



Student Conduct Policy

Community Wellness Foundations Certificate — Older Adult Focus

Policy Title	Effective Date	Revision Date
Student Conduct Policy	Upon Institutional Certification	Initial Version

This policy is provided to every student before the program start date and is available in the Student Handbook and on the institutional Learning Management System (Tutor LMS).

1. Purpose

Seaside Coast College is committed to a respectful, professional, and safe learning environment. This policy sets out the standards of conduct expected of students, the conduct that is prohibited, and how the institution responds to conduct concerns.

2. Scope

This policy applies to all students and to their conduct in connection with the institution's activities — including synchronous online instruction, the institutional learning management system (Tutor LMS), institutional communications, and institutional events — whether the conduct occurs online, through institutional systems, or in person.

3. Expectations for Conduct

Students are expected to communicate respectfully and professionally, participate honestly in academic work, support a safe and inclusive learning environment, follow reasonable instructor directions, and comply with the institution's policies and procedures. In synchronous online sessions, students are expected to participate respectfully, use appropriate display names, take part in attendance and identity-verification steps, protect their login credentials, and refrain from recording or distributing sessions without authorization.

4. Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- disruptive behaviour that interferes with instruction or other students' learning;
- abusive, threatening, or intimidating language or behaviour;
- recording, sharing, or distributing instructional sessions or participant information without authorization;
- impersonation, or having another person participate or complete work on a student's behalf;

- falsifying institutional documents or providing false information to the institution;
- unauthorized access to, or misuse of, institutional systems, accounts, or records; and
- sharing confidential information obtained through institutional systems without authorization.

5. Relationship to Other Policies

Some conduct is addressed under a dedicated institutional policy rather than this one:

- academic dishonesty (such as plagiarism, unauthorized collaboration, or unauthorized use of AI tools) is addressed under the Academic Integrity Policy;
- harassment, discrimination, bullying, and similar behaviour are addressed under the Respectful and Fair Treatment of Students Policy;
- conduct that may constitute sexual misconduct is addressed under the Sexual Misconduct Policy; and
- attendance and participation requirements are addressed under the Student Attendance Policy.

Where conduct engages one of these policies, that policy governs the response; this policy applies to conduct not otherwise covered.

6. Technology and Communication Systems

Students are responsible for using institutional technology and communication systems appropriately, protecting their account credentials, and not sharing passwords. Students must not access institutional systems without authorization, interfere with instructional technology, or misuse the institution's learning platforms.

7. Reporting and Institutional Response

A conduct concern may be reported to the Senior Educational Administrator at lynth@seasidecoastcollege.com, or, where the concern involves the Senior Educational Administrator, to the Independent Reviewer. On receiving a concern, the institution reviews it, gathers relevant information, gives the student a reasonable opportunity to respond before any decision that affects the student, documents its findings, and determines an appropriate response. Responses are proportionate to the conduct and may include:

- a verbal or written warning;
- agreed behavioural expectations or conditions;
- temporary restrictions on participation, applied as an interim measure without bypassing this process; or
- referral under the Student Dismissal Policy, which provides the process for suspension or dismissal in serious or repeated cases.

In determining a response, the institution considers the seriousness of the conduct, its impact on the learning environment, whether it is repeated, and any safety considerations.

8. Protection from Retaliation

A person who reports a conduct concern, or who participates in a review under this policy, in good faith will not be subject to retaliation. Retaliation is itself a breach of this policy.

9. Review and Disputes

A student who disagrees with a response under this policy may raise the matter through the institution's Dispute Resolution Policy. Where the person who made the decision is also the person who would normally review the dispute, the review is conducted by the Independent Reviewer, a qualified representative who was not involved in the original decision, to ensure impartiality.

10. Records

Records related to conduct concerns are maintained as part of the institution's student records and are retained in accordance with the institution's Privacy and Records Policy, which provides for retention of Class A student records for at least eight years.

11. Related Policies

This policy operates alongside the institution's Student Statement of Rights, Academic Integrity Policy, Respectful and Fair Treatment of Students Policy, Sexual Misconduct Policy, Student Attendance Policy, Student Dismissal Policy, Privacy and Records Policy, and Dispute Resolution Policy.

12. Contact and Approval

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Approved by: Senior Educational Administrator · Review cycle: Annual