

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

PREFACE

St. Andrew's College is a community of teaching staff, administrative staff and students, involved in teaching, research, learning and other activities. Anyone registered in programs or courses of St. Andrew's College, whether conducted on-campus or at a distance, is a St. Andrew's College student. 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.

Applicants and students at St. Andrew's College must demonstrate academic and vocational fitness appropriate for their course or program of study.

Students are expected to uphold the Justice Policy of the College, and to demonstrate respect for other members of the College community.

Students are the focus of this code, although many of the policies in this code are similar to policies that apply to teaching and administrative staff. Students are also bound by College-wide policies, including those dealing with harassment, computing services, library services, and substance abuse, among others.

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. In addition, students may also be subject to the policies of other institutions where they study or work as part of their program. This code does not supersede those policies, but may also apply.

Students are responsible for familiarizing themselves with College policies and abiding by them.

ACADEMIC MISCONDUCT

Academic misconduct includes the following behaviours, and may be the subject of an allegation, investigation, and discipline:

1. Providing false or misleading information to gain admission or credits.
2. Theft of notes, research or materials prepared by another student or by an instructor.
3. Using or possessing unauthorized aids in tests or examinations.
4. Unauthorized assistance in any academic work.
5. Concocting research results or distorting research reports; falsifying or inventing sources.
6. Plagiarism or submission as one's own work the work of others.
7. Submission without the approval of the instructor of any work for which credit has already been obtained or is being sought in another course.
8. Preventing other students from fair access to College resources such as library or computing resources.
9. Using or attempting to use bribes, personal relationships, or threats to gain any type of academic advantage.

10. Altering or attempting to alter College academic records.
11. Inappropriate or unprofessional conduct in any practicum or work placement taken as part of a College course or program.
12. Knowingly aiding another student's academic misconduct, including by providing or making available material that may enable a student at any educational institution to engage in academic misconduct.

NON-ACADEMIC MISCONDUCT

The following behaviours are prohibited, and may be the subject of an allegation, investigation, and discipline:

1. Threatening, assaulting, knowingly endangering, intimidating, or otherwise harming any other member of the College community, including by electronic means.
2. Disrupting learning in any course or program, whether in person or online.
3. Disrupting or obstructing any activity organized by the College.
4. Disrupting or obstructing the work of other members of the College community, or preventing others from speaking or associating.
6. Using College premises or equipment without permission of the duly authorized person.
5. Taking, damaging, destroying, or defacing College premises or property, or premises or property used in the conduct of College courses or programs, or the property of any other member of the College community.
6. Tampering with safety equipment.
7. Destroying, damaging, or tampering with College information or intellectual property.
8. Violating any of the College's policies or rules, such as Harassment Prevention, Substance Abuse, Computer Use, Library Use.
9. Abusing the processes of any of the College's policies, such as by lodging unfounded complaints, or refusing to comply with directives from authorized persons, or retaliating against any person party to a process regulated by a College policy.
10. Any other actions that a student should reasonably have known would cause harm to any other member of the College community.

RESOLUTION PROCEDURAL ASSUMPTIONS

1. Presumption of the existence of a problem does not mean presumption of guilt.
2. Prompt and informal resolution of differences is desirable in many circumstances, but endless informality without change or action serves no purpose.
3. The appropriate Faculty Council, acting as a whole at a duly called meeting, has 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.
4. An individual instructor may require that a student leave a class meeting or online activity if that student's behaviour is unduly lacking in respect or disruptive to the learning of the class.
5. Misconduct that falls under one of the College's specific policies (e.g. Harassment Prevention) will first be addressed under the procedures of that policy. Disciplinary action that is recorded on a student's permanent academic record (transcript) will be taken only by the appropriate

Faculty Council.

6. Throughout the procedures below, “Principal” shall be understood as referring to the Principal of St. Andrew’s College or the Principal’s designate.
7. Procedures for students not registered through St. Andrew’s College: A student registered in one of the partner schools of St. Andrew’s College who is the respondent of a formal complaint will have the complaint referred to the partner school for resolution, except as noted below. The Principal will ask for written notification of the disposition of the complaint from the partner school. If notification is not forthcoming, the appropriate Faculty Council may hold a formal hearing and take disciplinary action.
8. Reference to church judicatories: For a student under the oversight of a church judicatory, the College may inform the judicatory of any actions taken under this policy, either in its regular written report on the student or in a special notification. If a special notification, the College will provide a written report to the judicatory, with a copy to the student, and a copy retained in the student’s file.

RESOLUTION PROCEDURES (ACADEMIC MISCONDUCT)

Allegations of minor academic misconduct in a course or other learning activity may be dealt with by the instructor, while other allegations are best dealt with by more formal means.

Instructor-student resolution:

- a) Instructor-resolved allegations are limited to cases where the student admits to academic misconduct, where this misconduct did not have an impact on other students or the College, and where the instructor considers the misconduct to be minor and/or the result of misunderstanding.
- b) The penalty may only be: either resubmission of the work by the student, or reduction of the grade on the work by a proportionate amount.
- c) The instructor and student must agree on the penalty and submit a report, signed by both, to the Registrar. The report will be held in the student’s file for five years, or until graduation. In the case of students registered through partner schools, the report will be sent to the student’s school of registration.
- d) If the student does not admit to academic misconduct, or does not agree to the penalty, the allegation will move to the formal procedure below. In the case of students registered through partner schools, the allegation will at this point be referred to the partner school for resolution. The Principal will ask for written notification of the disposition of the allegation from the partner school. If notification is not forthcoming, the appropriate Faculty Council may hold a formal hearing and take disciplinary action.
- e) If the Registrar or a member of the teaching staff notices a pattern of repeated academic misconduct on the part of a student, they may bring the matter to the appropriate Faculty Council for a formal hearing that supersedes any instructor-student resolution.

Procedures when instructor-student resolution is not feasible or instructor-student conversation has not led to resolution:

1. Formal allegations may be made by any instructor, field/educational supervisor, student, or other person affected by the alleged misconduct, and must be addressed in writing to the

student's Program Director, or to the Registrar in the case of occasional students or when the allegation is made by the student's Program Director. Allegations may not be anonymous, and must be made in a timely manner. The written allegation must contain sufficient pertinent details of the alleged misconduct for the Program Director or Registrar to assess whether it should go forward.

2. The Program Director or Registrar may consult with members of the relevant Faculty Council, and will determine whether the allegation should go forward. This decision is final and not subject to appeal.
3. If the Program Director or Registrar determines that the allegation should go forward, they will notify the student and the appropriate Faculty Council, and provide a copy of the written allegation along with a copy of this policy to the student.
4. The student will have a reasonable amount of time to provide a written response to the allegation to the Program Director or Registrar. If no response is received, the allegation will still proceed.
5. Referral to Faculty Council:
 - a) Formal Hearings are held by the appropriate Faculty Council. The Faculty Council 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.
 - b) The Faculty Council will meet, review the documents and procedures already undertaken, propose a decision, name reasons for it and propose disciplinary action if it is seen to be warranted.
6. Formal Hearing:
 - a) The student will be informed by the Program Director or Registrar 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 Council in writing in response within ten working days of receiving the notification. If the student wishes to appear in person, they will give notice of intent to appear in person (or by video conference) 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 Council to hear the student's written or in-person response within 7 working days of receiving a response or notice of intent to appear in person. After this meeting (or after #5b above if there is no response from the student), the record of the decision will be kept in the student's file.
 - b) The student appearing in person is entitled to bring a friend or other person with them to the Faculty Council meeting.
 - c) The student will be informed by the Program Director or Registrar in writing of the decision of the Faculty Council (by personal or assured mail delivery), including any disciplinary action and the date on which it takes effect. The person who made the allegation may be informed of the decision, subject to any relevant privacy legislation.
7. Appeals:
 - a) When a student is informed of a decision to implement disciplinary action after formal hearing (#6 above), the student will have up to five working days to launch an appeal.
 - b) Appeals will be in writing and will outline the reason(s) for the appeal, which may include only the following: Bias or perception of bias on part of the Faculty Council; Procedural error that had a serious impact on the outcome; New evidence that could not reasonably have been produced

earlier and that may be relevant.

c) 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. The Appeal Committee will meet within fifteen working days of receiving the appeal.

d) The Appeal Committee will determine if there are grounds for appeal. If there are not, the original decision will stand.

e) The Appeal Committee will establish its own procedures, normally consistent with those used by The United Church of Canada. It may decide to uphold the original decision, or to dismiss or modify the original decision upon a finding of bias, or to send the matter to the appropriate Faculty Council for reconsideration. The student will be informed in writing by the chair of the Appeal Committee. There is no further appeal.

f) Costs may be apportioned in ways consistent with policies of The United Church of Canada.

RESOLUTION PROCEDURES (NON-ACADEMIC MISCONDUCT)

When one or more members of the College community finds the actions 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. Informal resolution does not lead to formal discipline.

Procedures when informal resolution is not feasible or informal conversation has not led to resolution:

1. Formal complaints may be made by any individual, and must be addressed in writing to the Principal. Complaints may not be anonymous, and must be made in a timely manner. The written complaint must contain sufficient pertinent details of the alleged misconduct for the Principal to assess whether it should go forward.
2. The Principal will determine if the complaint should go forward, and which College policy first applies. These decisions are final and not subject to appeal.
3. If the Principal determines that the complaint should first go forward under this policy, the Principal will notify the respondent(s), and provide a copy of the written complaint (with the complainant's contact information removed), along with a copy of this policy to the respondent(s).
4. The respondent(s) will have a reasonable amount of time to provide a written response to the complaint to the Principal. If no response is received, the complaint will still proceed.
5. The Principal will determine on the basis of the complaint and response (if any) if the complaint would best be addressed by Alternative Dispute Resolution or Conflict Resolution, or if it should go directly to a formal hearing.
6. The complainant may withdraw the written complaint at any time prior to a formal hearing (#11 below). If the complaint is withdrawn, the respondent will be notified of the withdrawal.
7. The Principal may take immediate action including suspension and/or denial of access to services of the College if the Principal deems personal safety is at risk, and pending a formal hearing. The Principal may suspend a student and/or deny access to services of the College pending outcome of civil or criminal proceedings. Such actions taken may be appealed using the appeal procedure (#12 below).
8. Alternative Dispute Resolution:

a) The Principal will appoint an Alternative Dispute Resolution team normally consisting of two faculty members or program directors. The Principal will provide the team with copies of the complaint, the response, and any other relevant documents.

b) After reviewing the relevant documents, the team will devise their own process, and may decide to add one or more individuals to the team. At a minimum, the team will meet separately with the complainant and the respondent(s) within ten working days of being assigned the complaint. Any communication during this process shall normally be confidential.

c) If the team determines that resolution may be possible through consensual confidential negotiation, the team may facilitate such negotiation. If negotiation results in resolution, the team will prepare a record, to be signed by complainant and respondent(s), and this record will be kept in the respondent(s) student file, along with copies of the complaint and response. If there is no resolution, the team will notify the Principal. The Principal will decide whether the complaint should go to Conflict Resolution or to a formal hearing.

9. Conflict Resolution:

a) 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(s), 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, which will be commonly accepted conflict resolution procedures. Any communication during this process shall normally be confidential.

c) If the conflict resolution process results in resolution, the conflict resolution facilitator will prepare a record, to be signed by complainant and respondent(s), and this record will be kept in the respondent(s) student file, along with copies of the complaint and response. If there is no resolution, the conflict resolution facilitator will notify the Principal. The Principal will normally notify the appropriate Faculty Council to convene a formal hearing.

10. Referral to Faculty Council:

a) Formal Hearings are held by the appropriate Faculty Council. The Faculty Council 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.

b) The Faculty Council will meet, review the documents and procedures already undertaken, propose a decision, name reasons for it and propose disciplinary action if it is seen to be warranted. Such action may be in addition to discipline already taken under another College policy.

11. Formal Hearing:

a) The 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 respondent has the right to petition the Faculty Council in writing in response within ten working days of receiving the Principal's notification. If a respondent wishes to appear in person, they will give notice of intent to appear in person (or by video conference) 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 Council to hear the respondent's written or in-person response within 7 working days of receiving a response or notice of intent to appear in person. After this

meeting (or after #10b above if there is no response from the respondent), the record of the decision, along with copies of the complaint and response, will be kept in the respondent's student file.

b) The respondent appearing in person is entitled to bring a friend or other person with them to the Faculty Council meeting.

c) The respondent will be informed by the Principal in writing of the decision of the Faculty Council (by personal or assured mail delivery), including any disciplinary action and the date on which it takes effect.

d) The complainant will be informed by the Principal in writing of the decision of the Faculty Council, subject to any relevant privacy legislation.

12. Appeals:

a) When a complainant or respondent is informed of a decision to implement disciplinary action after formal hearing (#11 above), or a respondent is informed of the Principal's action (#7 above), the complainant or respondent will have up to five working days to launch an appeal.

b) Appeals will be in writing and will outline the reason(s) for the appeal, which may include only the following: Bias or perception of bias on part of the Faculty Council or Principal; Procedural error that had a serious impact on the outcome; New evidence that could not reasonably have been produced earlier and that may be relevant.

c) 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. The Appeal Committee will meet within fifteen working days of receiving the appeal.

d) The Appeal Committee will determine if there are grounds for appeal. If there are not, the original decision will stand.

e) The Appeal Committee will establish its own procedures, normally consistent with those used by The United Church of Canada. It may decide to uphold the original decision, or to dismiss or modify the original decision upon a finding of bias, or to send the matter to the appropriate Faculty Council for reconsideration. The complainant and respondent will be informed in writing by the chair of the Appeal Committee. There is no further appeal.

f) Costs may be apportioned in ways consistent with policies of The United Church of Canada.

DISCIPLINARY OPTIONS

The appropriate Faculty Council may assign one or more of the following disciplinary actions for Academic Misconduct:

a) Assign a grade of 0 (or Fail in a Pass/Fail class) on an assignment

b) Assign a grade of 0 (or Fail in a Pass/Fail class) in a course

c) Withhold grades in a course

d) Withhold certificate, diploma, degree, and/or testamur

e) Specify a period of probation for the student, with specified conditions

f) Suspend the student for up to twelve months

g) Expel the student

h) Revoke the degree, diploma, certificate, or other credential obtained through academic misconduct

Except for a), these actions are recorded on the student's transcript.

The appropriate Faculty Council may assign one or more of the following disciplinary actions for Non-Academic Misconduct:

- a) Require an apology from the student
- b) Issue a written letter of reprimand to the student
- c) Require restitution, which may include community service and/or a fine
- d) Specify a period of probation for the student, with specified conditions*
- e) Suspend the student for up to twelve months*
- f) Suspend the student from access to specified services and activities for up to twelve months
- g) Expel the student*

*these actions are entered on the student's transcript (see below)

STUDENT RECORD

Disciplinary action shall be shown on the permanent student record (transcript) only after a formal hearing undertaken through this policy.

For those disciplinary actions for academic misconduct, 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, the permanent student record (the transcript) will show that these are "withheld for academic misconduct". 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, the record will show the following: <date> Placed on probation for <period> for academic misconduct.
- If a student is suspended for a period of time, the record will show the following: <date> Suspended for <period> for academic misconduct.
- If a student is expelled, the record will show the following: <date> Expelled for academic misconduct.
- If a credential is revoked, the record will show the following: <date> Degree (Diploma, Certificate) revoked for academic misconduct.

For those disciplinary actions for non-academic misconduct, the permanent student record (transcript) will reflect the action taken as follows:

- If a student is placed on probation for a period of time, the record will show the following: <date> Placed on probation for <period> for non-academic misconduct.
- If a student is suspended for a period of time, the record will show the following: <date> Suspended for <period> for non-academic misconduct.
- If a student is expelled, the record will show the following: <date> Expelled for non-academic misconduct.

If disciplinary action is under appeal, the permanent student record (transcript) will add: <date> This action is currently under appeal and may be affected by the Appeal Committee's decision.

Documents from the following institutions were consulted in the development of this policy, in addition to previous and current St. Andrew's College policies: Atlantic School of Theology, University of British Columbia, University of Saskatchewan, Western University.