



Code of Conduct, Academic and Student Expulsion Policies

NETC of Business,
Healthcare, Human
Service & Technology
310 Ferguson Street 2nd FL
North Bay ON P1B 1X2

STUDENT CODE OF CONDUCT

Introduction and Purpose

1. The purpose of the Student Code of Conduct is to define the general standard of conduct expected of students registered at NETC, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed, and set out the disciplinary procedures that the College will follow.
2. NETC is a community of students, educators and staff involved in learning, teaching, and other activities. The College seeks to provide an environment of free and creative inquiry within which critical thinking, humane values, and practical skills are cultivated and sustained. It is committed to a mission and to principles that will foster excellence and create an environment where its students, faculty, and staff can grow and flourish.
3. Upon registration, students assume the rights and responsibilities associated with membership in the College's academic and social community. Students are responsible for observing a standard of conduct that will contribute to the College's mission and that will support an environment conducive to the intellectual and personal growth of all who study and work here. This responsibility includes respecting the rights, property, and well-being of other members of the College community and visitors to the campus, and refraining from conduct that would jeopardize the College's mission or the proper functioning of the academic and non-academic programs and activities of the College, its faculties, or that would endanger or adversely affect the health, safety, rights, security or property of the College, its members and visitors. The academic and social privileges granted to each student are conditional upon the fulfillment of this responsibility and students must familiarize themselves with the College regulations and the conduct expected of them while studying at the College.
4. Students are reminded that they are equally responsible for observing the standard of conduct set out in this Code when using any electronic communication devices to send or post messages or material.
5. Whenever appropriate, the College encourages informal resolution of minor incidents.



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6. Nothing in this Code shall be construed to prohibit peaceful assemblies and demonstrations, lawful picketing, or to inhibit free speech as guaranteed by law.

7. Any student found responsible for misconduct is subject to the disciplinary sanctions of this Code, regardless of the action or inaction of civil authorities. Nothing in this Code precludes the College from referring an individual matter to the appropriate law enforcement agency before, during, or after disciplinary action is taken by the College under this Code. A student may be subject to criminal prosecution and/or civil proceedings notwithstanding, and in addition to, disciplinary action taken by the College against the student under this Code.

Definitions

In this Code:

1. "Student" is an individual registered at the College in a credit course or program of study.
2. "Premises of the College" includes lands, buildings and grounds of the College and other places or facilities used for the provision of the College's courses, programs or services."
3. "College sponsored program, event or activity" is a program, event or activity that is hosted, sponsored, or organized by the College and includes, but is not limited to, coursework and other academic activities, field trips, social events, and volunteer and community service activities."

Jurisdiction

This Code applies to:

- Conduct that occurs on the premises of the College.
- Conduct that occurs at a College sponsored program, event, or activity, whether the program, event, or activity is on campus or off-campus; and
- Other off-campus conduct:
 - When the individual is acting as a designated representative of the College or a student organization or when the individual holds out that he or she is a representative of the College or a representative or member of a student group or organization at the College; or
 - That has, or might reasonably be seen to have an adverse effect on, interfere with, or threaten the proper functioning of the College, its mission, the rights of a member of the College



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community to use and enjoy the College's learning and working environments, or that raises concerns for the safety or security of others.

Prohibited Student Conduct

The following list sets out specific examples of prohibited conduct. This list is illustrative only and is not intended to define misconduct in exhaustive or exclusive terms.

Examples

1. Disruption

- By action, threat, written material, or by any means whatsoever, disrupting or obstructing any College activities, including a College sponsored program, event or activity, or other authorized activities on premises of the College, or the right of another person to carry on his/her legitimate activities, or to speak or to associate with others. College activities include, but are not limited to, teaching, studying, recreation, administration and meetings.

2. Misconduct against Persons and Dangerous Activity

- Any assault, harassment, intimidation, threats or coercion.
- Conduct that threatens or endangers the health or safety of any person.
- Contravention of discrimination, bullying or harassment guidelines.
- Knowingly (which includes when one should reasonably have known) creating a condition that endangers the health, safety, or well-being of any person.
- Engaging in conduct that is, or is reasonably seen to be, humiliating or demeaning to another person or coercing, enticing or inciting a person to commit an act that is, or is reasonably seen to be, humiliating or demeaning to that person or to others.

3. Misconduct Involving Property

- Unauthorized entry and/or presence on any premises of the College or any premises used for College sponsored programs, events or activities.



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- Misappropriation, damage, unauthorized possession, defacement and/or destruction of premises or property of NETC, or the property of others.
- Use of College facilities, equipment or services contrary to express instruction or without proper authority.
- Misuse of College supplies and documents, including equipment, library and computer resources, keys, records, transcripts and permits.
- Tampering with emergency telephones, fire protection equipment or emergency facilities (e.g., fire bells, fire extinguishers, fire hoses); disconnecting or blocking fire alarms; setting unauthorized fires; raising a false fire alarm; blocking or wedging open fire and smoke doors on corridors or stairways.

4. False Information, I.D. Cards, Access Cards, Identification

- Furnishing false information.
- Forging, altering or misusing any document, record, card or instrument of identification.

5. Alcohol and Drug Use

- Illegal use, possession or distribution of a controlled or restricted substance.

6. Improper Use of Dangerous Objects and Substances

- Storage, possession or use of firearms, explosives, or other weapons, flammable solvents, bio hazardous, volatile or poisonous materials, except in areas formally designated for that purpose by authorized University personnel.

7. Contravention of College Regulations

- Violation of written College policies, rules or regulations.

8. Contravention of Other Laws

- Contravention of any provision of the Criminal Code or any other federal or provincial statute or municipal by-law.



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9. Other

- Aiding or encouraging others in the commission of an act prohibited under this Code or attempting to commit an act prohibited under this Code.
- Failure to comply with any sanction imposed by the College for misconduct under this Code.

Sanctions

The College may impose one or more sanctions for misconduct, of which those listed below, are examples. The sanctions imposed should be proportional to the type of misconduct. The most serious types of misconduct will merit the most serious sanctions: **deregistration, suspension and expulsion.**

In considering an appropriate sanction, the College's primary focus must be to ensure the safety and security of the College, its members, and visitors. However, where possible and appropriate, the College will consider **educational sanctions** in addition to or instead of other sanctions. Such sanctions are designed **to help a student understand why his or her behaviour was inappropriate and to appreciate the impact of that behaviour on others.**

1. **Verbal Warning** from the instructor or other person in authority.
2. **Exclusion from a class, examination room, or other area.** (Note: In this context, "class" refers to a period of instruction such as a lecture, seminar, tutorial, laboratory session).
3. **Formal Reprimand** from the instructor and/or administrator with documentation and signatures.
4. **Educational Sanctions.** Such sanctions include apologies, work assignments, service to the College, restriction of privileges, written assignments, completion of a class or workshop or project,



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5. **Removal**, either temporarily or permanently, from a course in which the student is registered.
6. **Prohibition** or limitation of access to any academic facility.
8. **Prohibition** or limitation on entering College premises or specific parts thereof and/or restriction on contact with specified person(s).
9. **Disciplinary Probation**. A designated period of time during which the student is not in good standing with the College. The terms of probation may involve restrictions of student privileges and/or set behavioural expectations, violation of which will result in the imposition of further sanctions.
10. **Deregistration**. Removal from some or all courses for one or two terms.
11. **Suspension** from the College for a specified time period.
12. **Expulsion from the College**.

Interim Measures

1. **Disruption of Instructional Activities**

Disruption of instructional activities, including examinations, initially may be dealt with by the appropriate instructor as a matter of classroom discipline. The instructor may require the student to leave the area for the remainder of the particular class or examination. Any disruption that results in the removal of a student shall be reported to the administrator if the disruption persists and/or if it is deemed to be serious in nature.

2. **Temporary Exclusions from Other Areas**

Academic or administrative unit heads (or designates) may ban a student from their area of jurisdiction if the unit head (or designate) believes on reasonable grounds that the student's continued presence in that area will be detrimental to good order or will constitute a threat to the safety of others. Such initial exclusion shall be for up to 48 hours and shall be reported.



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Complaint Procedures

Any person may submit a complaint of misconduct against a student. A complaint should be submitted or forwarded to the administrator and the STUDENT COMPLAINT Procedure should be followed.

Appeals

All students have the right to an appeal as outlined by the student Complaint Procedure Manual.

Review of Code

The administrator and educators will jointly review this policy annually.

ACADEMIC POLICY

1. Academic Requirements

Requirements to Pass

In order to obtain a "pass" mark in each course, students are required to fulfill all course requirements as set out by each course outline. These include but are not limited to:

- Obtaining an average mark of 60% for the course. Course marks will be based on a weighted average, as prescribed by the course outline, which may include tests, quizzes, mid-term exam, final exam, projects and presentations.
- Satisfying participation requirements including in-class, clinic and/or other course-related activities.
- Satisfying all attendance requirements including theory and practical hours.

Any student who is unsuccessful in obtaining a passing grade in a course, but has met all other course requirements may be eligible to re-write their theory and practical examinations.

Participation



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Successful completion of NETC programs requires active student participation. Participation is mandatory.

Attendance

Successful completion of NETC programs requires that students attend 100% of the theory and practical hours. While it is recognized there will be situations where students cannot attend, it is expected that the student will work with their educator or administrator to realize a make-up schedule of the hours missed to ensure they are able to complete their program within the scheduled number of weeks.

Final Comprehensive Exams

Final comprehensive exams are an integral part of the Certificate programs. It is required that students obtain a passing grade of 60% in each of the comprehensive exams in order to qualify for graduation.

2. Graduation

To obtain a certificate from NETC, each student is required to fulfill all course and program requirements as set out.

All tuition fees must be paid prior to graduation and the student diploma awarded. All resources materials and College property must be returned, and all assessed or related fees paid, prior to graduation.

3. Academic Code of Conduct

Academic Honesty

In pursuit of high academic standards, the College expects academic honesty from all students, faculty and all professional partners. Honesty is the hallmark of all professionals, and as such, students are expected to meet this expectation.

Honesty in Examinations



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College examinations may be in a written and/or oral format, and will often require specific direction as determined by department policy or procedure. The Exam Proctor will be briefed with his/her specific expectations for each exam. It is the students' responsibility to comply with specific examinations guidelines.

Students must comply with all requirements set out by the Exam Proctor. Any student who does not comply with his/her instructions of the Exam Proctor will be instructed to leave the examination room and his/her examination will be scored with a final mark of "zero". The Education Committee acting on the recommendations of the Exam Proctor may also hand out further disciplinary action, including expulsion from the College.

If a student completes an examination and dishonest behaviour is suspected, the completed examination will then be scored as a final mark of "zero". Other disciplinary action may be taken at the discretion of the Education Committee, including expulsion from the College.

Student cannot take the exam, any part of the exam, or any other examination materials whatsoever out of the examination room, and not to copy any of the questions from the examination.

Honesty in Assignments and Projects

Plagiarism of any written work is considered in the same category as dishonesty in an examination. Any student, who has copied the work of another student or published text, in whole or in part, will be subject to the same consequence as a student who is dishonest during an examination.

If two students submit a written assignment or project that is the same or very similar, and if there is no admission by either student or it is not clear which student is the originator of the material, then both students will be liable to consequences at the discretion of the Education Committee. It is equally dishonest and unacceptable to knowingly allow your work to be copied, as it is to copy the work of another student.

Plagiarism of published textbooks and other copyrighted materials, including but not limited to materials obtained from the internet, is not only dishonest but it is also illegal. Any student, whose written assignments are very close or similar to such protected material, will be liable for the consequences at the discretion of the Education Committee, which may include immediate expulsion or suspension.



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Additional Considerations

Cheating can be further defined as, but not limited to:

- Taking a test or examination for another student, or having a student take a test or examination for you.
- Giving students answers to exam questions during the exam or while leaving the examination room, or telling other students in a later sitting, of the questions that appear on the exam.
- Possessing unauthorized material or electronic devices during a test or exam.
- Knowingly helping another student to commit an act of cheating by letting him/her view your answers, by lending your work, or by working together on a project not specifically deemed a group effort; all students involved will receive the same penalties under the Academic Honesty policy.
- Obtaining an exam or test, in whole or in part, in advance of its administration, without permission.
- Changing grades or answers on an assignment for the purpose of re-grading.
- Forging a signature or altering an assessment or report.
- Deliberately damaging an academic work of another student.
- Submitting course work from another course, even if the student was the original author, without the prior permission of the instructor.

Professionalism

In addition to the conduct standards set out above, the College is committed to the highest standards of professionalism and integrity, and expects the same of our students and staff. This includes, but is not exclusive of:

- Appearing on time.
- Maintaining a professional demeanor in terms of attitude and language.
- Demonstrating respect for the public, coworkers, students and fellow students.
- Being prepared with all required materials and equipment.
- Understanding the nature of the assignments and performing all requested tasks to the best of the personal ability.



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- Inappropriate conduct is grounds for immediate suspension from all College activities. Additional penalties may be imposed at the discretion of the Education Committee.

Professional Standards of Practice

Students are expected to behave in an ethical and professional manner at all times, in accordance with the College policies.

Dress Code

It is important that students present a professional appearance. Students are required to maintain excellent standards of cleanliness and hygiene. Violations under this section may be referred to the College and the instructor will require the student to correct the situation or face more serious disciplinary action.

4. Examinations

Examinations are any method of evaluation which may vary from class to class and may include tests, quizzes, presentation, assignments, oral-practical examinations, written examinations and any other method of evaluation set out in the individual course requirements (hereafter referred to as "examinations").

All examinations will be held at a time and place and shall be of such duration as specified by the College. The College will act responsibly in scheduling and conducting examinations but it retains absolute discretion to specify and regulate all of the circumstances, terms and conditions prevailing over any examinations it conducts.

Students who are aware of any circumstances which may affect their ability to successfully complete all course requirements are responsible for advising their course instructor and providing sufficient written documentation prior to the completion of classes. Circumstances that arise during final examinations must be sufficiently documented and reported before the release of any marks for that examination. The College has absolute discretion to accept or reject the documentation.



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Missed Examinations

All attempts must be made by the student to attend the exam. If a student will be absent from College on the day of the test, examination or oral-practical examination, due to unforeseen circumstances, the student must notify the College prior to the examination time, and must produce an acceptable documented explanation immediately upon returning to College. The student may arrange a substitute date for the writing of their exam.

Assignments and Presentations

All assignments, presentations, and or other methods of evaluation must be submitted on the due date established by the instructor.

All assignments and presentations which are submitted late will only be graded if appropriate documentation is presented upon returning to the College. Students must notify the instructor prior to the due date and time of the assignment and presentation to be considered for late submission.

Attendance

In order for students to reach their potential and the level of competence required the College believes it is important that students attend all classes. However, it is understood that perfect attendance is not always possible. Students are expected to meet with their educator to arrange to catch up on missed theory classroom learning and arrange to make up the required practical hours in order to finish their program within the designated weeks.

The College is responsible for ensuring attendance is received as required by administration office. Students are required to email directly or call into the administrator or their educator. It is not an acceptable practice to relay the information via another student.

Students are responsible for tracking their own individual attendance, for meeting the course requirements, for accumulating any necessary medical or supporting documentation, and for advising the College of any circumstances that prevent their meeting of any stated attendance requirements.



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Absenteeism

For situations **over 5 consecutive days** in nature, students must provide written documentation for their absence. Students will meet with their educator to determine a suitable make up schedule.

Special Needs Accommodation

NETC will make every attempt to accommodate a student with special needs.

Class Cancellations

If for any reason it becomes necessary to cancel one or more full classes, the College will make every reasonable attempt to provide an alternative make up classes or provide additional support to the students equal to the missed class hours.

It is not guaranteed that make up class hours will be at the date and time normally scheduled for that particular course. The dates and times will be posted and students are responsible for attending. Non-attendance of a makeup class may or may not be treated as an absence.

The College does not reimburse students for missed class hours.

Acceptable Documentation

When requested, acceptable documentation includes: doctor's notes, police reports, hospital records, tow truck receipts, death certificates, prayer or memorial cards, or other documentation approved at the discretion of the College.

General Conduct

It is our goal to provide a safe environment, which is conducive to learning, personal growth and academic success for all of our students, instructors and professional partners. The College reserves the right to remove students for violations for our non-academic standards. Such violations include but are not limited to:

- Sexual misconduct or harassment involving staff or other students.



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- Unprofessional behaviour with staff or other students such as discriminatory behaviour or breach of confidentiality.
- Violence, threatening violence or any abusive or profane language.
- Damage to College or personal property.
- Having entered the program under false pretenses or having falsified information on application.
- Any other serious breach of the Academic Policies contained herein or in any other written or verbally conveyed policies or procedures that the student could reasonably be expected to be aware of.
- Any act deemed by the College to be an act of gross misconduct.
- The College will review accusations of any of the above misconduct, or any other unprofessional or inappropriate conduct. The decision of the College in these similar matters are final and without appeal.

Classroom Regulations

Every attempt will be made to have all classes start and end on time.

All students are requested to inform the receptionist or instructor as soon as is possible where lateness may occur. In order to not disturb the rest of the class, students who arrive late, or return late from breaks will be admitted to the class only after the next break and /or at the discretion of the instructor.

Cell phones are not permitted "on" at any time during class or clinic time.

No food or beverages are permitted in the classroom.

All students are required to participate in classroom clean up where appropriate, and under all circumstances contribute to a safe and healthy learning environment.

The College is a learning and working environment, therefore noise must be kept to a minimum at all times. Students who disturb the class, fall asleep, or otherwise show an obvious disregard for the teaching activities may be instructed to leave the classroom.



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Any student who observes inappropriate conduct by another student or by a staff or faculty member shall report this conduct by filling and submitting a policy violation form on the same day.

STUDENT EXPULSION POLICY

This Student Expulsion Procedure Guide and Contract is subject to the Private Career Colleges Act, 2005 and the regulations made under the Act.

Signature of Student:

Date:

NETC is committed to taking all reasonable steps to ensure the students have the opportunity to successfully complete their programs. NETC has a commitment to ensure that within this general framework that all students are treated fairly and equitably. Students who do not support the academic and ethical goals of NETC for themselves and their fellow students may be subject to penalties, up to and including expulsion.

In general, NETC will attempt to resolve a situation without expulsion. Verbal warning, written warnings and suspension may precede this final and most serious of actions. Where NETC deems the integrity, safety or well-being of the College, students, staff, clients, visitors and other guests is in danger then expulsion may be applied at the College's discretion at any point in the process.

In conjunction with this policy, the College will have to ensure that students receive and are aware of its code of conduct, its academic policy, and its attendance policy as outlined in Student Reference Guide' during orientation.

The following outlines the conditions under which a student may be expelled with cause:

1. **Academic Dishonesty** – students may be subject to expulsion at the discretion of the College for academic dishonesty. Academic dishonesty is any word, action or deed performed alone, or with others for the direct or indirect intention of providing an unfair advantage or benefit to self or other student(s) including:
 - cheating
 - plagiarism
 - unapproved collaboration



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- alteration of records
 - bribery
 - lying
 - misrepresentations
2. **Outstanding Fees** – failure to pay overdue accounts owing to the College within the specified period may be grounds for expulsion after a written warning has been given.
 3. **Code of Conduct** - all students are required to adhere to the College's published code of conduct. Where the violations do not have the potential to result in physical harm to persons or property, the College may expel a student who has received suspension for failure to comply and has since violated any of the terms of the College's code of conduct. Students who are found under the influence of drugs and/or alcohol or carrying weapons will be subject to immediate expulsion.
 4. **Significant Omissions or Errors in Admissions Documentation** – NETC has a responsibility to ensure students have been admitted in accordance with the registration requirements for the program. Students who knowingly misrepresent their applications are subject to immediate expulsion.
 5. **Academic Failure** – students who fail to achieve the required academic standing in their programs may be expelled from the program. NETC may, at its discretion, offer alternatives to a student and these are outlined in the academic policies for the program of study.
 6. **Attendance** – students who do not achieve the required attendance as stated in College policy are subject to expulsion.
 7. **Harassment or Discrimination** – NETC does not condone harassment or discrimination of any student, staff, client or visitor to College premises. Students participating in harassing or discriminatory activities that are racial, sexual, or pertaining to sexual orientation in nature, may be subject to immediate suspension depending on the severity of the activity and pending investigation.

Any student, who is deemed by the investigation to have engaged in severe harassing or discriminatory activities, may be expelled at the discretion of the College, depending on the severity of the activity.

Racial harassment means bothering, threatening, or treating someone unfairly because of their race, colour, ancestry, birthplace, religious belief, ethnic background, citizenship, or language.



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Sexual harassment means bothering someone by saying or doing unwanted or unwelcome things of a sexual or gender-related nature including touching inappropriately, making offensive jokes about women and men, making sexual suggestions or requests, staring at or making unwelcome comments about one's body, displaying sexually offensive pictures, or being verbally abusive because of one's gender.

Sexual orientation harassment means treating someone unequally because they are gay, lesbian, heterosexual, bisexual, or living in a same-sex relationship. This could include making a hurtful comment or action to an individual that is known or ought to be known to be unwelcome, making homophobic jokes or hints about a person's sexual orientation or same-sex partnership status, or displaying of disrespectful signs, caricatures, cartoons or graffiti.

In determining what constitutes harassment or discrimination, NETC adheres to The Ontario Human Rights Code. Students requiring more specific information may refer to the specific code as posted on the Provincial web site (<http://www.ohrc.on.ca/english/code/index.shtml>).

8. **Misuse of College Property** – College property is for the provision of College services. Students who damage, misuse, steal or otherwise use the property in a way that is prohibited may be expelled and required to make restitution.
9. **Endangerment of Staff or Students** – NETC is committed to the right of all College staff, students, clients and visitors to be safe. Students who by action or neglect in any way endanger the safety of themselves or others may be expelled.

Prior to expulsion, depending on the severity and nature of the situation, the College may take intermediate steps at its discretion including:

- verbal warning
- written warning
- suspension
- expulsion

10. **Profanity** – students are required to refrain from the use of profanity or other language that is deemed inappropriate at all times, whether engaged in classroom activities or client services.



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11. Extended Stay – NETC is committed to ensuring all students complete their program hours within the designated time frame. It is recognized that at times emergency situations arise and a leave will be required. Specific procedures are in place to cover this absenteeism and work with the student to complete their program; however, this is on an exception basis, a request must be made in writing and approved by the administrator of the College. Students who are absent for extensive periods of times without valid reasoning will be subject to expulsion.

Notification:

Students who are subject to expulsion for any reason will be notified in writing, either hand delivered or by registered mail with return receipt. NETC is not responsible for non-delivery by registered mail if the student has not provided a valid home address where the student currently resides.

The notification will contain a description of the basis for expulsion and the effective date. Expelled students who dispute the facts of the expulsion and wish to appeal must appeal the decision in writing within one week of the notification by following the College's student complaint procedure provided to the student and by providing sufficient proof to support the complaint.

A student, whose expulsion is upheld after having followed the College's student complaint and appeal procedure, may file a further appeal through the complaints process of the Ministry of Training, Colleges and Universities, provided the students are attending a program approved under the *Private Career Colleges Act, 2005*.

If a student's appeal is successful and he or she is eventually reinstated as part of the internal College or Ministry appeal processes, then the College will arrange for the student to make up the training time that he or she had missed since the date of expulsion specified in the written notification.

Fees

Settlement of student's accounts, for students that have been expelled, will be completed under the College's Fee Refund Policy, using the effective date of expulsion as the final day of attendance in their program of study.

Return of Property



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A student who is expelled is responsible for the return of any College property in his or her own possession within 10 days of the expulsion and will be held financially responsible for any property not returned in good condition or as outlined in the student contract.