



# **SCCO Student Conduct Policy and Procedure**

3 February 2022

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## 1. Policy

The aim of this policy is to provide guidance on the conduct it expects from students, and on the procedure that will be followed should student conduct not meet the standard required. As an organisation, SCCO understand and take seriously the duty of care to ensure all students and Faculty are treated fairly, consistently and with respect whilst involved in SCCO activities.

## 2. Background and principles

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.

However, any student who considers that they have a grievance has the right to have it examined quickly and effectively, and where a grievance is deemed to exist, to have it resolved, if possible, at the earliest practicable opportunity, in accordance with the SCCO Student Grievance Procedure, which can be found on the SCCO website or can be obtained from the SCCO office.

## 3. Responsibilities

SCCO Students are expected to refrain from any unacceptable conduct whilst involved in SCCO activities. 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.
- taking photographs, videos or any recording without consent from the Course Director or SCCO Trustees.

- ignoring the advice or instructions of faculty members, resulting in the learning experience or safety of any member of the SCCO community being compromised.

In turn, 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.

#### **4. SCCO Student Conduct Procedure**

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, should circumstances allow it, 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. If it is not possible to speak with the student during the course or the issue does not become fully apparent until after the course, the CD will follow up with the student in writing, including the SCCO CEO as appropriate.
- 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 the SCCO Office Manager. A record will be kept within the SCCO secure data store and depending on the nature of the incident the office manager 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.

## 5. Policy Review

This policy will be reviewed bi-annually or sooner should the need arise.

### Revision History

<b>Versio n</b>	<b>Change</b>	<b>Author/Reviewer</b>	<b>Date of Change</b>
1.0	First draft	Jill Parker-Mowbray	July 2019
1.2	Reviewed and format revised	Jill Parker-Mowbray	August 21
1.3	Addition to reflect CD may need to delay speaking with the student until after the course, and may need to do so by email in certain circumstances	Jill Parker-Mowbray	February 22
1.4	Reference to CEO changed to Office Manager	Rachael Fry	July 2025
1.5			