



Policy History
Policy No. ST7
Approving Jurisdiction: President
Administrative Responsibility: Provost and Vice President Academic
Effective Date: July 2012

Student Conduct Policy

INTRODUCTION

Students must maintain an appropriate standard of conduct. They must obey the law and University regulations, demonstrate respect for all persons on the campus, and display mature conduct. They are held responsible for their individual or collective actions.

The University must maintain an environment conducive to learning. It may require students to leave the educational setting, so as to preserve the environment or to ensure that all University constituents have access to a safe working and learning environment. The University has developed procedures which take into account the interests of all persons involved.

Every Kwantlen Polytechnic University employee has an obligation to report any information that is important to the safety and security of Kwantlen Polytechnic University and/or its students and employees.

This policy addresses the University's major concerns about misconduct, disruptive behaviour and safety within the University community. The faculty and staff are responsible for dealing with minor misconduct. The Associate Vice President, Students, has the authority to respond in more serious situations and to suspend a student from the University for a period of no more than six months.

The power to suspend or expel a student from the University either permanently or for a duration exceeding six months resides with the President. Decisions of the President may be appealed to the Board of Governors.

INITIATION OF DISCIPLINARY ACTION

1. Failure by students to maintain appropriate standards of conduct may result in the initiation of disciplinary action by the University.
2. Without limiting the generality of the foregoing, students may be subject to disciplinary action for conduct including but not limited to:
 - a. conduct disruptive to the teaching/learning process;
 - b. failure to comply with the reasonable directions of University staff or faculty;

- c. falsification of any University document or the supplying of false information to the University;
- d. theft;
- e. unauthorized entry to, or use of, University properties;
- f. physical abuse or threats of violence, disorderly conduct and disturbing the peace;
- g. sexual harassment;
- h. behaviour that contravenes the *B.C. Human Rights Act*, as amended from time to time;
- i. the possession, use or sale of narcotic or illegal drugs on campus or at official University functions (Policy SR1, *Consumption of Alcoholic Beverages and Non-Medical Use of Drugs on University Premises*, and Policy BP2, *Student Events Held on University Premises*);
- j. the possession, use or sale of intoxicating beverages on the campus without the permission of the University administration (Policy SR1, *Consumption of Alcoholic Beverages and Non-Medical Use of Drugs on University Premises*);
- k. behaviour that significantly interferes with University operations or access to University properties;
- l. behaviour that may endanger the health or safety of employees or students of the University (Policy SR8 *Emergency Response to Inappropriate, Disruptive or Threatening Behaviour*);
- m. damage, misuse or unauthorized use of University property;
- n. possession of an offensive weapons;
- o. violation of University policies or campus rules and regulations;
- p. failure to fulfill the terms of a performance contract (Policy ST2, *Attendance and Performance in Individualized Continuous Intake Programs*);
- q. plagiarism or cheating (Policy ST2, *Plagiarism and Cheating*);
- r. any unauthorized use of the Registration and Records Reporting System, or other interference with the Registration process.

PROCEDURAL GUIDELINES

1. Any infractions that are observed by any member of the University community should be referred, as quickly as possible, in writing to the Office of Judicial Affairs.
2. Where appropriate, referral should also be made to security personnel, the police or other appropriate external agencies. A written report of such referral will be given promptly to the Office of Judicial Affairs.
3. Where danger exists to the student or to others, the student may be immediately prohibited from further participation in the educational setting by the employee

responsible. The circumstances surrounding such action will be referred, as quickly as possible, to the Office of Judicial Affairs for review. If circumstances warrant, the Emergency Response Policy may be implemented.

4. The Office of Judicial Affairs or designate will conduct a hearing and/or investigation in the manner deemed appropriate. All parties will be given an opportunity to make submissions. Individuals who participate in any investigations are expected to respect the confidentiality of any information they may receive during the course of the investigation. The Director, Student Risk and Judicial Affairs, or designate will determine the appropriate disciplinary action as necessary.
5. Subject to the University being required by law to disclose information with respect to the investigation and subject to disclosure which is necessary in order to investigate or resolve a complaint, the University, in addressing alleged misconduct and in resolving incidents of misconduct will make every effort to keep confidential any information concerning an allegation of misconduct. Confidentiality, however, must be distinguished as being separate from anonymity.
6. As investigations may require frank communication, the University takes the position that documents and other information obtained and gathered in investigations under this policy will not be disclosable pursuant to requests under the Freedom of Information and Personal Privacy Act. (Refer to Policy IM2 Freedom of Information & Protection of Privacy).
7. Individuals who participate in any investigations are expected to respect the confidentiality of any information they may receive during the course of the investigation.
8. If it is determined that a complaint or report of misconduct is of a frivolous, vindictive or vexatious nature, appropriate action may be taken (which may include discipline).
9. Disciplinary action deemed appropriate may be, but is not limited to, the following:
 - a. a written reprimand
 - b. a disciplinary performance contract
 - c. suspension from a semester-length course or program for a period of not more than six months;
 - d. suspension from a continuous intake course or program for a period of not more than six months;
 - e. referral to the University President for expulsion from the University for a period exceeding six months or permanently.
10. Students may appeal disciplinary action taken by the Director, Student Risk and Judicial Affairs to the Vice President, Finance and Administration. Expulsions by the President of the University may be appealed directly to the Board of Governors. All appeals must be initiated in writing within fifteen (15) working days of the disciplinary action/suspension.

RELATED POLICIES:

BP2 Student Events Held On University Premises

IM2 Freedom of Information & Protection of Privacy

SR1 Consumption of Alcoholic Beverages & the Non-Medical Use of Drugs on University Premises

SR8 Emergency Response to Inappropriate, Disruptive or Threatening Behaviour

ST1 Attendance and Performance in Individualized Continuous Intake Programs

ST2 Plagiarism and Cheating

ST3 Appeals of Academic Decisions

ST11 Attendance & Performance in Semester & Other Term Based Courses