

Institution #: 03876
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Effective date: September 1, 2019

Introduction

Columbia Paramedic Academy is committed to providing a safe, supportive, and harassment free learning environment for all students.

Students are expected to adhere to the Student Code of Conduct at all times while enrolled in a program. The purpose of this policy is to provide clear expectations for appropriate student conduct and to detail the process used to investigate alleged violations and, where allegations are found to have merit, impose discipline.

Additional Code of Conduct expectations may be imposed by external organizations (ie. Health Authorities, BCEHS, etc.) that host students on work placement opportunities.

Policy

Academic Conduct

1. Students are expected to complete all assignments within the allotted time.
 - Should a student be unable to complete an assignment on time, they are expected to communicate with their Lead Instructor who may choose to grant an extension where justified due to extenuating circumstances. Repeat or unjustified failures to meet deadlines will result in grades of zero being assigned.
2. Students are expected to ask for assistance should they require it.
3. Students are encouraged to support one another through the learning process.
4. Students must complete all out of class reading.
5. A student who is found guilty of cheating or plagiarism on any graded assignment or examination, or who is found to have gained admission to the program by providing false or fraudulent documentation will be subject to discipline potentially up to and including expulsion from the program.
 - Each incident will be evaluated on its own set of facts, and the reviewing Manager will weigh the circumstances leading to the event(s), scope of the violation(s), and actions of the student post-violation when determining the outcome.

Non Academic Conduct

1. Students are expected to conduct themselves in an honest, responsible, polite and appropriate manner at all times. Note that this is not limited to time in class or on a work experience. Students are training to become professionals and, as such, any actions that may negatively impact their professional reputation or that of Columbia Paramedic Academy, including those occurring outside

of a formal academic environment, are subject to investigation and possible discipline under this policy.

2. Inappropriate comments or actions that are threatening, violent, racist, sexist, demeaning, bullying, etc. are to be reported to a trusted member of the school's management team at the earliest appropriate opportunity. Should a member of the management team be the alleged perpetrator, the student should speak to the President of the school.

Investigative Process

The process by which alleged violations of the Student Code of Conduct Policy will be investigated is as follows:

1. The Manager responsible for the student alleged to have violated the Student Code of Conduct Policy will conduct an investigation of the complaint as they see fit.
 - At their discretion this may include interviews with the complainant, other students, faculty and/or staff, or any other parties who the Manager believes may be able to provide relevant information to the investigation.
2. The investigation will begin as soon as is reasonably possible.
3. Where appropriate, the Manager may designate a qualified individual to assist with or entirely conduct the investigation.
 - This may include, but is not limited to, the use of experts such as lawyers, human resource consultants, or experienced education administrators. When a designated investigator is used, they will be responsible for providing a written summary of their findings and a recommended course of action that is in alignment with school policy.
4. After receiving the Investigator's report the Manager will make a final decision on the matter and retains the right to adopt, modify or reject the Investigator's recommendations however they see fit.
5. The Manager will provide a final report in writing that includes reasons for the determination to the student within thirty (30) calendar days from the date on which the written complaint was received.
6. Should the student disagree with the decision of the Program Manager they may appeal the decision within twenty (20) calendar days of being provided with the final written report, by writing to request a review by the Director, Learning.
 - The request submitted by the student must include, in writing, the specific reasons the student disagrees with the decision.
 - Upon receipt of the written appeal the Director will have up to fifteen (15) calendar days to issue a final decision.
 - The Director shall have complete freedom to keep the original decision intact, or they may overturn all or part of the decision as they see fit. The Director's decision is final and is not subject to appeal within the institution, however the student does retain further rights under Section 9 below.
7. The student making the complaint may be represented at any point in the process by an agent or a lawyer.

8. All complaints will be treated with confidentiality. It is understood that interviewing individuals related to the complaint will not be considered a breach of confidentiality.

 9. If the student is or was enrolled in an approved program, is dissatisfied with the determination, or believes they have been misled by the institution regarding any significant aspect of that program, the student may file a complaint with the Private Training Institutions Branch (www.privatetraininginstitutions.gov.bc.ca). Complaints must be filed with PTIB within one year of the date a student completes, is dismissed from, or withdraws from the program.
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Other Related Policies

- Columbia Paramedic Academy Student Contract
- Sexual Harassment Policy