



STUDENT ACADEMIC CODE OF CONDUCT POLICY

1.0 PURPOSE

The purpose of this policy is to ensure that a positive learning environment is provided to all **students** at the New Brunswick College of Craft and Design (NBCCD) (“the College”) and that any academic matters are dealt with in a fair and consistent manner.

2.0 SCOPE

The scope of this procedure begins with the identification and communication of the College’s expectations of the students’ academic performance and ends with the formal student **appeal** process.

3.0 DEFINITIONS

Academic Integrity refers to values that uphold honesty in the learning environment and maintenance of academic standards.

Academic Probation is an academic status accrued when a student's CGPA is between 1.0 and 1.9 at the end of each term, and/or they have infringed the Student Academic Code of Conduct Policy.

Academic Review Committee (ARC) is an ad hoc committee struck by the Academic Dean or Associate Dean to review academic matters as required.

Academic Dismissal occurs when a student's CGPA is below 1.0, they have not met the conditions of their Academic Probation, and/or if their inappropriate academic performance is deemed severe.

Academic Warning is an official document that informs students of the concern for students' academic standing and offers recommendations.

Appeal refers to a proceeding by which a case is brought before a higher authority for review of the decision made by a lower authority.

Cumulative Grade Point Average (CGPA) refers to the sum of accumulated Grade Point Averages (GPA) over all semesters within a program.

Ethical refers to behaviour that embraces concepts of right and wrong.

Extenuating Circumstances refers to the kinds of circumstances that might include ill health, bereavement, or other significant personal issues which were unexpected, out of the student's control, and are likely to have an impact on the student's ability to complete course requirements.

Expulsion refers to the permanent removal of a student from the College due to repeated and/or egregious violations of the College's rules.

Formal Appeal is the official procedure established by the College to address formal complaints. The formal appeal process is led by the Student Disciplinary Committee. The process involves reviewing the formal complainant, meeting with the complainant and respondent, and making a decision.

Formal Appeal Committee (FAC) provides an independent, internal review of academic and non-academic disciplinary decisions by assessing facts in the case within the

mandate set by the College's policies and making recommendations to the Director. Recommendations are made by consensus and are final.

Learning Contract refers to a contract between the student and the College that stipulates the conditions a student must meet to continue in their program.

Student is defined in this Code to include as follows:

- i. Persons enrolled in classes at NBCCD, including when on placements/apprenticeship, or as part of an academic program;
- ii. Persons who are enrolled in a program but not currently registered in classes;

4.0 ACADEMIC INTEGRITY

Students are expected to conduct themselves with academic integrity, ethical conduct, and honesty in the learning environment.

Breach of academic integrity, ethical conduct, and honesty include, but are not limited to:

- i. **Plagiarism**, which occurs when a student does not properly acknowledge an original source by:
 - a. Submitting work as if it were the product of their own labour;
 - b. Submitting an essay written in whole or in part by another person as if it were their own;
 - c. Downloading material from the Internet, then quoting from or paraphrasing it, in whole or in part;
 - d. Paraphrasing (using someone else's ideas but putting them in your own words) or summarizing part of another writer's work;
 - e. Restating a catchy phrase or slogan directly from another writer;
 - f. Using someone else's line of thought, argument, arrangement, supporting evidence, or conclusions; and
 - g. Taking work originally done for one Instructor's assignment and, without permission, re-submitting it to another Instructor.
- ii. Other academic offences such as:
 - a. Cheating on assignments, tests, reports, or other forms of assessment;

- b. Impersonating another individual at an examination/test or assignment, or in the case of attendance;
- c. Obtaining and using academic materials, assignments, or examinations belonging to another person;
- d. Falsifying and submitting assignments, credentials, transcripts, or other academic documents;
- e. Knowingly aiding or abetting any of the above offences;
- f. Lying;
- g. Viewing another student's work during a test, or revealing answers to others using any means of communication;
- h. Acquiring, attempting to acquire, or receiving copies of a test or exam without the permission of the Instructor; and
- i. Obtaining assistance by means of documentary, electronic, or other aids which are not approved by the Instructor.

5.0 PROCESS

When a student's academic performance or actions are considered to be insufficient, the Instructor/staff person meets with the student(s) to discuss the concerns raised. If the Instructor/staff person is satisfied that no breach of academic performance exists, no official record will be kept of the incident.

Based upon a review of the material and circumstances, Instructors/staff person may, in consultation with the Studio Coordinator (SC), recommend progressive actions within three (3) academic days.

Progressive actions may include:

- If the behaviour is severe, the matter is referred directly to the Academic Dean or Associate Dean, as appropriate.
- The Instructor reviews the Student Academic Code of Conduct with the student and issues a written Academic Warning with a copy to the Dean, Studio Coordinator (SC), and Registrar.

In the case of an academic offence, the Instructor may:

- Require the student to revise and resubmit the assignment for remarking, which may or may not include a penalty; or
- Assign a grade of zero to an assignment, project, or test/exam.

If a student wishes to **appeal the decision** of the Instructor on an academic matter, they must do so in writing to the Dean/Associate Dean within three (3) academic days.

If a student continues to exhibit inappropriate academic behaviour, the Dean/Associate Dean attempts to resolve the situation. The Dean/Associate Dean consults with the SC and Learning Strategist and within five (5) academic days will interview the student. The Dean/Associate Dean may take one or more of the following actions:

- i. Find in favour of the student;
- ii. Require the student to revise and resubmit the assignment for remarking, which may or may not include a penalty;
- iii. Assign a grade of zero to an assignment, project, or test/exam
- iv. Develop a **Learning Contract** for the student; which must be agreed upon by the student in order to continue attending classes;
- v. Request the student consults with the Learning Strategist;
- vi. Remove the Student from Course(s);
- vii. Place the student on **Academic Probation, Academic Dismissal, or Expulsion** from the College; and/or
- viii. strike the **Academic Review Committee (ARC)**; and
- ix. Notify the student of the final result.

5.1 Academic Review Committee

The ARC is comprised of the following membership:

- Dean, Associate Dean, or appropriate Designate (Chair)
- Two (2) impartial Instructors who have not taught the student; and
- One (1) internal student advocate of the student's choice.

The student is provided with the opportunity to speak with a Student Advocate prior to the meeting of the ARC. (A student advocate is typically the Learning Strategist, a member of the Student Services team, or a college representative such as an Instructor.)

The student has the right to make a presentation to the ARC. In this case, the Instructor also has the right to make a presentation. Each presentation is to be made independently without the other in attendance.

The student may be permitted to attend subsequent courses awaiting the outcome.

The ARC will forward to the Dean/Associate Dean one or more of the following recommendations:

- i. Find in favour of the student;
- ii. Assign a failing grade for a course;
- iii. Place the student on **Academic Probation, Academic Dismissal**; or
- iv. **Expulsion** from the College.

The Dean/Associate Dean will render a final decision based upon the recommendation(s) of the ARC and inform the student. The Dean/Associate Dean notifies relevant Instructors and staff.

6.0 APPEALS

If a student wishes to appeal the decision of the Dean/Associate Dean, they must do so in writing to the Director with five (5) academic days.

The student shall submit a written formal appeal to the Director within five (5) academic days of receiving notice of the decision. An appeal will state the grounds upon which it is based and provide supporting documented evidence.

Grounds for Appeal include:

- Compassion for health, or other **extenuating circumstances** beyond the control of the student; and
- Decisions made without due regard to proper procedure.

Within five (5) academic days, the Director will either:

- i. Uphold the decision;
- ii. Prescribe an alternative decision;
- iii. Strike a **Formal Appeal Committee (FAC)**;
- iv. Render a final decision.

The FAC is comprised of the following membership:

- i. Director, or designate (Chair);
- ii. Two (2) impartial Instructors;
- iii. One (1) internal student advocate of the student's choice; and
- iv. The Registrar or Designate.

The FAC may confer with faculty, staff, or others originally involved in the case.

- Legal representation is not permitted to attend as this is an internal appeal process upheld by the College.
- The student has the right to make a presentation to the FAC. In this case, the Instructor also has the right to make a presentation. Each presentation is to be made independently without the other in attendance.
- The student is provided the opportunity to speak with the student advocate prior to the appeal.
- The student may be permitted to attend subsequent courses awaiting the outcome of the appeal.
- The FAC will forward a decision to the Director either upholding the decision of the Academic Dean or recommending a new action.
- The Director informs the student of the decision verbally and advises that written notification will be provided within three (3) academic days with a copy sent to the SC, Dean/Associate Dean, Registrar, and sponsor if applicable.
- In the case of a change in student status, the Registrar adds the appropriate notation to the student transcript.

6.1 Appealing a Formal Re-Mark of an Assignment

The student must notify the Dean/Associate Dean of their appeal in writing and return the assignment unaltered within three (3) days of receiving the results from a Formal Re-Mark. For more information, please refer to the **Assessment of Learning Policy**.

- i. The student may attend subsequent classes/courses awaiting the results of the appeal.
- ii. The process then proceeds as per the **5.0 Process** section above.
- iii. If the result of the appeal places the student in a failing position, the student is required to withdraw from any course(s) that they no longer meet the requisite.

- iv. If a change is made, the original mark is forfeited and a new mark is entered by the Instructor in the SIS and provided by email to the student, cc Dean/Associate Dean, and Registrar.
- v. The Registrar provides the student with the updated final mark.

7.0 RECORDS

All official records related to this policy are to be held as per the **Student Records Policy**.

8.0 RELATED POLICIES

- Student Attendance and Participation Policy
- Anti-Harassment Policy
- Service Animals Policy
- Accommodations Policy

9.0 POLICY CUSTODIAN

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