

CODE OF STUDENT CONDUCT: ACADEMIC INTEGRITY AND NON-ACADEMIC MISCONDUCT PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:
Parent Policy:
Approval Date:
Effective Date:
Procedure Owner:
Procedure Administrator:

Academic
 Student Management Policy
 November 14, 2012
 November 2, 2012
 Vice President, Teaching and Learning
 Academic Quality Assurance Consultant, Academic Quality Assurance

Overview:

NorQuest College is committed to maintaining high standards of academic performance and integrity, as well as appropriate non-academic conduct in order to foster a learning environment conducive to the personal, educational and social development of its students. In support of this commitment, the College has adopted a Student Management Policy that both directs and standardizes the development and implementation of quasi-judicial procedures governing alleged incidents of student academic and non-academic misconduct requiring a resolution mechanism and, where appropriate, the application of sanctions.

This procedure identifies the overarching Code of Conduct established by the NorQuest College Board of Governors, further describes basic student rights and responsibilities related to the code of conduct and specifies the actions for adjudicating cases of both alleged academic and non-academic misconduct. It establishes the steps in the process, the standards by which alleged misconduct shall be judged, and the range of sanctions that may be imposed. The application of these procedures is founded upon the principles of natural justice and procedural fairness.

Authority to establish this policy is derived from the:

- NorQuest College Board of Governor's Policy No. 5 which delegates authority to the President to establish policies and procedures for the College's management and operation, and
- NorQuest College Board of Governor's Policy No. 8 which requires the President to establish policies and procedures to ensure that College students comply with the College Code of Conduct.

Procedures:

The NorQuest College Board of Governor's has established an overarching code of conduct for the College that applies to students, employees and Board members.



Student Services - Centre for Growth & Harmony

Centre for Growth & Harmony

The Centre for Growth & Harmony provides NorQuest College students with a convenient location to find a variety of free supports to assist in navigating issues that interfere with academic life, personal growth, and career development.

Our team of wellness professionals provide:

- Health Support
- Mental Health Support
- Basic Need/Community Resource Support
- Newcomer Support
- Stress Support

Our Goals

In the Centre for Growth & Harmony, our multidisciplinary team works together to make learner-centered and culturally sensitive recommendations to promote health and wellness while striving to encourage growth, development, and lifelong learning. Our primary focus at the Centre for Growth & Harmony is to provide holistic, student-centered care within an inclusive, respectful, and private environment.

Referring students

Students often share personal issues with instructors or other staff members. As such, you play a key role in connecting students with appropriate NorQuest College services. A referral to the Centre for Growth & Harmony is part of "early intervention" and an opportunity to live our "student-centered approach". If you think a student might benefit from support, please suggest a visit to the Centre. It is not necessary to know exactly what service they might need; simply make the suggestion. When the student arrives, we conduct an intake interview to determine services that will be most helpful.

Appointments can be made in-person (Room 1-101, Singhmar Centre for Learning), by phone (780-644-6155), or via email (wellness@norquest.ca).

Please note: We highly recommend students make their own appointment arrangements whenever possible.

Emergency situations

Crisis/Drop-in services are available.

Emergency contacts and services are also available on the [NorQuest College website](#) for students, staff and faculty.

Reflection Room

NorQuest College is a vibrant, inclusive, and diverse community that recognizes the spiritual and religious aspects of our students and employees. We are committed to providing a neutral room that is accessible to members of all faiths within the college community. The Reflection Room is managed by Wellness & Accessibility, and all questions can be directed to the Centre for Growth & Harmony.

Contact information

Office hours: Monday to Friday, 8:15 a.m. to 4:30 p.m.

Location: 1-101, Singhmar Centre for Learning, 10215 - 108 Street, Edmonton

Phone: 780-644-6155

E-mail: wellness@norquest.ca

Frequently Asked Questions



Comments

Submit Comment

students have both fundamental rights and consequential responsibilities that NorQuest commits to protect and enforce under the provisions of the specific procedures related to the Student Judicial Affairs Policy for the benefit of the entire college community.

Student Rights

Students have the right to:

- an educational environment that is safe, secure, and conducive to learning, and protects students from discrimination, harassment, indignity, or injury
- the protection of their privacy according to college policy and privacy legislation
- reasonable and legitimate access to statements of college policies and procedures
- due process and procedural fairness in any investigation of alleged improper student conduct or alleged violations of college policy
- freedom of inquiry, expression, belief, political association, and assembly, provided that they are lawful and do not interfere with the rights of others or with the effective operation of the college or violate college policy
- reasonable and legitimate access to college buildings and facilities
- membership in an independent students' association, and participation in its governance and activities, subject only to its bylaws
- timely and accurate information about the content and requirements of their courses and programs
- the availability of their instructors for assistance outside of scheduled class periods at mutually agreeable times and through mutually acceptable modes of communication
- reasonable and supervised access to their official student records as contained in their permanent file
- consult any written submission for which a mark has been assigned and to discuss the submission with the examiner
- request an impartial review of any grade

Student Responsibilities

Students have a responsibility to:

- assist in making the college learning community respectful, safe, and inclusive by personally refraining from (and discouraging in others) conduct that threatens or endangers the health, safety, well-being, or dignity of any person(s)
- exercise their rights and freedoms with integrity, respect for the rights of others, and acceptance of accountability for their words and actions, whether acting individually or as a member of a group
- abide by all relevant college policies and participate in related procedures, as required
- familiarize themselves with academic regulations, including graduation and program completion requirements
- comply with the policies of any employer or host organization where the student is involved in a work placement, site visit, practicum, or clinical placement
- respect the property of others, including the college's buildings and facilities
- conduct themselves honestly in their academic work and responsibly in their non-academic behaviour

1c) Smoke Free Campus Policy



Supporting Communications

NorQuest College transitions to a smoke-free campus

NorQuest College transitions to a smoke-free campus

Aug 18, 2014.

With a responsibility to present a healthy and clean learning environment, NorQuest College has made the decision to ban smoking on the property of all Edmonton and regional campus locations.

The college will become smoke-free January 1, 2015 following a two-phase elimination of designated outdoor smoking areas that begins September 1, 2014.

Phase I: Effective September 1, NorQuest College will consolidate all current designated smoking areas in the downtown campus to one single location outside the northeast corner of the Health Education Centre (HEC 102) building located at 10704 - 102 Avenue. For the Westmount and regional campuses there are currently no designated smoking areas. Smoking permissions will remain the same until the full ban takes effect.

* **Phase II:** Effective January 1, 2015, NorQuest College will move to a completely smoke-free institution.

Staff and faculty who would like assistance during the change will be supported by the launch of Lifeworks (new Employee Assistance Program). Services include a health assessment survey, quit smoking programs, and other supports.

Stay tuned for more details coming this fall.

Comments

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Submit Comment

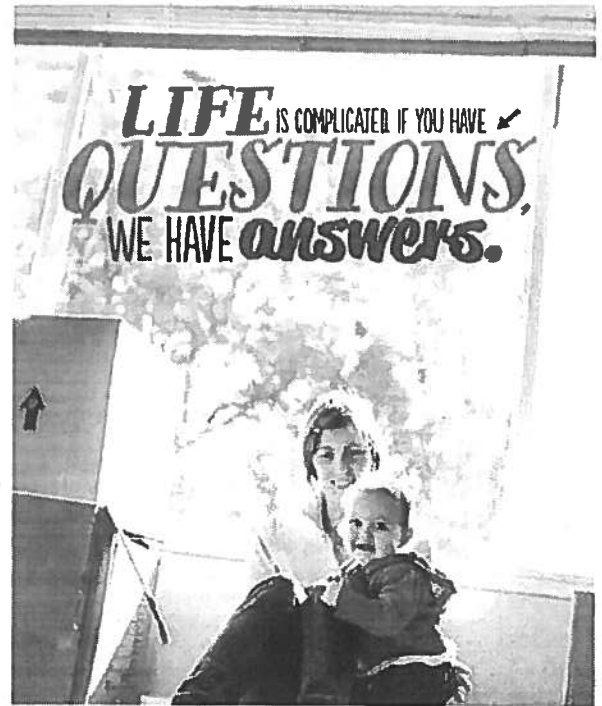
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2014-September-10 @ 2:38:16 PM

LifeWorks

Expert Help with Life, Work and Everything in Between.

LifeWorks provides confidential counselling, consultations, community referrals, multimedia resources and online access to hundreds of articles, self-assessments, blogs, podcasts, calculators and more. Services are available 24 hours a day, seven days a week, and are provided at no additional cost to you and your dependents, as defined by your benefits plan.



- Life**
- Retirement
 - Midlife
 - Student Life
 - Legal
 - Relationships
 - Disabilities
 - Crisis
 - Personal Issues

- Health**
- Mental Health
 - Addictions
 - Fitness
 - Managing Stress
 - Nutrition
 - Sleep
 - Smoking Cessation
 - Alternative Health

- Family**
- Parenting
 - Couples
 - Separation/Divorce
 - Older Relatives
 - Adoption
 - Death/Loss
 - Childcare
 - Education

- Work**
- Time Management
 - Career Development
 - Work Relationships
 - Work Stress
 - Managing People
 - Shift Work
 - Coping with Change
 - Communication

- Money**
- Saving
 - Investing
 - Budgeting
 - Managing Debt
 - Home Buying
 - Renting
 - Estate Planning
 - Will Kit

- Blogs**
- Food & Fitness
 - Questions Parents Ask
 - Your Money
 - Work-Life

- Online Toolkits**
- Planning Your Life After 50
 - Finding Your Path in Your 20s and 30s
 - Complete Will Kit
 - Financial Toolkit
 - Divorce Toolkit

- Interactive Programs**
- Eating Well Telephonic
 - Nutritional Counselling
 - Online Depression Centre
 - Online Stop Smoking Centre
 - Career Cruising
 - Naturopathic Services

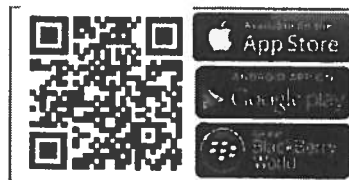
- Podcast Series**
- Simplify Your Life
 - Bullying
 - Relationship Rescue
 - Managing Your Money
 - Caregiving
 - Depression

Contact LifeWorks for 24/7 Support:

1.877.207.8833 TTY 1.877.371.9978

Visit us online: www.lifeworks.com

User ID: Password:





NorQuest College moves to a smoke-free campus

Supporting
Comments

NorQuest College moves to a smoke-free campus

Dec 18, 2014.

With a responsibility to present a healthy and clean learning environment, NorQuest College has made the decision to ban smoking anywhere on the property of all of its Edmonton and regional campuses. And effective January 1, 2015 there will no longer be any designated smoking areas.

This ban comes into effect January 1, 2015, and follows a two-phase elimination of designated outdoor smoking areas that began on September 1, 2014. The ban does not include Aboriginal pipe and smudging ceremonies within approved locations.

NorQuest College Smoke-Free Campus Policy

Staff and faculty who would like assistance with smoking cessation will be supported by our Employee Assistance Program through Lifeworks and by your benefit coverage.

Lifeworks Assistance: Service includes health assessment survey, quit smoking programs, and other supports.

Warm Regards,

Laurel D. Evans B. Ed, CHRP

Manager, Human Resource Services

Workforce Development and Human Resources | NorQuest College

T: 780-644-6187

laurel.evans@norquest.ca

Comments

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Submit Comment

2014-December-17 @ 9:41:20 AM
And, you can register on LRN for those sessions in January. :-)

Leaders Guide

NorQuest College Transitions to a Smoke-Free Campus

This guide contains the information and background to support those in leadership type roles to ensure staff and students are aware and supported with the changes. Leaders and Instructors are in positions that influence others: they are trusted, help to alleviate resistance and build support. This guide enables those in leadership type roles to support this change and those affected.

Asks of Leaders:

- to be knowledgeable and informed of this change to help build awareness for staff and students
- to manage resistance
- assist those affected with information and support
- reinforce and support the change

1) Background Rationale about the change:

- a) There is an increased social awareness pattern for the need of a clean and healthy environment and due to concerns expressed by staff, the Executive Leadership Team has concluded to move to a smoke free environment on NorQuest College property.
 - i) Phase I, effective September 1, 2014, will consolidate all current designated smoking areas in the downtown campus to one single location at North East side of the HEC 102 building. As a result, the south side patio of the Main building will close as a designated smoking area. (sandwich boards will be displayed on patio, signage will be posted throughout the College locations)
 - ii) Phase II, effective January 1, 2015, will move the campus to a No Smoking Campus.
- b) This move will align to a healthy, safe and respectful learning and work environment for all staff and students.

2) Key Messages about the change

- a) We respect the health and wellness of all staff and students.
- b) Our College has a focus to promote health, well-being and the advancement of our students and staff.
- c) We will move to a smoke free campus effective January 1, 2015. This does not include pipe ceremonies and smudging events that are ceremonial in nature.
- d) In scope is all NorQuest buildings including regional locations and aligning to Alberta legislation.

- i) The Tobacco Reduction Act came into effect on January 1, 2008 and as of this date smoking is prohibited in all public places and workplaces in the province.

3) Timeframes and Details

- a) Timeframe to implement the change with communications and signage is from August 18 until December 31, 2014.
 - i) Variety of communication methods will be utilized starting August 18th to increase awareness of the change and to ensure staff and students are aware of the supports available to them through Lifeworks (staff only), cessation programs, benefit coverage and other links to supports through Student Life displays in main lobby, library and bulletin boards over the next 3 months.
 - (1) Staff benefit coverage gives a lifetime maximum of \$400 towards smoking cessation programs at all opt down, core and opt up levels.
- b) Details: consolidation effective September 1, 2014 of all downtown designated smoking areas into one location at HEC 102 with a move to no designated smoking areas effective January 1, 2015.

4) Impacts

- a) Impactful change for students and staff who are smokers.
- b) Will be appreciated from all other non smoking staff, students and visitors to the College.

5) Messages about how the change impacts employees

- a) The impact of the change on the day-to-day activities of staff and students might impact productivity in the case where they walk to the new location which is a further distance; as well as, their dissatisfaction with the move to a no smoking campus. Or they might choose to go to public property while ensuring they stay 15 feet (5m) away from any windows or doors of the College.
- b) Staff and student expectations for behaviors will be to follow signage and campus policy for both phases (consolidation and move to a no smoking campus)
- c) Procedures for getting help and assistance during the change will be supported by the launch of Lifeworks (new Employee Assistance Program) which includes: health assessment survey, smoking cessation programs and other supports including Student Life and Student's Association for other pieces of support for staff and students.
- d) The expectation that this change will happen and is not a choice

6) Enforcement Parameters:

- Enforcement:*
- a) Redirection to staff and students
 - b) Increased support from Building Concierge to monitor and educate
 - c) Signage moving to consolidated location and closure of Main Building's designated area
 - d) Signage of No Smoking Campus

7) Strategies to Support the Change:

- a) Listen to those affected, in many cases they simply want to be heard and listened to as this creates the steps toward resolution. Listening can also help identify any misunderstandings about the change that can be addressed.
- b) Let go of the "how" to change and focus on the "what" needs to change which is the direction to a smoke free campus. This process transfers ownership of the solution to staff and students.
- c) Focus on the key messages of why the change and be consistent.
- d) Support the change and role model it. Make a personal appeal with your honesty of why you support it and the benefits of moving to a non-smoking environment. Link to a respectful, safe and healthy environment for all.

8) FAQ's

- a) What is the change?
 - i) A phased approach, effective September 1, 2014, will consolidate all current designated smoking areas in the downtown campus to one single location at North East side of the HEC 102 building. And effective January 1, 2015, will move the campus to a No Smoking Campus.
- b) Who is affected with this change?
 - i) All staff, students and visitors to NorQuest College.
- c) Are there exceptions?
 - (1) No. Pipe ceremonies and smudge events at approved locations are ceremonial in nature and do not fall within the scope of this.
- d) Why is this change happening?
 - i) The Executive Leadership team made this change to promote a safe, healthy and respectful environment for all. A policy will be created in the fall of 2014 to respond to the concerns regarding smoking areas at the College.

- e) Related to the Alberta legislation what is a public place and workplace defined as?
- i) A public place is defined as all or any part of a building, structure or other enclosed area to which members of the public have access including common areas of multi-unit residential facilities, group living facilities, outdoor bus and taxi shelters, licensed premises, restaurants, hotels and public vehicles.
 - ii) A workplace is defined as all or any part of a building, structure or enclosed area in which employees perform the duties of their employment and includes reception areas, corridors, lobbies, stairwells, elevators, escalators, eating areas, washrooms, lounges, storage areas, laundry rooms, enclosed parking garages and work vehicles.
- f) Can I smoke in my vehicle while it's parked at the College?
- i) No, as it is on College property.
- g) Will there be supports in place to help students and staff quit smoking?
- i) Yes, there will be information shared throughout the next 3 months on a variety of support pieces:
 - (1) Staff: Lifeworks Employee Assistance Program: health assessment survey, smoking cessation programs and online/telephonic coaching.
 - (a) Staff have benefit coverage of \$400 value over their lifetime for smoking cessation programs
 - (2) Students: Student Life and Library displays of information and supporting tools, Student Benefit supports
- h) What changes are happening to the current designated smoking places to support this change?
- i) For the temporary period until December we will: display temporary signage, remove any outdated signage, rearrange exterior furnishings at HEC 102 and rearrange the existing ashtrays at all locations



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Smoking cessation

Relevance:

NorQuest College transitions to a smoke-free campus

Relevance:

With a responsibility to present a healthy and clean learning environment, NorQuest College has made the decision to ban smoking on the property of all Edmonton and regional campus locations.

NorQuest College moves to a smoke-free campus

Relevance:

With a responsibility to present a healthy and clean learning environment, NorQuest College has made the decision to ban smoking anywhere on the property of all of its Edmonton and regional campuses. And effective January 1, 2015 there will no longer be any designated smok...

How can I help myself and others cope with new smoking ban?

Relevance:

In celebration of National Non-Smoking Week (January 18-24), Karl Jesswein from Alberta Health Services will be presenting Lunch & Learn educational sessions. Please consider attending one or all of the following sessions. Registration and further details are available o...

Relevance:

2 Bedroomed basement suite for rent to 2 adults. Share house with 2 nurses. Students welcome. 4 piece bathroom; full kitchen with lots of cupboards. House is a BI-Level so large full size windows above ground. Fenced yard, Separate entrance. Shared laundry facilities. All ...

Support services for students who are expecting

Relevance:

Do you know any students who are expecting a baby? NorQuest College's Health Services is pleased to introduce 'Health for Two' - a prenatal program offering pregnant women information, support, milk coupons and prenatal vitamins. We provide assistance to women who have s...

Electronic Cigarettes: Are they as great as we think they are? (Lunch & Learn Session)

Relevance:

Electronic cigarettes (e-cigs) have certainly increased in popularity in the last few years but what do we really know about them? Do they really produce nothing more than a harmless water vapor? Are they a good way to quit smoking? Research is just starting to emerge abou...

Relevance:

This is the best full basement suite in the city. 1350 sq feet, its bright with large windows, it features a new kitchen and bathroom, an open living area, a separate exterior entrance, 2 roomy bedrooms, and a shared laundry. There is also a lovely outdoor patio and bac...

Health Support

Relevance:

The goal of providing Health Support is to help students accomplish their academic goals by supporting healthy living. We are committed to providing professional & private services to the students at NorQuest College in a safe and competent manner. Services include: ...

What the Hookah? (Lunch & Learn Session)

Relevance:

Do you know what shisha is? How about hookah or waterpipes? Perhaps this looks like a foreign language to you but many people have heard of it and are using it believing that it is harmless. This session will provide you with the most current information about what we know...

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Search for:

smoking

Search mode:

Exact phrase



Search

NorQuest's New Smoke Free Policy: What?!, How will I survive this? (Lunch & Learn Session)

Relevance:

If you are concerned about how you will manage now that NorQuest has gone smoke-free, this session is for you. The information provided is for smokers who want to take advantage of this opportunity to improve their health either by reducing or quitting their tobacco use but...

Lunch and Learn Session: Alberta Blue Cross Health & Wellness services - January 22

Relevance:

Whether it's getting more exercise, taking steps to reduce stress, cutting down on fast food, quitting smoking or getting more sleep, we can all do a little more to help maintain our health. Alberta Blue Cross Health & Wellness Companion is an excellent resource, offered to No...

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