1.0 POLICY

All students have an obligation to act in accordance with University policies, regulations, and procedures. As a result of student misconduct, a student may be subject to disciplinary sanctions. In addition, students living in Residence may be subject to penalties imposed for violations under Residence Community Standards.

2.0 SCOPE AND RATIONALE

Grant MacEwan University requires all students to conduct themselves in accordance with University policies, regulations and procedures to uphold the learning environment and to promote student success.

This policy extends to all areas of student responsibility as defined in Policies E3101 Student Rights and Responsibilities and C1000 Academic Integrity, along with all other University policies, regulations and procedures with the exception of matters deemed to pertain to Policy D1125 Harassment.

3.0 DEFINITIONS

The following definitions apply to this policy only:

3.1 Academic Discipline: Academic disciplinary matters are those that pertain to alleged violations of Policy C1000 Academic Integrity and those that take place in or directly affect formal learning. Examples include, but are not limited to, discipline matters in courses (lectures, labs, seminars, etc.); in course-related activities; in workplace practicums, clinicals, or cooperative education activities; and/or those that directly involve faculty, program staff or administrators in academic matters.

3.2 Restorative Measures: Those measures used to bring the situation back to former, original or normal condition. Examples include fixing damages or the payment for damages and clean up of materials or damages.

3.3 Dean: “Dean” refers to the Academic Dean, Associate Dean or Director. For matters of appeal regarding non-academic discipline, the named refers to the Student Services Officer.

3.4 Discipline Officer: Discipline Officer refers to the Dean or Officer as indicated in 3.3 or the Faculty Adjudicator.

3.5 Expunge: To expunge a record means to erase information from a transcript or student record.
3.6 Faculty Adjudicator: As per Policy C1000 Academic Integrity, a faculty adjudicator may impose disciplinary sanction(s).

3.7 Grade: A grade is a final letter grade assigned to a student in a course as per Policy C2020 Grading.

3.8 Mark: A mark may be assigned to evaluate any learning activity and differs from a final letter grade.

3.9 Non-Academic Discipline: All breaches of student conduct are considered non-academic disciplinary matters except alleged violations of C1000 Academic Integrity or those that take place in or directly affect formal learning as outlined in 3.1.

3.10 Official Student File: The file kept by the Office of the Registrar for program students or a separate personal information bank kept by the Office of the Registrar for disciplinary matters for unclassified students, both of which will be retained and destroyed according to E1050 Student Records.

3.11 Student Record: The student record includes the student transcript and information entered onto the student information system and any documents included in the official student file.

3.12 Rescindment of Credential: This means revoking the credential previously granted to a student (see 4.4.4.9).

3.13 Residence Community Standards: Residence Community Standards clearly outline the conduct expected of Residence students and penalties that will apply should the Standards not be met.

3.14 Student Services Officer: A designated senior officer within Student Services.

4.0 REGULATIONS:

4.1 The Vice President Student Services has the responsibility for the overall management and implementation of this policy. If in question, the Vice President Student Services will determine if a matter is academic or non-academic in nature or both. This decision cannot be appealed.

4.2 Policy E3102 Student Discipline shall be published in the University Calendar and other such media as deemed appropriate.
4.3 Students have the right of appeal in academic and non-academic discipline matters in accordance with Policy E3103 Student Appeals, subject to 2.0 and 4.1 above.

4.4 Non-academic disciplinary investigations are not mutually exclusive of academic disciplinary investigations. Therefore, it is possible that a student may face academic discipline sanctions along with non-academic discipline sanctions. Students may also face penalties for the same situation according to the Residence Community Standards.

4.5 **Academic Discipline:** Academic disciplinary matters are for violations of Policy C1000 Academic Integrity and those that take place in or directly affect formal learning. Examples include, but are not limited to, discipline matters in courses (lectures, labs, seminars, etc.) (see 3.1).

4.5.1 The Faculty Adjudicator has the authority to impose disciplinary sanctions as listed in 4.5.3 for academic integrity offences as outlined in C1000 Academic Integrity.

4.5.2 The Dean has the authority to impose disciplinary sanctions as listed in 4.4.4 for academic discipline offences except for those outlined in C1000 Academic Integrity. Decisions on these sanctions shall be communicated by the Dean to the Vice President Student Services who shall officially notify the student.

4.5.3 **Sanctions for Academic Discipline:** The University has the right to impose sanctions as indicated in C1000 for offences of academic integrity. The University has the right to impose the following sanctions for all other academic disciplinary matters:

4.5.3.1 Mark reduction on a piece of academic work: Students may receive a mark reduction or mark of F in any course assessment.

4.5.3.2 Mark of zero on a piece of academic work.

4.5.3.3 Grade reduction in a course.

4.5.3.4 A grade of F in a course: Students may receive a grade of F in a course. Transcripts will permanently reflect the grade of F.
4.5.3.5 Reprimand – Students shall be permitted to continue in studies at the University and shall receive written notification of the misconduct and implications of further misconduct.

4.5.3.6 Disciplinary Probation – Students shall be permitted to maintain registration in and attend all learning activities under specific written conditions. Students who meet the specific conditions within the specified time frame shall have the probation lifted. Failure to meet the conditions shall result in a review of the case and may result in the students’ withdrawal from programs or University or expulsion from the University.

4.5.3.7 Suspension – Students may be suspended from attending a course or activity pending investigation of the alleged violation. In the case that the Discipline Officer has reasonable grounds to believe that the presence of the student constitutes an immediate risk to the health and safety of students, staff and/or patients/clients, suspension may be enacted immediately provided that procedures to determine the propriety of such action are initiated immediately.

4.5.3.8 Required to Withdraw – Students may be required to withdraw from a course, the program or the University. The withdrawal period may be limited to one or more terms, or it may be permanent. The dates of withdrawal will be indicated on the transcript and the student record.

In the case of a student being required to withdraw from a course, the transcript and student record will include the notation “Withdrawal – Disciplinary”, the course grade of W and include the dates of the withdrawal period. Expunging of the “Withdrawal – Disciplinary” notation is referred to in Section 5.6. The course grade of W and permanent withdrawals will not be expunged.

In the case of a student being required to withdraw from a program or the University, the transcript and student record will include the notation “Required to Withdraw – Disciplinary”, course grades of W and the dates of the withdrawal period. Expunging of the “Required to Withdraw – Disciplinary” notation is referred to in Section
5.6. The course grades of W and permanent withdrawals will not be expunged.

In the case of permanent withdrawals, there will be no refund of any fees and all outstanding fees and debts to the University and materials on loan shall be due immediately.

The University reserves the right to ban any student from all University facilities.

4.5.3.9 Rescindment of Credential – A student whose credential is rescinded will also automatically be expelled from the institution. The transcript and student record will reflect the permanent notation “Rescindment of Credential”, and the notation will not be expunged.

4.6 Non-Academic Discipline: All breaches of student conduct (see Policy E3101 Student Rights and Responsibilities) are considered non-academic disciplinary matters except alleged violations of Policy C1000 Academic Integrity or those that take place in or directly affect formal learning as outlined in 3.1.

4.6.1 A Student Services Officer has the authority to impose disciplinary sanctions for non-academic disciplinary matters.

4.6.2 Decisions on all non-academic disciplinary sanctions shall be communicated by the Student Services Officer to the Vice President Student Services who shall officially notify the student.

4.6.3 Sanctions for Non-Academic Discipline: The University has the right to impose the following sanctions for matters of non-academic discipline:

4.6.3.1 Reprimand – Students shall be permitted to continue at the University and shall receive written notification of the misconduct and the implications of further misconduct. Conditions may include restorative measures; if the student refuses the measures, the student may be suspended.

4.6.3.2 Disciplinary Probation – Students shall be permitted to maintain registration in and attend all learning activities under specific written conditions. Conditions may include restorative measures; if the student refuses the measures, the student may be suspended. Students who meet the specific conditions within the specified time frame shall
have the probation lifted. Failure to meet the conditions shall result in a review of the case and may result in expulsion from the University.

4.6.3.3 Suspension – Students may be suspended from attending a course, program or activity pending investigation of the alleged violation. In the case that the Discipline Officer has reasonable grounds to believe that the presence of the student constitutes an impediment to the learning process and/or the health and safety of students, staff and/or patients/clients, suspension may be enacted immediately provided that procedures to determine the propriety of such action are initiated immediately.

4.6.3.4 Required to Withdraw – Students may be required to withdraw from a course, a program or the University. The withdrawal period may be limited to one or more terms, or it may be permanent. The dates of withdrawal will be indicated on the transcript and student record.

In the case of a student being required to withdraw from a course, the transcript and student record will include the notation “Withdrawal – Disciplinary”, the course grade of W and include the dates of the withdrawal period. Expunging of the “Withdrawal – Disciplinary” notation, is referred to in Section 5.6. The course grades of W and permanent withdrawals will not be expunged.

In the case of a student being required to withdraw from a program or the University, the transcript and student record will include the notation “Required to Withdraw – Disciplinary”, course grades of W and the dates of the withdrawal period. Expunging of the “Required to Withdraw – Disciplinary” notation is referred to in Section 5.6. The course grades of W and permanent withdrawals will not be expunged.

In the case of permanent withdrawals, there will be no refund of any fees, and all outstanding fees and debts to the University and materials on loan shall be due immediately.

The University reserves the right to ban any student from all University facilities.
5.0 PROCEDURES

5.1 Procedures for Academic Integrity Offences:

Procedures for alleged breaches of academic integrity shall be dealt with as outlined in Policy C1000 Academic Integrity.

5.2 Procedures for Offences Other than Academic Integrity:

5.2.1 Student misconduct shall be communicated in a written document outlining the particulars to:

- the Dean responsible for the program or courses in which the student is enrolled for cases of academic discipline with the exception of matters of academic integrity; and
- the Student Services Officer for matters of non-academic discipline.

5.2.2 Within seven (7) working days of having received the written document, the Dean or Student Services Officer shall investigate by reviewing the document, interviewing the student, and interviewing witnesses or others involved as deemed necessary. If the student does not agree to attend the interview with the Dean or Student Services Officer, he or she will proceed to render the decision.

5.2.3 Within two (2) working days of completing the investigation, the Dean or Student Services Officer shall render a decision as to the action to be taken in respect to the case as allowed by this policy.

5.2.4 The final decision, with a copy of the investigation, shall be communicated by the Dean or Student Services Officer to the Vice President Student Services who, within two (2) working days, shall communicate, in writing, the decision and recommended action to:

- the student
- the Chair
- the Registrar
- the Dean or Director or Student Services Officer

In addition, the sanction(s) imposed may be discussed with the individual(s) who filed the initial written documentation.
The Registrar (or designate) shall place the final written communication in the official student file.

5.3 If, while under investigation, the student withdraws from the learning activity, course or University, the Discipline Officer has the right to overturn the voluntary withdrawal and apply the disciplinary sanction as deemed appropriate by the Discipline Officer. A student may withdraw only in accordance with the dates published in the academic schedule.

5.4 Using a secure system, the office of the Vice President Student Services shall maintain a file of the investigation and final decision. The purpose of this file, which shall be kept separate and apart from the official student file and other student files, is to determine whether or not there has been a previous offence, before a penalty is levied. Such a file shall not be used for any other purpose.

5.5 In the case that a student appeals a decision, then the record keeping for the appeal is handled according to Policy E3103 Student Appeals.

5.6 Transcripts and records that are eligible for expungement shall be automatically expunged by the Registrar after a period of 24 months from the date the final decision was communicated by the Vice President Student Services.

5.7 The Vice President Student Services shall provide discipline officers with opportunities for education pertaining to conducting investigations and other matters as deemed necessary to invoke this policy.

5.8 Disciplinary matters may be appealed as per Policy E3103 Student Appeals except as noted in 4.1 or if another University policy states the matter is not able to be appealed.
FACT SHEET

DATES:

Approval 85.02.21
Review due 2013.06

SOURCE:

85.01.21 Recommended by Academic Council 85.02.05. New policy approved by Board Motion 15-10-84/85.
91.11.21 Amended as recommended by Academic Council.
91.11.05 Revised policy approved by Board Motion 12-04-91/92.
2001.07.05 Updated terminology (Grant MacEwan University).
2003.02.01 Updated terminology (position titles). Format updated.
2008.06.12 Revised policy approved by Board Motion 01-6-12-2007/08.
2009.10.08 Terminology updated to reflect name change to Grant MacEwan University. Approved by Board motion 01-10-8-2009/10.
10.12.21 Related policy numbers updated to reflect changes to E Policy Taxonomy.

PROPOSED IMPLEMENTATION DATE: July 1, 2008

RELATED POLICIES:

- C1000 Academic Integrity
- C2020 Grading
- D1125 Harassment
- E1050 Management of Student Records and Information
- E3101 Student Rights and Responsibilities
- E3103 Student Appeals

This policy is in conformity with the Association of Registrars of the Universities and Colleges of Canada (ARUCC) National Transcript Guide.