

Institution Name: Ritz Training College
Name of Policy: Code of Conduct Policy
Effective Date: February 2024

Code of Conduct Policy

Ritz Training College expects students to meet and adhere to a code of conduct while completing a program of study. "Student" is defined as including prospective students as well as those currently registered or enrolled in any (institution) programs or activity.

Principles

The Code of Conduct that students are expected to follow include:

- Attend school in accordance with the Attendance Policy.
- Treat all students and staff with respect.
- Refrain from any disruptive or offensive classroom behavior.
- Refrain from cheating or plagiarism in completing class assignments.
- Treat school property with respect.
- Refrain from bringing weapons of any kind (i.e. knives, guns) to school.
- Complete all assignments and examinations on the scheduled completion dates.
- Refrain from bringing any alcohol or any prohibited mood altering substances to the Institution.
- Refrain from making inappropriate remarks concerning another student or staff's ethnicity, race, religion or sexual orientation.
- Refrain from filming around school or inside school without President consent.
- Any other conduct which is determined to be detrimental or damaging to the other students, staff members or the institution.
- Seven days of unauthorized absence may lead to termination.

Any of the following, if substantiated, will result in immediate dismissal without a warning letter or probationary period:

- Sexual assault / harassment/ discrimination
- Physical assault or other violent acts committed on or off campus against any student
- Verbal abuse or threats
- Vandalism of school property
- Theft

Students who do not meet the expected code of conduct will be subject to the

dismissal procedures, which may include immediate dismissal from the institution depending on the severity of the misconduct.

Concerns related to a student's conduct shall be referred to the SEA or President, to process in accordance with this Policy.

Plagiarism & Cheating Policy

RITZ TRAINING COLLEGE considers plagiarism and cheating to be a serious academic offence. Plagiarism and cheating obliterate the academic integrity and honesty, which is considered the essential part of growth and acquisition of knowledge. Plagiarism and cheating compromises the values of RITZ TRAINING COLLEGE, and is unfair for those students who pursue education with honesty and integrity. Academic dishonesty is not tolerated within RITZ TRAINING COLLEGE.

Plagiarism is a process of copying another person's written work or idea, and claiming it as your own. Plagiarism includes, but is not limited to:

- Copying written material from any source. (E.g. books, images, internet, magazines, textiles, etc.).
- Plagiarism ranges from copying an entire portion of a written material or small portions of a written material without the source acknowledgement.
- Submitting homework, written papers, projects, exams, lab assignments, software, or copyrighted material as your own material without reference to the original creator of the material.

Cheating is considered to be academic dishonesty. Cheating includes, but is not limited to:

- Using aids, such as text books, books, internet, notes, photocopied materials, cell phones, which have not been expressly permitted by the instructor during an assignment, exam or project.
- Copying written material from books, images, internet, magazines, textiles or someone else's work for your own advantage or another's.
- Theft or solicitation of another student's assignment, paper, exam or other academic material.
- Helping or attempting to help another student when not told to by the instructor.

Students need to follow RITZ TRAINING COLLEGE Code of Conduct as illustrated within the policy. Failure to follow this policy may result to dismissal as per dismissal policy.