



**BERMUDA  
COLLEGE**

**STUDENT CODE OF CONDUCT**

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# INTRODUCTION

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Bermuda College is committed to providing the community with innovative programmes, training, support services and access to partnerships that lead to local and global success. As members of this College community, students are expected to understand their responsibilities and to interact with others with dignity, respect, and fairness. This Student Code of Conduct (Code) serves to communicate the expectations of students as positive members of the College community and to ensure a fair process for determining responsibility and appropriate sanctions when a student's behaviour may have deviated from these expectations.

The processes detailed in this Code aim to promote an understanding of the balance between individual and College rights. The scope of the Code guides student conduct both on campus and off-campus when engaged in College sanctioned activities or representing the College. It should be noted that this document works in conjunction with the College Catalogue as well as the expectations detailed in programme-specific handbooks. Also note that College publications do not supersede the laws of the country; as such, students enrolled at Bermuda College continue to be subject to the civil and criminal laws of Bermuda.

## 1. DEFINITIONS

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The following terms are defined to facilitate a common understanding when working with the Student Code of Conduct and are not meant to be an exhaustive listing of all the terms referenced in this document.

1. **ACADEMIC MISCONDUCT** is defined as an action, attempted or performed, which misrepresents a student's involvement in an academic task in any way; or permits another student to engage in misrepresentation by assisting.
2. **ADMINISTRATIVE AGREEMENT** refers to a mutually agreed upon resolution to a complaint or violation as a result of an Administrative Conference.
3. **ADMINISTRATIVE CONFERENCE** refers to a meeting between the Student Conduct Administrator and the responding party. This meeting can result in an Administrative Agreement, appeal, or finding that is inconclusive or results in no violation.
4. **APPEAL BODY** means the Vice-President Academic & Student Affairs for cases of alleged unacceptable academic and/or behavioural conduct. The Vice President is tasked with facilitating the review of the Student Conduct Board's determination as to whether a student has violated the Student Code of Conduct and/or the sanction(s) imposed.
5. **ADVOCATE/SUPPORT PERSON** means anyone assisting or supporting a person in the student conduct process.
6. **BC** or **COLLEGE** means Bermuda College.
7. **BUSINESS DAY** means any day, Monday through Friday, that non-academic employees are available to conduct normal business.
8. **CLUB** means any number of persons who have complied with the formal requirements for College recognition as a student club.
9. **CODE** means Student Code of Conduct.

10. **COLLEGE OFFICIAL** includes any person employed by or associated with the College in an official capacity.
11. **COLLEGE PREMISES** includes all land buildings, facilities, and other property in the possession of or owned, used or controlled by the College (including adjacent streets and sidewalks). College technology including, but not limited to, email, online learning platforms, and apps also fall within the scope of college premises for disciplinary purposes.
12. **COLLEGE-SPONSORED ACTIVITY** means any activity on or off-campus that is initiated, aided, authorised, or supervised by the College.
13. **CONSENT** means voluntary, mutual, explicit agreement.
14. **DESIGNATE** or **DESIGNEE** refers to a College employee who has responsibilities for implementing the student conduct process or administering the student conduct system, in part or whole.
15. **DISCIPLINARY HOLD** means a hold is placed on a student's academic record which prevents registration, inclusive of dropping and adding courses.
16. **FACULTY MEMBER** means any person hired by the College to conduct instructional activities.
17. **MEMBER OF THE COLLEGE COMMUNITY** includes any person who is a student, any College official, any other person employed by the College, or any person serving the College in an official capacity.
18. **POLICY** means the written rules and regulations of the College as found in, but not limited to, this Student Code of Conduct, the College Catalogue, web pages, academic handbooks, etc.
19. **PREPONDERANCE OF EVIDENCE** represents the standard of proof governing the student conduct system and means "more likely than not", a violation of this Student Code of Conduct has occurred.
20. **REPORTING PARTY** refers to the person(s) or group alleging a violation of the Student Code of Conduct.
21. **RESPONDING PARTY** refers to the individual/group alleged to have violated this Student Code of conduct.
22. **SANCTION** means disciplinary consequence for a violation of this Student Code of Conduct.
23. **STAFF** means any person employed by the College performing non-instructional activities.
24. **STUDENT** includes all persons taking courses at or through Bermuda College and its affiliated programmes. This includes students, either full-time or part-time who are pursuing degrees, diplomas, or certificates facilitated by one of the academic divisions as well as those completing course work via the Professional and Career Education (PACE) division. It further includes persons:
  - Who withdraw after allegedly violating the Student Code of Conduct;
  - Who are not officially enrolled for a particular term but who have a continuing relationship with the College;
  - Who have been accepted for admission to the College;
  - Who have applied for admission to the college but have not yet been notified of acceptance.
25. **STUDENT CONDUCT ADMINISTRATOR** is the non-academic person designated by the College Vice President Academic & Student Affairs to be responsible for the administration of the Student Code of Conduct.
26. **STUDENT CONDUCT BOARD** means a group of College faculty, staff, and students authorised by the Student Conduct Administrator to determine whether a student has violated the Student code

of Conduct and to recommend sanctions that may be imposed when a violation(s) has been determined.

## **2. DISCIPLINARY AUTHORITY**

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This Student Code of Conduct (Code) was approved by the Bermuda College Board of Governors on June 30<sup>th</sup>, 2020. The Board has delegated the authority of the administration of the Code to the Vice-President Academic & Student Affairs (VP ASA).

- The Director of Counselling & Student Activities is designated by the VP ASA to be responsible for the overall administration of the College student conduct system, including the development of policies, procedures and training as necessary. The Director may serve as the Student Conduct Administrator (Administrator), Student Conduct Board Facilitator (Facilitator), or Advocate, and has the authority to arbitrate cases where students are charged with violations of the Code. When serving in the capacity of Advocate, the Administrator must assign a Designate to support the informal resolution or facilitator processes.
- Each faculty member is responsible for managing classroom conduct and authorised to take necessary steps when student behaviour disrupts the normal class setting. When behaviour is so serious as to result in expulsion from class, the faculty member may remove a student from class for one day and may also require the student meet with the Dean/Director (or their Designate) as appropriate to identify and set conditions for the student's return to class.
- Security Officers have been delegated the authority to act in the best interest of safety for the campus community. The scope of their authority includes citing an individual for violation of the Code and/or unacceptable behaviour and can extend to the dismissal of an individual from campus when the person is found to be participating in behaviours that violate College policy and/or present a threat to the campus community.

## **3. JURISDICTION OF THE COLLEGE**

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Each student must be responsible for their conduct from the time of submitting an Admissions application through to the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as throughout the academic year. The Code shall apply to a student's conduct even if the student withdraws from the College while a conduct matter is pending.

Administration of this Code applies to College premises, facilities, and College-owned or leased properties. Generally, jurisdiction will be limited to student conduct that occurs on campus or at College-sponsored or affiliated activities (this includes but is not limited to students/groups travelling to off-campus events; student activities; student clubs; off-campus/overseas internships and job placements; clinical rotations, community/volunteer/service learning experiences, etc.). However, the College may apply the Code to a student(s) whose misconduct has a direct and/or distinct adverse impact on the College community, its members, and/or pursuit of its objectives regardless of where such conduct occurs.

### 3.1 ONLINE CONSIDERATIONS

This Code applies to student interaction in online environments including but not limited to behaviour conducted online via email, online learning platforms, College-related apps, blogs, web postings, and/or social media platforms. Students should take note that many online platforms are in the public arena and therefore not private. While the College does not regularly search these platforms for this type of information, it may take action if and when such information is brought to the attention of a College official. As such, these postings may be considered as evidence supporting allegations of conduct violations.

#### 3.1.1 A Statement on Cyber Bullying

According to [www.stopbullying.gov](http://www.stopbullying.gov) "Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets." It can occur via social media platforms, text messaging, discussion forums, and gaming platforms that support messaging and shared content. It may include, but is not limited to sending, posting, and/or sharing negative, harmful, or false content about another person. It may also include sharing personal or private information about another person that can result in indignity and humiliation.

While bullying in general can have a negative impact on the subject's sense of well-being, Cyberbullying can be particularly harmful based on its persistent nature and the likelihood that a permanent record of the incident(s) has been created and/or shared with innumerable friends and strangers as a result of the scope of the internet. The ability to escape and/or find relief can be perceived to be impossible.

Forms of Cyber Bullying include but are not limited to:

1. **EXCLUDING:** Pressuring others to exclude someone from a community (either online or offline).
2. **HARASSMENT:** Repeatedly sending someone malicious and/or insulting messages.
3. **IDENTITY THEFT:** Pretending to be someone else to make it look like that person said things about another person(s) that they do not believe or that are not true about that other person(s).
4. **INSULTING:** Posting or spreading false information about person that will cause harm to that person or that person's reputation.
5. **TARGETING:** Singling someone out and inviting others to attack or make fun of them.
6. **UPLOADING:** Sharing images of a person, particularly in an embarrassing situation, without their permission, or sharing emails/posts without the writer's permission.

Cyber Bullying will be arbitrated through this Code via [Article 9.1.6](#) (p. 11).

## 4. DISTINGUISHING CODE PROVISIONS FROM LAW

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Members of the College community and its visitors are subject to all College rules and regulations, including those published in this Code. Furthermore, they are concurrently subject to all of the criminal and civil laws guiding Bermuda. Any conduct that involves a violation of Bermuda's laws may result in College disciplinary action along with civil and/or criminal action. The Board of Governors has delegated the President of the College and his/her designates the authority to seek the assistance of appropriate law enforcement officers. This is in addition to the College's Security Officers who are charged with the enforcement of College regulations and Bermuda laws for the preservation of good order on College premises and during College-sponsored activities.

Conduct proceedings may be instituted against a student charged with an alleged violation that potentially violates both criminal/civil law and the Code (if both possible violations result from the same factual situation). Proceedings can be initiated without regard to the pending litigation, arrest, or prosecution. Actions under the Code may be carried out prior to, simultaneously with, or following civil/criminal proceedings at the discretion of the Student Conduct Administrator. Determinations made or sanctions imposed according to the Code shall not be subject to change because of the outcome of a civil/criminal proceeding arising out of the same facts that gave rise to the violation of the Code.

## **5. EXPECTATIONS OF STUDENT CONDUCT**

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BC students are expected to conduct themselves in a manner that supports an environment that is conducive to learning and respects the rights of all members of the College community.

### **5.1 STUDENT RESPONSIBILITIES**

#### **5.1.1 Preserve an environment conducive to learning**

The College has the inherent authority to maintain good order and discipline in the furtherance of its mission. The Student Code of Conduct clearly and concisely identifies those behaviours that put students at risk of disciplinary action. It also assures that students enjoy those protected behaviours inherent in their status as students and enumerated under [Student Rights](#). Students are held to the College's Student Code of Conduct.

#### **5.1.2 Respect the rights of others**

The strength of the College lies in its diversity. Respect for the differences that each student, faculty and staff person brings to the College is essential. Such differences include but are not limited to age, race, gender, sexual orientation, ethnicity, beliefs, cultures, values, national origin, religion, and ability. Students come to campus with unique interests. While they are on campus, as a result of their interactions in the formal classroom and in the co-curricular activities of the campus, they continue to develop and expand their pursuits.

#### **5.1.3 Obey local laws and the policies of the College**

Teaching and learning require an atmosphere that supports dialogue, debate and the healthy exchange of ideas. The sanctity of the classroom, academic freedom, and the student's freedom of expression may require a separate set of standards than those provided for by our society. Students must not only adhere to the rules of our society because they are law, they must also adhere to those College policies which establish the College as a place where teaching and learning may require a different set of standards.

#### **5.1.4 Cooperate with faculty, staff and administrators to further the mission of the College**

Accessing the opportunities offered by the College is dependent upon the student's ability to meet their responsibilities, to provide accurate information, to meet their financial obligations, and advocate for their needs. The freedom to teach and the freedom to learn are inseparable facets of the collegiate experience. Additionally, while enrolled in the College, students are expected to take an active voice in curricular and co-curricular interests, be active participants in the formulation of institutional policies,

maintain the standards set for satisfactory academic progress, cultivate their life-long learning skills, and act in a manner on and off campus which reflects positively upon themselves, the College and our community.

## 5.2 STUDENT RIGHTS

### 5.2.1 Freedom of Access to Higher Education

The admission policies of the College clearly state the characteristics and expectations of students which are considered relevant to success in the institution's programs. All facilities and services of the College are open to all enrolled students.

### 5.2.2 Freedom in the Classroom

Students are responsible for learning the content of the courses in which they enrol, though they should be free to take reasoned exception to the views offered in any course of study and reserve judgment about matters of opinion. Students are responsible for maintaining those standards of academic performance required by each course in which they are enrolled. Students should have protection against prejudiced academic evaluation (see [Article 11.4.1](#), pp. 14-15). Students' views, beliefs and political associations which are shared with faculty members in the course of their work as instructors, advisors, and counsellors should be considered confidential.

### 5.2.3 Freedom of Inquiry and Expression

Students (and their clubs) are free to examine and discuss all questions and issues of interest and inquiry to them and to express their opinions publicly and privately. Such freedom does not permit student groups to disrupt the orderly process of the educational environment. The actions of student groups should be clearly delineated from the activities and responsibilities of the College.

### 5.2.4 Freedom of Association

Students are free to form clubs that appeal to the interests of a variety of students. Student clubs must be open for membership to all actively enrolled Bermuda College students. Official College clubs must be sanctioned by having met all of the requirements established by the Student Life Coordinator.

## 6. CATEGORISATION OF VIOLATIONS

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Any violation of the Code represents a breach of the College's core value of Integrity and is therefore deemed to be serious and subject to the application of sanctions. That said, violations can be categorised as level one, level two, or level three violations.

1. **LEVEL ONE:** First time breach of conduct or minor violation(s).
2. **LEVEL TWO:** Repeat violation(s) and/or more serious breaches of conduct.
3. **LEVEL THREE:** Severe breaches of conduct which are likely to result in the application of suspension or expulsion as the appropriate sanction.

## 7. ACADEMIC & CLASSROOM CONDUCT

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In addition to adhering to this Code, students are expected to follow classroom guidelines for behaviour as detailed in the student-directed outline for each course. If a student is disruptive in class, the faculty member has the right to temporarily dismiss the student from the class (not exceeding one class session). A student who has been dismissed from one class session must meet with the faculty member before attending the next session.

Disruptive behaviour in the classroom is defined as behaviour that obstructs or disrupts the learning environment. This may include, but is not limited to, the use of offensive language; harassment of students/instructors; repeated outbursts that disrupt the flow of instruction; failure to cooperate in maintaining classroom decorum; text messaging and/or the continued use of any electronic device which disturbs others and detracts students from concentrating on instruction.

If a faculty member finds it necessary to dismiss a student from a second class session or more, the appropriate Dean/Director should be notified as soon as possible and an incident report should be sent to the attention of the Student Conduct Administrator.

When the student poses a physical threat of harm to themselves or to others the faculty member should initiate immediate removal from the classroom by using the intercom system to activate intervention and support from a Security Officer.

### 7.1 BREACHES OF ACADEMIC INTEGRITY - PROCESSES AND PROCEDURES

The procedures for investigating, resolving and imposing sanctions for academic misconduct differ from those applied to Unacceptable Behaviour Code violations ([Article 9](#), p. 10). An instructor will initiate the informal resolution process or the Dean/Director can initiate a formal hearing process based on the nature, severity and/or frequency of alleged acts of academic misconduct. Also note that some Divisions and programmes of study must abide by this Code as well as any professional standards detailed in programme specific handbooks. For more information, please contact the Dean/Director responsible for your Division.

#### 7.1.1 Behaviours that Define Breaches of Academic Integrity

Academic misconduct is dishonest or unethical behaviour that may include but is not limited to the following:

- a) **ABUSE OF ACADEMIC MATERIALS:** Harming, taking, or disabling academic resources so that other students cannot use them. Examples may include removing tables and illustrations from books to use in a paper; stealing books or articles put on reserve in the Library; deleting or damaging computer files intended for use by all class participants; etc.
- b) **CHEATING:** The intentional falsification or fabrication of any academic activity, unauthorised copying of another student's work, copying an exam, or use of prohibited devices or materials during exams.
- c) **DECEPTION/MISREPRESENTATION:** Lying about or misrepresenting your work, academic records, or credentials. Examples may include forged signatures; forging letters of recommendations; falsifying credentials in an application, falsifying experience in a resume or portfolio; taking credit for group work that you did not actually contribute to; etc.

- d) **ELECTRONIC DISHONESTY:** Using network access inappropriately and in a way that can impact a class or another student's work. Examples may include using another student's login information to access the system; gaining access to restricted files; knowingly initiating a computer virus; obtaining a computer account under false pretenses; etc.
- e) **FABRICATION:** The invention or falsification of information. Examples may include inventing data for an experiment that may not have been conducted or was conducted incorrectly; making references to sources that you did not use in a research paper; etc.
- f) **FACILITATING UNACCEPTABLE ACADEMIC CONDUCT:** Helping someone else to engage in dishonest and/or unethical academic behaviour. Examples may include giving another student a paper or homework to copy; allowing another student to cheat from your test; etc.
- g) **FALSIFICATION OF ATTENDANCE:** Signing for another student who is actually not present in a course in which attendance counts toward the grade.
- h) **INVALID CITATIONS:** A source that does not exist or that the student has not read and/or actually used to complete an assignment.
- i) **MULTIPLE SUBMISSION:** Presenting work you have completed for a previous class as if it were new and original work. Faculty members may, on occasion, let a student use prior work as a basis for new work. Students seeking to submit an assignment to more than one class should seek permission from both instructors prior to submission.
- j) **PLAGIARISM:** The act of presenting another's ideas or words as one's own. This may include, but is not limited to, the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement and the unacknowledged use of materials prepared by another person or agency engaged in the sale of term papers or other academic materials.
- k) **UNAUTHORISED COLLABORATION:** Working with another student on a homework assignment/project without the express permission of the lecturer.
- l) **OTHER TYPES OF BREACHES:** These may be explained in the student directed course outlines associated with your courses and should be adhered to along with the information contained in this Code.

## 8. INFORMAL RESOLUTION - BREACHES OF ACADEMIC INTEGRITY

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Faculty members shall take reasonable steps to prevent unacceptable academic conduct in their course(s); this may include communicating course expectations and course-specific requirements via the student-directed course outline during the first session of class.

### 8.1 STEP ONE

When a faculty member believes that unacceptable academic conduct has occurred, they must immediately notify the respective Dean/Director and provide evidence of the charge(s). In these instances, they are not compelled to return any of the original papers/materials to the student until the end of the resolution process.

### 8.2 STEP TWO

The faculty member shall notify the student(s) of the charge(s) via his/her BC email account and the proposed meeting date to discuss the charges and the evidence. The student(s) shall have up to five (5) business days to respond to the notification and indicate their availability to meet. The student shall be

advised of their right to be accompanied by an advocate. If requested, the student(s) shall be given the right to review any evidence, whenever possible, prior to the first meeting.

### **8.3 STEP THREE**

The faculty member and student(s) will meet to discuss the charges. The student(s) will be presented with the evidence supporting the charge and given the opportunity to respond to the allegations. The student(s) may accept responsibility for the charges at this stage. In doing so the matter will proceed, and may include a follow-up meeting, merely for the determination of the appropriate sanctions.

### **8.4 STEP FOUR**

If the student(s) does not accept responsibility during the first meeting, the faculty member must determine whether or not a violation has occurred based on the information gathered including the student's response.

- If the determination is that no violation has occurred, or the findings are not conclusive, then the case is closed.
- If the determination is that a violation has occurred then the faculty member decides on the appropriate sanction ([Article 10](#), pp. 12-13) and completes the relevant portions of the Breach of Integrity form ([Appendix C](#), pp. 21-22).
- The faculty member notifies the appropriate Dean/Director of the outcome of the meeting.

### **8.5 STEP FIVE**

Once the student has been notified of the faculty member's findings, the student may decide to accept or contest the outcome.

#### Student Accepts the Finding

- The student acknowledges the findings and the sanction(s) and signs the Breach of Integrity form ([Appendix C](#), pp.21-22).
- By doing so the student forfeits the right to appeal.

#### Student Contests a Finding

- The student must submit a Request to Appeal form ([Appendix H](#), p. 28) to the appropriate Dean/Director. The form must be received by the Dean/Director within five (5) business days of the notification of the instructor's determination.
- The Dean/Director shall have the authority to dismiss an appeal not submitted based on proper grounds ([Article 13](#), pp. 17-18).
- The Dean/Director may uphold/dissmiss the decision and/or modify the sanction(s).
- If the student contests the determination of the Dean/Director, they may submit a letter of appeal to the Vice President Academic & Student Affairs within five (5) business days of notification of the Dean/Director's findings.
- The Vice President's decision is final.

In the event that a violation may result in a sanction of suspension or expulsion, the Dean/Director will refer the case to the Student Conduct Board for review and resolution.

## **9. UNACCEPTABLE BEHAVIOUR**

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### **9.1 DEFINITIONS OF UNACCEPTABLE BEHAVIOUR**

Bermuda College may initiate disciplinary proceedings for student violations occurring on College premises or during College-sponsored activities including, but not limited to, a student who engages in:

#### **9.1.1 Abuse of the College Conduct System**

- a) Attempting to discourage an individual's participation in, or use of the College conduct system.
- b) Failure to attend meetings scheduled for conduct purposes
- c) Failure to provide information, destroying or hiding information during an investigation of an alleged policy violation.
- d) Failure to comply with imposed sanctions.
- e) Influencing or attempting to influence another person to abuse the College conduct system.
- f) Verbal or physical harassment and/or intimidation of a member of the conduct system prior to, during, and/or after a College conduct proceeding.

#### **9.1.2 Acts of Dishonesty/Deception**

- a) Furnishing false information to any College official, department, or office.
- b) Forging, altering, or misusing any College document, record, or instrument of identification.
- c) Permitting another to use their College identification to access campus facilities or to impersonate another, misrepresent authorisation or act on behalf of another.
- d) Unauthorised possession of, use of, duplicates of keys to any College premises or engages in unauthorised entry to or use of College premises.
- e) Knowingly put a false charge against another person.

#### **9.1.3 Bringing Animals on Campus**

- a) Having an animal on campus except when explicitly authorized by the Coordinator of [Accessibilities Services](#) in accordance with the Disabilities policy.

#### **9.1.4 Assisting in a Violation**

- a) Action and/or inaction by a student who is in collusion which fails to discourage violation of College policy and/or Bermuda laws.

#### **9.1.5 Disruptive Interactions**

- a) Disrupts the orderly process of the College including, but not limited to disruptions of classes, events or meetings, or interferes with the rights of others.
- b) Student conduct in a manner that disrupts or obstructs class by the use of electronic devices including, but not limited to, cell phones, smart phones, laptops, tablets and portable music players.

#### 9.1.6 Causing Harm

- a) Discriminates, harasses, or retaliates against another student or member of the campus community (including, but not limited to ability, age, gender, racial, or sexual orientation) and/or creates an intimidating, hostile or offensive educational and/or social environment.
- b) Damages, steals, defaces, destroys or misuses College property; property belonging to a third party participating in a College-sponsored activity; or property belonging to a student or another member of the campus community.
- c) Harasses using verbal, written (including exchanges via social media platforms, messaging, etc.) or physical conduct that has the intention or effect of unreasonably interfering with a student's work or academic performance or creates an intimidating, hostile or offensive learning environment.
- d) Harassment of a sexual nature involving unwelcome verbal, non-verbal or physical conduct of a sexual nature or that is sex or gender-based and is sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits a person's ability to participate in and/or benefit from the College's educational programmes and/or activities. This includes a person's ability to execute job responsibilities. Sexual harassment can be based on power differentials and/or by the creation of a hostile environment.
- e) Physically abuses, assaults, verbally abuses, threatens, intimidates, bullies, coerces and/or engages in other conduct which threatens and/or endangers the health or safety of any person. Whether done intentionally or by failure to exercise reasonable care.
- f) Sexual acts performed on College premises.
- g) Uses, possesses or distributes narcotic and/or other controlled substances on campus.
- h) Exhibits public intoxication or the unauthorised use, possession or distribution of alcoholic beverages on campus.
- i) Is in possession of any weapon including, but not limited to firearms, explosives, knives, or dangerous chemicals except by an individual for use in a programme approved by the College.

#### 9.1.7 Failure to Comply

- a) Failure to act in accordance with the directions of College officials, College security officers or law enforcement officers acting in the performance of their duties and/or fails to identify oneself to these persons when requested to do so.
- b) Violates Bermuda laws.
- c) Demonstrates conduct which is disorderly, lewd, or indecent.
- d) Demonstrates conduct which involves a breach of the peace; or aiding, abetting, or procuring another person to breach the peace.
- e) Violates the College's [IT policy](#) as it relates to use of College technology and computing systems. Misuse of technology may include, but is not limited to distributing, posting, or displaying offensive, harassing, or threatening materials and forging email messages.
- f) Smokes in any building, including classrooms, restrooms, laboratories or other internal or external spaces.
- g) Gambles or holds a raffle or lottery without proper College and/or other necessary approvals.

#### 9.1.8 Misconduct in College Enrichment Experiences

Includes, but is not limited to, inappropriate behaviour of students enrolled in apprenticeships, clinical training, practicum, work study, internships, field experiences, labs, College-sanctioned travel.

- a) Behaving unethically based on College or professional standards.
- b) Failing to abide by policies and procedures of the training site including, but not limited to, privacy and confidentiality.
- c) Jeopardising the safety and/or welfare of self and/or others, including clients, patients, customers, and co-workers.
- d) Sexual or any other harassment as defined by this Code.

## 10. SANCTIONS

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Proposed sanctions should align with the violation(s) found to have occurred. The Administrator or Board should consider any mitigating circumstances along with any aggravating factors, including but not limited to: provocations, past misconduct, failure of the student to comply fully with previous sanctions, degree of intent and motivation of the respondent(s), actual and potential harm caused by the violation, severity, and pervasiveness of conduct resulting in the violation. The following sanctions may be imposed, individually or in various combinations to address Code violations. Please note that this is not an exhaustive list.

### 10.1 ACADEMIC-SPECIFIC SANCTIONS

1. **NON-CREDIT WORKSHOP:** The student must participate in a workshop/seminar on ethics, academic integrity, or another academic skill-based topic.
2. **ETHICS ASSIGNMENT:** The student must complete a paper/research project related to ethics or academic integrity.
3. **MAKE-UP ASSIGNMENT:** The student receives no credit for the original assignment and is given the opportunity to complete an alternate assignment which may or may not be more difficult than the original.
4. **LOWER GRADE:** A lower grade is granted for the assignment or examination.
5. **FAILING GRADE:** A grade of Fail (F) is given for the assignment(s) in question.
6. **FAILED COURSE:** A grade of Fail (F) is given for the course.
7. **DISCIPLINARY WARNING/PROBATION:** As defined in [Article 10.2](#) (p.12-13).
8. **REMOVAL FROM CLASS:** The student is barred from attending a particular class or may be reassigned to a different section of the same class. Details will be coordinated with the Dean/Director and the appropriate faculty member.

### 10.2 GENERAL SANCTIONS

1. **WRITTEN WARNING:** A notice that the student has violated the Code and an indication that another violation will likely result in a more severe sanction.
2. **DISCIPLINARY PROBATION:** A designated period of time where the student is given the opportunity to modify the unacceptable behaviour, to complete specific assignments, and to demonstrate a positive contribution to the College community. A student's conduct history with the College may provide the foundation for the possibility of Suspension or Expulsion if the student is found to be responsible for a subsequent violation.

3. **EDUCATIONAL INITIATIVES:** Discretionary in nature, these initiatives may include, but are not limited to, work assignments, essays, community service, projects, behavioural, administrative referrals, participation in college-sponsored workshops/seminars, etc.
4. **LOSS OF PRIVILEGES:** Denial of specific privileges for a designated period of time.
5. **LOSS OF RECOGNITION:** Student Clubs/Groups lose College privileges for a designated period of time. This includes the right to request funding support from Student Government Council and the right to host meetings/events on campus or off campus in the name of the College.
6. **REFERRAL:** Mandatory referral for psychological assessment or other evaluation at the discretion of the Director of Counselling & Student Activities in consultation with the relevant Dean/Director and the Vice President Academic & Student Affairs. In most cases, the student will be allowed to return to campus pending the results of the assessment or evaluation. All costs associated with the assessment or evaluation are incurred by the student.
7. **RESTITUTION:** Payment of costs or compensation for loss of or damage to College property or services rendered. This sanction may be met via the performance of appropriate service(s) and/or monetary or material replacement.
8. **SUSPENSION:** Separation of the student from the college for a designated period of time, after which the student may apply for readmission to the College. Conditions for readmission may be specified. A student on suspension is prohibited from participating in any College activity or programme and may not be on College premises without the prior approval from one of the following College Administrators: Student Conduct Administrator, Security Supervisor, or Vice President Academic & Student Affairs.
9. **EXPULSION:** Permanent separation of the student from the College which results in a permanent notation of "Expulsion" on the student's transcript. An expelled student is prohibited from participating in any College activity or programme and may not be on College premises without the prior approval from one of the following College Administrators: Student Conduct Administrator, Security Supervisor, or Vice President Academic & Student Affairs. Expulsion requires the approval of the College President.

## 11. STUDENT CONDUCT SYSTEM PROCESS AND PROCEDURES

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### 11.1 SUBMITTING A COMPLAINT/REPORTING AN INCIDENT

Any member of the College community, visitor or guest may submit a complaint against or report an incident involving a student or student group suspected of violating this Code.

- Formal complaints/reports must be submitted in writing to the attention of the Student Conduct Administrator.
- The alleged violation should be reported within ten (10) days of the incident. Reports received after this timeframe will be received but the reporting party must understand that the length of time between the complaint/incident can make it more difficult to investigate the situation.
- Verbal complaints/reports not submitted in written format may be received and managed by a Dean or Director in the manner they see fit, which includes referring the matter to the Student Conduct Administrator for review.

## **11.2 INTERIM ADMINISTRATIVE ACTION**

The Administrator (or Designate) may impose an interim suspension, loss of recognition, and/or other necessary restrictions on a student pending conduct system proceedings or medical evaluation/psychological assessment. Such interim suspensions will become effective immediately without prior notice whenever there is evidence that the continued presence of the student on campus poses a substantial threat to the student, to others, or to the stability and continuance of normal College functions.

Before this action is taken, the student shall be given the opportunity to appear before the Administrator. In cases where a petition for readmission is required, the decision as to eligibility shall be made by the VP ASA (or Designate). The VP ASA (or Designate) may appointment an ad hoc hearing board to hear the case.

It should be noted that an Interim Suspension is not a sanction. It is intended to protect the safety and well-being of both the responding party and members of the College community and/or property as relevant. The action is preliminary by design and in place only until a hearing has been completed.

## **11.3 PROCESSING A COMPLAINT/INCIDENT REPORT**

The Administrator may launch an investigation into the merit of a complaint/incident report to determine the appropriate path for resolution. After assessing the evidence including any witness statements, the Administrator may take the following actions:

- Determine that insufficient evidence exists to support the allegation and dismiss the complaint/incident.
- Determine that there is sufficient evidence for the complaint/incident, charge the student with the appropriate violation(s) of the Code, and discuss an informal resolution with the responding party. This may include the implementation of sanctions.
- Determine that sufficient evidence has been presented for the complaint/incident, charge the student with the appropriate violation(s) of the Code, and forward the case to the Student Conduct Board to initiate the formal hearing process.

## **11.4 DUE PROCESS**

### **11.4.1 The Grade Appeals Process**

In the interest of Due Process, students who believe that they have been unfairly evaluated have the right to appeal/challenge a grade.

According to the College Catalogue – Academic Regulations, students wishing to appeal a grade must take the following steps:

1. Approach the faculty member (lecturer) to share your concerns or reasons for requesting a review of the grade(s)
2. If this does not arrive at a mutually agreed to resolution, request a meeting with the relevant Dean/Director.
3. The Dean/Director can choose to assign another faculty member (lecturer) to review the work submitted.

4. The Dean/Director has the final decision on this matter

Under no circumstances will grades be changed after two consecutive semesters.

#### **11.4.2 The Complaints/Incidents Process**

In all situations, the responding party will be assured fair and equitable treatment through consistent adherence to the Due Process described as follows:

- Be notified of any complaint filed against the student or club.
- Be heard by the Student Conduct Administrator (or Conduct Board as appropriate) in an unbiased, non-threatening environment.
- Be informed of the identity of the reporting party (unless there is evidence that doing so will endanger the reporting party as determined by the Student Conduct Administrator or Conduct Board as appropriate).
- Be notified of any sanctions and/or actions in writing.
- Be notified of the appeals process.

Students should be aware that the student conduct process differs from criminal and civil court proceedings. Procedures and rights in a student conduct proceedings are to be conducted with fairness to all, but do not include the same protections of due process afforded by the courts.

### **11.5 STANDARD OF EVIDENCE**

The standard used to determine responsibility in the student conduct system is a *preponderance of evidence*. It is more likely than not that a violation of the Code has occurred as a result of the responding party's action(s). This also supports the determination of the appropriateness of an informal resolution process versus a formal hearing.

### **11.6 HEARING BODIES**

The Administrator facilitates the informal resolution process or assigns a Designate in the event that conflict of interest and/or availability is a factor. The Student Conduct Board conducts a formal hearing when the outcome of the informal resolution process is appealed or the alleged violation is likely to warrant suspension or expulsion from the College. The VP ASA facilitates the appeals process when the outcome determined by the Student Conduct Board is challenged.

The Student Conduct Board (Board) is comprised of six (6) representatives drawn from a pool of twelve (12) members. The pool shall have representation from faculty (proposed by the Faculty Association), non-academic employees (proposed by the Support Staff Association) and students (proposed by Student Government Council). All recommendations are subject to final approval of the VP ASA. At least one (1) non-academic member must be the person currently serving as the Student Conduct Administrator. This member assumes the role of non-voting facilitator.

#### **11.6.1 Student Conduct Board Composition**

When the Board is convened it must include the Student Conduct Administrator or Designate (non-voting facilitator) and five (5) members reflecting representation from faculty, non-academic employees, and students. Efforts will be taken to mitigate conflicts of interest to ensure the Board can conduct processes without bias.

The composition may be reduced to four (4) representatives (including the facilitator) during the summer session to ensure timely arbitration despite lessened resources.

#### **11.6.2 Rights of the Responding Party**

- The right to receive notification of the section(s) of the Code allegedly violated and the date, time, and place of any informal resolution meetings or hearing on the alleged violation.
- The right to challenge the objectivity or fairness of any persons serving as the Student Conduct Administrator or serving on the Student Conduct Board. The decision as to any challenge made by the accused rests with the VP ASA.
- The right to be assisted by an advocate of their choosing before, during, and after any informal resolution processes or hearing. The support person does not have to be a member of the College community but will need to adhere to the parameters set for the role which includes but is not limited to the ability to provide counsel and support to the student.
- The support person is not permitted to speak to the Administrator/Board or to participate directly in the informal resolution meetings or hearing. If the support person does not adhere to these restrictions, they can be removed from the process and no replacement support person will be permitted to intercede.

## **12. ENGAGING THE STUDENT CONDUCT BOARD - HEARING**

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A hearing to resolve an alleged violation of unacceptable behaviour can be initiated by the Student Conduct Administrator based on the level of severity of the alleged violation or by the student as a result of appealing the informal resolution. In cases of severe academic misconduct or repeat violations, the Dean/Director can refer the matter to a hearing for resolution.

### **12.1 THE HEARING PROCESS**

Formal hearings shall be conducted by the Student Conduct Board according to the following guidelines.

- a) Hearings shall normally be conducted in private. The responding party/parties and support person(s), if selected, have the right to attend the entire hearing with the exclusion of the Board's deliberations. Admission of any other person(s) will be at the discretion of the facilitator.
- b) The facilitator may permit joint hearings when there is one (1) or more responding party resulting from the same situation.
- c) All reporting and responding parties will be given the opportunity to submit a list of witnesses to present relevant information to the Board. Witnesses must be confirmed by the Student Conduct Administrator (or Designate) at least three (3) business days prior to the scheduled hearing.
- d) Witnesses will provide information to and answer questions from the Board.
- e) Questions from the responding party must be directed to the facilitator rather than to the witness directly. The facilitator will determine if the questions are relevant and/or permissible to ask during the hearing process.
- f) Supporting documentation (examples include records, exhibits, written statements, etc.) may be accepted as information for consideration at the discretion of the facilitator. All documentation must be submitted to the Administrator (or Designate) at least three (3) business days prior to the hearing.

- g) Character statements are not permitted during the proceedings except in the rare case that the facilitator determines the information to be highly relevant in determining whether or not the Code has been violated.
- h) All procedural questions are subject to the final decision of the facilitator.
- i) Formal rules of process, procedure, and/or technical rules of evidence that are commonly applied in civil/criminal court are not used in these proceedings.
- j) If a responding party, who has been given notice, does not appear before the Board, the information submitted regarding the alleged violation(s) will be presented and deliberated in their absence. If no explanation has been provided, the Board can reasonably infer that no explanation is available.
- k) No student may be found to have violated the Code solely because they failed to appear before the Board. In all cases, the evidence in support of the alleged violations shall be presented and considered.
- l) The Board will use a majority vote to determine whether or not the responding party is responsible for violating the section(s) of the Code as alleged. The Board's determination will be made on the basis of the preponderance of evidence ([Article 11.5](#), p. 15).
- m) If the responding party is found to be in violation of the Code, the Board will deliberate on the appropriate sanctions(s) it will recommend.
- n) The facilitator will complete and submit a written report to the VP ASA indicating the finding(s), the vote, and the information cited by the Board in support of the finding(s). This report must be submitted within two (2) business days of the deliberations.
- o) The facilitator will notify the responding party of the findings and proceed with implementation as appropriate.
- p) Sanctions recommended by the Board are subjected to an appeals process ([Article 13](#), pp. 17-18).

## 13. THE APPEALS PROCESS

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A student who is deemed responsible for a Code violation may petition the findings of the Student Conduct Board within five (5) business days of receiving the written decision.

- a) The petition must be submitted in writing to attention of the VP ASA. Appeals are not permitted when an informal resolution process has been agreed to between the Student Conduct Administrator and the responding party. When informal resolution does not result in a mutually agreed to resolution, the student can request a hearing before the Student Conduct Board to appeal the informal resolution's outcome(s).
- b) The VP ASA (or Designate) can return the matter to the original Board for review to allow for reconsideration of the original finding(s) and/or sanctions; or opt to decide the appeal directly.
- c) Regardless of the directed process, the VP ASA (or Designate) serves as the final level of review in a conduct matter.
- d) An appeal will be limited to the review of the record of the initial hearing and supporting documents for one or more of the following purposes:
  - The hearing was not conducted fairly because the responding party was not given a reasonable opportunity to present their case to the Board. This excludes a failure to appear before the Board despite notification of the scheduled hearing.

- Board procedures were not properly followed.
- The facts presented at the hearing were insufficient to establish responsibility for the violation.
- The sanctions imposed were disproportionate to the nature of the violation(s).
- New and compelling evidence that was not previously available at the time of the investigation and any of the following proceedings, and may significantly impact the case. In this instance the VP ASA (or Designate) can render an independent decision and/or refer the case back to the Board for review.

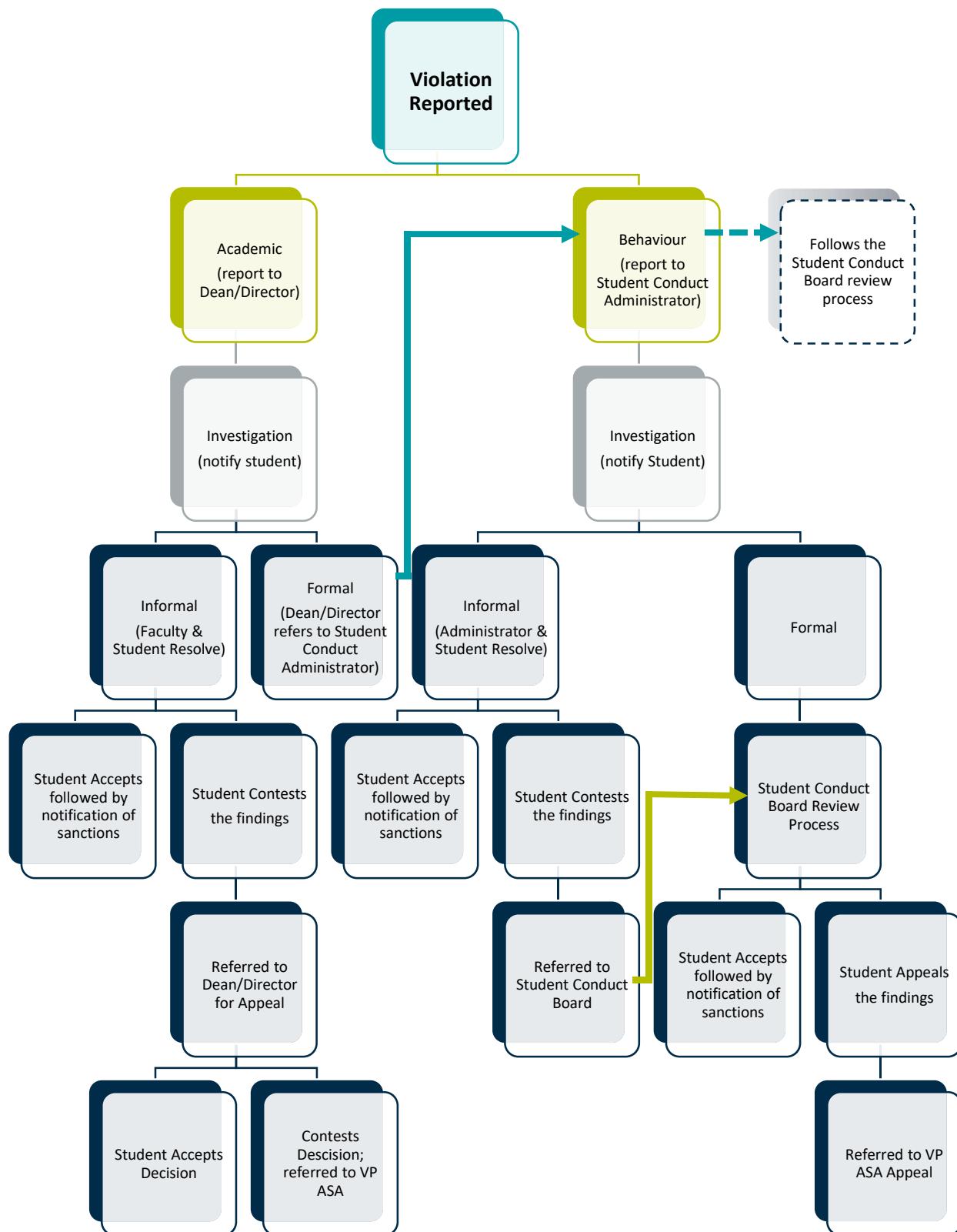
## 14. RECORD KEEPING

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A record of the complaint/incident is entered into the student database by the Dean/Director or Administrator as appropriate. This record documents the alleged violation according to the Student Code of Conduct and includes a brief summary of the complaint, the location and person or persons involved. The record informs College statistics broadly regarding the number and type of incidents occurring on campus. It also supports the research process underpinning an inquiry by determining the categorisation of the violation ([Article 6](#), p. 6).

A copy of the Breach of Academic Integrity Form used ([Appendix C](#), pp. 21-22) and/or Notification of Sanctions ([Appendix G](#), p. 27) is filed with the Registrar who retains a copy until the student graduates. A finding that results in the sanction of Expulsion from the College is also documented on the student's transcript and becomes a part of their permanent record.

## APPENDIX A: VIOLATION FLOW CHART



## APPENDIX B – NOTIFICATION OF ACADEMIC CODE VIOLATION(S)<sup>1</sup>

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### SAMPLE CONTENT

Dear (Student):

I have reason to believe that you have breached the Academic Integrity Policy and would like to meet with you on (insert day, date) at (insert time) in (insert location) to discuss the situation. The charge(s) is as follows: (insert appropriate charge from 7.1.1 of the Code).

Please note the following:

1. You have the right to request an alternate date and time for the meeting but it must occur within five business days of this notification date.
2. You have the right to review any evidence supporting the above mentioned charge(s) prior to the meeting.
3. You have the right to bring an advocate/support person to the meeting and any follow-up meetings that might occur as a result of this resolution process.
4. You cannot drop this course to end the resolution process.
5. You are encouraged to review the Student Code of Conduct (insert link) prior to this meeting and seek assistance from your academic advisor, counsellor, or programme coordinator if you need assistance understanding the content.

Please respond to this email by replying to (insert email address) or by calling (insert phone number) to indicate your response.

Sincerely,

Faculty Name  
Course  
Division

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<sup>1</sup> Email template is accessible in Campus Nexus. Contact Manager Task **SS – NOTIFICATION OF ACADEMIC CODE VIOLATION**

## APPENDIX C – BREACH OF ACADEMIC INTEGRITY FORM<sup>2</sup>

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### SAMPLE CONTENT

Before completing this form, please consult with the Dean/Director or Registrar to determine whether or not the student has a history of academic dishonesty as this information may impact the Categorisation of the Violation and subsequent level of sanction(s) incurred.

### COMPLETED BY FACULTY MEMBER/DEAN/DIRECTOR:

Faculty member <input type="text" value="Click here to enter text."/>	Division <input type="text" value="Click here to enter text."/>
Student <input type="text" value="Click here to enter text."/>	Student ID# <input type="text" value="Click here to enter text."/>
Course Name/Code <input type="text" value="Click here to enter text."/>	Semester <input type="text" value="Choose an item."/>
Academic Year <input type="text" value="Click here to enter text."/>	

Use the space provided below to provide a description of the Alleged Breach of Academic Integrity. Include the appropriate sections of the Code and any relevant descriptive information.

Categorisation of Violation <input type="text" value="Choose an item."/>
Alleged Violation <input type="text" value="Choose an item."/>
Summary Description <input type="text" value="Click here to enter text."/>
Sanction(s) <input type="text" value="Click here to enter text."/>

---

*Lecturer's Signature*

---

*Date*

---

*Dean/Director's Signature*

---

*Date*

---

<sup>2</sup> This is has been created as an online form available in the BC App and hyperlinked above.

**TO THE STUDENT:**

1. Please indicate by your signature below whether or not you accept responsibility for the violation and agree to the sanction(s) described.
2. You have five (5) business days from the receipt of this form to decide whether or not to accept responsibility. You may discuss your options with any person you choose including your academic advisor, counsellor, other College employee, or non-member of the College community.
3. If you do not accept responsibility, you have the right to refer the matter to the appropriate Dean/Director (Article 8.5, p. 9)
4. If you accept responsibility, this form is kept on file with the Registrar until you graduate. It will be taken into consideration if you are found to be responsible for another violation. However, this form will not be disclosed to prospective employers, scholarship committees, or to other schools without your written consent.
5. You may not withdraw from the course, or change from graded to audit status, until the allegation has been resolved; and then, only if the sanction does not result in the assignment of a reduced or failing grade.

**NON-CONTESTED:** *I have read this entire form carefully (or had it read to me) and understand its significance. I accept responsibility for the violation(s) charged by the faculty member, accept the proposed sanction(s), and understand that this agreement cannot be contested in the future.*

---

Student's Signature

---

Date

**CONTESTED:** *I do not accept responsibility for this violation charged by the faculty member. I have read this form carefully (or had it read to me) and understand that I am entitled to refer the matter to the Dean/Director for review and that I have two (2) business days to do so.*

---

Student's Signature

---

Date

## APPENDIX D - COMPLAINT/INCIDENT FORM<sup>3</sup>

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### SAMPLE CONTENT

<input type="text"/> Name of the Reporter <small>(Click or tap here to enter text.)</small>	<input type="text"/> Role <small>(Choose an item.)</small>
<input type="text"/> Incident Date <small>(Click or tap to enter a date.)</small>	<input type="text"/> Time <small>(Click or tap here to enter text.)</small>
<input type="text"/> Location <small>(Click or tap here to enter text.)</small>	<input type="text"/> Persons Involved <small>(Click or tap here to enter text.)</small>

---

Incident Details (Click or tap here to enter text.) Incident Details 

I,  Name of Reporter (Click or tap here to enter text.), hereby confirm that all submitted information is accurate to the best of my knowledge.  Report Date (Click or tap to enter a date.)

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<sup>3</sup> This is has been created as an online form available in the BC App and hyperlinked above.

## APPENDIX E – NOTIFICATION OF BEHAVIOURAL CODE VIOLATION<sup>4</sup>

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### SAMPLE CONTENT

Dear {Student}:

I have received an incident report which suggests that you have violated the Student Code of Conduct. The report suggests that the following violation(s) has occurred: {insert appropriate charge(s) from article 7 and/or 8 of the Code}. I would like to meet with you on {insert day, date} at {insert time} in the {insert location} to discuss the allegations.

During this meeting I will share the origins of the incident report and listen to your perspective of the situation. This will be followed by any relevant next steps.

Please note that:

1. You have the right to bring an advocate/support person to the meeting and any follow-up meetings that might occur as a result of this resolution process.
2. You are encouraged to review the Student Code of Conduct {insert link} prior to this meeting and can seek assistance from your academic advisor, counsellor, or programme coordinator if you need assistance understanding the content.

Please respond to this email by replying to (insert email address) or by calling (insert phone number) to indicate your response to this notification.

Sincerely,

Employee name  
Student Conduct Administrator

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<sup>4</sup> Email template is accessible within Campus Nexus. Contact Manager Task **SS – NOTIFICATION OF BEHAVIOURAL CODE VIOLATION**

## APPENDIX F – DOCUMENTING VIOLATIONS

The following information is entered into Campus Nexus Student Web Client platform by the Dean/Director or Student Conduct Administrator.

### WEB CLIENT: PROCESSES → CONTACT MANAGER → INCIDENTS

The person administering the process must first access Processes from the Web Client homepage and then select Contact Manager followed by Incidents

#### Processes

Name	Incident Type	Task Template	Date Reported...	Location
Conduct threatening the safety of another	Code of Conduct Violation	SS - Incident Report (Code o...	10/28/2019	Gymnasium
Verbal Abuse, Threat and Intimidation	Code of Conduct Violation	SS - Incident Report (Code o...	10/28/2019	Hallett Hall
Unauthorised distribution of alcoholic Bever...	Code of Conduct Violation	SS - Incident Report (Code o...	09/30/2019	Student Centre
Nursing Internship April 2019	General Incident	SS - Incident Report (General)	05/14/2019	
Re Article III :k	Code of Conduct Violation	SS - Incident Report (Code o...	02/26/2019	Hallett Hall

. From this window you can:

1. Search for a student to determine whether or not there is a history of alleged violations.
2. Record a new incident by selecting “New”.

## New Incident

Save Save & Close Save & New Cancel

Name *	Incident Type *	Task Template *																
Test	Code of Conduct Violation	SS - Incident Report (Code of Conduct)																
Incident Date *	Time	Location																
02/18/2020	10:30 AM	On Campus																
Brock Hall																		
<b>Students</b> <table border="1"> <thead> <tr> <th colspan="2">+ Add</th> <th colspan="2"></th> </tr> <tr> <th>Student</th> <th>▼</th> <th>Student Number</th> <th>▼</th> </tr> <tr> <th colspan="2"></th> <th>Active</th> <th>▼</th> </tr> </thead> <tbody> <tr> <td>Zappy, Zip</td> <td></td> <td>242827</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>			+ Add				Student	▼	Student Number	▼			Active	▼	Zappy, Zip		242827	<input checked="" type="checkbox"/>
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Scott, Nikkita		NSCOTT@college.bm	<input checked="" type="checkbox"/>															

**NAME** = Brief Indication of the complaint type. Use wording within an article(s) or the name of the article(s) violated.

**INCIDENT TYPE** = Code of Conduct Violation, General Incident, Health Related Incident, Student Complaint (Faculty, Grade, Employee)

**TASK TEMPLATE** = Pre-defined by selection of Incident Type (do not select items prefaced by an 'X')

**INCIDENT DATE:** Provide the date the incident occurred and the time to the best of your knowledge

**LOCATION:** Provide location if known

**STUDENT:** Add student(s) involved in the incident

**STAFF:** Add College employee involved as an appropriate

**GENERAL CONTACTS:** Enter information for General Public as appropriate (this section needs to be reformatted for data entry).

**INCIDENT DESCRIPTION:** Provide a description of the incident as given by the reporting party or the incident form completed by Security.

Please note that this section of Campus Nexus Student is simply to document the initial complaint/incident. Witness statements can be captured using the Contact Manager Activity (Task in Web Client) SS – Complaint/Incident Statement.

## APPENDIX G – NOTIFICATION OF SANCTIONS<sup>5</sup>

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### SAMPLE CONTENT

Dear {Student}:

I have completed a review of all available evidence in the recent complaint which alleged a violation(s) of the Bermuda College Student Code of Conduct. I have concluded that the following:

Categorisation of the Violation: {Level One, Level Two, Level Three}

Type of Violation: {insert appropriate description(s) from Articles 7 and/or 8}

Sanctions: {insert appropriate descriptions based on Article 10}

Next steps:

1. Please send an email to the attention of {insert College Official's Name, email address} indicating one of the following:

- A. I do not contest the findings and accept responsibility for the violation(s) documented above. I accept the proposed sanction(s), and understand that this agreement cannot be contested in the future.
- B. I contest the findings and I do not accept responsibility for the violation(s) documented above. I understand that I have the right to appeal the decision and will submit a Request for Appeal to the attention of {insert College Official's name, email address} within 5 business days of the date of this notification.

You have the right to discuss your options with any person you choose including your academic advisor, counsellor, programme coordinator, other College employee, or non-member of the College community.

2. If you accept responsibility, this form is kept on file with the Registrar {insert timeframe}. It will be taken into consideration if you are found to be responsible for another violation.

3. This form will not be disclosed to prospective employers, scholarship committees, or to other schools without your written consent. The exception, would be if the sanction warrants notification on your transcript, such as in the event of Expulsion from the College.

Sincerely,

Employee Name

Employee Role

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<sup>5</sup> Email template is accessible within Campus Nexus. Contact Manager Task **SS – NOTIFICATION OF SANCTIONS**

## APPENDIX H – REQUEST FOR APPEAL FORM<sup>6</sup>

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### SAMPLE CONTENT

<input type="text"/> Student Name <span>Click or tap here to enter text.</span>	<input type="text"/> Student ID <span>Click or tap here to enter text.</span>
<input type="text"/> Phone Number <span>Click or tap here to enter text.</span>	<input type="text"/> Division <span>Choose an item.</span>

For more information about the rights of responding parties please visit {insert Http for Code} to review the Student Code of Conduct.

### APPEAL REQUEST DIRECTIONS

Submit this form to the attention of the Appropriate Hearing Body indicated below within ten (10) business days of the date listed on your notification letter.

### STEP 1: INDICATE THE BASIS FOR APPEAL

I am appealing based on one or more of the following reasons:

- The breach of academic integrity/conduct processes and procedures were not properly followed.
- I was not given a reasonable opportunity to present my case. *(This does not include failure to appear despite notification of the scheduled hearing)*
- The facts presented at the hearing do not represent a “preponderance of evidence” to establish that a violation has occurred.
- The sanctions imposed are too harsh when compared to the nature of the violation.
- New and compelling evidence is now available and may impact the outcome of the resolution process.

### STEP 2: IDENTIFY THE APPROPRIATE HEARING BODY

- Dean/Director
- Student Conduct Administrator
- Vice President Academic & Student Affairs

### STEP 3: DETAILED DESCRIPTION OF THE BASIS FOR APPEAL

Provide a typed explanation of your appeal identifying any errors that took place and demonstrate how these errors impacted the outcome. Where possible draw reference to the Code of Conduct {insert link} to support your supposition(s).

Description Click or tap here to enter text.  Description Click or tap here to enter text.

I,  Student Name Click or tap here to enter text., hereby confirm that all submitted information is accurate to the best of my knowledge.  Submission date Click or tap to enter a date.

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<sup>6</sup> This is has been created as an online form available in the BC App and hyperlinked above.

## APPENDIX I – STUDENT CONDUCT CONTRACT<sup>7</sup>

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### SAMPLE CONTENT

As a Bermuda College student, enrolled in the Click here to enter text., you assume responsibility for conducting yourself in accordance with the guidelines communicated via Bermuda College publications including, but not limited to: the College Catalogue, Student Code of Conduct, and the Nursing Student Handbook.

Your re-admission into the  semester  semester is based on having met the conditions outlined below. Namely,

conditions  conditions

By signing this contract to support re-admission I,  Student Name & ID , understand and agree to the following:

Requirements  Requirements

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Student Signature

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Date

---

Director/Dean Signature

---

Date

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<sup>7</sup> This is has been created as an online form available in the BC App and hyperlinked above.