



## STUDENT CODE OF CONDUCT

### Student Code of Conduct

Version:	2/01 March 2010
Effective from:	01 March 2010
Approval date by SMT	
Effect of changes on:	Student handbook, compliance letters (warning letters), Termination Policy

#### I. PURPOSE:

It is recognised that Guildhall College has the right to protect its educational purpose and its students from the irresponsible conduct of others. In order to insure this right, the College finds it necessary to set forth the following regulations that require student compliance for the welfare of the College community.

#### II. PROCEDURE:

Students who are alleged to have violated one or more of the regulations stated in this Code of Conduct may be charged with the violation(s) in accordance with Guildhall College **Disciplinary Procedures**. This Code of Conduct shall apply to all College students representing the College at events, whether on or off the College campuses. The College may exercise its discretion to not officially charge students with violations of this Code of Conduct in the event that viable alternatives to Disciplinary action are appropriate.

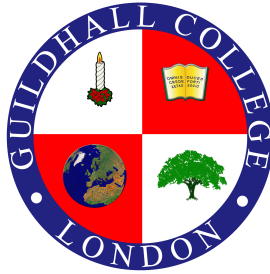
The Student Code of Conduct addresses the following areas:

##### 1. Academic Dishonesty

Academic Dishonesty includes, but is not limited to the following:

- Cheating on an examination;
- Receiving help from others in work to be submitted, if contrary to the stated rules of the course;
- Plagiarising, that is, the taking and claiming as one's own the ideas, writings, or work of another, without citing the sources; submitting work from another course unless permitted by the instructor; stealing examinations or course materials; falsifying records;
- Assisting anyone to do any of the above.

In the event that students are suspected of classroom cheating, plagiarism, or otherwise misrepresenting their work, they will be subject to procedural due process.



## **2. On Campus Activities And Events**

Use of College facilities is prohibited on any of the Guildhall campuses except in an area designated by the proper College authority and subject to any limitations and provisions established by an appropriate College official (i.e., outdoor concerts, student rallies, outside speakers).

## **3. Alcoholic Beverages**

Alcoholic beverages are prohibited at student sponsored functions.

## **4. Arson**

No student shall commit, or aid in the intentional commission of an act that results in a fire being ignited which causes damage, or is intended to cause damage, to the property of the College or to the property of any other person.

## **5. Assault And/Or Battery**

No student shall threaten bodily harm or discomfort to another such as would constitute an assault. Nor shall any student commit, or aid in the intentional commission of an act, which causes bodily harm or discomfort to the person of another such as would constitute a battery.

## **6. Checks With Insufficient Funds**

Student shall not make and/or deliver any check to the College that is not supported by sufficient funds on deposit or is in any way worthless.

## **7. College Information Systems And Facilities**

Students have the privilege of access and use of the College's technological resources such as computers, printers, networks, Internet, software and instructional laboratories. Students must utilise these services in an ethical and legal manner.

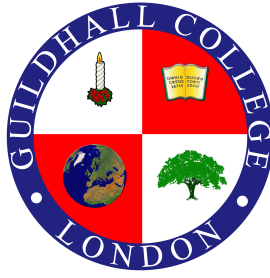
## **8. Complicity**

A student present during the commission of an act by another student that constitutes a violation of College policy may also be charged if his/her subsequent behaviour constitutes a permission or condonement of the violation.

## **9. Contracting Or Representation In The Name Of The College**

Students are prohibited from contracting in the name of Guildhall College, or claiming to be official representatives of the College or using the College's name, logo or likeness for any purpose including but not limited to commercial purposes.

## **10. Damage Or Destruction Of Property**



Accidental damage, vandalism, malicious damage to property belonging to Guildhall College or others may require restitution from persons responsible for such damage and/or disciplinary action.

### **11. Defamation, Threats, And Extortion**

Verbal or written communication that unlawfully exposes any individual or group to hatred, contempt, or ridicule, and thereby injures the person, property, or reputation of another, is prohibited. Verbal or written communication that threatens another of a crime or offence, or threatens injury to the person, property, or reputation of another, or maliciously threatens to expose another to disgrace, with the intent to extort money or other advantage whatsoever, is prohibited.

### **12. Disruption**

Disruption shall include, but not be limited to, the following:

- Physical violence or abuse of any person or College-owned or controlled property, or at College sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any person.
- Deliberate interference with academic freedom and freedom of speech, including not only disruption of a class, but also interference with the freedom of any speaker invited by any section of the College community to express his/her views. (Faculty are authorised to have students removed from class if warranted.) Forcible interference with the freedom of movement of any guest of the College. Blocking of entryways to buildings, rooms, or sections of buildings, or of hallways, or stairways, in such
- fashion that people find it difficult or impossible to pass.
- Blocking of vehicular traffic;
- Noisemaking, or other physical behaviour, which is so distracting that it is difficult or impossible to conduct a class, a meeting, or any other authorised event.
- Congregating in such a fashion as to create a situation which could endanger life or property.

Incitement to any of the above-mentioned actions, or to other violations of College Policy that could result in such actions, whether orally or through written materials or pictures.

### **13. Standards Of Dress**

Students must comply with standards of dress established for safety or health reasons in specific classes.

### **14. Narcotics And Illegal Drugs**

The possession and use of controlled substances by members of the Guildhall College community must at all times be in accordance with APPLICABLE LAWS.



### **15. Misuse Of Emergency Equipment**

Fire escapes, ground level fire doors, fire hoses, extinguishers, and alarm equipment are to be used only in emergencies. Tampering with, or misuse of these emergency devices, or blocking of fire exits or other means of impeding traffic, is prohibited.

### **16. Unauthorised Use Of College Facilities**

The unauthorised use of, or entry into, any College facilities (i.e. classrooms, laboratories, athletic fields), whether by force or not, is prohibited.

### **17. Interference With Academic Freedom And Freedom Of Speech**

Any act which restricts the professor's or another student's right to speak is prohibited. Any act that disrupts the orderly functioning of a class is prohibited.

### **18. Gambling**

Gambling of any kind is prohibited.

### **19. Hazing**

Hazing means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization under the sanction of the College. Hazing is prohibited.

### **20. Identification Of Students**

Students are required to present their identification card when requested by authorised College officials. Any misrepresentation, alteration or misuse of identification is prohibited.

### **21. Providing False Information**

No student shall knowingly give false or perjured testimony in any College investigation or proceeding. No student shall knowingly give false information to a College official or show reckless disregard for truth.

### **22. Public Laws**

Any act by a student that constitutes a charge of a violation of a public law, occurring either on or off campus, may establish cause for legal and/or disciplinary action by the College.

### **23. Distribution Or Sale Of Literature**

Distribution of literature on the campuses must be processed by the Authorised Officials.



#### **24. Use Of College Mail Services**

Students must receive approval from the Administration in order to use College mail services.

#### **25. Obeying Reasonable Orders By College Officials**

Students are required to comply with reasonable requests or orders by authorised College officials or representatives acting in behalf of the College. This requirement includes reasonable requests for students to arrive for appointments in administrative offices and at disciplinary investigations and hearings in a timely manner.

#### **26. Breach Of Peace**

Conduct or expression on College-owned or controlled property that disrupts the orderly functioning of the College, or which is lewd, indecent or obscene, is prohibited.

#### **27. Pets**

Guide dogs or other service animals are permitted on any of the campuses of Guildhall College, but no other pets or animals of any kind are permitted on any of the campuses without specific approval from the appropriate College official.

#### **28. Falsification Of Records**

Falsification of College records, including, but not limited to, admission, registration, student disciplinary and health, and affidavit, by forgery or other means of deception, is prohibited.

#### **29. Search And Seizure**

College officials reserve the right to search bag or other College property when deemed necessary to uphold the basic responsibility of the College regarding discipline, safety, and the maintenance of an educational atmosphere. Contraband items will be confiscated and may be used as evidence in disciplinary cases. Briefcases, handbags, and other such containers may be searched in the library, in laboratories, in the bookstore, and at other places where materials or equipment are not secure.

#### **30. Smoking**

Smoking is prohibited in all college facilities; including but not limited to, all buildings and portions of buildings owned or leased by the college including, without limitation, atria, entry ways and enclosed hallways within buildings as prohibited under applicable laws.



### **31. Outside Speakers**

Speakers may be invited to address a campus audience by Guildhall College students. These invitations must be approved by the Management.

### **32. Theft, Unauthorised Possession And/Or Sale Of Property**

Students involved in theft, unauthorised possession, and/or sale of property not belonging to them are subject to College disciplinary action as well as to arrest and prosecution by legal authorities. Students are required to make full restitution.

### **33. Firearms, Weapons, Fireworks, Explosives**

No students, except law enforcement officers, may have weapons in their possession at any time on College property or college-sponsored activities. Weapons are defined as firearms, knives, explosives, fireworks, materials or any other items that may cause bodily injury or damage to property. Students in possession of a firearm on a campus or at a college-sponsored activity will be automatically suspended.

### **34. Fraud**

Students shall not engage in any fraudulent activities such as those that intentionally violate College Policies and Procedures. (i.e. providing false information or documentation to the College)

### **35. Hazardous, Biological, Other Substances**

College students shall not bring onto or dispose of hazardous, biological, or other substances on or within any of the College's property that will threaten or affect the health, safety and welfare of the College