

Policy Name: Student Code of Conduct  
Approving Authority: President

Policy #SA-001  
Approval Date: 6/23/2023  
Date Last Reviewed: 6/23/2023  
Next Review Date: 6/2024

## **Statement**

The Student Code of Conduct Policy of Beal University Canada (“BUC” or the “University”) provides the expectations of students’ appropriate conduct and process of violations and appeals. The President will review the policy annually.

## **Purpose**

The policy on Student Code of Conduct establishes the responsibilities of student conduct at the University. The policy further outlines the occurrence of violations and the corrective action process with the application of the rules of natural justice.

## **Roles and Responsibilities**

This policy applies to all students of the University. This includes students attending the University physically on campus, attending online courses, and participating in externships/clinical placements. All faculty and staff have the responsibility to ensure students observe the student code of conduct and are expected to report incidents of misconduct in a timely fashion.

## **Policy**

### Student Code of Conduct

Students are expected to observe the following:

1. Accept assigned duties and responsibilities.
2. Demonstrate initiative and productivity.
3. Demonstrate sensitivity, compassion and a caring attitude towards peers, patients, and clients within the University and in externships/clinical placements.
4. Maintain professional grooming and personal hygiene at all times.
5. Demonstrate a cooperative, supportive team attitude toward peers, academic and administrative staff of the University.

### Non-academic offenses:

Students will be held accountable for, or should report, the following violations while attending the University or clinical/externship, such as, but not limited to:

1. All forms of dishonesty, forgery and intent to defraud through falsification, alteration, or misuse of University documents.
2. Theft or destruction of University or the private property of individuals associated with the University.
3. The possession or sale of firearms or other weapons, explosives, or dangerous chemicals.
4. Any type of harassment, horseplay, threats, verbal abuse, or violence of any kind as they will not be tolerated and may be reported to local authorities.
5. The use of profanity, insubordination, dishonesty and violation of safety rules.

6. Possess or be under the influence of illegal drugs or alcohol while on the campus and/or surrounding structures.
7. Smoking on campus.
8. Failure to comply with the Campus Dress Code.
9. Food or drink in the classrooms.
10. Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the “off” position while in the classroom.
11. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other safety rules or regulations.
12. Externship/Clinical students only: Electronic devices are not allowed for students in clinical facility areas. Students should communicate with faculty as needed in these areas.

### Social Media

Students using sponsored Beal University Canada social media sites, such as pages in Facebook and Instagram, are expected to conduct themselves in a manner that complies with the terms of the student code of conduct. The code of conduct also applies to those students who identify themselves with BUC and/or use their Beal University Canada email address in social media platforms such as professional blogs, LinkedIn, Facebook, etc. Refer to the Data Access Policy and the Use of Information Technology Policy.

While Beal University Canada does not typically provide editorial review of the content of social media sites used by its students, Beal University Canada does reserve the right to ask students to take down content that is deemed in violation of the student code of conduct, from third party complaints, applicable law or regulation, or computer and network management concerns.

### Illegal Drugs and Alcohol

Beal University Canada has standards that prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students, faculty and staff on campus property or as part of campus activities. The unlawful possession or distribution of illicit drugs and alcohol is a violation of provincial and federal law.

### Weapons

For the safety of everyone, all types of weapons are prohibited on campus. This includes, but is not restricted to, firearms, illegal knives, ammunition, explosives, gas or spring-loaded guns, crossbows, bows and arrows, spring-type guns, slingshots, firecrackers, fireworks and cherry bombs. Anyone possessing or using any of these weapons can and will be subject to disciplinary action or arrest. Exceptions are made for on duty officers in uniform.

### Campus Dress Code

Beal University Canada does not have a formal dress code. However, BUC is a university whose purpose is to train business professionals and part of business professionalism is looking presentable. Students are encouraged to wear attire that will be acceptable in a professional, business and/or academic environment. The wearing of attire that may be offensive to another individual or cause embarrassment is unacceptable and will be handled appropriately. Refer to the Student Dress Code for Nursing Policy.

Academic Offenses

Refer to the Academic Integrity and Honesty Policy and the Academic Freedom Policy.

Allegations, Review, Inquiry and Appeals Process

Refer to the Corrective Action Policy for the University's process for allegations, review and inquiry of misconduct. Additionally, the Corrective Action Policy provides the required steps for complainant's appeal process.

**Related Policies and Documents**

AA-005 Academic Freedom Policy

AA-002 Academic Integrity and Honesty Policy

AA-003 Acceptable Use of Electronic Information Resources Policy

HR-001 Conflict of Interest Policy

AA-004 Corrective Action Policy

IT-001 Data Access Policy

HR-002 Employee Code of Conduct Policy

RE-001 Ethical Research Policy

HR-004 Equity, Diversity, and Inclusion Policy

HR-003 Harassment and Discrimination Policy

IT-005 Use of Information Technology Policy

Addendum: Violation of Student Code of Conduct Incident Report Form

### Addendum

#### **Violation of Student Code of Conduct Incident Report**

If you have knowledge of a Beal University Canada student violating the Student Code of Conduct, you are encouraged to notify the Dean of the incident. Please use this form to report any behaviors of concern involving the BUC community, whether these behaviors occur inside or outside of the classroom setting.

#### Reporting Party Information

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#### Reporter's first and last name

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First

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Last

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#### Reporter's position/title

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Reporter's phone number

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Reporter's email address

#### Urgency of this report:

- a. Normal
- b. Urgent

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ AM / PM (Circle one)

Location of Incident: On Campus / Off Campus / Online (Circle one)

Specific Location: \_\_\_\_\_

#### Student Information

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Full Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

#### Questions

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Please Select the Student Code of Conduct Violation(s) (circle all that apply):

- a. Disruptive behavior or open defiance of authority.
- b. Theft or destruction of University or private property.
- c. Harassment, horseplay threats, verbal abuse or violence of any kind.
- d. Profanity, insubordination, dishonesty or violation of safety rules.
- e. Assault or threat towards a student, district personnel, or an authorized visitor.
- f. Misconduct to a person resulting in injury or death which includes property damage and theft.
- g. Unsafe behavior in a clinical or lab setting that poses a threat to self or others.

- h. Unlawful use, sale, possession or presence of being under the influence of any controlled substance.
- i. Failure to comply with the Campus Dress Code.
- j. Smoking.
- k. Inappropriate use of electronic devices.
- l. Failure to comply with emergency or safety practices, tampering with safety equipment or violation of any safety rules.
- m. Disorderly, lewd, indecent, or obscene conduct.
- n. Possession or use of any firearms, explosives, dangerous chemicals, weapons, or other potentially harmful substances.
- o. Obstruction or disruption, on or off campus.
- p. Physical abuse or threat of physical abuse.
- q. Misrepresentation of self.
- r. Soliciting or assisting another in an act violating the Student Code of Conduct.
- s. Use, possession, or distribution of alcoholic beverages and /or illegal narcotics/drugs.
- t. Unauthorized recording, dissemination, and publication of academic materials in any medium.
- u. Threatening actions or force to injure, intimidate or oppress because of race, color, religion, ancestry, national origin, disability, gender, or sexual orientation.
- v. Academic dishonesty: Falsification, plagiarism, cheating, and fabrication.
- w. Violation of Copyright Laws.
- x. Electronic devices used in an Externship/Clinical setting.

Other: (Please provide detailed description below)

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Please provide a detailed description of the incident/concern using specific concise, objective language (who, what, where, when, and why)

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What actions have you taken regarding the violation?

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Supporting Documentation:

Please provide documents related to the reported incident.

(128MB maximum total size. **Attachments require time to upload so please be patient after submitting this form.**)