

INTERNATIONAL BUSINESS UNIVERSITY (IBU)

POLICY CONTROL

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| Policy Number | 3002 (previously 801) |
| Policy Title | Student Code of Conduct |
| Policy Owner / Responsible Offices | Vice President, Academic |
| Approval Authority | Academic Council |
| Applies To | All domestic and international students of International Business University |
| Approval Date | January 25, 2021 |
| Effective Date | February 2021 |
| Review Date/s | August 30, 2023 (1st review); August 28, 2025 (2nd review) |
| Revision Date/s | - |
| Revision Implementation Date/s | - |

1. INTRODUCTION AND BACKGROUND

International Business University is committed to maintaining a learning environment that supports intellectual development, respectful discourse, personal safety, and the general good of society. The Student Code of Conduct establishes behavioural expectations and accountability mechanisms that support these objectives while balancing individual rights and institutional responsibilities.

2. PURPOSE

International Business University (IBU) seeks to provide a supportive environment that is conducive to learning, the pursuit of truth, the exchange of knowledge, intellectual development, and the general good of society. The standards of conduct outlined in this policy promote the safety and welfare of the university community by setting forth the university's expectations of student behavior. These standards apply to all registered IBU

students, whether attending classes on-campus or off-campus, as well as all student groups and organizations.

There are two categories of student misconduct: academic and non-academic. Academic misconduct refers to breaches of academic integrity and scholarship, as outlined in IBU Academic Integrity Policy (Policy # 3008). Non-academic misconduct refers to breaches of the standards of conduct outlined below.

3. POLICY STATEMENT

Students are expected to conduct themselves in a manner that upholds the integrity, safety, and proper functioning of the university community. Behaviour inconsistent with the standards outlined in this policy may result in disciplinary action in accordance with established procedures.

4. APPLICABILITY

This policy applies to all domestic and international students registered in a program at IBU. This policy is available to all past, current and prospective domestic and international students of IBU.

5. DEFINITIONS

Academic Misconduct

Breaches of academic integrity and scholarship, as defined in Academic Policy 102: Academic Integrity.

Non-Academic Misconduct

Conduct that violates the standards of behaviour outlined in this policy but does not constitute academic misconduct.

Student Misconduct Hearing

An administrative process through which alleged breaches of this policy are reviewed and adjudicated.

Advisor

An individual chosen by a student to provide guidance during the misconduct process; the advisor does not act as a legal representative.

Sanction

A disciplinary outcome imposed following a finding of responsibility for misconduct.

6. POLICY

6.1 POLICY STANDARDS OF CONDUCT

Students are expected to respect the rights, dignity, and well-being of all other members of the university community and their guests.

All members of the university community, including students, must abide by the policies, rules, and regulations of the university and by municipal, provincial, and federal laws.

All members of an academic community, individually and collectively, have a right to express their views publicly on any issue; however, all such expressions must be peaceful and orderly; conducted in a manner consistent with university policies; and in such a way that university business and respectful academic discourse are not unduly disrupted. Moreover, students must clearly indicate that they are speaking as individuals or representing student organizations and not for or on behalf of the university community.

Each student is vested with the following responsibilities:

- To abide by the laws of Ontario and of Canada.
- To review and abide by the above Standards of Conduct and all other university policies and procedures.
- To maintain their university e-mail address and respond to any notifications sent directly to them. All correspondence between the student and the university must be done using this e-mail address.
- To maintain their local contact information (address and telephone number) and update it at the beginning of each semester when they are an active student.
- To carry their student ID card with them at all times and present it as requested by university staff or faculty when using university property, including but not limited to study areas, classrooms, libraries, and administrative offices.

6.2 NON-ACADEMIC MISCONDUCT

All complaints of breach of the above Standards of Conduct must be submitted to the Office of the Executive Dean and Vice-President, Academic in writing. A student charged with breach of one or more of these standards will receive written notification of the charge, including the date and time of their Student Misconduct Hearing. The hearing will proceed whether or not the student and/or complainant are in attendance.

Students have the right to a fair and impartial hearing.

Conduct which will not be tolerated, and which is subject to sanction includes, but is not limited to, the following:

6.2.1) ABUSE OF OTHERS

- Verbal, written, graphic, or electronic abuse.
- Harassment (defined as repeated and/or continuing unwanted behavior), coercion, or intimidation of an individual or group, either directly and/or indirectly
- Inappropriate behavior that is motivated in whole or part by bias as defined by the Ontario Human Rights Code

6.2.2) ABUSE OF PROPERTY

- The unauthorized use or misuse of ATM, phone, or credit cards; cheques; ID cards; or computer systems
- Damage or destruction of property
- Forcible access to property
- Possession of stolen property
- Attempted or actual theft of property, identity, or services

6.2.3) DANGEROUS WEAPONS

- Possession or use of items that could be used or are used to threaten another individual with physical harm. Such items include but are not limited to nunchaku (karate sticks), pepper spray or mace, switchblades, knives, fake guns, Tasers, BB guns, fireworks, ammunition, explosive devices, or firearms, except under official supervision as part of a recognized student activity.

6.2.4) DISORDERLY CONDUCT

- Inappropriate, disorderly, or disruptive conduct that discredits IBU and its programs. Examples include, but are not limited to, disruptive behavior in the classroom or use of profanity.

6.2.5) DRUG RELATED OFFENCES

- Possession or consumption of illegal drugs, prescription medications belonging to another individual, or over-the-counter substances, nitrous oxide, or other available substances to induce a mind-altering state.
- Possession, use, manufacture, distribution, or sale of drug paraphernalia or other items used in preparing or consuming illegal drugs. Distribution, sale, or manufacture of drugs.

6.2.6) ENDANGERING BEHAVIOR

- Conduct demonstrating that the student constitutes a threat to self or others, or to the proper functioning of the university, including but not limited to threats, excessive consumption, bypassing security measures, dropping items from a window, and using any item to cause fear and intimidation and/or injury to another.

6.2.7) ALCOHOL RELATED OFFENCES

- When attending university functions, responsible use of alcohol is permitted. Consumption of alcohol on university premises at other than university functions is forbidden.
- Being under the influence of alcohol while on university premises or attending off-site university functions is prohibited unless attending a university function where alcohol is authorized.

6.2.8) FAILURE TO COMPLY

- Failure to comply with or violation of the terms of an imposed disciplinary sanction.
- Failure to follow the reasonable directions of university officials (including public safety officers and faculty and staff at IBU), law enforcement agents, cooperative work assignment employers, or officials at other colleges and universities that are necessary for the proper conduct of the university and university community.

6.2.9) MISREPRESENTATION OF INFORMATION

- Falsification, distortion, or misrepresentation of information to the university or its officials (including public safety officers and faculty and staff at IBU), law enforcement agents, cooperative work assignment employers, or officials at other colleges and universities, that is intended to mislead in investigations or administrative processes or could adversely affect the mission of the university.

6.2.10) MISUSE OF ELECTRONIC RESOURCES

- Misuse of electronic systems or methods (for example, e-mail, “hacking,” and so on) to steal, misrepresent, threaten, harass, or bully (including on-line aggression or cyberbully), or violations of the institution’s electronic use policies and/or any other computer or system use.

6.3 SANCTIONS

Sanctions that may be imposed on a student found guilty of non-academic misconduct include, but are not limited to, the following:

- A reprimand
- Community service
- A requirement for restitution (either monetary or in kind)
- A restriction on campus activity
- Disciplinary probation
- Suspension
- Expulsion

Sanctions of suspension or expulsion will be recorded in the official student record. All other sanctions will remain confidential and will only be recorded in the confidential “Non-Academic Misconduct” files of the Executive Dean and Vice-President, Academic.

6.4 DECISION-MAKING AUTHORITY

The Executive Dean and Vice-President, Academic (or delegate) is responsible for administration of the Non-Academic Misconduct Policy as well as the Student Misconduct Hearing. The findings of the Student Misconduct Hearing are binding.

If the Executive Dean & Vice-President, Academic (or delegate) deems the student to be a risk to the safety or security of any member of the university community, they may suspend the student immediately, pending the outcome of the hearing.

6.5 PROCEDURE

Each IBU Student can expect:

- Written notification of any and all alleged non-academic misconduct within a reasonable period of time from the filing of the complaint or incident report pertinent to those allegations. This notification will state the date, time, and place of the administrative hearing. The date, place of incident, and the name of the complainant will also be included.
- The opportunity to reschedule a hearing date up to one (1) business day prior to the hearing, due to academic or other reasonable conflicts.
- To request that an administrative hearing be suspended after the presentation of evidence the student desires to re-evaluate their responsibility for the charges.
- To choose not to attend their hearing. The hearing will however proceed without the respondent’s presence.
- To receive the decision letter within a reasonable period of time from the conclusion of all hearings pertinent to the case.

The following procedural rights apply to all students:

- To review all written information pertinent to their case a minimum of one (1) business day prior to their designated hearing.
- To question witnesses, to produce witnesses on their own behalf, and to present substantiating information and written personal statements on their own behalf. Witnesses are defined as individuals who were present at the incident in question and/or have information pertinent to the incident in question.
- To choose an advisor to serve as a guide throughout the process.

The decision of the ED&VP Academic is final.

7. ROLES AND RESPONSIBILITIES

- **Students:** Comply with standards of conduct and institutional policies
- **Executive Dean and Vice-President, Academic:** Administration, hearings, sanctions, emergency suspension authority
- **Academic Council:** Policy approval and oversight

8. REVIEW

This policy will be reviewed according to the established review cycle once every 3 years or as established by the Academic Council.

9. COMPLIANCE PROCEDURES

Failure to comply with this policy may result in disciplinary sanctions up to and including expulsion.

10. EVALUATION AND QUALITY ASSURANCE

Policy effectiveness is supported through documented hearings, sanctions, procedural safeguards, and periodic review.

11. RELATED DOCUMENTS

IBU Academic Integrity Policy (#3008)