

Code of Conduct and Dismissal Policy

In keeping with the vision and mission of TCFDA, all members of the College community share rights and responsibilities based on integrity and respect for one another, for self and for our environment. The College is committed to ensuring an atmosphere that promotes cooperation, courtesy, personal safety and inclusion.

Each student, upon enrolment in the College is governed by the rules and regulations of the College, including the Student Code of Conduct. Students are expected to conduct themselves in a manner consistent with the educational objectives of the College in accordance with generally accepted standards of behavior, and in accordance with published College policies.

The present policy is by no means all-inclusive: TCFDA also operates within the confines of the Provincial and Federal Laws. This Code applies to all students registered at TCFDA in full-time and part-time programs. The conduct provisions of the Code apply to:

1. Actions on property within the physical boundaries of the College
2. Actions in College owned or controlled property
3. Actions using communication and information technologies directed at college community members
4. Actions on student placement sites
5. Actions at events off-campus that is identifiable with the College or any part of it.

Students may be subject to disciplinary action or dismissal in all cases involving illegal acts, aggression against others and self, acts against property and unacceptable behavior. Prescribed conduct includes but is not limited to, the following:

1. Illegal or Aggressive Acts:

- Physical threat, abuse, assault or fighting;
- Possession or use of dangerous material or weapons;
- Verbal threat, abuse or assault (including malicious libel, slander or Defamation of character);
- Stalking or sexual harassment of any person;
- Promotion of hatred in ideas or actions;
- Knowing or willful abuse of a position of trust;
- Inciting, aiding, being party to, or deliberately concealing another person's misconduct;
- Possession, buying, selling or use of drugs or alcohol on campus;
- Being under the influence of drugs or alcohol on campus;

2. Acts Against Property:

- Attempted or actual theft, damage to or loss of College, staff, faculty, visitor or student property;
- Vandalism, defacement or destruction of College grounds, buildings, facilities or equipment or of property of any member of the College community;

- Forgery, alteration or unauthorized use of any College document, or records
- d) Misuse or abuse of College property including by not limited to computers, photocopy machines, books or telephones.

3. Unacceptable Behaviors:

- Behavior in the classroom which is contradictory to the requirements of the teacher and interferes with the learning of other students;
- Smoking in College buildings;
- Setting off a false alarm or failure to vacate the building and comply with emergency evacuation procedures when alarm is sounded;
- Failure to comply with the directives of staff or faculty members acting in performance of their duties;
- Unauthorized use of College facilities;
- Lack of attendance in keeping with the Attendance Policy and Procedures.
- Videoing any student or member of staff without permission.

4. Academic Misconduct Procedures:

- Cheating;
- Plagiarism;
- Submitting the same, or substantially the same, essay, presentation or assignment more than once;
- Impersonating a candidate at an examination or other evaluation or facilitating that impersonation;
- Submitting false records or transcripts;
- Failure to comply with any disciplinary measures imposed for academic misconduct.

All members of the College community have a responsibility to report violations of this policy immediately to one of the following: The Senior Administrators, the SEA, or any College faculty member.

In Cases of Classroom Disruption

The Instructor:

- Is authorized to determine and has the responsibility for communicating clearly the appropriateness of student behavior in the classroom;
- Has the discretion to take appropriate action to maintain an environment conducive to learning. Such action may include removal of a student or students for the duration of a class;
- Will report incidents to the Director who will identify and pursue a resolution. If the situation remains unresolved, the complaint will be forwarded for disciplinary action as follows:

In Cases Requiring Immediate Action: Danger or Risk of Danger within 24 hours:

1. The College Director or their delegates will initiate a review of the incident, including interviews with all relevant parties. The College Dean and Senior Administrator or their delegates will determine if a temporary suspension may be warranted until the review of the incident is completed.
2. If a temporary suspension is warranted the College Director will provide the student with a written statement outlining the rationale for and conditions of the suspension.
3. The review process will do one of the following:
 - Determine the allegations to be unfounded;
 - Determine the allegations to be founded in whole, or in part, and either:
 - Give the student a warning and set out the consequences of further misconduct;
 - Set a probationary period with appropriate conditions and sanctions;
 - Recommend that the student be dismissed from the College;
 - The College Director will prepare a written summary of the determination. A copy will be given to the student, a copy will be placed in the College's Student Conduct File, and the original will be placed in the student file.
 - If the student is issued a warning or placed on probation, the College Director and the student will both sign the written warning and/or the probationary conditions and sanctions and the student will be given a copy. The original document will be placed in the student's file.
 - If the recommendation is to dismiss the student, the TCFDA Committee will meet with the student to dismiss him/her from study at the College. The committee will deliver to the student a letter of dismissal and a calculation of refund due or tuition owing, depending on the status of the student's financial account with the college.
 - If a refund is due to the student, the Director will ensure that a cheque is forwarded to the student or funding organization within 30 days of the dismissal.
 - If the student owes tuition or other fees to the College, the Director will undertake the collection of the amount owing.