

SCCO Policy on Student Conduct

Students enrolled on SCCO courses are expected to demonstrate appropriate professional and personal conduct at all times, to conduct themselves with civility and respect in their interactions with the SCCO community (students, tutors or administration staff), to abide by the principles of academic integrity and to refrain from conduct that compromises the academic processes, regular operations or reputation of the SCCO.

Unacceptable conduct includes, but is not limited to:

- harassing any member of the SCCO community, compromising the academic or administrative process or by disrupting lectures or practical sessions;
- making excessive or unreasonable demands on faculty members or administrative staff;
- gaining unauthorized access to, plagiarizing, disseminating or making any other unauthorized use of SCCO facilities, files (paper and electronic) and electronic services;
- ignoring the advice or instructions of faculty members, resulting in the learning experience or safety of any member of the SCCO community being compromised.

The SCCO undertakes to treat all students fairly and consistently, and support students with the aim of improving conduct sufficiently to allow the student to remain on the course and complete it successfully.

In the event of unacceptable conduct occurring during a SCCO course the following actions will be taken:

- For minor incidents the tutor or course director (CD) will speak to the student to explain the concerns and the improvement in conduct that is required. Should the student continue to demonstrate unacceptable conduct the CD will speak to the student in the presence of another SCCO faculty member, where the student will be formally warned that unless an immediate improvement in conduct is seen the student will be required to withdraw from the course. Should the student continue to demonstrate unacceptable behavior then the CD should inform the student that they are required to withdraw from the course with immediate effect.
- For serious incidents of unacceptable conduct, the student will immediately be removed from the course room and the CD, in the presence of another SCCO faculty member, will formally warn the student that unless an immediate improvement in conduct is seen the student will be required to withdraw from the course. Should the student continue to demonstrate unacceptable behavior then the CD should inform the student that they are required to withdraw from the course with immediate effect.
- For **any** incident where the safety of the SCCO community has been compromised the student will immediately be removed from the course room and the CD will speak to the student in the presence of another SCCO faculty member. Depending on the

nature of the incident the CD will either formally warn the student that unless an immediate improvement in conduct is seen the student will be required to withdraw from the course, or in the most serious cases where the CD considers the future safety of the SCCO community may be compromised if the student rejoins the course the student will be required to withdraw from the course with immediate effect.

Should the CD be required to give a formal warning to any student or ask a student to withdraw from a course then the CD will submit a written report of the incident to SCCO CEO. A record will be kept within the SCCO secure data store and depending on the nature of the incident the SCCO CEO will reserve the right to share this information with SCCO Trustees and the CD of any future course which the student may wish to attend.

The SCCO reserves the right to refuse further enrolment or admittance to any student who has engaged in conduct deemed by the SCCO to be unacceptable.

If, pursuant to unacceptable conduct, a student is required to withdraw before the end of the course for which tuition fees have been paid, a refund may be made at the discretion of the board of trustees.