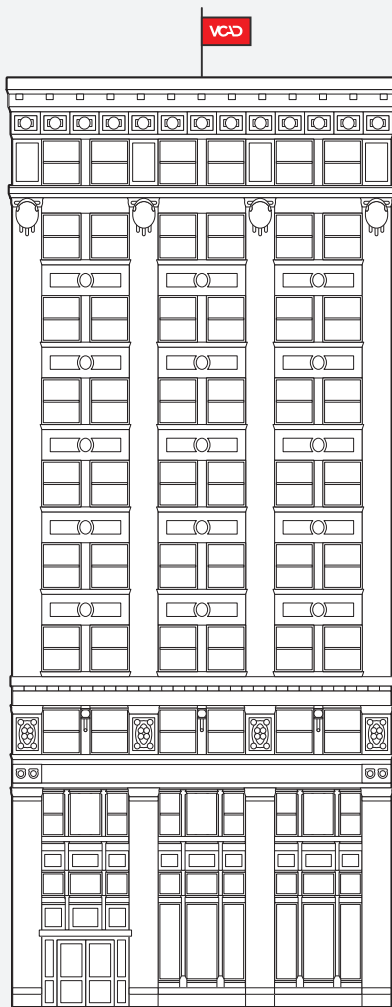


# College Policies

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**VCD**

**VISUAL  
COLLEGE  
OF ART AND  
DESIGN**

## COLLEGE POLICIES

### Student Code of Conduct

The College community is composed of individuals with varied interests and diverse opinions. A student, by voluntarily joining the College, assumes responsibility for abiding by the standards that have been instituted pursuant to our mission, processes, functions, goals, and as expressed in this policy. To function properly, members must exhibit a respect for the individual and collective rights of all those within the community. Students who violate these principles or the rights of others are subject to disciplinary action in accordance with the Disciplinary Process. The College reserves the right to discipline any student it deems necessary to protect the safety and/or the integrity of the learning environment of the College.

### Respectful and Fair Treatment - Student Conduct Policy

The College recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations. As members of the College, students have responsibilities and duties commensurate with their rights and privileges. Any student who is found to have violated the Student Conduct Policy is subject to disciplinary sanctions up to and including suspension or permanent dismissal, as described in the Disciplinary Process. The College applies the principles of procedural fairness in the application of these policies.

### Elements/Violations

Violations that threaten the health, safety or educational environment of the College will result in immediate dismissal. Such dismissal will forgo the formal disciplinary process as outlined in this handbook. Behaviors that violate the Student Code of Conduct include, but are not limited to:

- 1 Persistent or gross acts of willful disobedience or defiance toward college personnel;
- 2 Assault, battery, or any other form of physical abuse of a student or college employee;
- 3 Fighting;
- 4 Verbal abuse of a student or college employee;

- 5 Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy college property or the property of other students or college employees;
- 6 Any conduct that threatens the health or safety of one's own self or another individual. Threats to commit self-harm and/or actual incidents of self-harm by any student are a violation of this code;
- 7 Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person;
- 8 Any form of unwanted sexual attention or unwanted sexual contact;
- 9 Violations by guest of a student on college property. Students are responsible for the actions of their guests;
- 10 Theft, attempted theft, vandalism/damage, or defacing of college property or the property of another student, faculty or staff member;
- 11 Interference with the normal operations of the college (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other college activities);
- 12 Use of cell phones and pagers during scheduled classroom times;
- 13 Unauthorized entry into, or use of, college facilities;
- 14 Forgery, falsification, alteration or misuse of college documents, records or identification;
- 15 Dishonesty, including but not limited to cheating, plagiarism, or knowingly supplying false information or deceiving the college and/or its officials;
- 16 Disorderly, lewd, indecent, or obscene conduct. This would include but is not limited to any type of clothing or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by college officials;
- 17 Extortion;

- 18 Violation of College safety regulations, including but not limited to setting fires, tampering with fire safety and/or firefighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats;
- 19 Breach of peace on College property or at any college sponsored or supervised program;
- 20 Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on college property, or at any function sponsored or supervised by the college. Being under the influence of illegal or controlled substances on college property, or at any college function is also prohibited;
- 21 Use, sale, possession or distribution of alcoholic beverages on college property or at any function sponsored or supervised by the college. Being under the influence of alcohol on college property or at any college function is also prohibited;
- 22 Possession or use of firearms, explosives, dangerous chemicals, or other weapons on college property or at college sponsored functions;
- 23 Smoking in classrooms or other college buildings or areas unless designated as a smoking area;
- 24 Failure to satisfy college financial obligations;
- 25 Failure to comply with direction of college officials, faculty, staff or security officers who are acting in the performance of their duties;
- 26 Failure to identify oneself when on college property or at a college-sponsored or supervised functions, upon request of college official acting in the performance of his/her duties;
- 27 Violation of federal, provincial or local laws and college rules and regulations on college property or at college sanctioned or college sponsored functions;
- 28 Any form of "hazing" and any act that endangers the safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. "Hazing" includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending the college
- 29 Any in-college or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of the College and/or its reputation;
- 30 Any violation of the institutions' policies on the responsible use of technology including but not limited to:
  - a. The theft or abuse of computer, email, Internet or Intranet resources.
  - b. Unauthorized entry into a file, to use, read, or change the contents, of for any other purpose
  - c. Unauthorized transfer of a file.
  - d. Unauthorized downloading of copyrighted materials in violation of law.
  - e. Unauthorized use of another individual's identification and/or password.
  - f. Use of computing facilities to interfere with the work of another student, faculty member, or college official.
  - g. Use of computing facilities to send obscene or abusive messages.
  - h. Use of computing facilities to interfere with normal operation of the college's computing system.
- 31 Abuse of the College's disciplinary system, including but not limited to:
  - a. Failure to obey the summons of a disciplinary body or college official.
  - b. Falsification, distortion, or misrepresentation of information before a disciplinary body or college official.
  - c. Disruption or interference with the orderly conduct of a disciplinary proceeding.
  - d. Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding.
  - e. Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding.
  - f. Failure to comply with the sanction(s) imposed under the student conduct policy.
  - g. Influencing or attempting to influence another person to commit an abuse of the disciplinary system.

- 32 Harassment based on sex, race, colour, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.
- 33 Conduct disruptive to the positive learning environment at any of the colleges that fall under the College.
- 34 Acts of dishonesty, including but not limited to:
  - a. Giving false information to any official, Instructor, or staff member.
  - b. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
  - c. Computer piracies—copying software, copyright infringement, and unauthorized computer entry.
  - d. Signing in to someone account or gaining access to networks data or information to which you do not have explicit permission.
- 35 Disruption of teaching, administration, disciplinary proceedings, and other College activities.
- 36 Physical abuse, verbal abuse, threats, intimidation, harassment, including but not limited to, sexual harassment, coercion and/or other conduct, which threatens or endangers the health or safety of any person.
- 37 Expressions of discrimination, bias, or racism such as certain jokes, even if people find them humorous, if these jokes are based on negative stereotyping that is, or could be, perceived as offensive and hurtful to someone.
- 38 Attempted or actual theft of and/or damage to property of the College, a staff member, other students, or public property.
- 39 Unauthorized possession, duplication, or use of keys to any College premises, or unauthorized entry to or use of College property.
- 40 Violation of federal, provincial, or local law on College property or College-sponsored activity.
- 41 Use, possession, or distribution of controlled substances (e.g., drugs and alcohol), except as permitted by law. Students in violation of federal, provincial, or other local regulations may face both criminal prosecution and disciplinary sanction.
- 42 Illegal or unauthorized possession of any weapon(s) on College premises or College-sponsored activities.

- 43 Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, or abetting, another person to violate the Student Code of Conduct.
- 44 Aiding, encouraging, or inducing another to commit a violation to the Student Code of Conduct.
- 45 The use of profane language, rowdiness, fighting, or other disturbances on College property or at College-sponsored activities.

The possible consequences of any misconduct will depend on the nature and severity of the misconduct. If provincial or federal laws have been broken, charges will be laid.

### **CONSEQUENCES OF MISCONDUCT**

Except where noted above, one or more of the following sanctions may be imposed on any student found to have violated the Student Code of Conduct or any of the policies, rules or regulations of the College.

- 1 Warning – A notice in writing to the student that the student is violating or has violated the College regulations.
- 2 Loss of Privileges – Denial of specific privileges (such as Internet access) on a permanent basis or for a designated period of time.
- 3 Probation – A written reprimand for violation of a specific policy or an action with conditions set for continued enrolment at the College. Probation is set for a designated period and includes the probability of more severe disciplinary sanctions if the student is found to be in violation of any College regulation during the period of probation.
- 4 Suspension – Separation of the student from the College for a designated period of time, after which the student is eligible to return. Conditions for re-admission may be specified.
- 5 College or Campus Expulsion – Termination and withdrawal from the student’s program of study with loss of all campus privileges.

The above list is not meant to be progressive or exhaustive and the College reserves the right to impose the sanction it deems appropriate.

Other than expulsion, disciplinary sanctions will not form part of the student’s permanent academic file. Documentation of disciplinary sanctions will, however,

form part of the student's confidential administrative file. If deemed appropriate, depending on the sanction, sponsoring agencies and the Student Loans Branch will be notified of the sanctions. During a suspension, a student shall be denied access to all areas of the College premises and any campus that falls under the College's jurisdiction.

### **Dispute Resolution Policy**

Campus Directors maintain an open door policy with regards to any questions, comments, or concerns those students may have while attending the College; as such students are free to contact their Campus Director.

When an issue is raised the following policy and procedure should be followed.

The student making the complaint may be represented by an agent or a lawyer. Written reasons for the determination will be provided to the student within 45 days after the date on which the complaint was made.

### **Procedures**

Informal Resolution Process

Local Resolution (Campus Based)

1. If a student has a concern about another student, the course/module, an assignment, an examination, or any other classroom related matter, the student should meet with the instructor. In most cases it is best to address the concern directly and with the person involved. If the matter cannot be resolved, the student is directed to the Campus Director.
2. If the concern involves an instructor, the college, the facilities, financial matters, a College employee, health related matters, or a concern of a serious nature, the student should meet with the Campus Director. The Campus Director may refer the student to a designee for further discussion or exploration of the issue. The campus-based process involves meeting with the student, discussing the student's concern, and recording the concern and the student's desired resolution on the Student Activity Form. Relevant parties may be contacted during this process.

3. A Student Activity Form is completed and signed by both the student and the Campus Director or designee as a means of capturing the content of the conversation, concerns, agreements and/or action to be taken, if any. The Student Activity Form is given to the student and a copy is filed in the student's administrative file.
4. If the Campus Director or designee and the student come to a satisfactory resolution during the meeting, the resolution plan is implemented, and the Campus Director or designee will follow up to ensure the resolution plan satisfactorily resolves the concern.

### **Formal Resolution Process:**

Local Resolution (Campus Based):

In order to facilitate a timely and accurate resolution, students, in their best interests, are encouraged to initiate the Formal Resolution Process within 10 days of the date the events that gave rise to the complaint.

1. In the event that a student's concern has not been resolved through the Informal Resolution Process, the student may initiate a formal complaint or expression of concern through the Formal Resolution Process.
2. In order for the Formal Resolution Process to begin, the student must put their concern or complaint in writing in the form of a letter and/or the Student Concern Outline Report. The student must set out the areas of concern complaint, their intention that they follow the formal dispute resolution process, their recommendation for resolution and what steps they have taken to date to address or resolve the issue. This will initiate the Formal Resolution Process. Additional comments can be attached to the Student Concern Outline Report as necessary.
3. The Campus Director or designee will investigate the student's concern/complaint and meet with the student to seek resolution and/or seek additional information around the concern complaint from the student as soon as is practicable and normally within 5 days.
4. The Campus Director or their designee will investigate the student's concern/complaint and

will respond in writing the outcome of the investigation with recommendations within 10 days of the receipt of the complaint letter.

5. If the student accepts the conclusions/recommendations for resolution, the matter is deemed resolved and the agreement is set out in a Student Activity Report signed by the Student and the Campus Director. A copy of the student's complaint/letter, together with the response will be retained in the student's file. The student will receive a copy of this report.
6. All correspondence regarding the dispute will ordinarily be under the Campus Director's signature.

### **Regional Resolution:**

1. If a resolution is not forthcoming at the campus level, the student may contact the Regional Vice President/Regional Director or designate for the region in which their campus is located.
2. The student must submit a written signed letter to the Regional Vice President/Regional Director or designate detailing the events that have happened to date, efforts made to resolve the concern and their desired resolution.
3. If possible, the Regional Vice President/Regional Director or designate may meet with the student to discuss options for resolution. The Regional Vice President/Regional Director or designate will investigate the student's concern/complaint and will respond in writing the outcome of the investigation with recommendations within 10 days of the receipt of the complaint letter unless the circumstances of the investigation dictate otherwise. If so the Regional Vice President/Regional Director will keep the student informed. The Student Relations Office will conduct an investigation and review of the complaint/concern and inform all parties of the progress of the investigation and review. The time necessary to complete an investigation will be dependent on the complexity of the matter.
4. If the student accepts the conclusions/recommendations for resolution, the matter is deemed resolved and a copy of the student's

complaint/letter, together with the response will be retained in the student's file, with a letter sent to the student describing the agreed to outcome.

### **Campus Support Resolution:**

1. If a resolution cannot be found at the campus level or through the Regional Vice President/Regional Director, the student may pursue the matter further by submitting a written signed letter to the Student Relations Office. The letter must include their concern, the actions taken to date, including any informal or campus based efforts to resolve the complaint/concern. The student must set out what they consider the desired outcome or resolution. The Student Relations Office becomes directly involved in student conflict only when the complaint has not been resolved at the regional level.
2. Normally, Campus Support will not act on a complaint or student concern where the student has not first explored resolution of the complaint/concern at the campus and regional levels. A toll free telephone number (1-866-592-7288) is published for students wishing to contact Student Relations; however, the primary and most important contact for the student is the Campus Director.
3. The Regional Compliance Manager will contact all relevant parties to gather information regarding the concern.
4. The Student Relations Office will conduct an investigation and review of the complaint/concern and inform all parties of the progress of the investigation and review. Campus support investigations usually take 15 days. The time necessary to complete an investigation will be dependent on the complexity of the matter.
5. Once the investigation is complete, the Regional Compliance Manager will respond to the student in writing setting out the investigation conclusions and, where appropriate, make recommendations for resolution.
6. If the matter is deemed resolved the Regional Compliance Manager will document the resolution process and advise all concerned parties in writing of the resolution. The student

may be required to sign a release form. A copy of the student's complaint/letter, together with the response will be retained by the Student Relations Office.

### **External Resolution:**

If the concern cannot be resolved and the student wishes to take the matter further, the student and College agree that the complaint can only be advanced further by way of third party arbitration; the cost of which will be paid wholly by the institution and the final decision must nonetheless be provided within 45 days of receipt of the original written complaint.

### **Harassment and Non-Discrimination**

The College is committed to providing a positive learning environment where the individual differences of all students and staff are valued and respected. The College neither condones nor tolerates any discrimination or harassing behaviour that undermines the dignity, self-esteem, and productivity of any student or staff member.

The College considers harassment and/or discrimination by any student or staff member to be a serious breach of human rights, which requires immediate resolution. Such resolution may include disciplinary measures up to and including dismissal or expulsion.

### **Discrimination and Intimidation**

Discrimination and intimidation as it applies to the College is defined as refusing to participate in classroom and/or other activities because of the race, colour, ancestry, place of origin, political belief, religion, marital status, family status, sexual orientation, physical or mental disability, gender, age or criminal conviction of any person.

### **Harassment**

Harassment for the purposes of this policy is defined as any unwelcome remarks, behaviours or communications based on race, colour, ancestry, place of origin, political belief, religion, marital status, family status, sexual orientation, physical or mental disability, gender, age or criminal conviction which causes offence or humiliation to any person.

### **Sexual Harassment**

Sexual harassment is unwelcome sexually oriented conduct which may be verbal, physical or by innuendo.

### **Personal Harassment**

Personal harassment is defined as unwelcome remarks, behaviours or communications directed toward an individual or group of individuals which misuses authority or abuses the power one individual or a group of individuals has over another individual or group of individuals and has the effect or purpose of seriously abusing, threatening, demeaning or intimidating the individual or group of individuals.

### **Unwelcome Conduct**

Harassment and/or discrimination is unwelcome conduct where:

1. Submission to such conduct becomes explicitly or implicitly a term or condition of the learning environment; or
2. Submission or rejection of such conduct is used as a basis for educational decisions; or
3. Such conduct has the purpose or effect of interfering with educational performance; or
4. Such conduct creates an intimidating, hostile or offending educational environment.

### **Health and Safety Policy**

The College provides a clean, hazard free, healthy, safe environment and facility, operating in accordance with the Worker's Compensation Board guidelines.

Any problems with, or defects in equipment should be reported immediately to the school administration.

The facility is kept neat, clean, and orderly. Students and employees have a duty to comply with the safety rules, assist in maintaining the hazard free environment, report any accidents, or injuries, including any breaches of safety, and report any unsafe equipment, working conditions, process or procedure at once to a supervisor.

### **Privacy and Access to Information**

Students have a right to have their private information protected. All staff shall take steps to protect the privacy

of students' personal information that may be provided to colleges in the course of our business. It is everyone's responsibility to ensure the confidentiality and security of students' personal information under our custody and control. This commitment applies to current, past and prospective students.

### **Disclosure of Records**

All information, ideas, or documents disclosed or submitted by the student as part of his/her education program at the College is disclosed or submitted upon the understanding that the only obligation that the recipient has with respect to such information, ideas, or documents and any use of the same, is limited solely to claims for infringement of valid patents or failure to comply with copyright laws.

Colleges may disclose student information and provide notice/confirmation to authorized funding and sponsorship agencies for students receiving student assistance. This information may include, but is not limited to, the student's continued enrolment, withdrawal, attendance and/or graduation from the program for which s/he was granted student assistance.

In the case of international students, the College will disclose to Citizenship and Immigration Canada information related to the student's withdrawal/dismissal and attendance. Colleges use student information for research analyses, employment assistance, student satisfaction reports, institutional effectiveness and student follow-up, account payment, and/or contacting students to inform them about additional educational or alumni opportunities. In addition, students' names and personal identification information, the name of their program and the tuition paid may be forwarded to accrediting bodies such as the Private Training Institutions Branch (PTIB) for the purposes of administering the Training Completion Fun, etc. This information has to be collected by accrediting and regulatory bodies in compliance with, and in the manner authorized under relevant Freedom of Information and Protection of Privacy Legislation. Colleges may disclose information from the student's academic file on a need-to-know basis. Any disclosure of information to third parties can only be made with the written consent of the student or as authorized by provincial or federal law.

### **Regional Resolution:**

1. If a resolution is not forthcoming at the campus level, the student may contact the Regional Vice President/Regional Director or designate for the region in which their campus is located.
2. The student must submit a written signed letter to the Regional Vice President/Regional Director or designate detailing the events that have happened to date, efforts made to resolve the concern and their desired resolution.
3. If possible, the Regional Vice President/Regional Director or designate may meet with the student to discuss options for resolution. The Regional Vice President/Regional Director or designate will investigate the student's concern/complaint and will respond in writing the outcome of the investigation with recommendations within 10 days of the receipt of the complaint letter unless the circumstances of the investigation dictate otherwise. If so the Regional Vice President/Regional Director will keep the student informed. The Student Relations Office will conduct an investigation and review of the complaint/concern and inform all parties of the progress of the investigation and review. The time necessary to complete an investigation will be dependent on the complexity of the matter.
4. If the student accepts the conclusions/recommendations for resolution, the matter is deemed resolved and a copy of the student's complaint/letter, together with the response will be retained in the student's file, with a letter sent to the student describing the agreed to outcome.

### **Campus Support Resolution:**

1. If a resolution cannot be found at the campus level or through the Regional Vice President/Regional Director, the student may pursue the matter further by submitting a written signed letter to the Student Relations Office. The letter must include their concern, the actions taken to date, including any informal or campus based efforts to resolve the complaint/concern. The student must set out what they consider the desired outcome or resolution. The Student



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2. Normally, Campus Support will not act on a complaint or student concern where the student has not first explored resolution of the complaint/concern at the campus and regional levels. A toll free telephone number (1-866-592-7288) is published for students wishing to contact Student Relations; however, the primary and most important contact for the student is the Campus Director.
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5. Once the investigation is complete, the Regional Compliance Manager will respond to the student in writing setting out the investigation conclusions and, where appropriate, make recommendations for resolution.
6. If the matter is deemed resolved the Regional Compliance Manager will document the resolution process and advise all concerned parties in writing of the resolution. The student may be required to sign a release form. A copy of the student's complaint/letter, together with the response will be retained by the Student Relations Office.

### **Inspection of Records**

The College respects the privacy and protection of personal information and do not disclose personally identifiable information about students or employees to unauthorized third parties without consent consistent with Provincial personal information protection legislation. Student records may also be reviewed on a confidential basis by authorized third party authorities such as accreditation, student assistance or authorized government officials, and/or part of compliance or operational requirements.

Students who wish to inspect and review their education records should submit a written request to the Campus Director. The request should identify as precisely as possible the records s/he wishes to inspect. If the requested records are subject to inspection and review by the student, the Campus Director will make the necessary arrangements for access within a reasonable period of time, but in no case more than ten (10) business days after the request was made, and will notify the student of the time and place where the records may be inspected. The Campus Director will ensure the presence of a college official during the inspection and review of a student's records.

When a record contains personally identifiable information about more than one student, the student may inspect and review only those records that relate to them personally.

### **Correction of Records**

Students have the right to correct their record when they believe it is inaccurate, misleading or constitutes a violation of their privacy rights. Students who wish to correct or modify their records must confer with their Campus Director. As part of the request, the student should identify the specific part to be changed, and indicate why it is inaccurate, misleading or constitutes a violation of his/her privacy rights. The Campus Director will determine if the claim to change the information is legitimate and notify the student in writing that the record has been amended, with a summary of the specified modifications.

### **Responsible Use of Technology**

- Information technology facilities include computers and associated peripherals, communications (namely the Internet) and related equipment, facsimile machines, scanners, copiers, telephones, video and other multimedia devices, and all forms of software. Such resources and tools are made available to students in support of their training objectives and academic requirements. Their use is covered by codes such as the Criminal Code of Canada.
- Every user of this technology assumes the primary responsibility for the material he or she chooses to access, send, receive or display. The facilities

may not be used in any manner to create, send, or display material, which contravenes the College's policies and/or any federal or provincial statute governing the use of information technology. Where the devices, such as personal computers, are the personal property of the user, the appropriate use expectations still apply when the devices are used on College property.

- Failure to adhere to these guidelines above may result in the suspension of access privileges as well as other action as deemed appropriate by the Instructor and/or Campus Director. Inappropriate use of information technology includes, but is not limited to the following:
  1. Unauthorized access, alteration, destruction, removal and/or disclosure of data, information, equipment, software, or systems;
  2. Deliberate interference with the processing of a system or deliberate vandalism of the equipment and software;
  3. Use of College facilities and resources for commercial or non-academic related purposes;
  4. Propagation of hate literature;
  5. Harassment, including sexual harassment (includes accessing, displaying, downloading, and installing pornographic materials from the Internet and/or personal media);
  6. Theft of resources;
  7. Use the Internet to slander or disparage the College or their instructors or classmates.
  8. Malicious or unethical use, and
  9. Use that violates provincial or federal laws.

The College reserves the right to inspect at any time the computer display, hard drives, and removable media students bring into the facility. Such inspections take place only if there is reason to suspect an infraction of the rules.

The appropriate officials of the College will investigate the matter and, if circumstances warrant, proceed to investigate all work and files of the student.

After-class use of classroom facilities and equipment is at the discretion of the College. The student will be held responsible for both the hardware and software in their possession during this period.