welcoming, safe, inclusive learning and working environment

PURPOSE

The purpose of this Policy is to set clear expectations for student conduct in instructional, learning and working environments and to outline processes for addressing academic and non-academic misconduct and behavioural concerns that affect the learning environment or College community

GUIDING PRINCIPLES

1. **Inclusivity:** All members of the College community share responsibility for creating a welcoming, safe, and inclusive learning environment. Individuals are expected to behave responsibly, respect the rights of others, and treat everyone with dignity in the academic setting
2. **Fairness:** All parties have the right to a fair, transparent, and unbiased process when concerns under this Policy are addressed.
3. **Responsiveness:** The College will act promptly and reasonably to address reports of misconduct and behavioural concerns and respond in ways that minimize harm and support the learning environment
4. **Restorative Approach:** Whenever appropriate, restorative or alternative approaches will be used to repair harm, support accountability, and promote constructive outcomes

SCOPE

This Policy applies to all students enrolled in studies at Northlands College. It applies to conduct that occurs:

- i. In instructional, learning and working environments (some examples: classrooms, labs, practicums, online learning, etc.)
- ii. Outside instructional settings where student behaviour affects the safety, wellbeing, functioning or reputation of the College community (some examples: student residence, non-academic College events, etc.)

For students enrolled in programs where Northlands College is not the Credit-Granting Institution, the policies of that institution may apply and take precedence where conflicts exist.

DEFINITIONS

Behaviour of Concern: Behaviour that may indicate a student is experiencing personal, emotional, health, or academic challenges and requires support, referral, or intervention. These behaviours may affect the learning environment but are not, on their own, considered misconduct unless accompanied by conduct that violates this Policy or another College policy. Examples may include persistent attendance concerns, significant declines in academic engagement, behaviour suggesting



risk of harm to self or others, or other conduct indicating that a student may require support. Behaviour of Concern is addressed primarily through support, referral, and intervention, typically led by Student Services, and does not automatically result in disciplinary action under this Policy.

College community: includes students, employees, members of the Board of Governors, Indigenous Elders providing services, members of committees established by the College, contractors such as those undertaking construction, provision of service or research, clients, visitors and guests

Classroom Removal (Classroom Management): A short-term direction for a student to leave a specific class, instructional setting, or learning space to restore safety and order and support ongoing instruction. Classroom Removal is typically limited to the remainder of the class period or day, and the student is ordinarily expected to return the next scheduled class/day. Classroom Removal is not an Interim Removal and does not, on its own, constitute disciplinary a measure.

Credit-Granting Institution: The external institution or organization responsible for awarding academic credit or credentials.

Disruptive Conduct in Learning Environments: Conduct occurring in a classroom, instructional, practicum, lab, or online learning environment that unreasonably disrupts or interferes with teaching, learning, participation, or the instructor's ability to manage the learning environment and carry out instructional activities. This includes repeated disruption of instruction, disrespectful behaviour toward an instructor or peers, refusal to comply with reasonable directions of an instructor or other authorized College employee, and interference with the ability of others to teach, learn, or participate. Conduct involving threats, violence, harassment, intimidation, substance use, damage to property, or other significant safety concerns will ordinarily be addressed as Non-Academic Misconduct.

Interim Removal: A temporary measure that restricts or removes a student from specified College activities, locations, or learning environments where there is a reasonable concern for the safety, wellbeing, or orderly operation of the Northlands College community, as governed through institutional processes addressing academic conduct. Interim Removal does not constitute a determination of responsibility.

Misconduct (non-academic): Behaviour that affects, or may affect, the safety, wellbeing, rights, property, or orderly functioning of the College community. This includes harassment, discrimination, violence, threats, intimidation, substance use, damage to property, or other serious misconduct. Non-Academic Misconduct may occur outside instructional settings or within a classroom, lab, practicum, online learning environment, or other College activity. Where conduct in a learning environment involves significant safety concerns or serious violations of college standards, it will ordinarily be addressed as Non-Academic Misconduct.

Student: Any person who is enrolled or attending a program through Northlands College.



POLICY ELEMENTS

1. Types of Conduct Covered
 - a. Disruptive Conduct in Learning Environments
 - b. Misconduct (non-academic)
 - c. Behaviour of Concern
2. Students have the right to:
 - Learn in a respectful, safe, healthy, and inclusive environment that supports cultural, personal, and academic well-being.
 - Be treated with dignity, fairness, and courtesy by all members of the College community.
 - Access clear and accurate information about program and course expectations, policies, academic requirements, and available supports.
 - Receive instruction, feedback, and assessment that uphold academic integrity and support student success.
 - Access support services—including advising, accommodations, wellness supports, and referrals—to help navigate personal, academic, or procedural challenges.
 - Confidentiality and privacy, including protection of personal information as governed by applicable legislation and College policies.
 - Report concerns or misconduct without fear of retaliation and have concerns addressed through fair and unbiased processes.
 - Appeal conducts decisions in accordance with college policies and applicable credit-granting institutional rules.
 - Protection of personal privacy in accordance with legislation and College policy
3. Students share responsibility for academic success and community wellbeing and are responsible for:
 - a. **Academic Responsibilities:**
 - Attending classes regularly, participating actively, and meeting academic expectations to support their learning and the learning of others.
 - Students are responsible for the appropriate and ethical use of artificial intelligence (AI) and must not use AI in ways that misrepresent their work, undermine integrity, or cause harm to others or the College community.
 - b. **Behavioural and Community Responsibilities:**
 - Maintaining positive, respectful conduct toward peers, staff, and the broader community, and avoiding all forms of misconduct.
 - Ensuring their behaviour supports a safe and healthy environment, avoiding misconduct, violence, threats, harassment, discrimination, or damage to property.
 - Engaging proactively when concerns arise.
 - Following reasonable directions of instructors, staff, and College personnel.
 - Knowing and following College policies, including conduct, fit for learning, and safety expectations.
 - Addressing concerns proactively, including those related to misconduct, serious



misconduct, or behaviours of concern as outlined in this Policy.

- Respecting College property, resources, and technology, using them appropriately and responsibly.
- Communicating respectfully and professionally, both in person and in online or remote learning spaces.
- Reporting safety concerns or policy violations promptly to appropriate College personnel to support the well being of the community.

4. All members of the Northlands College community share responsibility for maintaining a safe and supportive environment by reporting concerns through appropriate channels.
5. Reports and concerns raised under this Policy will be handled as promptly as reasonably possible, with respect for privacy and procedural fairness. Information will be shared only as necessary to respond appropriately. Retaliation against any person who, in good faith, raises a concern or participates in a process under this Policy is not permitted.
6. **Classroom Removal:** A staff member may direct a student to leave a class or learning space for the remainder of a class period or day to restore the learning environment (“Classroom Removal”). Classroom Removal:
 - Is a short-term classroom management response;
 - Is not an Interim Removal; and
 - Does not constitute a determination of responsibility under this Policy.

Students are ordinarily expected to return for the next scheduled class or day unless otherwise directed. Where removal is based on safety, readiness, or wellness concerns rather than misconduct, the situation may be addressed under the Student Fit for Learning Policy (Policy 4XX), with referral to Student Services.

7. **Interim Removal:** Where a student’s conduct raises a reasonable concern for the safety, well-being or orderly operation of the College, the College may implement an Interim Removal. This measure:
 - Is precautionary and intended to support safety and continuity of operations.
 - Does not constitute a determination of responsibility; and
 - Is distinct from Classroom Removal.
 - Student Services will be engaged where concerns involve safety, wellbeing, or non-academic conduct and may assume lead responsibility where non-academic misconduct or behavioural concerns are present.

Further procedures supporting this interim removal are outlined in the accompanying procedures.

8. In responding to student conduct concerns, the College will consider the seriousness, context, and frequency of the behaviour when determining appropriate and proportionate responses. Outcomes may include Program Exit in accordance with Policy (303). Responses may involve Academic leadership, Student Services, or both, depending on the nature of the conduct.



9. Students may appeal an Interim Removal or any decision made under this Policy in accordance with the Student Appeals Policy (304).
10. Fit for Learning (Policy 414) applies when the primary concern relates to a student's ability to participate safely and effectively (e.g., illness, fatigue, medication effects, stress, or substance use). The Student Code of Conduct (Policy 404) applies when the primary concern is misconduct in the learning environment. Where both considerations are present, the College will prioritize immediate safety and then coordinate next steps to support the student and ensure a fair conduct process. Fit for Learning responses do not, on their own, constitute a finding of responsibility under Policy (404). Student Services leads follow-up, support, intervention, and ongoing planning in Fit for Learning cases.

RELATED POLICIES

- Student Program Exit (Policy 303)
- Student Attendance (Policy 305)
- Student Academic Appeals (Policy 304)
- Student Fit for Learning (Policy 414)

AUTHORITY

Authority for the implementation and interpretation of this Policy is shared:

- a. Academic matters are led by the Vice President responsible for Academic programs
- b. Non-academic misconduct and behavioural concerns are led by the Vice President responsible for Student Services
- c. Operational implementation is supported by appropriate administrative units

All areas collaborate to ensure coordinated, fair, and timely responses to student conduct concerns.

Policy Originated: March 29, 1995	Approved by: Board of Governors
Last Approval Date: June 13, 2026	Approval Motion Number: 06-13-26-3121
Accountable Officer: VP responsible for Academic programs	Responsible Officer: Vice President responsible for Student Services, Student Services Staff, Instructors, Program Coordinators and Out-of-Scope Administrators