

**TITLE: Student Code of Conduct**

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**Approved By:**

- Board of Governors
- President and Vice Presidents
- Senate

The Sheridan College Institute of Technology and Advanced Learning (“Sheridan”) is dedicated to creating an academic community that is safe and respectful, where Students (as defined below) develop individually and in collaboration with their peers. All Sheridan Students are expected to act responsibly and uphold standards of conduct that form the basis for good citizenship. Good citizenship includes upholding an atmosphere of Civility, accountability and respect for others.

**1. PURPOSE**

The primary purpose of this Code is to establish community expectations for Sheridan Students and provide guidelines for appropriate Student behaviour. The Student Code of Conduct and its associated process are intended to be educational. It promotes an environment that supports personal growth, student success and a vibrant campus community.

This Code defines behaviour that is considered Student Misconduct (as defined below) and outlines the mechanism for determining Sanctions (as defined below) which may be imposed on a Student when acting in a manner that is in violation of Sheridan’s policies which are applicable to Students, including but not limited to this Student Code of Conduct. The Student Code of Conduct is not intended to alter or supersede any Sheridan Policy.

**2. SCOPE**

All Students are responsible for compliance with this Code, which may be amended from time to time. This Code will be applied in a way that ensures Procedural Fairness (as defined below) for all Students while on Sheridan Premises.

This Code may also apply to Sheridan Students while off-campus:

- when engaged in or in attendance at a Sheridan Activity (as defined below);
- when communicating electronically including, but not limited to phone calls, text messages, social media, email, and SLATE; and/or

- when behaviour affects the safety, integrity or interests of the Sheridan community or any of its members.

This Code also applies to Students living in Sheridan residences. Students living in residences are also subject to the Residence Community Living Standards (RCLS); however, this Code has primacy over the RCLS.

In some instances, the actions of a Student may violate more than one Sheridan policy. Where multiple policies apply, those responsible for initiating the processes will confer to determine which Policy should be applied, whether multiple processes are required and/or which takes precedence. Students may have multiple relationships with Sheridan (e.g. simultaneously a Student and employee). The facts of the situation and/or the context of the behaviour will determine which policies and related processes shall be applied and in what order.

Sheridan has the right to inform and/or report Misconduct under this Code to law enforcement agencies, including but not limited to the police.

If any member of the Sheridan community is reporting an emergency situation, such as imminent risk of suicide, immediate risk to the safety of others, weapons, violent behaviour or medical emergencies, please immediately contact Campus Security and/or call 911.

### **3. DEFINITIONS**

**“Civility”** can be defined as a range of behaviours including courtesy, dignity, acting in good faith and respect.

**“Conduct Meeting”** means a meeting at which evidence and information are presented on a matter at issue and Students are able to respond to the allegation(s) of Misconduct.

**“Guest”** means any individual who is not a Student and is invited to Sheridan Premises and/or a Sheridan Activity by a Student.

**“Interim Measure(s)”** includes a measure immediately imposed on a Student without a Conduct Meeting in situation(s) where there is a potential risk to any member of the Sheridan community and/or to maintain the integrity of an investigation and is further defined in the Procedure. Imposing an Interim Measure on a Student shall not be considered a finding of Misconduct as set out in the Procedure.

**“Misconduct”** refers to the failure to comply or violation of the Student Code of Conduct or other Sheridan Policies applicable to students.

**“Non-Academic Expulsion”** means no eligibility for re-admission or re-enrolment consideration for any reason to a Sheridan program or course at any time whatsoever. No fees will be refunded and the Student may be required to pay outstanding fees.

**“Non-Academic Suspension”** means no eligibility for re-admission or re-enrolment consideration to any Sheridan program or courses, for a period of up to three years. No fees will be refunded and the Student may be required to pay outstanding fees.

**“Procedural Fairness”** provides a process in resolving disputes with transparency, equal communication, and fairness.

**“Progressive Discipline”** refers to the process of using increased Sanctions when a Student’s behaviour continues to be in violation and adjudicated under the Student Code of Conduct – Adjudication Process and Appeals Procedure.

**“Recurrent Misconduct”** means Misconduct committed by a Student subject to previous Sanction(s) under the Student Code of Conduct – Adjudication Process and Appeals Procedure.

**“Sanction”** means the range of imposed consequences, either interim or permanent, as set out in the Procedure.

**“Sheridan Official”** means an employee and/or representative of Sheridan acting in the course of their duties.

**“Sheridan Activity”** means an activity approved and/or supported by Sheridan on or off Sheridan property in Canada and internationally. This may include but is not limited to co-op, placement, inter-campus shuttle buses, field trips, sporting competitions, off-campus lectures, or any other events sponsored by a Sheridan Official acting in their capacity.

**“Sheridan Premises”** refers to all Sheridan owned, rented or leased land, buildings, structures, vehicles and property located on or off campus. For clarity, vehicles on Sheridan premises are subject to this Policy.

**“Sheridan Threat Assessment Team [STAT]”** is the threat assessment and risk mitigation team that acts to address threats as they relate to and/or originate from Sheridan Students by providing a coordinated and rapid response, when possible, from Sheridan administration.

**“Student”** means any individual who is admitted, enrolled or registered for study at Sheridan. Individuals who are active in a program, but not enrolled in classes for a particular term (e.g. on a vacation, or coop term) are considered to have a continuing Student relationship and are included in the definition of a Student.

**“Student Rights and Responsibilities Office [SRRO]”** manages non-academic Student behavioural concerns. The SRRO addresses Student behaviour in a developmental and educational manner with the goal of fostering Civility, accountability, good citizenship and respect for others.

**“Weapon”** means any device that is designed for, or could be used for the purpose of intimidating, threatening, harming, or killing. Examples include, but are not limited to handguns, rifles, air guns, pellet guns, paintball guns, BB guns, crossbows, swords, knives, martial arts weapons, brass knuckles, bats, clubs, replica weapons or any other prohibited device as defined in the Criminal Code of Canada. Please see section III(16) of this Code for exemptions.

#### **4. POLICY STATEMENT**

##### **I. Overarching Principles**

1. Sheridan will respond to conduct that negatively impacts the Sheridan community.
2. Sheridan will address Student behaviour in a manner that encourages the development of all Students, while protecting and acting in the best interests of the Sheridan community.
3. All Sheridan Students are encouraged to treat all members of the Sheridan community with Civility, dignity and respect.

##### **II. Student Rights and Responsibilities**

Students have the right to:

1. Learn and pursue their goals in an environment that is safe and respectful;
2. Live, study, learn and work without unreasonable interference, disruption, or upset caused by the actions of another person;
3. Be treated in a manner which is respectful, courteous, and free from Misconduct as per this Policy; and/or
4. The same fundamental freedoms, democratic rights, and legitimate expectations of equitable treatment and equal protection as others in Canada.

Students have the responsibility to:

1. Treat the Sheridan community and its members in a manner which is respectful, courteous and free from Misconduct as per this Code;
2. Respect the rights of others to express their opinions and ideas, even when the Student has differing opinions or ideas;
3. Refrain from any acts, intentional or reckless, which interfere with, disrupt, or hinder the rights of members of the Sheridan community; and
4. Familiarize themselves with all Sheridan policies and procedures applicable to Students and comply with the corresponding responsibilities contained therein.

### **III. Misconduct**

The behaviours set out below are examples of Misconduct which are considered violations of this Code. This list is not intended to be a complete nor exhaustive list of all possible inappropriate behaviour. In particular, Students should be aware that any behaviour which unreasonably interferes with the rights of another member of the Sheridan community will be deemed to be a violation of this Code.

#### **1. Aggressive, Threatening, or Offensive Behaviour:**

No Student shall:

- Act in an intimidating manner to any other member of the Sheridan community, including, but not limited to, dangerous gestures;
- Engage in any activity which may have a detrimental impact on the well-being and/or safety of the Sheridan community or any of its members;
- Threaten to harm any member of the Sheridan community in any manner. This includes, but is not limited to, electronic communications originating from personal property, such as cell phones, laptops, or social media accounts, not present on a Sheridan campus;
- Create a situation that endangers or threatens the safety of any member of the Sheridan community;
- Incite behaviour that if undertaken, would be a violation of any Sheridan policy or procedure applicable to Students;
- Act in a manner that is verbally aggressive to any other member of the Sheridan community. This includes use of inappropriate, aggressive, demeaning, and/or offensive language; and/or
- Assault and/or act in a manner that is physically aggressive to any other member of the Sheridan community. This includes any act that inflicts or intends to inflict physical hurt or injury upon another person whether reckless or intentional.

#### **2. Damage and Destruction of Property:**

No Student shall:

- Misuse, destroy, vandalize, or otherwise damage Sheridan property, or any property that is not the Student's own while on Sheridan Premises or engaged in a Sheridan Activity; and/or
- Use, remove, damage and/or abuse any facility, equipment, materials, services and/or intellectual property without proper authority from a Sheridan Official.

### 3. Disturbance:

No Student shall:

- Engage in disruptive conduct which negatively impacts any service or function while on Sheridan Premises or in attendance at a Sheridan Activity.

### 4. General:

No Student shall:

- Fail to comply with Sheridan Officials acting in the normal course of their duties;
- Fail to comply with Sanctions or conditions imposed by SRRO;
- Fail to comply with Sanctions or conditions imposed by a law enforcement officer and/or legal proceedings related to the Sheridan community;
- Engage in any behaviour or conduct which violates any applicable Sheridan policy and/or procedure as applicable to Students, the Criminal Code of Canada and/or any other federal, provincial, or municipal law while on Sheridan Premises or engaged in a Sheridan Activity in Canada or internationally;
- Engage in any behaviour or conduct which would or ought reasonably to be known to be considered obscene; and/or
- Provide false or misleading information to any Sheridan Official, including but not limited to falsifying documents or impersonation.

### 5. Fire:

No Student shall:

- Interfere with, obstruct, damage, misuse or tamper with fire protection equipment (e.g. fire bells, fire extinguishers, fire hoses);
- Set unauthorized fires or falsely activate a fire alarm (e.g. pull station) while on Sheridan Premises or in attendance at a Sheridan Activity; and/or
- Use fireworks at Sheridan without the appropriate authorization.

### 6. Guest Violation:

Students are responsible for the actions of their Guests.

Students shall:

- Monitor the conduct of their Guest while on campus; and/or
- Take reasonable steps to ensure their Guest's actions are not in violation of any Sheridan Policy or Procedure.

## 7. Inappropriate or Unauthorized Use of Technology:

No Student shall:

- Use technology on or off-campus in a manner that is contrary to Sheridan's Acceptable Use Policy, including, but not limited to, downloading and/or distributing inappropriate material; and/or
- Use technology to harass, threaten or annoy others or to store or send messages which are pornographic, obscene, abusive, threatening, malicious or defamatory.

## 8. Misconduct Related to the Use of Alcohol/Drugs/Cannabis:

No Student shall:

- Consume or possess alcohol and/or cannabis (as defined by the Cannabis Act) while younger than the legal age as defined by Ontario's Provincial Liquor and Cannabis Laws. In Ontario, the legal age of consumption for both is 19 years of age;
- Distribute alcohol to any person(s) under the legal age of consumption defined above while on Sheridan Premises or in attendance at a Sheridan Activity;
- Consume or possess alcohol on Sheridan Premises or while in attendance at a Sheridan Activity except when properly in attendance at a licensed campus facility or event or within their residence room;
- Consume cannabis on Sheridan Premises or while in attendance at a Sheridan Activity;
- Possess amounts of cannabis or equivalent, greater than the possession limits defined by the Cannabis Act (30 grams of dried legal cannabis). [Please click on the link for equivalencies.](#)
- Sell cannabis to any person(s) while on Sheridan Premises or in attendance at a Sheridan Activity;
- Cultivate cannabis on Sheridan Premises, including Sheridan residences;
- Use, possess or distribute drugs (controlled, prescribed or restricted substances) while on Sheridan Premises or while in attendance at a Sheridan Activity;
- Use, possess or distribute prescription drugs not prescribed to the person in possession of these drugs while on Sheridan Premises or while in attendance at a Sheridan Activity;
- Be under the influence of alcohol and/or drugs (controlled or restricted substances) and act in a manner which is inconsistent with principles of good citizenship and Civility.

Exclusions to this section include but are not limited to:

Medical use of cannabis. For Student accommodation inquiries, [please contact Accessible Learning.](#)

#### 9. Recording Devices:

No Student shall:

- Use recording devices in classrooms or on Sheridan Premises without the permission of Sheridan and/or the individuals being recorded.
- Take photographs in classrooms or on Sheridan Premises without the permission of Sheridan and/or the individuals being photographed.
- Disseminate information, including audio or visual images and/or recordings which are unwelcome, known or ought reasonable to be known to cause harm or distress; and/or

Exclusions to this section include but are not limited to:

- The approved use of recording devices as an academic accommodation. For more information, please contact Accessible Learning.

#### 10. Sexual Misconduct:

No Student shall:

- Engage in behaviour that is contrary to Sheridan's Sexual Assault and Sexual Violence Policy, including, but not limited to, sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, sexual exploitation, taking of and/or distribution of sexual images or video without consent, cyber harassment, and cyber stalking.

#### 11. Smoking

No Student shall:

- Engage in behaviour that is contrary to the Smoke Free Sheridan Policy, including, but not limited to smoking on Sheridan Premises and/or using an electronic smoking device or vaping on Sheridan Premises.

Exclusions to this section include, but are not limited to:

- Rights of Indigenous members of the Sheridan community to practice ceremonies at Sheridan under the Indigenous Ceremonial Burning Protocol.



## 12. Student Identification:

No Student shall:

- Fail or refuse to present student identification to a Sheridan Official upon request;
- Provide their OneCard to another Student or non-student, or use another Student's OneCard for any purposes including but not limited to purchasing goods, accessing services, entering facilities (e.g. Pub, Athletics, and Residence) or misrepresenting their identity or relationship with Sheridan;
- Use or possess any Sheridan access or OneCard card without proper authorization;
- Use false or altered identification in an attempt to gain access to licensed events; and/or Possess, distribute, and/or use false or altered identification, whether Sheridan or governmental identification.

## 13. Theft:

No Student shall:

- Engage in the theft of, or attempted theft of property;
- Act as an accessory to theft, and/or the sale of stolen property;
- Take property of another without consent, even with an intent to return the property; and/or
- Possess or use Sheridan property or property belonging to any other member of the Sheridan community without the permission of the rightful owner.

## 14. Unauthorized Use and/or Access:

No Student shall:

- Enter closed or restricted Sheridan facilities or remain within Sheridan facilities after closing or when asked to leave by a Sheridan Official; and/or
- Use facilities, equipment, materials, or services improperly or other than for their intended purpose.

## 15. Unwanted Contact and/or Communication:

No Student shall:

- Make inappropriate remarks, gestures, jokes and/or innuendos, and/or
- Send unwanted e-mails, texts, electronic communication, and/or any other means of communication to another after being requested not to do so.

## 16. Weapons

No Student shall:

- Use, misuse, possess, store, or distribute Weapons, explosives, and/or dangerous chemicals on Sheridan Premises or while engaged in a Sheridan Activity;
- Threaten use of a Weapon, gesture possession of a Weapon, and/or intend to use or misuse an explosive and/or dangerous chemical on a Sheridan campus or at a Sheridan Activity.

Exclusions include, but are not limited to:

- Articles of faith (such as a kirpan) are not Weapons under this Code in accordance with applicable Canadian law.
- “Replica” articles to be used for the purpose of artistic or educational reasons which are granted specific permission by appropriate Sheridan administration or faculty and the Office of Security.

## **IV. Sanctions for Misconduct**

1. Sheridan may impose Sanctions on Students who commit Misconduct.
2. Sanctioning decisions will take into account the full context and circumstances under which the Misconduct took place, including the severity of the Misconduct, the degree to which the Misconduct was deliberate, the harm caused, and whether the Misconduct was an isolated incident or part of repeated acts of Misconduct.
3. In accordance with the principles of Progressive Discipline, Recurrent Conduct will be subject to more severe Sanctions than isolated Misconduct as a Sanction has already been imposed.
4. The Student Code of Conduct – Adjudication Process and Appeals Procedure sets out types of Sanctions that may be considered and the process that Students can expect when there is alleged Misconduct.
5. No Sanction will be imposed upon a Student until an impartial investigation has been conducted into the alleged improper behaviour, including (if possible) an opportunity for the Student to respond to the allegations and to advise the investigator about any mitigating circumstances which may exist.

6. In situations where there is a potential risk to, and/or threat to the safety of any member of the Sheridan community, STAT, SRRO Managers or designate, the Office of the Dean of Students, or the Director of Security as Chair of STAT may act unilaterally without a Conduct Meeting to impose an Interim Measure upon a Student. In these situations, the Student may be required to remain off campus pending the conclusion of an investigation and a final decision. The instruction to a Student to remain off Sheridan property pending the completion of an investigation shall not be considered a finding of Misconduct.
7. Sheridan will strive to hold a Conduct Meeting in a timely manner when an Interim Measure has been imposed.
8. As outlined in the Student Code of Conduct – Adjudication Process and Appeal Procedure, when a sanction of Non-Academic Suspension and/or Non-Academic Expulsion is imposed, it will appear on the transcript as follows: “Non Academic Suspension: 1 to 3 years” (depending on the assigned sanction) and “Non Academic Expulsion: lifetime.” The sanction will be a permanent part of the student record. For more information on transcript notations related to Non-Academic Suspension and/or Non-Academic Expulsion, please refer to Student Code of Conduct – Adjudication Process and Appeals Procedure, section VI (8).

## **V. Appeals**

Non-academic Student Misconduct Sanctions may be appealed according to the procedures set out in the Student Code of Conduct – Adjudication Process and Appeals Procedure.

## **VI. Responsible Office**

The Responsible Office who shall have authority to interpret and administer this policy and draft and/or approve any associated procedures shall be the SRRO. The procedures will be communicated to members of the Sheridan community and drafted through consultations with stakeholders. The responsible Executive for this Policy and any associated procedures shall be the Dean of Students.

## **5. RELATED POLICIES AND PROCEDURES**

[Acceptable Use Policy](#)

[Academic Integrity Policy](#)

[Code of Professionalism and Civility](#)

[Free Speech Policy](#)

[Harassment and Discrimination Policy](#)

[Health and Safety - Occupational Health And Safety Policy](#)

[Indigenous Ceremonial Burning Protocol](#)

[oneCARD Agreement - Terms and Conditions of Use](#)  
[Residence Community Living Standards](#)  
[Sexual Assault and Sexual Violence Policy](#)  
[Sexual Assault and Sexual Violence Response Protocol](#)  
[Student Code of Conduct - Adjudication Process and Appeals Procedure](#)  
[Student at Risk and Intervention \(SARIT\) Policy](#)  
[Student at Risk and Intervention \(SARIT\) Procedure](#)  
[Smoke Free Sheridan Policy](#)  
[Social Media Policy](#)  
[Threat Assessment Policy](#)  
[Workplace Harassment and Discrimination Policy](#)