

TITLE: Student Code of Conduct Policy

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Mandatory Review Date: January 15, 2018

Approved By:

- Board of Governors
- President's Council
- Senate

1. PURPOSE

All Sheridan students are expected to act responsibly and uphold standards of conduct that form the basis for good citizenship. Sheridan is dedicated to creating an academic community that is safe and respectful, where students develop individually and in collaboration with their peers. The primary purpose of this policy is to protect the rights of Sheridan community members and to provide a guideline for appropriate behaviour. This policy will identify behaviour that is considered student Misconduct (as defined below) and outlines the sanctions which may be imposed on a student when acting in a manner that is inconsistent with Sheridan's policies, including but not limited to this *Student Code of Conduct Policy*.

2. SCOPE

This policy will be applied in a way that ensures procedural fairness, and applies to all Sheridan students in all of Sheridan's living and learning environments, and/or engaged in a Sheridan Activity (as defined below). All students are responsible for compliance with the *Student Code of Conduct Policy*, which may be amended from time to time. This policy may also apply to off-campus conduct, if the conduct in question affects the safety, integrity, and/or other interests of the Sheridan community and/or any member of the Sheridan community.

In some instances the actions of a student may violate more than one Sheridan policy. Where multiple policies apply, those responsible for initiating the processes will confer to determine which policy should be applied, and whether multiple processes are required and which takes precedence. The preponderance of the subject matter of the facts may determine which policy and related process shall be applied and in what order, if applicable.

3. DEFINITIONS

“Conduct Meeting” means a meeting at which evidence and information are presented on a matter at issue and students are able to respond to the allegation(s) of Misconduct.

“Misconduct” refers to the failure to comply or violation of the *Student Code of Conduct Policy* or other related Policies.

“Progressive Discipline” refers to the process of using increased sanctions when a student’s behaviour continues to be in violation to the *Student Code of Conduct Policy* or other related Sheridan Policies.

“Recurrent Conduct” means Misconduct committed by a student subject to previous Sanction under this policy and associated Procedure.

“Sanction” means the range of imposed consequences, either interim or permanent, as set out in the associated Procedure.

“Sheridan Official” means an employee and/or representative of Sheridan acting in the course of their duties.

“Sheridan Activity” means an activity approved and/or supported by Sheridan on or off Sheridan premises. This may include but is not limited to co-op, placement, inter-campus shuttle buses, field trips, sporting competitions, off-campus lectures, or any other events sponsored by a Sheridan Official acting in their capacity.

“Sheridan Threat Assessment Team [STAT]” is the threat assessment and risk mitigation team that acts to address threats as they relate to and/or originate from Sheridan students by providing a coordinated and rapid response, when possible, from Sheridan administration.

“Student” means any individual who is admitted, enrolled or registered for study at Sheridan whether physically present at campus or online. Individuals who are not officially enrolled for a particular term, but who have a continuing student relationship with, or are representing Sheridan may also be considered students.

“Student Rights and Responsibilities Office [SRRO]”: manages all non-academic student behavioural concerns. The SRRO addresses student behaviour in a developmental and educational manner with the goal of fostering the accountability, good citizenship and personal integrity of all students.

“Weapon” means an implement used or designed to kill or injure a person.

4. POLICY STATEMENT

I. Overarching Principles

1. Students have the right to learn and pursue their goals in an environment that is safe and respectful.
2. Sheridan responds to conduct that has the potential to disrupt our community or the educational environment.
3. Sheridan addresses student behaviour in a manner that encourages the development of all students, while protecting and acting in the best interests of the Sheridan community.
4. Sheridan students have the same fundamental freedoms, democratic rights, and legitimate expectations of equal treatment and protection as others in Canada.
5. Sheridan students have the right to live their lives, study, learn and work without unreasonable interference, disruption, or upset caused by the actions of another person.

6. Sheridan students have the responsibility to respect the rights of other members of the Sheridan community and to refrain from any acts, intentionally or recklessly, which interfere with, disrupt or hinder the rights of other members of the Sheridan community.
7. Sheridan students have the right to be treated in a manner which is respectful, honest, and free from discrimination or harassment consistent with the Ontario Human Rights Code and any applicable Canadian law.
8. Sheridan students have the responsibility to treat other members of the Sheridan community in a manner which is honest, respectful and free from discrimination or harassment consistent with the Ontario Human Rights Code and any applicable Canadian law.
9. Students must comply with all Sheridan policies and procedures and are responsible for being aware of the corresponding responsibilities contained therein.
10. All Sheridan students are encouraged to treat all members of the Sheridan community in a way that they would reasonably expect to be treated.

II. Misconduct

The behaviours set out below are examples of Misconduct that are considered violations to the *Student Code of Conduct Policy*. This list is not intended to be a complete list of all possible inappropriate behaviour. In particular, students should be aware that any behaviour by a student which in any way unreasonably interferes with the rights of another member of the Sheridan community will be deemed to be a violation of this policy.

1. Disturbance:

No student shall engage in disruptive conduct which impacts or affects any service, function, or act of Sheridan or its community members.

2. Trespass:

No student shall access Sheridan or a Sheridan Activity, enter closed or restricted Sheridan facilities or remain within Sheridan facilities after closing or when asked to leave by a Sheridan Official acting in the normal course of their duties, unless authorized by the appropriate Sheridan Official.

3. Student Identification:

- No student shall fail or refuse to present student identification to a Sheridan Official upon request
- No student shall provide their oneCARD to another student, or use another student's oneCARD for any purposes including but not limited to purchasing goods, accessing services, entering facilities or misrepresenting their identity or relationship with Sheridan

4. Damage and Destruction of Property:

No student shall misuse, destroy, vandalize or otherwise damage Sheridan property, or any property that is not the person's own while on Sheridan property or at a Sheridan Activity.

5. Unauthorized or Improper Use of Facilities, Equipment, Materials, or Services:

- No student shall use, remove and/or abuse any facility, equipment, materials or services without proper authority from a Sheridan Official
- No student shall use or possess any Sheridan access card without proper authorization and/or share a Sheridan OneCard with any other person

6. Inappropriate or Unauthorized Use of Technology:

No student shall use technology to download, distribute, or send discriminatory and/or harassing material.

7. Recording Devices:

No student shall use recording devices in classrooms or on Sheridan premises without the permission of Sheridan and/or those being recorded.

8. Aggressive, Threatening or Offensive Behaviour:

No student shall:

- Threaten harm to any member of the Sheridan community in any manner, including but not limited to electronic communications originating from personal property not present on a Sheridan campus;
- Act in any bullying or intimidating manner to any other member of the Sheridan community;
- Act in a manner that is physically or verbally aggressive to any other member of the Sheridan community;
- Commit an act of sexual violence against another person or threaten another person with sexual violence. This includes, but is not limited to: sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, degrading sexual imagery, distribution of sexual images or video without consent, cyber harassment and cyber stalking;
- Create a situation which endangers or threatens the safety of themselves or others;
- Incite behaviour that, if undertaken, would constitute a breach of violation of this policy; or
- Display any writing, pictures, or graphics, or use language or dangerous gestures, or engage in any behaviours which ought reasonably to be known to be obscene.

9. Harassment:

No student shall harass a person or group, by way of, including but not limited to, electronic communications that use personal property not present on Sheridan campus.

10. Fraudulent Behaviour:

- No student shall possess, distribute, or use false identification or altered identification; or
- No student shall bring false or knowingly unfounded charges against or provide false or misleading information to any member of the Sheridan community.

11. Misconduct Related to the Use of Alcohol/Drugs:

No student shall:

- Be intoxicated, under the influence of alcohol or a controlled or restricted substance and/or disorderly on a Sheridan campus;
- Be in possession of and/or distribute to anyone, a controlled or restricted substance on a Sheridan campus;
- Be in possession of, or consume alcohol beverages on campus except when properly in attendance at a licensed campus pub or event;
- Illegally use, possess or distribute a controlled or restricted substance;
- Consume alcohol while younger than the legal age of consumption as defined by the *Liquor License Act*; or
- Use false or altered identification in an attempt to gain access to licensed events.

12. Theft:

No student shall:

- Engage in, or act as an accessory to theft, and/or sale of property not belonging to the student;
- Possess or use Sheridan property or property belonging to any member of the Sheridan community without the permission of the rightful owner.

13. Weapons and Unauthorized Possession:

No student shall:

- Use, possess, or distribute any weapon or;
- Use, possess, or distribute firearms on Sheridan premises; or
- Use, possess, or distribute explosives and/or dangerous chemicals on Sheridan premises.

Exemptions:

- Articles, considered articles of faith (such as a Kirpan), are not considered weapons and will be addressed as a religious accommodation in accordance with the Ontario Human Rights Code and any applicable Canadian law.
- “Replica” articles granted specific permission by Sheridan administration for use for the purpose of artistic or educational reasons.

14. Abuse of Sheridan Policy and Procedures:

No student shall:

- Tamper with, damage, or misuse fire safety equipment;
- Smoke in non-designated areas at Sheridan; or
- Fail to comply with Sheridan Officials acting in the normal course of their duties.

15. Copyright:

No student shall perform unauthorized copying of information, work or software belonging to others whether electronically or physically. Copyrighted material includes, but is not limited to, books, music, film, television shows and computer software.

16. General:

No student shall engage in any behaviour or conduct which violates any applicable Sheridan policy and/or procedure, the Criminal Code of Canada and/or any other federal, provincial, or municipal law while on Sheridan property or engaged in a Sheridan Activity, and/or engage in any behaviour or conduct which would or ought reasonably to be known to be considered obscene.

III. Sanctions for Non-Academic Misconduct

1. Sheridan may impose Sanctions on students who commit Misconduct.
2. Sanctioning decisions will take into account the full context and circumstances under which the Misconduct took place, including the severity of the Misconduct, the degree to which the conduct was deliberate, the harm caused, and whether the Misconduct was an isolated incident or part of repeated acts of Misconduct.
3. In accordance with the principles of Progressive Discipline, Recurrent Conduct will be subject to more severe Sanctions than isolated Misconduct as a sanction has already been imposed.
4. The Student Code of Conduct – Adjudication Process and Appeals Procedure sets out types of Sanctions that may be considered and the process that students can expect when there is alleged Misconduct.

5. In situations where there is a potential threat to the safety of any member of the Sheridan community, STAT, SRRO, the Dean of Student's Office or the Director of Security as Chair of STAT may act unilaterally to impose an interim measure upon a student. In these situations, the student may be required to remain off campus pending the conclusion of an investigation and a final decision reached. The instruction to a student to remain off Sheridan property pending the completion of an investigation shall not be considered to be disciplinary.
6. Sheridan will strive to hold a Conduct Meeting in a timely manner when an interim suspension has been imposed.
7. No sanction will be imposed upon a student until a fair investigation has been conducted into the alleged improper behaviour, including (if possible) an opportunity for the student to respond to the allegations and to advise the investigator about any mitigating circumstances which may exist.

IV. Appeals

Student non-academic Misconduct sanctions may be appealed according to the procedures set out in the Student Code of Conduct – Adjudication Process and Appeals Procedure.

V. Authority

The Responsible Office who shall have authority to interpret and administer this policy and draft and/or approve any associated procedures shall be the SRRO. The procedures will be communicated to members of the Sheridan community and drafted through consultations with stakeholders.

5. RELATED POLICIES AND PROCEDURES

Student Code of Conduct - Adjudication Process and Appeals Procedure
Sheridan Threat Assessment Policy and Procedure
Sheridan Student at Risk and Intervention Policy
Sheridan Student at Risk and Intervention Procedure
Acceptable Use Policy
Academic Integrity Policy
Residence Community Living Standards
Smoke Free Sheridan Policy
Social Media Policy
oneCard Policy and Terms and Conditions of Use
Occupational Health & Safety Policy and Procedure
Harassment and Discrimination Policy