



# STUDENT CODE OF CONDUCT

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# **STUDENT CODE OF CONDUCT POLICY**

## **1. Introduction**

FIC's Student Code of Conduct outlines standards of acceptable behaviour required by all FIC students. By ensuring appropriate standards of conduct, the reputation and integrity of the College is maintained.

Within the college environment, staff and students have both expectations and responsibilities. These expectations and responsibilities are intended to assist FIC in providing students with access to educational resources that will enable them to successfully complete their course of study.

## **2. FIC Expectations**

As members of an academic environment both at FIC and through FIC's association with Simon Fraser University, students are expected to:

- Treat all others with respect and courtesy;
- Treat others equitably irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age, or political conviction;
- Respect the opinions and views of others;
- Avoid any conduct that might reasonably be perceived as sexual, racial, or gender-based harassment or otherwise intimidating;
- Attend classes, maintain consistent levels of study, and submit assessment pieces on time;
- Heed and utilise academic performance feedback from teaching staff;
- Familiarize themselves with, and abide by, FIC's policies and procedures;
- Conform to all city and campus by-laws and rules regarding proper disposal of waste; and
- Maintain high standards and a professional approach to their study course.

## **3. Student Expectations**

As individuals, students of FIC can expect:

- To be treated with courtesy and respect;
- To be treated equitably irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age, or political conviction;
- To be able to freely communicate and voice alternative points of view in rational debate;
- To participate in a learning environment free from sexual, racial, gender-based, or other forms of harassment;
- To rely on the protection of personal information;
- To be able to access personal records, subject to the provisions of the Freedom of Information and Protection of Privacy Act

- To be provided with timely and accurate information as it pertains to courses, enrolment, and all administrative matters;
- To have reasonable access to instructional staff in consultation outside normal contact hours;
- That assessment within courses will be equitably and appropriately implemented;
- That the facilities and equipment they use are safe, and comply with occupational health and safety guidelines.

#### **4. Classroom Behaviour**

All FIC students are expected to comply with the following rules of behaviour whilst enrolled at the College:

- Demonstrate mutual respect for College staff, visitors and fellow students;
- Turn off all mobile and paging devices during class times and examinations;
- Not eat or drink in classrooms and laboratories;
- Prepare for each class by undertaking the required reading, and completing all necessary tutorial or laboratory work;
- Attend all lectures, tutorials, workshops, and other contact sessions as timetabled;
- Arrive to classes at the scheduled time;
- Work to the best of their ability;
- Participate actively in learning activities;
- Avoid all forms of academic misconduct;
- Provide constructive feedback when evaluating units and lecturers;
- Refrain from activities that might negatively impact on other members of the College community;
- Be aware of their responsibilities within their units and course of study, and
- Any other rules of classroom behaviour as determined by, and/or negotiated with, their instructor.

#### **5. Discrimination and Harassment**

FIC is committed to providing access to learning aids and an equitable approach in dealing with all students. FIC recognizes the right of all students and staff to work and study in an environment free from discrimination and harassment based on gender, age, sexual preference, impairment, religion, race, colour, national or ethnic origin, or language.

Discrimination or harassment of staff or students, by any member of the teaching and learning environment, is unacceptable, and contrary to the core educational and employment values that FIC upholds. All members of the College are expected to maintain an environment where cultural differences are accepted and respected, and individuals are able to participate fully in academic life, free from all discrimination and harassment.

Humour based on discrimination and harassment may, in certain circumstances, constitute harassment.

FIC will treat claims of discrimination and/or harassment seriously, and all claims will be thoroughly investigated confidentially to protect complainants and witnesses from further harassment and victimisation.

## **6. Smoking**

Both FIC and Simon Fraser University ensure that all members of the community can enjoy a clean and smoke free environment. Smoking is only permitted in designated smoking areas on campus. All cigarette butts must be disposed of appropriately in the designated trays.

## **7. Complaints, Appeals and Grievances**

Students who have a complaint about either a decision that affects their studies, or a particular situation in which they have been involved or witnessed, have a right to raise their complaint. All complaints are considered with courtesy, in a timely fashion, and without fear of prejudice or inappropriate treatment.

For further information, refer to FIC's Academic Grievance Policy and Non-Academic Grievance Policy.

## **8. Misconduct**

FIC students who breach any of the guidelines outlined in this Code of Conduct may be considered to have engaged in official misconduct.

In addition, a student who engages in any of the following activities may also be considered to have engaged in misconduct:

- Endangers the health or safety of any person at the College or University;
- Unlawfully assaults, or attempt to assault another member of the College or University community;
- Engages in dishonest behaviour;
- Damages or abuses FIC or SFU property.

## **9. Penalties for Misconduct**

If it is able to be shown that a student has engaged in misconduct, the student will be asked to attend an interview with the Student Services Manager in the first instance. During the interview students will be asked to provide an explanation for their behaviour.

The Student Services Manager is permitted to apply any, or a combination, of the following penalties:

- Officially reprimand the student;
- Exclude the student for a period of time;
- Expel the student from the College.

## **10. Appeal**

A student who has had a penalty imposed as a result of misconduct, may appeal, through FIC's Non-Academic Grievance Policy, against the penalty imposed.

Refer to the Non-Academic Grievance Policy for details on the appeals process, including timeframes.