



Category: 2.0 Education	Responsible Owner: Academic Board	Effective Date: May 1, 2021
Policy/Form Number: 2.8	Approval Body: Board of Directors	Policy/Form Name: Student Classroom Code of Conduct Policy and Procedure

A. POLICY:

PURPOSE/COMMITMENT: Students at Columbia College are expected to show respect for the rights of other students, in particular the right to study and learn. Any behavior in a classroom that interferes with the instructor's ability to conduct the class, or a students' ability to learn, will be treated as disruptive; the penalties for disruptive behaviour are set out in the College Calendar, and include suspension and even expulsion from the College. In general students are expected to be attentive and courteous during class and lab time, to complete assigned work and to accept responsibility for their own achievement.

SCOPE: This policy applies to all registered students.

WHEN TO USE THE POLICY: This policy is to be used to inform all in-class and on-line student conduct as well as activities related to class including group work, discussion boards, videos, simulations, emails etc.

DEFINITIONS:

Category: The category or grouping that the policy falls into i.e.
2.0 Education

B. PROCEDURES:

Student Code of Conduct Expectations Follow:

In-Class:

Students at Columbia College are expected to show respect for the rights of other students, in particular the right to study and learn. Any behaviour in a classroom that interferes with the instructor's ability to conduct the class will be treated as disruptive; the penalties for disruptive behaviour are set out in the College Calendar, and include suspension and even expulsion from the College. In general students are expected to be attentive and courteous during class and lab time, to complete assigned work and to accept responsibility for their own achievement. In particular



1. Regular attendance is expected of students in all classes, lectures and laboratories. Students who miss a substantial number of classes in any course during the semester may be considered to be disruptive to the orderly function of the course and the case may be referred to the Academic Board.
2. Students will aim to arrive at all classes early so as to be ready when the class begins – this means taking a seat and getting out paper, pens, necessary texts and so on before the class starts.
3. Students will not expect to leave the class before the instructor has finished. On those rare occasions when a student must leave a class early he/she should seek the permission of the instructor before the class starts. If a student must excuse himself/herself during a class the student should request permission and leave as quietly as possible.
4. Cellphones ringing (and similar electronic devices) will be turned off during classes, not simply switched to “vibrate” mode. They may be used during a class only to engage in the class or source course material etc. only if the instructor gives his/her explicit permission.
5. Students will speak respectfully when asking a question or answering a question posed by the instructor.
6. Students may not eat or drink during classes unless the instructor indicates that this is acceptable in his/her class.
7. Masks must be worn at all times in the classroom and in common areas of the College including student lounges as per Public Health orders. A student not wearing a mask will be asked to leave the classroom. If a student has a medical or underlying condition that prevents a student from wearing a mask, the student must see the nurse immediately, who will assess and contact the instructor(s).

Remote Learning - Synchronous:

Students at Columbia College are expected to show respect for the rights of other students, in particular the right to study and learn. Any behaviour that interferes with the instructor’s ability to conduct the class will be treated as disruptive; the penalties for disruptive behaviour are set out below, and in the College Calendar, and include suspension and even expulsion from the College. In general students are expected to be attentive and courteous during class and lab time, to complete assigned work and to accept responsibility for their own achievement. In particular

1. Regular attendance is expected of students in all classes, lectures and laboratories. Students who miss a substantial number of classes in any course during the semester may be considered to be disruptive to the orderly function of the course and the case may be referred to the Academic Board.
2. Students will aim to arrive at all classes early so as to be ready when the class begins – this means logging in and getting out paper, pens, necessary texts (and e-texts) and so on before the class starts.
3. Students must agree to have their camera turned on during class if requested by the Instructor.
4. Students should not use their student number during class time as a means of identifying themselves due to privacy reasons.



5. Students will not expect to leave the class before the instructor has finished. On those rare occasions when a student must leave a class early he/she should seek the permission of the instructor before the class starts via College email. If a student must excuse himself/herself during a class the student should request permission via chat and leave as quietly as possible.
6. A secondary device may only be used during a class to engage in the class or source course material, unless given permission by the instructor.
7. Students will speak respectfully when asking a question or answering a question posed by the instructor or a student.
8. Students will communicate respectfully in discussion groups, during office hours and in any type of electronic communication.
9. Students will respond to emails/messages from the instructor or other classmates in a timely manner.

Remote Learning – FLEX (Asynchronous):

1. Students will be prepared for any appointments with the instructor or other students – this means logging in and getting out paper, pens, necessary texts (or e-texts) and so on before the appointment starts.
2. Students must agree to have their camera turned on during class tests or exams if requested by the Instructor.
3. Students should not use their student number during online class activities such as group work, online discussions etc., as a means of identifying themselves due to privacy reasons.
4. Students will communicate respectfully when interacting with the instructor or classmates.
5. Students will respectfully communicate with the instructor and classmates in discussion groups, office hours, and in any type of electronic communication.
6. Students will respond to messages/emails from the instructor or other classmates in a timely manner.

HyFlex:

1. Students who are attending a HyFlex class in-person should follow the **In-Class** Procedures detailed above.
2. Students who are attending a HyFlex class remotely should adhere to the **Remote Learning – Synchronous** Procedures detailed above or the **Remote Learning – FLEX (Asynchronous)** Procedures detailed above, depending upon the choice of delivery dictated by the course or the instructor.
3. Students must be given permission by the instructor to change their mode of delivery.

Disciplinary Action:

Disruptive behaviour of any sort is subject to review by the Academic Board and may result in a student being denied access to the class in question while receiving a failing grade. Generally, disciplinary actions taken will be progressive, with more serious action taken for repeated



violations of the Code of Conduct. Measures may include verbal warnings, written warnings, denial of class access, and in more serious cases it can result in suspension or expulsion from the College.

Parents or guardians of students under the ages of 19 will be notified of any disciplinary action taken against their child.

DOCUMENTS, WEBSITE:

REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:

REFERENCE TO BYLAWS:

RELATED ACTS AND REGULATIONS:

RELATED POLICIES:

<https://www.columbiacollege.ca/wp-content/uploads/2018/11/Harassment-and-Discrimination-Policy-2018.pdf>
<https://www.columbiacollege.ca/wp-content/uploads/2021/01/2.5-Plagiarism-Policy-and-Procedure.pdf>
<https://www.columbiacollege.ca/wp-content/uploads/2021/01/2.6-Academic-Misconduct-Policy.docx.pdf>

C. APPROVALS:

IF APPLICABLE:

Chair, Academic Board	Date:
Chair, Marketing and Recruitment Committee:	Date:
Chair, Finance Committee:	Date:



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APPROVAL FOR ALL POLICIES:

Responsible Owner:	Date:
Principal or Designate:	Date:
Chair, Board of Directors:	Date:

Proposed Review Date:	Dates(s) revised:	Replaces Policy/Form Number:
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