

Policy on Student Misconduct

1.0 Objective and Scope

1.1 The Policy on Student Misconduct establishes the standards of behavior expected from students within the College of Technology Alberta. It includes guidelines regarding academic integrity, respectful communication, responsible use of resources, and adherence to institutional rules and regulations. It outlines procedures for investigating and addressing instances of misconduct. This policy applies to all enrolled students, all individuals employed by the College, and any other individuals acting as representatives, or holding a titular position in the College.

2.0 Policy

2.1 Expectations for Student Conduct- Respectful Behaviour & Fair Treatment

2.1.1 The College of Technology Alberta acknowledges the significant efforts students put into establishing and achieving their educational goals. The College's commits to foster a conducive learning environment where students can thrive academically by expecting all members of the College Community to interact with one another in a manner that promotes positivity, supportiveness, and safety.

2.1.2 In order to maintain a safe, inclusive, and respectful learning environment within the College, discrimination on the basis of various factors such as race, religion, gender, disability, sexual orientation, and other identifiers is unacceptable. The College reaffirms its commitment to promoting diversity, equity, and inclusion. This policy not only protects the rights and dignity of all individuals within the College Community but also fosters an atmosphere where students from diverse backgrounds feel valued and supported. By adhering to these principles, students contribute to the creation of a learning environment where everyone can thrive and succeed regardless of their differences.

2.1.3 The students are to be responsible to familiarize themselves with and adhering to all relevant laws, policies, procedures, and guidelines outlined by the College, which are accessible on the College website. By following these regulations, students are expected to demonstrate their commitment to upholding the standards set forth by the College and also contribute to maintaining a safe, orderly, and respectful academic environment.

2.2 Disciplinary Consequences in case of Student Misconduct

2.2.1 Guidelines:

.1 Corrective Nature: The primary goal of disciplinary action is to help the

student understand their mistake, learn from it, and prevent similar incidents in the future.

- .2 **Severity and Nature of Conduct:** The disciplinary action taken is intended to be proportional to the severity and nature of the unacceptable conduct, whether accidental or deliberate nature, whether the act in question is an isolated act or part of a number of repeated acts.
 - .3 **Involvement of External Authorities:** In certain cases, disciplinary action may involve authorities outside of the college. This could include law enforcement if the conduct in question violates local laws or regulations.
 - .4 **Referral to Support Services:** The decision-maker has the option to refer students to various support services available within the college. These services may include counseling for emotional or mental health support, financial aid assistance, disability support services for students with disabilities, or the learning resource center for academic support.
 - .5 **Appeal Process:** Students are informed that they have the right to appeal disciplinary decisions to ensure transparency and fairness in the disciplinary process.
- 2.2.2 **Student Misconduct Procedure:** The Student Misconduct Procedure is established to ensure that incidents of student misconduct are addressed in a timely and fair manner, with opportunities for both informal resolution and formal adjudication if necessary.
- .1 **Informal Resolution:** When an incident of student misconduct occurs, the relevant parties are expected to attempt to resolve the issue(s) informally first. This could involve discussions between the involved parties, mediated conversations, or other informal methods aimed at resolving the situation without escalating to formal disciplinary action.
 - .2 **Initiation of Formal Action:** If an informal resolution is not possible or deemed ineffective, either party (such as the student involved or the institution) may initiate formal action by submitting a written report within seven (7) calendar days of the incident to Student Services. This marks the beginning of the formal disciplinary process.
 - .3 **Submission of Written Statements:** Once formal action is initiated, Student Services will notify the relevant parties (usually the student involved and any affected parties) that they have the opportunity to submit written statements within seven (7) calendar days of receiving the notice. The parties involved may also opt for an in-person meeting to present their positions.
 - .4 **Decision by Student Services:** After receiving the written statements

and/or conducting any in-person meetings, Student Services must convey their decision within fourteen (14) calendar days. This decision could involve disciplinary actions, sanctions, or other measures deemed appropriate based on the findings of the investigation and the severity of the misconduct.

2.2.3 **Disciplinary Actions:** The specific action taken will depend on the nature and severity of the misconduct, as well as any relevant policies and procedures.

- .1 **Formal Reprimand:** The College may issue a formal reprimand to the student, which serves as a written warning indicating that the behavior in question is unacceptable.
- .2 **Cost Recovery:** If the student's misconduct resulted in damage or loss, the college may assess and recover the costs associated with rectifying the damage or loss caused by the student.
- .3 **Letter of Apology:** The College may require the student to write a letter of apology to express remorse for their actions and acknowledge the impact of their behavior on others.
- .4 **Suspension:** In more serious cases of misconduct, the College may impose a suspension, which temporarily removes the student's privilege to attend classes or participate in college activities for a specified period.
- .5 **Dismissal:** The most severe disciplinary action that the college may choose to take is dismissal, which involves permanently expelling the student from the College. Dismissal is typically reserved for egregious or repeated instances of misconduct that pose a serious threat to the safety or well-being of the college community.
- .6 **Record:** If any of the actions listed above are followed for a student, the incident and details will be kept on file and can be used for decision-making for future misconduct events (if any).

2.2.4 **Formal Appeal**

- .1 **Filing a Formal Appeal:** If any party disagrees with the decision made by Student Services, they have the option to file a formal appeal in writing to the Registrar within seven (7) calendar days of the decision.
- .2 **Notification by the Registrar:** Upon receiving the appeal, the Registrar must inform all relevant parties involved in the appeal process within seven (7) calendar days. This notification serves to inform them of the appeal and their opportunity to provide additional relevant information. All

relevant parties are given fourteen (14) calendar days from the date of the Registrar's notification to submit any additional relevant information in writing.

- .3 **Registrar's Decision:** Within fourteen (14) calendar days of receiving the written statements and, if applicable, hearing oral presentations, the Registrar must carefully consider all the evidence presented as part of the appeal. Based on the evidence and considerations, the Registrar must either confirm or dismiss the decision made by Student Services. The Registrar is then responsible for notifying all relevant parties in writing of the final decision within the same fourteen (14) calendar day timeframe.
 - a) **Imposition of Disciplinary Actions (if applicable):** If the Registrar dismisses the decision made by Student Services, they have the authority to impose any of the disciplinary actions outlined in Article 2.3.3.
 - b) **Finality of Registrar's Decision:** The decision made by the Registrar is deemed final, meaning it concludes the appeal process within the institution. However, it is noted that this finality does not prevent any party from pursuing the matter through other appropriate legal means.