STUDENT CODE OF CONDUCT

CANADA’S NATIONAL ACADEMY OF DANCE EDUCATION

WHILE ON CANADA’S NATIONAL ACADEMY OF DANCE EDUCATION’S PREMISES OR IN THE COURSE OF ACTIVITIES (IN PERSON OR VIRTUALLY) OR EVENTS HOSTED BY CANADA’S NATIONAL ACADEMY OF DANCE EDUCATION (CNADE INC.)

STUDENTS:

▪ MUST COMPLY WITH ALL APPLICABLE CNADE INC. POLICIES, INCLUDING THE ATTENDANCE POLICY & ACADEMIC POLICY

▪ MUST TREAT ALL STUDENTS AND STAFF WITH RESPECT

▪ MUST NOT ENGAGE IN PHYSICALLY, VERBALLY OR EMOTIONALLY AGGRESSIVE, THREATENING, HARASSING, DISRESPECTFUL, DISCRIMINATORY OR OTHERWISE OFFENSIVE BEHAVIOUR

▪ MUST NOT STEAL, MISUSE, DESTROY, OR DEFACE CNADE INC. PROPERTY

▪ MUST NOT CONSUME, POSSESS OR DISTRIBUTE ALCOHOL OR CONTROLLED OR RESTRICTED SUBSTANCES

▪ MUST NOT CONTRAVENE ANY PROVISION OF THE CANADIAN CRIMINAL CODE OR ANY OTHER FEDERAL, PROVINCIAL, OR MUNICIPAL STATUTE OR REGULATION

▪ MUST NOT VERBALLY, EMOTIONALLY ASSULT ANY STUDENTS, MEMBERS OR STAFF MEMBERS VIA ANY ELECTRONIC FORM OF COMMUNICATION, NOT LIMITED TO EMAIL, SOCIAL MEDIA, WEBSITES ETC.
CNADE Inc. students are responsible for familiarizing themselves with this policy.

ACADEMIC MISCONDUCT

A1. Academic Dishonesty

a. Plagiarism

- copying another person’s work without referencing or citing their ideas
- presenting someone else’s work, opinions and/or theories as your own
- working with another student or someone else on an assignment, and then submitting the assignment as your own work
- submitting the same work (whole/part) for two unrelated assignments, presentations posts or courses

b. Cheating

- using materials or aids during an assessment or quiz
- copying and using another person’s answers for assessments, quizzes, assignments, posts or presentations
- presenting false information including research facts and results
- stealing, or through bribery, accessing confidential information

c. Misrepresenting your personal identity and/or performance

- submitting stolen or purchased assignments and/or research
- impersonating someone or having someone impersonate you through your work
- misrepresenting one’s personal performance outside of the program or during the admissions process
- withholding or altering academic information, transcripts or documents

d. Submitting false information
- submitting altered, forged or falsified medical document or making false claims
- submitting false statements, documents or claims
- submitting false academic credentials
- altering, in any way, documents issued by CNADE Inc.

A2. Contributing to Academic Misconduct
- offering, sharing, giving or selling essays, posts, presentations or other assignments knowing these will be submitted for assessment
- allowing work to be copied during an examination, test, posts, assignments, presentations

A4. Unauthorized Copying or Use of Copyrighted
- intentionally failing to abide the Canadian Copyright ACT

A5. Violations of Student Code of Conduct on Professional Behaviour
- exhibiting unprofessional behaviour in field placements, online, offline, on-site, in-class
STUDENT ATTENDANCE POLICY

CANADA’S NATIONAL ACADEMY OF DANCE EDUCATION

The aim of this policy is to encourage the highest possible levels of attendance for students of the ODTTP program. Being that the timelines of the ODTTP programs offered are designed in such a way that they are concise being that in most cases are only a 1 – 10 week commitment, attendance for any and all seminars, meetings and weekly discussions is essential.

Monitoring

- as part of ongoing student evaluation, attendance is monitored on a daily basis
- students are expected to attend all daily/weekly online meetings/seminars/discussions
- students are expected to participate online in weekly group chats
- students are expected to submit all assignments, posts, presentations on a daily/weekly basis as set out by the Course Director

Absences

- the success for every student of the CNADE-ODTTP program depends on regular attendance so as not to miss any of the course content presented on a daily/weekly basis
- any and all absences are highly discouraged
- students are expected to schedule all family events, vacations etc. outside of class time.
- all absences will be considered and approved/not approved on a case by case basis
- any and all missing hours whether be related to assignments, posts, meetings, seminars, presentations and/or discussions will be required to be made up through make-up assignments or additional course work.
Excessive Absenteeism

- In the case that a student has missed more than 1 online seminar, assignment, weekly posts and/or presentations, the student will be presented with a letter indicating the program requirement that they must make-up for these missed hours the following week
- In the case that assignments, posts and hours are not made up by the following week, the student risks being suspended from the program
- In the case of documented illness, student may be presented with the opportunity to complete the course work during the following term
- A request for more than 1 absenteeism will be declined
- Students missing more than 1 assignment, seminar, post and/or presentation will be suspended from the program

Attendance Warning (AW)

- AW will be used in cases where a student is absent without a request for absence
- AW will be used in cases where a student has missed 1 assignment, post, presentation and/or seminar

Suspension or Withdrawal from Program (WP) or (SP)

- Will be applied in cases where an absence is refused and the student is subsequently absent during the dates originally requested
- WP will be used when a student fails to submit more than 1 assignment, post, seminar and/or presentation
CONSEQUENCES

Written Notice (WN) – A WN is a consequence of misconduct as it relates to our policy documents. Students who have been found to have committed academic misconduct will automatically have a WN placed on their academic record.

Suspension from Program (SP) - Students who receive a second WN will normally be suspended from the program of which they are enrolled for a period of one term to two years. This will be noted on the students academic record.

Withdrawal from Program (WP) - An Course, Program or School Director may recommend that a student be assigned a Withdrawal from Program. Students who are assigned a WP for academic misconduct shall be withdrawn from the CNADE ODTTP program. A student who is assigned a WP may not apply to any CNADE program for a period of 5 years.

Assignment of Penalties: Each occurrence is considered on a case by case basis and remains confidential between CNADE and the student.

Within a course or program:

- The minimum penalty for academic misconduct on any assignment or other form of evaluation is a mark of zero for the work.
- A “FAIL” in the ODTTP program may be assigned by the instructor
- Removal from a program, placement, practicum, either permanently or temporarily