

St. Andrew's College Code of Student Conduct and Policy on Student Discipline

PREFACE

1. St. Andrew's College is a community of teaching staff, administrative staff and students, involved in teaching, research, learning and other activities. Students are members of St. Andrew's College while registered in programs or courses of St. Andrew's College intramurally or at a distance.
2. In order to be admitted or to continue as a student at St. Andrew's College, persons must demonstrate academic, vocational and psychological fitness, and adequate financial means.
3. St. Andrew's College seeks to offer a learning environment based on mutual respect and courtesy, as well as upholding high standards of scholarly activity. Conduct of students shall uphold the good order and functioning of academic and non-academic programs and activities of the College, and shall not endanger the health, safety and well-being of other members of the St. Andrew's College Community nor damage or destroy property of St. Andrew's College or property use in the conduct of St. Andrew's classes.
4. St. Andrew's has a policy of justice for women and for gay, lesbian and bisexual people which members of the College are expected to uphold.
5. Behaviour exhibiting respect for others is expected.
6. St. Andrew's College sponsors, encourages or tolerates many non-academic activities of its members, both on and off campus. These activities, although generally separate from the defined requirements of students' academic program are a valuable part of the life of the college and of its students. Appropriate conduct is assumed at these events and occasions.
7. St. Andrew's College students are not, as such, immune from the criminal and civil laws of the wider political units to which they belong. Normally breaches of civil or criminal law will be dealt with by the courts. Such action does not preclude internal actions by St. Andrew's College.
8. This code applies to conduct of students of St. Andrew's College. Cases of sexual harassment are covered by the St. Andrew's College policies and procedures related to sexual harassment. Procedures outlined in the "Guidelines" for the ministry residency program offered jointly by the Conference Committees on Ministry residency & Educational Supervision, National United Church and St. Andrew's College are to be followed in situations related to ministry residency.
9. Computing facilities at the College are to be used in the conduct of duties and responsibilities associated with working and studying at the College. Other uses, such as conducting commerce not authorized by the College, are not permitted. All faculty, staff and students shall abide by the security measures in place.
10. Students will familiarize themselves with College policies referenced in this document and abide by them.

OFFENSES

1. Offenses against persons
 - a) No person shall assault, threaten or otherwise harm any other person, nor shall anyone create a condition that unnecessarily endangers the health, safety or well being of other persons.
 - b) No person shall disrupt or obstruct any activity organized by St. Andrew's College nor of its members to carry on their legitimate activities, to speak or to associate with others.
 - c) No person shall engage in behaviour that violates either St. Andrew's policy of justice for women and for gay, lesbian and bisexual people, or federal or provincial Human Rights Codes in effect.
 - d) No person shall knowingly engage in activities to intimidate other students, staff or Faculty.
2. Academic offenses
 - a) No student shall give false information to gain admission or credits. No student shall forge or falsify educational records or use false documents.
 - b) No student shall engage in academic dishonesty, that is, misrepresentation with intent to deceive or without regard to the accuracy of statements or findings. It includes such things as: thefts of notes, research or materials prepared by another student or instructor; using or possessing unauthorized aids in tests or examinations; unauthorized assistance in any academic work; concocting research results or distorting research reports; plagiarism or submission as one's own work of the work of others; submission without the approval of the instructor of any work for which credit has already been obtained or is being sought in another course;

knowingly aiding another student's dishonesty, including by providing or making available material that may enable a student at any educational institution to engage in academic dishonesty; or any other form of dishonest conduct.

- c) No student shall engage in behaviour that is lacking in due respect or is disruptive of the learning in any class.
 - d) No person shall violate the rules and regulations established by the Saskatoon Theological Union Libraries.
3. Offenses involving property
- a) No person shall knowingly take, destroy, damage or deface premises or property of St. Andrew's College or property used in the conduct of St. Andrew's College classes.
 - b) No person shall knowingly take, destroy or damage any physical property that is not their own.
 - c) No person shall knowingly destroy or damage information or intellectual property belonging to St. Andrew's College.
 - d) No person shall use facilities, equipment or services of St. Andrew's College contrary to the express instructions of a person or persons authorized to give such instruction, or without just cause.

STUDENT DISCIPLINE PROCEDURES

Procedural Assumptions:

1. When one or more members of the College community finds the behaviour of a student to be unacceptable it will usually be possible for the two parties to meet in safety and with mutual respect to identify the problem and agree upon ways to resolve it.
2. Presumption of the existence of a problem does not mean presumption of guilt.
3. Prompt and informal resolution of differences is desirable, but endless informality without change or action serves no purpose.
4. The Faculty, acting as a whole at a duly called meeting, have the right and the responsibility to take such action as will uphold the values and goals of the College. This includes the right to discipline a student whose behaviour is not consistent with the code of student conduct.
5. An individual Faculty member or Local Instructor may require that a student leave a class meeting if that student's behaviour is unduly lacking in respect or disruptive to the learning of the class.

Procedures

(to be followed when one-to-one conversation is not feasible or has not resolved the problem)

1. **COMPLAINANT'S ACTION**
 - (a) A Faculty member will address a complaint to the student's Faculty Advisor.
 - (b) A student will address a complaint to their own Faculty Advisor, or to the Local Instructor if they are an occasional student in a Distance Education course.
 - (c) A staff member will address a complaint to the Principal.
 - (d) In any case, any complaint may go, by choice or preference for whatever reason, to the Principal.
2. **DISCRETION REGARDING ACTION**

When a Faculty Advisor or the Principal receives a complaint they will use discretion and consultation with the complainant, as to whether further action is required. If the complainant wants to proceed they will prepare a written incident report.
3. **COMPLAINTS AS WRITTEN INCIDENT REPORT**

The complaint will be written and signed by the person(s) initiating the complaint. It will include the name(s) of the person(s) involved, a brief description of the objectionable behaviour, and an indication of how the behaviour has an undesirable impact on persons, learning, and/or property.

Normally the complainant will have or be assigned a Faculty Advisor at this stage.
4. **WITHDRAWAL OF COMPLAINT**

The complainant may withdraw the complaint including the written incident report at any time up to the end of procedures outline in #9 below. If the complaint is withdrawn, the respondent will be notified of the withdrawal.

5. FACULTY ADVISOR

For students in diploma or degree programs the respondent's Faculty Advisor will be informed of a complaint and given the incident report. For occasional or Distance Education students not in degree or diploma programs, a Faculty Advisor will be appointed as quickly as possible. They will seek to meet with or telephone the student as soon as possible (within 7 working days unless there are unusual extenuating circumstances) to inform the respondent of the complaint, hear the student's response, clarify the situation and seek ways to resolve or redress the problem. A brief written record of this meeting written by the respondent's Faculty Advisor will identify the issue, the student's response, and any plans for resolution including time frame. The absence of resolution plans shall also be noted. This written note will be given to the complainant and the respondent and copied to their student files. The original complaint will also be kept in both files.

6. The respondent will not confront, threaten nor intimidate the complainant as a result of the complaint. Retaliation of any kind will be treated as a separate offense.

7. SEEKING RESOLUTION

- (a) If there are plans for resolution they will be implemented.
- (b) If there is no agreement on the situation or on plans for resolution then the incident report and student's response will be shared and discussed at a duly called Faculty meeting.
- (c) Following discussion the Faculty may require that the respondent's Faculty Advisor again meet with the student as in #5 above. This cycle of meeting with student and consultation with Faculty may be repeated for as often as Faculty deem advisable and effective. Either complainant or respondent may request or be invited to address a Faculty meeting in this cycle of meetings, normally in person if the student is local or in writing or by conference call if at a distance.
- (d) Either a Faculty member or the student respondent may request that a Faculty member who is not the respondent's Faculty Advisor act in place of the Faculty Advisor in the resolution meetings. Faculty will make the decision to grant or deny this request.

8. ALTERNATIVES

- (a) If at any point personal safety is at risk, Faculty may take immediate action including suspension and/or denial of access to services of the College to minimize the risk.
- (b) If the behaviour of the student is such that it would give rise to civil or criminal proceedings, the matter may be referred to the appropriate court. A student may be suspended and/or denied access to services of the College pending outcome of court procedures.

9. WHEN INTRA-COLLEGE RESOLUTION IS UNSUCCESSFUL

- (a) If steps 5 & 7 above result in no satisfactory progress towards resolution the Principal will appoint an outside conflict resolution facilitator and will set a date by which they will report. In appointing the conflict resolution facilitator, the Principal will make every attempt to choose a person acceptable to the complainant, respondent, and other parties involved. The conflict resolution facilitator will normally be a volunteer from the community or church.
- (b) The conflict resolution facilitator will determine procedures to follow using either the procedures referred to in section 074 (Manual 1998) or other commonly accepted conflict resolution procedures.
- (c) If this leads to agreement of parties concerned then implementation follows.

10. PROCEDURES WHEN RESOLUTION IS UNSUCCESSFUL

When the preceding attempts at resolution are unsuccessful then Faculty has the right and responsibility to make a decision including to take disciplinary action which is consistent with the aims and ethos of the College.

- (a) Faculty will meet, propose a decision, name reasons for it and propose disciplinary action if it is seen to be warranted.
- (b) The student respondent will be informed by the Principal in writing with personal or assured delivery of the proposed decision, the reasons for it, and any proposed disciplinary action. The student has the right to petition the Faculty in response (in person or in writing from local students; in writing or by conference call for distance

students). The student will give notice of intent to appear to the Principal within 3 working days of being informed of the proposed decision and disciplinary action. The Principal will call a meeting of the Faculty to hear the student's response within 7 working days of informing the student of the proposed decision and disciplinary action.

- (c) The student appearing in person is entitled to bring a friend or other person with them to the Faculty meeting.
- (d) After hearing or reading the response of the student or after the time for student response has elapsed, the Faculty will make a decision.
- (e) The student will be informed by the Principal in writing of the decision (by personal or assured mail delivery), including any disciplinary action and the date on which it takes effect.

11. EDUCATION & STUDENTS COMMITTEE INVOLVEMENT

When the student has entered the Discernment or Candidacy process, the respondent's Presbytery E&S committee may at any time be consulted if, in the opinion of the Faculty, the student's behaviour affects suitability for ministry

or may jeopardize the student's successful completion of the program. If disciplinary decisions have been made, E&S will be informed in writing with assured delivery of the decisions and the reasons for them, with a copy to the student, and a copy retained in the student file.

12. PROCEDURE FOR STUDENTS NOT REGISTERED THROUGH ST. ANDREW'S COLLEGE

The policies in effect are normally the policies of the school at which the student is registered.

Saskatoon Theological Union students

- (a) When behaviour of a student registered through one of the other Saskatoon Theological Union Colleges is problematic, the St. Andrew's Faculty member most directly concerned will initiate contact with the student involved and then, as appropriate, with the Faculty Advisor at the other STU college.
- (b) Informal Faculty to Faculty conversation is to be preferred, but in some cases communication may be Principal to President/Principal.
- (c) If resolution does not occur, a written incident report will be given to the student and the President/Principal of the school in which the student is registered.
- (d) If resolution is still not forthcoming, and after consultation with the Faculty of the home college, the St. Andrew's Faculty may make decisions and implement disciplinary action.

University of Saskatchewan students

Procedures of University of Saskatchewan will be in effect for cross-listed courses in which the student registers through University of Saskatchewan

13. DISCIPLINARY OPTIONS

Under Sections 10 and 12, the Faculty may assign one or more of the following disciplinary actions:

- (a) Assign a grade of 0 (or Fail in a Pass/Fail class) on an assignment
 - (b) Assign a grade of 0 (of Fail in a Pass/Fail class) in a course*
 - (c) Withhold grades in a course*
 - (d) Withhold diploma, degree, and/or testamur*
 - (e) Require an apology from the student
 - (f) Issue a written letter of reprimand to the student
 - (g) Specify a period of probation for the student, with specified conditions
 - (h) Suspend the student for up to one full academic year*
 - (i) Suspend the student from access to specified services and activities
 - (j) Expel the student*
 - (k) Require restitution, which may include community service and/or a fine
- *these actions are entered on the student's transcript (see Section 14)

14. STUDENT RECORD

For those disciplinary actions with academic consequences, the permanent student record (transcript) will reflect the action taken as follows:

- When grades in a course, or a diploma, degree, and/or testamur are withheld for disciplinary reasons, the permanent student record (the transcript) will show that these are "withheld for disciplinary reasons". If the grade, diploma, degree, and/or testamur are subsequently awarded, the notation will be removed.
- If a student is placed on probation for a period of time for disciplinary reasons, the record will show the following: <date> Placed on probation for <period> for disciplinary reasons.
- If a student is suspended for a period of time for disciplinary reasons, the record will show the following: <date> Suspended for <period> for disciplinary reasons.
- If a student is expelled for disciplinary reasons, the record will show the following: <date> Expelled for disciplinary reasons

15. APPEALS

- (a) When a student is informed of a decision to implement disciplinary action the complainant or respondent will have up to 1 week to launch an appeal.
- (b) Appeals will be addressed to the chair of the Academic Committee who will establish a committee to consider the appeal. The Appeal Committee will have at least one student member.
- (c) Appeals will be in writing and will outline the gist of the reason for the appeal.
- (d) The Appeal Committee will determine if there are grounds for appeal (using the grounds as per, *The United Church Manual*, J.13.2, J.13.9.1, 2013).
- (e) The appeal which will follow appeal procedures as determined by the Board of Regents or its Executive will be heard within 3 weeks of the receipt of the request for the Appeal.
- (f) Costs will be apportioned by the Appeal Committee (as per Manual).