

Student Conduct & Disciplinary Policy

To make sure that all CIC students have equal access to, and receive maximum benefit from their training, all CIC students are expected to abide by the following rules.

If your behaviour is anti-social, disruptive or offensive you may be asked to leave the class. If your behaviour continues to be unacceptable, or if your behaviour is considered *extreme*, then you may be asked to leave the College.

Unacceptable behaviour includes the following:

In class

- Continuously interrupting the teacher
- Refusing to participate in essential group activities
- See the *Cheating and Plagiarism Policy*

In class of in the College environment

- Discriminating against, or harassing, any person in any manner or for any reason
- Using offensive language
- Being physically intimidating
- Being disrespectful to staff or other students
- Committing unlawful actions
- Acting in an unsafe manner that places yourself and/or others at risk
- Acting in an unsafe manner which causes harm to yourself or another person
- Smoking in non-smoking areas
- Being under the influence of alcohol or drugs
- Food and/or drinks are not allowed in the classrooms. Bottles of water are allowed in the classrooms but not in the computer labs.
- Mobile phones should be turned off when you are in class except if you are expecting an urgent call
- See *Conditions of Use of College computers & hardware*
- See *Terms and Conditions of Enrolment*

If you are asked to leave a class or the course you will be referred to the Student Support Officer, they will explain to you the reasons for the decision.

If you are asked to leave a class or the course, then you have the right to Appeal the Disciplinary action or decision; please see our Complaints and Appeals procedure or the Student Support Officer.