

Policy on Student Misconduct

CATEGORY: Student – Conduct & Interaction

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REVIEW REQUIREMENTS: Every two (2) years

APPROVED BY: President

Policy Purpose & Summary

This policy, entitled “*Policy on Student Misconduct*”, has been created to outline the process by which student misconduct is addressed and decisions reviewed.

It is the policy of the College to formalize the process as outlined below.

Scope

This policy applies to all students enrolled at the College, all individuals employed by the College, and any other individuals acting as representatives, or hold a titular position, of the College.

Policy

1. REGULATIONS AROUND STUDENT MISCONDUCT

- 1.1. All levels of formal review must follow the principles of natural justice and must have been preceded by attempts to informally resolve the Dispute.
- 1.2. The College may choose to address some conduct-related matters via the Criminal Code of Canada. Activities to be addressed in this manner will be pursued by legal means.

2. EXAMPLES OF STUDENT MISCONDUCT

- 2.1. The following list, although not exhaustive of all actions, must be regarded as student misconduct:
 - ❖ Disruptive or dangerous behavior while on College property;
 - ❖ Creating or being a part of any situation which endangers, threatens, or is designed to endanger or threaten the health, safety or well-being of any College Staff Member, student, or Faculty Member;
 - ❖ Harming, injuring, or threatening a College Staff Member, student, or Faculty Member;
 - ❖ Possession or use of any College property without appropriate permission;
 - ❖ Possession or use of any property of a College Staff Member, student, or Faculty Member without appropriate permission;
 - ❖ Misappropriating, destroying or damaging College property;
 - ❖ Misappropriating, destroying or damaging the property of a College Staff Member, student, or Faculty Member;
 - ❖ Defacing any College property;
 - ❖ Harassment of any a College Staff Member, student, or Faculty Member.

3. STUDENT MISCONDUCT PROCEDURE

- 3.1. If an incident of student misconduct occurs, the relevant parties must meet in order to attempt to resolve the issue(s) informally.
- 3.2. If an informal settlement of the issue(s) is not possible, one may initiate formal action by filing a written report of the incident with Student Services.
- 3.3. If the matter is referred to Student Services, the relevant parties must be given notice that they may submit written statements within seven (7) calendar days of such notice.
- 3.4. The parties may also request to be heard in person.
- 3.5. Within fourteen (14) calendar days of the deadline for receiving the statements and /or oral representations, Student Services must make a decision.
- 3.6. Student Services may make use of one or more of the following courses of action:
 - ❖ Issue a formal reprimand;
 - ❖ Assess and recover the costs to rectify the damage or loss caused by the student (if applicable);
 - ❖ Require the student to write a letter of apology;
 - ❖ Suspend the student;
 - ❖ Dismiss the student.
- 3.7. In deciding the appropriate penalty to impose, Student Services must consider the following:
 - ❖ The extent of the misconduct;
 - ❖ The accidental or deliberate nature of the misconduct;
 - ❖ Whether the act in question is an isolated incident or part of a number of repeated acts;
 - ❖ Any other aggravating or mitigating circumstances.
- 3.8. If Student Services pursues any actions stated in section 3.6, the student must be advised that a copy of the action taken must be placed in their academic file and that in the event of any further reports of misconduct, the report may be used to determine the penalty to be imposed.

4. MISCONDUCT APPEAL PROCEDURE

- 4.1. If any party is dissatisfied with the decision of Student Services, they may refer the matter in writing to the Campus Director within seven (7) calendar days of the decision received from Student Services.
- 4.2. Within seven (7) calendar days of receiving the notice, the Campus Director must give notice to the relevant parties and to Student Services that they may submit written statements to the Campus Director within fourteen (14) calendar days of receiving such notice.
- 4.3. The relevant parties and Student Services may also request to be heard in person.
- 4.4. The Campus Director must consider the written statements, as well as the oral presentations (if applicable) within fourteen (14) calendar days.
- 4.5. The Campus Director is within their right to decide to confirm or dismiss the decision of Student Services.
- 4.6. In the case of dismissal, the Campus Director may impose a penalty mentioned in section 3.6 as an alternate penalty.
- 4.7. The decision of the Campus Director is final. This will not detract from any party's right to pursue the matter through other appropriate legal means.

Policy Notes

This policy consolidates the measures included in, and replaces, the following archived policies of the College:

- Policy #1011 – Student Misconduct Policy

ACCOMPANYING POLICIES: This policy is a part of a suite of conduct and interaction oriented policies under the Student Policies category. The **Policy - ST-019- Policy on Student Dismissal** may be used in conjunction with this policy.

