



THE BAHAMAS BAPTIST UNIVERSITY COLLEGE

POLICIES & PROCEDURES

POLICY NUMBER: PB-AD-2016-4-01

DATE OF APPROVAL: NOVEMBER 14, 2016

Revised: December 2020.

EFFECTIVE DATE: NOVEMBER 15, 2016

REVISED POLICY ON STUDENT CODE OF CONDUCT

RATIONALE:

- 1. To regulate the policies and procedures that govern student conduct.**



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THE BAHAMAS BAPTIST UNIVERSITY COLLEGE STUDENT CODE OF CONDUCT

- I. Introduction.
- II. Code Violations
- III. Disciplinary Action Procedures

I. Introduction

A. Purpose:

The Bahamas Baptist University College (the “College”) seeks to provide a safe educational environment that encourages and promotes academic excellence and honesty. Additionally, the College seeks to create an atmosphere that encourages respect for the rights of all persons. In keeping with this goal, the primary purpose of this document, Student Code of Conduct, (the “Code”) is to inform and guide students in understanding their responsibilities related to appropriate and acceptable behaviour and respect for others at The Bahamas Baptist University College (BBUC).

B. Jurisdiction:

The contents of this document govern all conduct of a BBUC student that: (a) takes place on College Property; (b) occurs at a College sponsored, authorized or supervised event or activity regardless of the location of the same and inclusive of travel, lodging and unscheduled time between sessions of the event or activity; and/or (c) negatively affects the operation of the College; regardless of when or where the conduct transpires.

C. Definitions

“College IT Systems” means College owned or controlled telephones, computers, software, network devices, servers, printers and other College owned or controlled technology equipment, including both hardware and software. This includes the College’s website “bbuc.edu.bs”

“Day” refers to the regular College business day, not including weekends, Public Holidays, any official recognized College employee holiday or any other day the college is closed.

“President” means the President of the Bahamas Baptist University College

“Student” means a person attending the College; who is enrolled/ registered to attend any class that is offered by the College.



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II. Code Violations

A. Academic Ethics Violations

Please refer to the following documents:

CONDUCT AND REGULATION ADVISORY FOR STUDENTS SITTING FINAL EXAMINATIONS AT THE BAHAMAS BAPTIST UNIVERSITY COLLEGE (Policies & Procedures Document # PB-AD-2004-1)

ACADEMIC POLICIES & PROCEDURES ETHICAL ISSUES RELATING TO STUDENTS (Policies & Procedures Document # PB-AC-2014-2-05)

B. Violations other than Academic Violations

A Student shall not:

1. Disrupt any academic activity or process including but not limited to, interrupting, impeding or causing the interruption or impediment of any class, lab, and administrative activity i.e.: registration etc..., or other College activity or event.
2. Disturb or disrupt the peace of the College by, any one or combination of the following; fighting, excessive noise, including but not limited to music being played in a vehicle being driven by a student or transporting the same. Additionally, a student shall not disturb the peace of the College by engaging in or encouraging loud, indecent or obscene behaviour.
3. Verbally abuse and or /intimidate another student, faculty or staff member
4. Communicate with another student, faculty or staff member in a manner likely to cause offence, such as using discriminatory or obscene language
5. Initiate, cause or contribute to any fabricated warning or false report of a fire, explosion, emergency or crime
6. Be in possession of any of the following: guns, knives, sharp objects or anything that may be used as a weapon that may cause harm to self and others
7. Endanger, threaten to cause physical harm to, or cause actual physical harm to (a) another person (b) College property, or (c) the property of another person. This includes a student who threatens to cause harm to himself/herself and (b) all behaviour or communications that a reasonable person would interpret as a serious expression of intent to cause physical harm to a person or damage to a person's property
8. Violate any of the General Rules and regulations of the College; for example; intentional failure to perform any required action or the intentional performance of a prohibited action, for example; all students must wear a valid College ID at all times while on campus



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9. Use a recorded lecture or any part of a recorded lecture for any purpose other than that student's educational, personal use. Any unauthorized use, particularly for malicious, exploitative purposes will be deemed a violation of the Student Code of Conduct.
10. Reproduce nor share recorded content with another person without obtaining the consent of the lecturer. Inappropriate use by students of recorded material is a disciplinary matter and will be referred to the relevant Faculty
11. Except to record a lecture, use electronic or other devices in class or on the College's premises to make an audio or video record of any person without that person's prior knowledge or consent
12. Fail to comply with directives from College Administration, Faculty or Staff acting in accordance with their duties

Dress Code

13. Students are expected to dress appropriately in a manner that is befitting of an educational environment and be well-groomed at all times. While casual attire is permitted; decency in dress is required and expected.

Female Students are not permitted to wear the following on campus or at any College sponsored or sanctioned event:

Mini-skirts/ revealing shorts/midriiffs/ tube tops or dresses/halter tops or any other revealing clothing that is seductive or suggestive.

Male Students are not permitted to wear the following on campus or at any College sponsored or sanctioned event:

Hats/caps/hooded jackets, revealing shirts or vests.

The College reserves the right to deny entry to a College class or any College sponsored or sanctioned event to any student who is not in compliance with our Dress Code.

Offences Involving False Reports or Presentation of a False Document

A student shall **not**:

14. Secure College goods, services or privileges by making a false statement or by presenting a false or unauthorized document i.e.: ID card, transcript etc...

Alcohol and Drug Offences

A student shall **not**:

15. Smoke in or around College buildings or at College sponsored or sanctioned events.
16. Consume, transfer, sell, possess or be under the influence of any controlled substance, illegal drug, or imitation controlled substance or possess legally prohibited drug (s)
17. Consume, transfer, sell, possess or be under the influence of an alcoholic beverage while (a) on College property or (b) at a College event or activity where such conduct is prohibited at the event or activity.



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18. Drive on College property or at a College sponsored or sanctioned event while under the influence of alcohol or drugs

Offences Involving College IT Systems (Computers, Networks and Telephones)

A student shall **not**:

19. Circumvent any College IT System security feature; this includes hacking, probing or attempting to break into unauthorized accounts.
20. Obtain or use another person's account name, username or password unless authorized to do so by an authorized College administrator.
21. Create, use or transmit a computer virus, worm, spyware or other type of malicious software.
22. Allow another person to use one's account name, username or password unless authorized to do so by an authorized College administrator/user.

Discrimination, Harassment and Sexual Offences

A student shall **not**:

23. Participate in, or encourage any discriminatory conduct against a member of the College community on the basis of age, ethnicity, disability, color, nationality, race, religion, or socio-economic status.
24. Participate in, or encourage any illegal sexual offence, this includes but is not limited to, sexual assault, public sexual indecency or indecent exposure.
25. Sexually harass a member of the College community, this includes but is not limited to, unwelcome physical and/or sexual contact or any other conduct sexual in nature that a reasonable person would know is inappropriate and unwelcome. This could include (a) repeated sexual advances or propositions; (a) verbal harassment that is sexual in nature, including lewd comments and/or sexual jokes or references; and/or (c) demeaning, insulting, intimidating or sexually suggestive comments about an individual's dress or body.
26. Participate in or encourage harassing conduct that a reasonable person would understand to be unwelcome or offensive. This includes but is not limited to; stalking or bullying. Stalking means contact with another on a regular basis that would cause a reasonable person to fear for personal safety and that of family members, acquaintances or significant other. Bullying means behaviour that involves physical assaults or threats of the same, intimidation and/or harassment where the intent or effect of the conduct is to exert dominance over another person.



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Offences Involving the Violation of a College or College Related Policy

A student shall not:

27. Violate any College Policy
28. Violate any College parking rule or regulation
29. Fail to comply with the directives of College officials or agents, this includes but is not limited to, Security Officers, acting in accordance with their duties
30. Violate any rule, regulation or standard of conduct/behaviour that (a) is imposed by the College or club, team or organization of which the student is a member.

Offences Related to Disciplinary Action

A student shall not:

31. Violate the terms of any disciplinary action imposed on him/her as a result of a Code Violation
32. Interfere with any College student's or employee's disciplinary process, this includes but is not limited to altering physical evidence, giving false testimony at a disciplinary meeting or hearing, or encouraging another to do the same and/or withholding information at a meeting or hearing.

III. Disciplinary Action Procedures

1. Warning (Verbal):

The appropriate College official may notify the student that the continuation or repetition of specified conduct may be cause for other disciplinary actions. If the offence is cheating in an examination, please refer to ***PB-Ac-2014-2-24 College Policy Document: Penalties for Cheating in Examinations.**

2. Reprimand

A written reprimand or censure may be given to any student whose conduct violates any part of the College's Code of Conduct. It signifies to the student that he/she has been given an opportunity to amend his/her ways and that further violation may result in more serious consequences.

3. Probation:

Any student placed on probation will be notified in writing, which will include the length and terms of the probation. Any violation of the code of conduct may result in the imposition of a more serious disciplinary action.

4. Deferred Suspension:

In some situations, a suspension may be deferred, held in reserve or abeyance for a specific period. If the student violates any additional Codes of Conduct, the deferred suspension will be applied in addition to any sanctions for the new violation.



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5. Suspension:

Should a student be suspended for non-academic reasons, he/she will not be allowed to attend classes or participate in College activities for a specified period, with the conditions of readmission stated on the Notice of Suspension. Additionally, should a student be suspended as an academic penalty, please refer to ***PB-Ac-2014-2-24 College Policy Document: Penalties for Cheating in Examinations.**

6. Expulsion:

Expulsion entails a separation from the College. The period of time will be determined by the offence committed and the discretion of the Disciplinary Board. Readmission will be at the discretion of the Disciplinary Board.