



VANCOUVER AVIATION COLLEGE

Institution Number 4475

Respectful and Fair Treatment of Students

15 / OCT / 2020

a. **Academic Misconduct**

One of the core values of VANCOUVER AVIATION COLLEGE is the integration of high standards of personal, moral, and spiritual integrity with academic excellence. As such, the College considers it a serious offence when an individual knowingly acts, or fails to act, in a manner to gain unearned academic credit. It is the student's responsibility to inform him or herself as to what constitutes academic misconduct, and to address any questions to the individual professors with whom he or she is dealing. It is the instructor's responsibility to confront any student who, in the instructor's judgment, has committed an act of academic misconduct. The penalty for an act of academic misconduct will be assigned according to procedures listed below. The College does not record acts of academic misconduct on student transcripts but does keep a permanent record of such acts for internal purposes.

b. **Misconduct Involving Persons**

- i. Assaulting, intimidating, threatening, or harassing another individual person or group including but not limited to physically aggressive behaviour and coercion.
- ii. Conduct endangering or negatively impacting the health, safety, or success of oneself or others (see "Self-Care" under Living in Community).
- iii. Sexualized violence (see Sexual Misconduct Policy).
- iv. Bullying and harassment:
 - Bullying - Bullying includes intentional intimidation to force compliance or assert dominance. This also includes cyberbullying.
 - Harassment - Harassment includes sexual harassment, and unwelcome comments or actions which may concern a person's race, colour, ancestry, place of origin, political beliefs, religion, marital status, family status, gender, physical or mental disability, age, or sexual orientation.
- v. Sexual impropriety – As a matter of respect and consideration for VAC's beliefs and values, students are expected to refrain from immodest public displays of affection and from sexual intimacy outside of marriage on campus.
- vi. Use, viewing, display, or possession of materials that are degrading, dehumanizing, intentionally demeaning, exploitive, hateful, or gratuitously violent, including but not limited to pornography.
- vii. Communication that is destructive to community life and interpersonal relationships, including gossip, slander, vulgar/obscene language, and prejudice.
- viii. Hazing as defined by but not limited to: An act which endangers the mental or physical health, well-being, or safety of a student for the purposes of initiation or admission into, affiliation with, or as a condition for continued membership in a group, organization, dorm, or team;
- ix. Engaging in a course of vexatious or malicious conduct that is directed at one or more specific individuals, and that is based on the race, ancestry, place of origin, colour, ethnic origin,

citizenship, sex, sexual orientation, creed, age, marital status, family status, disability, receipt of public assistance, or record of offences of that individual or those individuals, and that is known to be unwelcome, and that exceeds the bounds of freedom of expression or academic freedom as they are understood in College policies and accepted practices.

c. **Misconduct Involving Property**

- i. Theft.
- ii. Possession or use of physical or intellectual property owned by others without appropriate consent or authority, College
- iii. Misusing, destroying, defacing, or damaging VANCOUVER AVIATION COLLEGE property or property belonging to someone else.
- iv. Conduct endangering or creating a condition that endangers persons or the property of others, including but not limited to:
 1. Pulling a fire alarm as a prank, which is a criminal offence.
 2. Disassembling, mishandling, or tampering with exit signs, fire extinguishers, hoses, valves, alarms, sprinkler heads, heat sensors, or smoke detectors for any reason other than an emergency.
 3. On-campus fires of any size, which are not permitted due to applicable fire regulations and for the safety of our community.

d. **Unauthorized Entry, Presence in, or Use of College Facilities, Services, or Equipment**

- i. No student shall use any College computing equipment, facility, network, or system for any disruptive or unauthorized purpose, or in a manner that violates any law, College regulation, policy, or procedure (see IT Acceptable Use Policy).
- ii. No student shall use any facility, equipment, or service of the College, or enter or remain on any premises to which they do not have authorized and legitimate access, or contrary to the expressed instruction of authorized persons. No unauthorized accessing of roofs or building or scaling the sides of building.
- iii. No student shall destroy, misplace, misfile, or render inoperable any stored information such as books, film, data files, or programs from a College or personal library, computer, or other information storage, processing, or retrieval system.

e. **Fraud, Misuse, or Impersonation**

- i. Submitting forged documents or documents with a forged signature.
- ii. Impersonating another person.
- iii. Actions that lack honesty, civility, truthfulness, and integrity.

f. **False Charges**

- i. No student shall intentionally or maliciously bring a false charge against any person under this Code of Conduct or any College policy.

g. Disruption of College or Learning Activities

- i. No student shall, by action, threat, or otherwise, disrupt any activity organized by the College or by any of its faculties, schools, or departments, or the right of other persons to carry on their legitimate activities, to speak or to associate with others;
- ii. Students are responsible to conduct themselves in a manner that enhances and does not disrupt an environment of learning in the classroom (or other learning venues, e.g., labs). Disruptive behaviour includes that which (a) prevents an instructor from teaching or making progress towards course objectives, and/or (b) can reasonably be determined to create an impediment to the learning of other students.

h. Possession or Use of Weapons or Dangerous Materials

- i. Weapons of any kind, including but not limited to, firearms, ammunition, replica firearms, slingshots, hunting knives or other large blades, BB or pellet guns, airsoft guns, or paintball guns are strictly prohibited on College.
1. Dangerous materials, including but not limited to fireworks, explosives, chemicals, gasoline, or propane (or other compressed gas) tanks are strictly prohibited

2. Illegal Activity

- i. Students must comply with all applicable municipal, provincial, and federal laws. Students must not commit a criminal offence whether on or off campus.

10. Alcohol, Tobacco, Cannabis, and Illegal or Intoxicating Drugs

- i. Alcohol: VANCOUVER AVIATION COLLEGE is an alcohol free. Consumption of alcohol, alcohol intoxication, and possession of alcohol or empty alcohol containers on VAC property (including extension sites or facilities), at any VAC -sponsored event, on a VAC -sponsored trip, or in any other circumstance is prohibited. Consumption or possession of alcohol by minors and providing alcohol to those under the local legal drinking age are illegal.
- ii. Tobacco, e-cigarettes, and vaporizers: VANCOUVER AVIATION COLLEGE is a smoke, tobacco, and vape free. Use of tobacco, e-cigarettes, or other sorts of non-medicinal vaporizers in any form on VAC property, at any VAC -sponsored event, on a VAC -sponsored trip, or in any other circumstance is prohibited. Purchase of tobacco by minors and providing tobacco to those under the age of 19 are also prohibited.
- iii. Cannabis: VANCOUVER AVIATION COLLEGE is a cannabis free, in any of its forms and derivatives. The following are always prohibited on VAC property (including extension sites and facilities), at any VAC -sponsored event, on a VAC -sponsored trip, or in any other circumstance is prohibited

- iv. **Illegal Drugs:** Possession and/or use of illegal or intoxicating drugs or controlled substances without a valid prescription is prohibited. Distribution of illegal drugs or other controlled substances is prohibited.

I. Non-compliance with Disciplinary Measures or Sanctions

m. Non-compliance with the Directions of a College Representative in the Performance of Their Duties

n. Encouraging, Aiding, or Conspiring in Any Prohibited Conduct

o. Submission of False, Frivolous, or Vexatious Allegations

Disciplinary measures which may be imposed, singularly or in combination, for violations to the Student Code of Conduct include, but are not limited to, the following:

- a. Verbal Warning or Reprimand/Informal Resolution.
- b. Official Warning or Reprimand – A written warning or reprimand to the student.
- c. Apology – Requirement that the student issue a statement, apology, or retraction in an appropriate form in public or in private.
- d. Discretionary Sanctions – Imposition of community service, work assignments, service to the College, or other such discretionary assignments that are considered appropriate and punitive, compensatory, restorative, educational, or deterrent in nature, provided that any such work or service is available and not prohibited by labour or other service agreements;
- e. Restitution – Assessment of charges for cost recovery for loss, cleaning, damage, or injury, which may be monetary or in the form of appropriate service or material replacement.
- f. Fines – Monetary penalties as follows:
 - i. Violations for which minor fines may be assessed include, but are not limited to: parking violations; library fines; burning candles or incense; pranks causing damage to property or inconvenience to community members; propping open fire doors; residence hall visitation violations; storing bikes in building; inappropriate or excessive decorations; prohibited furniture or appliances; unauthorized roommate or room changes; unauthorized pets; and excessive noise levels;
 - ii. Violations for which major fines may be assessed include, but are not limited to: intentionally or accidentally pulling a fire alarm; tampering with fire or safety equipment; remaining in building during fire alarms or drills; setting off a fire alarm due to a policy violation (e.g., smoking, vaping, burning candles); possession of alcohol or other prohibited substances on campus; unauthorized access to campus building or areas (including all roofs); rappelling from windows or building; and possessing weapons of any kind. Repeat violations may result in fine increases and/or further accountability.
- g. Partial or Full Loss of Fees or College Financial Aid – Forfeiture or loss of payments, fees, or refunds.
- h. Restriction or Prohibition of Access or Use – A denial for a specified period of time of, or conditions imposed on, a student's right to access or use any part or all of the College's lands, equipment, facilities, services, activities, programs, meetings, or events or those held by, on, or in association with the College;

- i. Requirement of Mentorship or Accountability Relationship – A formal arrangement where the student must meet a specified number of times with a designated individual for the purpose of counselling and bringing the student back into a positive relationship with the College.
- j. Probation – A written reprimand and order for a designated probationary period during which a student must fulfil predetermined conditions, potentially forfeit privileges and/or financial aid, and maintain good conduct or otherwise be subject to the imposition of further or more severe disciplinary sanctions;
- k. Suspension (one week to more than one semester) – An involuntary separation of the student from the College for a specified period after which the student is eligible to return. Conditions for readmission may be imposed. Suspension will normally also result in deregistration and/or placement of an academic hold on the student’s account. For the duration of the suspension, students are not allowed on campus without express permission and are not permitted to attend class or VAC events, either on or off campus.
- l. Expulsion – A permanent, involuntary separation of the student from the College.