

BOUCHER INSTITUTE POLICY

<u>Policy Title:</u>	Standards of Student Conduct
<u>Date of Initial Board Approval:</u>	Pre Sept 2001
<u>Date of Last Approved Revision:</u>	August 20, 2014
<u>Person(s) Responsible for Implementation & Adherence:</u>	Administration, Students
<u>Related Procedures:</u>	Breach in Standards of Conduct

All members of the Boucher Institute of Naturopathic Medicine learning community are required to maintain a professional relationship characterized by personal and professional integrity, mutual respect, courtesy and consideration. Staff and students are expected to conscientiously obey the laws of Canada and the province of British Columbia, respect legally constituted authority, and meet all contractual obligations undertaken.

While on the Institute premises, students are expected to maintain appropriate professional standards of conduct including dress and interpersonal behaviour. Students must abide by the existing Institute rules and regulations and are expected to contribute to an atmosphere of non-stressful learning. Individuals who violate the rules of conduct may be subject to sanction up to and including dismissal from the program.

Students are at all times responsible for their own actions. Ignorance of the Institute's rules or the laws of Canada or British Columbia is not a defense against disciplinary action. Lack of intention to violate Institute policy will not generally excuse an infraction.

Behaviours that demonstrate unacceptable student conduct include, but are not limited to:

- Conduct in a manner that endangers the health or safety of other students, staff and/or clients in Institute-related activities on or off campus.
- The use, possession, or sale of intoxicating beverages in campus buildings or any other public campus area, unless specific written permission by the Institute Administration is obtained.
- The use, possession, and/or sale of illicit drugs or narcotics on campus.
- The use, possession, or sale of fireworks, firearms, knives, or other offensive weapons or materials, on college property.
- Falsification, or the supplying of false information, or the withholding of accurate information in order to obtain any Institute document; for example: ID cards, receipts, transcripts, etc. or to obtain admission to a course or program.

- Plagiarism, cheating, or misrepresentation, including the impersonation of a student (applicant) at an examination or assessment.
- Disruptive activities or disorderly conduct, including physical or verbal harassment or abuse of another person; for example: abusive, indecent, profane, or vulgar language; obscene actions; disrespect for the rights and privileges of others; or actions which otherwise disrupt the learning environment or hinder the learning process of others.
- Misuse of property, which includes destruction, damage, mutilation of Institute property, including but not limited to buildings, library materials, trees and shrubbery, files and records, safety equipment, including fire alarms and fire equipment.
- Failure to comply with reasonable directions of Institute officials, security personnel, or law enforcement officers acting in performance of their duties on campus or affecting conduct on campus.
- Persistent, inordinate, or inappropriate demands for time and attention from faculty and staff.
- Failure to follow the proper procedure for obtaining administrative approval and scheduling of a room for an outside individual or organization to make a presentation or other activity on campus.
- The conduct of any form of personal or corporate business or solicitation or enterprise other than that prescribed by the program itself is strictly prohibited on the Institute premises, in or about the building and the parking area. This includes supplying, brokering or representing a business interest concerned with supplying students with goods and materials of any kind not specifically approved, but does not include legitimate enterprises undertaken by recognized student representatives under the Boucher Institute Student Rep program.
- Aiding, abetting, or acting as an accomplice in the commission of any of the foregoing offences.

It is a condition of enrollment that students treat the facilities and property of the Institute with respect and care. Any person or persons causing damage to the facility through negligence or willful abuse will be charged with full financial responsibility for repair or replacement. Where repair or replacement is not undertaken within 15 days of the date of occurrence by the person or persons responsible, the Institute will contract to have the damage or loss repaired or replaced and will bill any expense incurred to the account of the responsible party. All such amounts left unpaid will be subject to interest at the current rate and must be paid in full prior to and as a condition of graduation.

Students are responsible, apart from regular janitorial tasks, for all aspects of keeping classrooms orderly and in a reasonable state of readiness for the next class, as well as maintaining order in other student facility areas. This includes disposing of waste in waste containers, removing personal items (such as

clothes, cups, books, etc., removing equipment used (such as pillows, overhead projectors, etc.) to their respective storage areas, cleaning off any equipment used, washing and returning dishes to the kitchen cupboards and generally restoring order to classrooms and other areas after use.

Furniture and equipment, which is designated for use in specific areas, is not to be removed from those areas without permission from administrative staff. If and when an exception is made to this rule by staff in special circumstances, it is the responsibility of each person who removes furniture or equipment from its designated area to return it to that area immediately after using it.

Posters, notices or other materials may not be fastened to walls, windows or doorways without prior permission from Student Services. Any items found fastened anywhere other than bulletin boards without permission will be removed and any damage to wall surfaces will be the responsibility of the person/s who posted the item.

Any and all equipment, books or other items belonging to the Institute are not to be removed from the Institute premises without express permission from the appropriate administrative staff.

Theft, regardless of amount, will not be tolerated. Anyone found removing Institute property without permission will be subject to immediate expulsion from the program. Bicycles may be parked only in a designated storage area in the building. (See section on Bicycle Parking.)

Rollerblades and skateboards are not to be used or worn in the Institute. The Institute cannot assume responsibility or liability for any personal possessions left on the premises.