
Student Code of Conduct
[draft revision]

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Version:	3
Category:	Administration
Approving Body:	Board of Governors
Executive Sponsor:	Provost and Vice President, Academic
Department Responsible:	Student Success
Current Approved Date:	TBD

Policy Statement

BCIT is committed to providing an environment where respect, diversity, civility, and agency are valued. BCIT expects students to exercise critical thought and learn from mistakes, while conducting themselves in accordance with BCIT values and adhering to the Student Code of Conduct.

Purposes of Policy

The purposes of this Policy are to:

- define the standard of general conduct expected of students;
- outline roles and responsibilities under the policy; and
- describe the principles of administrative fairness.

This policy protects BCIT community members' rights to respect, safety, and equitable treatment. Students are expected to uphold BCIT's values to the best of their ability, understanding that circumstances may affect behaviour. The investigation process and sanctions aim both to protect the community and support student growth.

The Procedure for Violations of the Student Code of Conduct (Non-Academic) describes the process for reporting potential breaches of this Policy and how the Institute deals with allegations of non-academic student misconduct.

Who This Policy Applies To

This Policy applies to the conduct of BCIT students, and includes duties and responsibilities for BCIT students, faculty, and other employees.

Related Documents and Legislation

BCIT Policies

- Policy 3501 Acceptable Use of Information Technology
- Policy 4501 Accommodation for Students with Disabilities
- Policy 7100 Safety and Security
- Policy 7103 Sexualized Violence
- Policy 7150 Occupational Health and Safety
- Policy 7200 Cannabis Use
- Policy 7504 Liquor Consumption on Campus

Policy 7507 Prevention of Harassment, Discrimination, and Bullying

BCIT, Other

Glossary of Educational Policy Terms

BCIT Student Housing Handbook

Legislation

College and Institute Act, RSBC 1996, c 52

Human Rights Code, RSBC 1996, c 210

Definitions

“Academic Hold” means an administrative restriction on a student’s account, prohibiting their access to course and program registration or records. This can be implemented by the Senior Director Student Success (SDSS) while an Investigation under this Policy is pending or ongoing, including but not limited to:

- as an Interim Measure during an Investigation, while awaiting a student to complete assigned Sanctions;
- in cases when a student has not engaged with the investigation process;
- by the President as part of the Sanction of Suspension.

“Complainant” means a person who makes a BCIT Student Conduct report, alleging that a student has violated the Student Code of Conduct.

“Interim Measures” means non-disciplinary measures placed upon a Respondent by the SDSS, or their designate, pending the completion of an investigation or resolution of a Complaint, which are reasonably required for the purposes of ensuring the safety of persons or property, or integrity of the investigation. These measures may include limiting the Respondent’s participation in BCIT activities, limiting contact between individuals, or placing interim restrictions on access to campus locations and BCIT services.

“Investigator” means a person who conducts investigations of alleged violations of the Student Code of Conduct, which may include the SDSS, their designate, or an internal or external individual acting on their behalf. The Investigator will act in an impartial and unbiased manner. The Investigator makes findings of fact on a balance of probabilities, determines if the policy has been breached or violated, and submits their report to the appropriate decision-maker for adjudication.

“Non-academic Misconduct” means any actual or attempted conduct by a student, or any assistance given by a student to others to engage in conduct adversely affecting the integrity and proper functioning of the Institute, or the health, safety, rights, or property of the Institute, its students, employees, contractors, visitors, or volunteers.

“Representative of the Institute” refers to anyone officially acting for BCIT, including employees, contracted individuals, students in leadership roles, or anyone delegated to enforce policies or represent BCIT.

“Respondent” means a student alleged to have violated the Student Code of Conduct.

“Sanction” means a consequence either imposed on or agreed to by a Respondent found to have violated the Student Code of Conduct.

“Student” means a person who is enrolled in or who has been accepted for enrollment at the Institute.

“Support Person” means a person who may attend meetings with a student, witness, or Complainant to provide personal support and guidance to the individual. The Support Person may be present throughout the process but may not speak or act on behalf of the individual, disrupt the Institute’s procedures for violations of this Policy, or violate any confidentiality instructions.

“Suspension” means a temporary or permanent prohibition of ~~Disruptive~~ continuing or enrolling in a course, program, or educational activity. A Suspension typically includes an Academic Hold and may be noted on a student’s transcript. This outcome may deregister a student and prevent enrolment for a specified amount of time after which they may be eligible to apply for re-enrollment. Conditions for re-enrollment may be imposed as part of the Suspension terms.

Scope

This Student Code of Conduct applies to non-academic conduct of students that:

- a) Occurs on the Institute’s premises; or
- b) Involves any Institute-related activity, both academic and non-academic (e.g., clubs, teams, committees), including online activities and BCIT Student Association events and locations; or
- c) Occurs off the Institute’s premises and is related to events or activities sponsored or approved by the Institute or is alleged to have an adverse impact on another person’s reasonable participation in the programs, activities, or employment at the Institute, including via electronic communications.

Students are expected to know and comply with the requirements and provisions of this Policy. Any student found in breach of this Policy will be subject to its disciplinary and procedural provisions.

This Policy does not preclude the Institute from referring any matter to law enforcement officials or from pursuing civil remedies before, during, or after disciplinary action under this Policy is taken by the Institute. The Institute may investigate alleged breaches of this Policy concurrently with investigations by law enforcement or another external entity, or with judicial proceedings, unless required by law to delay such an investigation. The Institute may also elect to suspend an internal investigation until investigations or proceedings outside the Institute are concluded.

Students are responsible for ensuring they know and comply with all policies, procedures, guidelines, rules, and regulations applicable to their learning environments, including workplaces or simulated workplaces (e.g., co-ops, work study, field school, practicum, internship or study abroad programs).

Non-academic Misconduct

All misconduct is subject to the procedures of this Policy. The following is a non-exhaustive list of examples of Non-academic Misconduct:

1. *Dangerous or Disruptive Behaviour*

By words or by actions, either in person or online:

- a) disrupting or otherwise negatively affecting Institute activities, events, or the learning environment;
- b) failing to comply with a lawful and reasonable direction made by a Representative of the Institute so authorized, including a Sanction or Interim Measure under this Policy;
- c) endangering or threatening the health, safety, wellbeing, or property of any person;

- d) harming, injuring, or threatening any person directly or through a third party;
- e) engaging in dehumanizing or degrading acts of initiation for new or continued membership in a group or organization;
- f) engaging in individual or collective acts of intimidation or threats against another person or group of people; *Draft Policy*
- g) making or conspiring to make vexatious, frivolous or malicious complaints against an Institute student, employee, contractor, visitor or volunteer;
- h) recording without consent any person in a location where there is a reasonable expectation of privacy, where the recording leads to harmful outcomes;
- i) engaging in unwelcome or persistent conduct that a student knows, or ought to reasonably know, would cause another person to feel demeaned, intimidated, discriminated against, or harassed.

2. Damage, Destruction, or Theft

Possessing, attempting to possess, or using Institute property or the property of others without appropriate consent or authority, including:

- a) unauthorized possession, duplication or use of keys or means of electronic access to any Institute premises or buildings;
- b) unauthorized entry to or use of any Institute premises or buildings;
- c) defacing Institute premises, buildings or property;
- d) damaging library books or other material, or removing them without authorization;
- e) damaging Institute property (equipment, supplies, or furniture) or removing it without authorization;
- f) defacing, mutilating, damaging, intentionally misplacing, or engaging in acts that deprive others of access to Institute material or property;

3. False Information and Identification

Submitting, engaging in, or attempting to misrepresent oneself by:

- a) unauthorized use or alteration of any Institute document or record in paper or electronic form;
- b) obtaining any textbook, study aids, equipment, materials, or service by unauthorized means, including by providing false information;
- c) providing false information to any Institute representative with the intent to deceive;
- d) submitting a false, altered, or converted document, including a medical certificate, Student ID, official record, or another document to any Institute representative with the intent to deceive;
- e) impersonating an employee, contractor associated with the Institute, or student of the Institute.

4. Illegal Substances

The possession, use, offering for sale, or distribution of any illegal substance is strictly prohibited. This includes the prohibited sale of prescription medication. Students found to be in possession of, using, offering for sale, selling, or distributing such substances will be in violation of this Policy and may be reported to police in accordance with provincial or federal laws.

5. Regulated Substances (e.g., Alcohol and Cannabis) and Impairment

Students must comply with all Institute policies related to substances which may cause impairment, including the Liquor Consumption on Campus Policy (7504), and the Cannabis Use Policy (7200). Students may only consume alcohol on BCIT Premises within licensed locations or within BCIT Housing, as outlined in the BCIT Student Housing Handbook.

Students must not be impaired or disorderly due to use or consumption of alcohol, cannabis or any other substance when attending or participating in a BCIT course, program, clinical placement, practicum, field trip, BCIT-sponsored event or volunteer activity, whether on or off BCIT Premises.

Students must be moderate in their use or consumption of alcohol, cannabis (as defined in the Cannabis Use policy) or any other intoxicant during the 24 hours preceding their attendance at or participation in a BCIT course, program, clinical placement, practicum, field trip, BCIT-sponsored or approved event, or volunteer activity whether on or off BCIT Premises, and in any case allow sufficient time for any impairment to fully wear off.

6. Violation of Institute Policies

Contravention of any applicable, non-academic BCIT policy, rule, or regulation constitutes Non-academic Misconduct, including:

- Policy 7103 Sexualized Violence
- Policy 7507 Prevention of Harassment, Discrimination, and Bullying
- Policy 7150 Occupational Health and Safety
- Policy 7100 Safety and Security
- Procedure 7100-PR1 Abusive or Threatening Behaviour
- Policy 3501 Acceptable Use of Information Technology

7. Breaches of Safety Standards

Unsafe conduct in an academic setting which threatens the health, safety, wellbeing, or property of any person; including conduct occurring in a shop floor, laboratory, or worksite setting that contravenes applicable safety codes, rules, procedures, or policies.

8. Misuse of Conduct Process

By words or by actions, whether in-person or on-line:

- a) falsifying, distorting, or misrepresenting information which leads to or is presented during a student academic integrity or non-academic conduct process;
- b) causing or attempting to influence others to falsify, distort, or misrepresent information which leads to or is presented during a student conduct process;
- c) disrupting or interfering with a student conduct process;
- d) attempting to discourage an individual's proper participation in, or use of, a student conduct process, including retaliation against another person for pursuing a complaint or participating in an investigation under this or any other BCIT policy, or coercing or intimidating witnesses or decision-makers involved in a student conduct process;
- e) failure to comply with Sanctions imposed under the Student Code of Conduct or Student Code of Academic Integrity.

9. Firearms, Explosives, Offensive Weapons

Unless specifically authorized, students are not permitted to possess, carry, or store firearms, other weapons, explosive substances or devices, or hazardous chemicals on Institute premises, or use any such item, even if legally possessed, in a manner that harms or endangers the safety of others, their property, or Institute property. "Weapons" includes: firearms, swords, pellet guns, archery equipment, ammunition, explosive devices, fireworks, knives, and replica weapons.

Further, any object wielded in a threatening or aggressive manner may be considered an offensive weapon.

10. Contravention of Other Laws

Contravention of any provision of the Criminal Code or any other federal, provincial, or municipal statute, bylaw, regulation or other law may be considered a violation of the Student Code of Conduct in cases where the contravention threatens the safety of the BCIT community.

Disclosure and Good Samaritan Protection (Amnesty) for Substance Use

Students asking for help for themselves or others in a situation involving illegal or regulated substances will not be disciplined for substance use under sections 4 and 5 (*Illegal Substances* and *Regulated Substances*), above, of this policy. This applies to honest and good-faith disclosures in both emergencies and non-emergencies.

Records and Reporting

All documents associated with investigations under this Code of Conduct policy will be handled in accordance with the *Freedom of Information and Protection of Privacy Act* and kept separate from student academic files. Only Student Code of Conduct matters involving Suspension may be noted on a student's permanent academic record.

If a Respondent is both a student and an employee, Human Resources may be notified of the suspected Non-academic Misconduct. If the matter relates to the employment relationship with the Institute, Human Resources may take all appropriate steps to address it.

Duties and Responsibilities

BCIT faculty and staff

Faculty and staff will provide students with training and reasonable supervision in the correct and safe use of equipment, and in safety procedures related to their learning activities and environment.

Faculty are responsible for clearly outlining expectations for professional and respectful conduct within the learning environment, which may include adherence to professional standards or occupational codes of ethics.

Faculty and staff should give immediate feedback to students to establish and reinforce appropriate behaviour and are responsible to report serious or unresolved alleged violations of this Policy to the Student Life Office.

BCIT Housing

BCIT Housing will investigate alleged misconduct that takes place in Student Housing and depending on the nature of the incident may refer cases to the the Student Code of Conduct.

Board of Governors

Draft Policy

The Board of Governors will hear appeals from Suspension decisions made by the President.

Decision Review Board

The Decision Review Board conducts hearings of appeals of violations of the Student Code of Conduct (except Suspensions by the President). See Procedure 5104-PR2, Decision Review Board for the full scope of responsibilities.

The President of BCIT

The President receives findings of significant violations of the Student Code of Conduct and decides on discipline measures. Only the President may suspend a Student.

Safety, Security and Emergency Management (SSEM)

SSEM receives and reviews incidents of alleged violations of the Student Code of Conduct and forwards any reports of alleged violations to the SDSS for further action. SSEM may take steps to address immediate threats, violence, or risk of harm.

Student Life Office (SLO)

The SLO leads education and training for students, staff, and faculty on this Policy to create a climate of respectful and safe student behaviour. It also provides guidance regarding the Policy for students, staff, and faculty and maintains official student conduct files.

Senior Director, Student Success (SDSS)

The Senior Director, or their designate, collects and reviews reports of suspected breaches of the Student Code of Conduct and assigns or conducts investigations of incidents. They may also impose Interim Measures, make early assessments, and implement informal resolutions without investigating alleged breaches. Once an investigation is completed, the SDSS or designate decides on an outcome or refers the matter to the President for discipline.

Students

Students are responsible for understanding and complying with the Student Code of Conduct.

Associate Vice President, Students

The Associate Vice-President, Students, may designate another individual to fulfill the duties normally assigned to the SDSS under this policy.

Procedures Associated with This Policy

5102-PR1 Procedure for Violations of the Student Code of Conduct

5104-PR2 Decision Review Board

5104-PR3 Institutional Appeal Tribunal

Forms Associated with This Policy

BCIT Student Conduct Report Form (see Procedure 5102-PR1)

Amendment History

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| 1. Created (v1) | 2009 Jan 27 [replaced] |
| 2. Revised (v2) | 2019 May 28 [In Force] |
| 3. Revised (draft v3) | [2026 Mmm dd: pending approval]
<i>Draft Policy</i> |

Scheduled Review Date

[upon Board approval – TBD – 2026 Mmm dd]; however, the executive sponsor may initiate earlier review of this policy.

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