



Student Code of Conduct

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1. Academic Honesty

Statement of Policy

All students must be honest and forthright in their academic studies. To falsify the results of one's research, to steal the words or ideas of another, to cheat on an assignment, or to allow or assist another to commit these acts corrupts the educational process. Students are expected to do their own work and neither give nor receive unauthorised assistance.

Any violation of this standard must be reported to the Course Manager. The faculty member, in consultation with a representative from the Management Team, will decide under which option the incident is best filed and what specific academic penalty should be applied.

Academic Violations

Plagiarism

Plagiarism is the inclusion of someone else's words, ideas, images, or data as one's own. When a student submits academic work that includes another's words, ideas, images, or data, whether published or unpublished, the source of that information must be acknowledged with complete and accurate references and, if verbatim statements are included, with quotation marks as well. By submitting work as his or her own, a student certifies the originality of all material not otherwise acknowledged. Plagiarism includes, but is not limited to:

The quotation or other use of another person's words, ideas, opinions, thoughts, or theories (even if paraphrased into one's own words) without acknowledgment of the source; or

The quotation or other use of facts, statistics, or other data or materials (including images) that are not clearly common knowledge without acknowledgment of the source.

Fabrication

Fabrication is the use of invented information or the falsification of research or other findings. Fabrication includes, but is not limited to:

- The false citation or acknowledgment of a direct or secondary source, including the incorrect documentation of a source;
- The citation, in a bibliography or other list of references, of sources that were not used to prepare the academic work;
- The inclusion in an academic work of falsified, invented, or fictitious data or information, or the deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or information; or
- The unauthorised submission of an academic work prepared totally or in part by another.

Cheating

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information that has not been mastered. Cheating includes, but is not limited to:

- Copying of all or any portion of another's academic work and submitting it, in part or in its entirety, as one's own;
- Allowing another person to copy one's own academic work—whether intentionally or recklessly;
- The unauthorised use or possession of a class textbook, notes, or any other material to complete or prepare an academic work;
- The unauthorised collaboration with any other person on an academic exercise, including collaboration on a take-home or make-up academic exercise;
- The unauthorised use of electronic instruments, such as cell phones, PDAs or translators to access or share information; or
- The unauthorised completion for another person of an academic work, or permitting someone else to complete an academic work for oneself.

Academic Misconduct

Academic misconduct is any other act that disrupts the educational process or provides a student with an academic advantage over another student. Academic misconduct includes, but is not limited to:

- The unauthorised possession, copying, distribution, sale, or other transfer of all or any part of an academic exercise, or the answers or solutions to an academic exercise, whether or not the exercise has been administered;
- Changing, altering, attempting to change or alter, or assisting another in changing or altering any grade or other academic record, including grades or records contained in a grade book or computer file, that is received for or in any way attributed to academic work;
- Entering any building, facility, office, or other property, or accessing any computer file or other record or storage for the purpose of obtaining the answers or solutions to an academic exercise or to change a grade;
- Continuing to work on an academic exercise after the specified allotted time has elapsed;
- Bribing another person to obtain an academic exercise, including answers to questions of an administered academic exercise;
- Failing to adhere to standards of professional behaviour established by a faculty member, academic program or college in conjunction with an academic course; or
- Posting of notes or other materials from a class (whether the student is enrolled in the class or not) on the Internet, whether or not for a fee, if the faculty member has expressly prohibited the posting of such materials.

Other forms of academic dishonesty not described here but in violation of the Regulations.

2. Alcohol

Statement of Policy

All students must comply with applicable laws and these alcohol regulations.

Prohibited Activities

The organisation prohibits alcohol intoxication (regardless of age); the unauthorised possession, use, consumption, manufacture, sale, or distribution of alcohol; and driving while impaired due to alcohol consumption. Specifically this offense includes, but is not limited to:

- The possession, use, consumption, manufacture, sale, or distribution of alcohol by anyone under the legal age to do so;
- The possession, use, consumption, manufacture, sale, or distribution of alcohol in any organisation building, property or facility;
- A violation of any applicable laws relating to alcohol (including, but not limited to, possession of an open container of alcohol, public intoxication and entry into a liquor store).

Use of Alcohol Off-Campus

The organisation accepts no responsibility for the possession, use, consumption, manufacture, sale, or distribution of alcoholic beverages by students off-campus. A student hosting or attending an off-campus function should be aware of the applicable laws regarding alcohol and should be aware that the organisation may also impose sanctions upon the student for such behaviour.

Student Organisations

No student organisation that hosts, organises, conducts, or participates in a function or event sponsored or sanctioned by the organisation shall serve alcohol or permit the possession, use, consumption, manufacture, sale, or distribution of alcohol. Outside functions or events involving the use of alcohol are not permitted on campus.

3. Drugs

Statement of Policy

The organisation prohibits the illegal possession, use, consumption, manufacture, sale, or distribution of drugs and drug paraphernalia. Any violations of this drug policy may be subject to penalty and may be reported to all appropriate law enforcement authorities. All buildings, including residence halls, are designated as smoke-free for all substances.

Definitions

The term "Drugs" broadly includes, without limitation, any stimulant, intoxicant (other than alcohol), nervous system depressant, hallucinogen, or other chemical substance, compound, or combination when used to induce an altered state, including any otherwise lawfully available product used for any purpose other than its intended use.

The term "Drug Paraphernalia" broadly includes any material, product, instrument, or item used to create, manufacture, distribute, use, or otherwise manipulate any drug and includes, but is not limited to, hypodermic needles and syringes.

Prohibited Activities

Specific violations of this standard include, but are not limited to:

- The possession, use, consumption, manufacture, sale, or distribution of any illegal drug or drug paraphernalia, prescription or prescription drug not prescribed to the student;
- The delivery, transfer, or intent to deliver, transfer, or manufacture any drug or drug paraphernalia;
- The misuse, sale, delivery, or transfer of a prescription or prescription drug;
- The possession of a prescription or prescription drug not issued to the student;
- Driving while impaired by any drug, whether it be legal or illegal; or
- A violation of any applicable law relating to drugs.

4. Personal Conduct

Statement of Policy

A student shall not impair, interfere with, or obstruct the orderly conduct, process, or function of the organisation or any of its students, faculty members, officials, guests or the surrounding community.

Prohibited Activities

Specific violations of this standard include all verbal and physical abuse and are not limited to:

- Committing or threatening to commit any act of violence against self or other;
- Threatening the health, safety, or welfare of another;
- Acting recklessly or in a manner that endangers or could reasonably be expected to endanger the health, safety, or welfare of the student or anyone else;
- Interfering with the freedom of movement of another person;
- Invading the privacy of another person;
- Stalking (Purposely and repeatedly engaging in behaviour directed at a specific person which reasonably causes that person alarm, distress, fear or a change of normal behaviour);
- Interfering with the right of another to enter, use, or leave any building, facility, property, service, resource, or activity;
- Interfering with a faculty member or official in the performance of his or her duty;
- Interfering with or questioning the religious beliefs or practices of another;
- Trespassing or the unauthorised entering or accessing of any organisation building, facility, property, service, resource, or activity;
- Instigating, participating in or otherwise encouraging others to engage in a fight, riot or other disruption;
- Making, exhibiting, or producing any inappropriate, loud, or disruptive noise or behaviour;
- Exhibiting lewd behaviour including urinating in any area of facilities, or property other than restrooms.

5. Off-Campus Conduct

Statement of Policy

Violations of law are subject to organisation action. A student who has pleaded guilty to or otherwise accepted responsibility for a violation (should be aware that the organisation may also sanction the student).

Notification of Criminal Arrest

A student is responsible for notifying the organisation of any off-campus arrest.

Withdrawal When Certain Criminal Charges are Pending

The organisation may withdraw any student when certain charges are pending against that student.

Specifically, withdrawal may be mandated where the crime involves an act of violence, the sale, manufacture or delivery of drugs or any other conduct that is egregiously offensive to the organisation's mission.

Emergency Suspension

The organisation may remove any student where the continued presence of the student on-campus poses a threat to safety or the rights, welfare, or property of another.

6. Endangering the Safety of Others

Statement of Policy

A student shall not endanger the lives or safety of others.

Prohibited Activities

Specific violations of this standard include, but are not limited to:

- Creating an unsafe condition or environment which could cause harm to others;
- Setting or causing a fire;
- Tampering with, misusing or damaging fire or safety equipment, such as alarms, heat sensors, smoke detectors, hoses, and fire extinguishers;
- Being in possession of any weapon, chemical, instrument or device which may impose or imply a threat to the safety of them self or any other person;
- Failing to immediately exit any facility or building when a fire alarm has been sounded, or hindering or impairing the orderly evacuation of any facility or building; or
- Disobeying a command by any official or faculty member in connection with a fire, alarm, or other safety or security matter.

7. False Information

Statement of Policy

A student shall not provide false or misleading information.

Prohibited Activities

Specific violations of this standard include, but are not limited to:

- Making a false or misleading oral or written statement to any official or faculty member (including, but not limited to, application for admission, financial aid, visa/residency classification or participation in any special programs sponsored by the organisation) when the student knew or should have known the statement was false;
- Making a false or misleading oral or written statement at any point of the student conduct process;
- Making a false or misleading oral or written statement that misrepresents the character, qualifications, or reputation of another;
- Falsely reporting a safety hazard (including but not limited to, a fire, explosive or incendiary device) by any means including by activating an emergency phone on campus when no emergency actually exists;

- Falsely reporting a crime or a violation of this Code of Conduct; or
- Possessing or displaying any form of false identification or any identification not one's own; or
- Assuming or attempting to assume the identity of another person; or
- Forgery.

8. Misuse of Materials, Services, or Property

Statement of Policy

A student shall not misuse any material, service or property.

Prohibited Activities

Specific violations of this standard include, but are not limited to:

- Destroying, damaging, misusing, or defacing any building, facility, or property, or any private property on-campus or being used for a organisation-sponsored event;
- Destroying, damaging, misusing, reproducing, altering or defacing any student identification card, residence hall key or access card, laboratory equipment, emergency phone, athletic equipment, or any material issued or owned by the organisation;
- Impairing or otherwise hindering another's use of a material, service, or property;
- Reading, duplicating, removing, photographing, forging, counterfeiting, or altering any document or record without authorisation;
- Littering on or in any property, facility, or building; or
- Engaging in conduct that may result in damage or destruction of any building, facility or property, including without limitation skateboarding or rollerblading on steps, railings, banisters or curbing.

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