

Policy No.	D.4.5
Title	<b>Student Educational Conduct</b>
Approving Jurisdiction	Education Council
Policy Sponsor	Vice-President, Education & Student Services
Last Revised/Replaces	New Policy
Effective Date	May 29, 2013
Signed by	Chair, Education Council

### CONTEXT AND PURPOSE

This policy outlines the College's expected standards of student educational conduct and describes the processes VCC follows should a breach of these standards occur. Educational misconduct includes, but is not limited to, plagiarism, cheating, fabrication and facilitation of such misconduct.

Vancouver Community College (VCC; the College) seeks to ensure students are aware of the College's expectations with respect to integrity, ethical conduct, and intellectual and educational honesty. The purpose of this policy is to establish standards of student educational conduct. (Please refer to the Student Code of Conduct Policy and Procedures (D.4.3) for non-educational standards of conduct). Educational misconduct will not be tolerated and will be treated as a serious offense.

### SCOPE AND LIMITS

This policy and its related procedures apply to:

1. The individual or collective educational conduct of all students who are registered in full-time or part-time credit or non-credit courses offered by VCC.
2. Student conduct by persons who voluntarily withdraw after allegedly violating the Student Educational Conduct Policy or who have been subject to involuntary withdrawal. Those who are not officially enrolled for a particular term but who have a continuing relationship with VCC or who have been notified of their acceptance for admission are also considered students.
3. Educational conduct which occurs while students are participating in any educational activity that is related to any VCC course or program.

This policy and its related procedures may not apply to specific conduct more appropriately covered under other policies and procedures, including, but not limited to:

1. Student conduct of a non-educational nature. Such conduct issues are covered in a separate policy, Student Code of Conduct (Non-Educational Matters) Policy (D.4.3).

2. Allegations of cheating during an admission test or exam prior to registration as a student. These are handled under the Student Code of Conduct (Non-Educational Matters) Policy D.4.3, as a form of dishonesty (refer to definition of Dishonesty under Misconduct).
3. Student conduct governed by the Human Rights Policy (A.3.1).

### **STATEMENT OF POLICY PRINCIPLES**

The following principles govern the educational conduct of VCC students:

1. VCC has the right and responsibility to establish and enforce standards of educational conduct, therefore, VCC expects students to demonstrate honesty and integrity in their educational work.
2. Students are responsible for educating themselves about VCC policies and procedures, including standards of student educational conduct. Ignorance of VCC policies and procedures does not excuse students from responsibility for their actions. Policies that relate to students are available on the website at [www.vcc.ca](http://www.vcc.ca).
3. Standards of practice in a specific course or program will conform to the standards set out in this policy.
4. VCC reserves the right to review all educational work submitted by a student for authenticity and originality; such review may include but is not limited to the use of software tools and third party services including internet-based services.
5. VCC will investigate allegations of student educational misconduct and will take appropriate action in a timely fashion where such misconduct is established. When student educational misconduct contravenes this policy, VCC will impose disciplinary measures appropriate to the nature and seriousness of the misconduct. The Student Educational Conduct Procedures (D.4.5) defines misconduct and provides examples of disciplinary measures.
6. Disciplinary measures imposed under this policy may be appealed in accordance with the process described in the Student Educational Conduct Procedures (D.4.5). Disciplinary measures that are in place will continue during the appeal process.
7. Students are encouraged to seek advice about this policy and/or its procedures from VCC employees such as the Arbiter for Student Issues; and/or from the Students Union of Vancouver Community College (SUVCC) Student Advocate.
8. Students have the responsibility to report student misconduct to their instructor or relevant Dean/Director.
9. All persons who are involved in an investigation or proceeding pertaining to alleged student misconduct are expected to treat confidentially any information they receive in the course of the investigation or proceeding.

### **DEFINITIONS**

Refer to Student Educational Conduct Procedures (D.4.5)

## **RELATED POLICIES & LEGISLATION**

### **College Policies:**

- A.1.2 Student Appeals to the College Board
- A.2.1 Appeal to Education Council on Academic Matters
- A.3.1 Human Rights
- A.3.3 Freedom of Information and Protection of Privacy
- A.3.6 Standards of Employee Conduct and Conflict of Interest
- A.3.10 Ethical Conduct for Research Involving Human Subjects
- B.5.2 Appropriate and Responsible Use of Education Information Technology
- C.1.2 Appeal of Final Grade
- D.3.6 Admissions Policy
- D.4.1 Students with Disabilities
- D.4.2 Student Complaints about instruction, services and employees
- D.4.3 Student Code of Conduct (Non-Educational Matters)
- D.6.1 Off Campus College Related Use of College Equipment

### **Legislation:**

College and Institute Act, Sections 24(2)(c); 24(2)(e); 37(2), 37(3), 37(4)

## **RELATED PROCEDURES**

Refer to Student Educational Conduct Procedures (D.4.5)