



PROCEDURES OVERVIEW

This procedure establishes the College-level process, responsibilities, documentation requirements, and decision points for implementing the Student Code of Conduct Policy 404. Where a program is delivered through a credit-granting institution, that institution's attendance requirements may apply and take precedence in the event of a conflict. More specific operational steps, forms, documentation requirements, and role-based guidance are outlined in the related Standard Operating Practice.

ROLES AND RESPONSIBILITIES

Students

- Students are responsible for following College expectations, engaging in required support or resolution processes, and complying with outcomes or conditions issued under this procedure.

Instructors

- Instructors are responsible for managing classroom conduct, documenting concerns, using Classroom Removal where required, and notifying the Program Coordinator when follow-up is needed.

Program Coordinators

- Program Coordinators are responsible for coordinating academic-related conduct responses, ensuring documentation is complete, consulting the appropriate supervisor, and confirming any applicable credit-granting institution requirements.

Student Advisors and Student Services

- Student Services is responsible for support-led responses, referrals, wellness follow-up, and student support planning where required.
- Engagement in concerns that involve safety or well-being and may assume responsibility where misconduct (non-academic) or behavioural concerns are present

Out-of-Scope Program Supervisors

- Out-of-Scope Supervisors provide oversight, support consistent decision-making, determine whether Interim Removal is required, and escalate complex or high-risk matters to the appropriate Vice President.

Vice President, Academics

- The Vice President, Academics provides oversight for academic-related conduct matters, promotes consistent decision-making across programs.



Vice President, Student Services

- The Vice President, Student Services provides oversight for misconduct (non-academic) behavioural concerns, interim measures where appropriate, and student support integration, while academic matters remain led by the Vice President, Academics.

CLASSROOM REMOVAL (CLASSROOM MANAGEMENT)

Classroom Removal is a temporary classroom management response used when a student's behaviour prevents the learning environment from continuing safely or effectively. It is not disciplinary and does not constitute a finding of misconduct.

After Classroom Removal, the Instructor must document the concern and notify the Program Coordinator. The Program Coordinator, in conjunction with their Out-of-Scope Supervisor, determines whether the matter requires no further action, support follow-up, Misconduct (non-academic), or Interim Removal.

BEHAVIOUR OF CONCERN

Behaviour of Concern refers to behaviour that may indicate a student needs support, referral, or intervention. These concerns are normally support-led unless the behaviour also raises conduct, safety, or readiness concerns.

Staff must document observable information and refer the concern to Student Services. Student Services determines the appropriate support response and consults with the Program Coordinator where conduct, safety, readiness, or program participation concerns are also present.

DISRUPTIVE CONDUCT IN THE LEARNING ENVIRONMENT

Disruptive Conduct in the Learning Environment refers to behaviour in a classroom, lab, practicum, or other instructional setting that interferes with teaching, learning, participation, or safety.

1. Disruptive Conduct in the Learning Environment is addressed first through instructor-led classroom management.
2. If the concern continues or requires follow-up, the instructor documents the concern and notifies the Program Coordinator, who determines the appropriate next steps in accordance with the related Standard Operating Procedures.

MISCONDUCT (NON-ACADEMIC)

Misconduct refers to behaviour that affects, or may affect, safety, well-being, rights, property, or the orderly functioning of the College.



Suspected misconduct must be reported promptly to the Program Coordinator or Out-of-Scope Supervisor. The appropriate lead authority is determined based on the setting, nature of the concern, safety considerations, and whether the matter requires investigation, Interim Removal, or another applicable process.

INTERIM REMOVAL

Interim Removal is a temporary, precautionary, non-disciplinary measure used when a student may need to be restricted from classes, campus, or College activities while a serious concern is assessed or investigated.

Interim Removal must be based on a documented Safety Risk Assessment and lifted when it is no longer required.

Interim Removal may be imposed by an Out-of-Scope Supervisor, in consultation with the appropriate Vice President where required. The student must be notified in writing, the matter must be reviewed or investigated in a timely manner, and the outcome must be communicated with applicable conditions, supports, and appeal information.

CREDIT-GRANTING INSTITUTION:

If a Student Code of Conduct concern involves a student enrolled in a program where Northlands College is not the credit-granting institution, the Program Coordinator must consult the credit-granting institution as early as possible. This consultation is intended to confirm the applicable authority, policies, reporting requirements, processes, timelines, and next steps. Where the credit-granting institution has authority over the matter, its policies and procedures take precedence.

APPEALS

Students may appeal decisions made under this procedure in accordance with Student Appeals (Policy 304), where the decision is appealable under that Policy. Students must be advised of their appeal rights, applicable timelines, and any applicable credit-granting institution appeal process.

RECORDS MANAGEMENT

Student Code of Conduct documentation will be maintained in accordance with college records retention requirements, privacy legislation, and applicable institutional requirements.

Records will be stored securely, shared only with authorized individuals who require the information to perform their duties, and managed in accordance with college records management and privacy requirements.



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. Misconduct (non-academic) and behavioural concerns are led by the Vice President responsible for Student Services.
- c. Operational implementation is supported by appropriate administrative units.

Policy Originated: March 29, 1995	Approved by: Board of Governors
Procedure separated: June 2026	Approved By: President & CEO
Last Approval Date: August 04, 2026	
Accountable Officer: Vice President Responsible for Academic programs	Responsible Officer: Vice President responsible for Student Services, Student Services Staff, Instructors, Program Coordinators and Out-of-Scope Administrators