



STUDENT CODE OF CONDUCT POLICY

Classification:	Academic
Responsible:	Students
Executive Sponsor:	Director
Approval Authority:	Director
Date First Approved:	June 1, 2021
Date Last Reviewed:	July 31, 2024
Scheduled Review Date:	December 1, 2026

A. PURPOSE

The Student Code of Conduct Policy outlines student rights and responsibilities related to academic and non-academic conduct. This Policy creates a framework for ethical, moral and professional student conduct.

B. SCOPE

This Policy applies to all full-time and part-time students enrolled at The Learning Company. This Policy applies to all activities in any environment including classes, labs, online, learning management system, practicum experience, and research activities.

C. DEFINITIONS

Student

A student is an individual who has applied for admission, is currently enrolled, or has previously been a student at The Learning Company.

D. POLICY

Students enrolled at The Learning Company are expected to adhere to a Student Code of Conduct that articulates both academic and non-academic rights and responsibilities. These descriptions are not exhaustive but reflect general categories of behaviors and responsibilities.

1. ACADEMIC RIGHTS

1.1 Students have academic rights. These are described below.

a. Academic Information

Students have the right to receive academic information related to their courses and program in a timely manner. This includes but is not limited to program and course information, schedule, course outlines, course changes, grades, assignment due dates, assessment information, and appropriate contact information for Course Instructors.



b. Assessment Information

Students have the right to receive transparent information about course participation and grading expectations. This includes but is not limited to transparent evaluation procedures, a fair process to appeal grades, and the opportunity to review learning activities and assessments.

c. Accommodation

Students have the right to learning opportunities regardless of disability and/or protected characteristics.

d. Quality Education

Students have the right to receive quality learning experiences from knowledgeable and pedagogically skilled instructors.

2. ACADEMIC RESPONSIBILITIES

2.1 Students have academic responsibilities. These are described below.

a. Informed

Students have the responsibility to be informed about academic responsibilities. This includes but is not limited to understanding course and program progression requirements, evaluation methods, procedures to reschedule classes, and graduation requirements, etc.

b. Accountable

Students have the responsibility to be independent and accountable for academic responsibilities. This includes but is not limited to assuming responsibility for course work, missed assessments due to absence, and communication with The Learning Company staff, etc.

c. Academic Integrity

Students have the responsibility to demonstrate academic integrity. This includes but is not limited to submitting original or properly acknowledged work, understanding the consequences of cheating, knowing what plagiarism is, and adhering to The Learning Company's Academic Integrity Policy, etc.

d. Attendance and Punctuality

Regular attendance and punctuality are expected from all students. Students are expected to adhere to the Attendance Policy.

e. Respectful

Students have the responsibility to demonstrate appropriate actions, behaviors, and attitudes within the classroom. This includes but is not limited to supporting a respectful teaching and learning environment, arriving to class on time, and abstaining from behaviors which disrupt the classroom, using



cellphones appropriately, etc. Students are expected to adhere to the Respectful Environment Policy.

3. NON-ACADEMIC RIGHTS

3.1 Students have non-academic rights. These are described below.

a. Expression

Students have to express themselves individually or as part of a group, except where the exercise of such rights is prohibited under this Code or other College policies, under municipal, provincial, or federal law.

b. Confidentiality

Students have the right to privacy and confidentiality of their records in accordance with the law and with The Learning Company's Confidentiality of Student Information and Records Policy.

c. Freedom from Discrimination and Harassment

Students have the right to be free from discrimination and harassment on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, gender identification, sexual orientation, age, marital status, family status, and disability.

4. NON-ACADEMIC RESPONSIBILITIES

4.1 Students have non-academic responsibilities. These are described below.

a. Administrative Responsibilities

Students have the responsibility to be informed about and accountable to administrative and program requirements. This includes but is not limited to paying appropriate course and program fees by the stated deadlines, using complaints processes, following registration/withdrawal policies, following approved procedures for grade appeals, attending classes and observing attendance requirements, and submitting assignments by the specified deadlines, etc.

b. Respectful

Students have the responsibility to behave in a manner that is consistent with an environment that is free from discrimination, and harassment, and to refrain from any conduct which infringes on the rights of others.

c. Misconduct

Students are responsible for avoiding non-academic misconduct. This includes, but is not limited to: physical or sexual harassment, abusive language and gestures, making threats, inappropriate use of technology, property and facility damage, theft, public intoxication, disregard of Workplace



Safety and Health Procedures, possession of firearms and weapons, obstruction of activities, refusal to provide identification, misuse of College name, fraud, violation of the Computer User Agreement, any activity that contravenes the Criminal Code and other laws, and assisting in criminal activity.

5. BREACH OF CODE OF CONDUCT

5.1 The College may impose one or more disciplinary actions when a student has been found to breach the Student Code of Conduct.

E. RELATED LEGISLATION

Manitoba Workplace Safety and Health Act and Regulation

F. PROCEDURE

Action

The Learning Company instructors and staff have the responsibility to support student rights and to create a positive learning environment for students.

Breach of the policy will result in disciplinary action.

Responsibility

Instructors
Staff

G. SUPPORTING DOCUMENTATION

None

H. RELATED POLICIES

Academic Integrity Policy
Accessibility and Accommodation Policy
Confidentiality of Student Information and Records Policy
Respectful Environment Policy
Sexual Violence Policy
Attendance Policy

I. RELATED MATERIALS

None



the LEARNING company

Approved: July 31, 2024

Approved by: The Learning Company Leadership Team

Travis Chastko
Owner

Amy Kilburn
Director