



RED DEER COLLEGE
**Student Misconduct:
Non-Academic
Guidebook**

Application of the Student Misconduct:
Non-Academic Policy
Version 1.0
May 15, 2018

Contents

Introduction	2
Definitions	2
Procedures.....	2
Student Records.....	3
Procedure for Non-Academic Misconduct	4

INTRODUCTION

Red Deer College protects the safety, security, and reputation of the College community. This guidebook outlines the process for determining and addressing Non-Academic Misconduct by students including those enrolled in Collaborative Programs.

DEFINITIONS

Disciplinary Action: includes consequences that may or may not affect the student's academic standing and can range from a verbal warning, written warning, probation, restitution, requirement to withdraw from a course or program, suspension or expulsion. In extreme cases, Disciplinary Action may result in the rescinding of a credential.

Non-Academic Misconduct: student behaviour that has been deemed unsafe or disruptive that has interfered with the normal teaching, learning, activities, or business processes of the College, both on and off campus. This also includes damage to or theft of College assets such as facilities, electronic devices, the computer network, or electronic data; making false or frivolous allegations; disclosure of confidential information; and actions that place the College at potential legal risk.

Supervisor: the person in the position of responsibility when the misconduct occurs (in that moment, in that setting).

PROCEDURES

1. Non-Academic Misconduct that occurs in the teaching and learning environments and/or while participating in College events and activities is Managed by the person responsible for the supervision of the student whose behaviour is in question at the time, both on and off campus.

Attempts to stop the behaviour immediately can only be made as long as there is no threat of potential harm to the person attempting to stop the behaviour or to others present.

2. Any individual witnessing Non-Academic Misconduct in common areas of the College reports the incident immediately and directly to Campus Security.
3. Incidents of Non-Academic Misconduct that occur off campus that cannot be Managed are reported to the appropriate Security or Policing authority.
4. All incidents of Non-Academic Misconduct, on or off campus, are reported to Campus Security by the Supervisor or witness. Campus Security documents the alleged incident and reports it to the Manager, Security and Emergency Response (SER). The Manager (SER) notifies the Associate Dean or immediate supervisor of the department responsible for the activity.
5. The Manager (SER) investigates the incident and decides if the matter is to be referred to the Threat Assessment Team for further assessment and/or if police involvement is required.
6. The Manager (SER) works with the student and all relevant parties to informally resolve the issue and determines appropriate Disciplinary Action.
7. Disciplinary Actions include:
 - a. **Verbal warning:** Supervisor issues a verbal warning at the time of the incident. If required, reports incident to Campus Security or appropriate Security or Policing authority. Manager, Security and Emergency (SER) follows up with the student in writing with a copy to the Associate Dean or immediate supervisor.
 - b. **Written warning:** Manager (SER) responds to incident by issuing a written warning to the student with a copy to the Associate Dean or immediate supervisor.

- c. **Non-Academic probation or restitution:** Manager (SER) notifies student of the decision in writing specifying the terms and conditions of the probation or restitution.
 - d. **Removal from the learning environment or an activity:** Supervisor removes student from the learning environment or activity and contacts Campus Security if assistance is required. Reports incident to Campus Security who informs the Manager (SER). Manager (SER) notifies the student of the decision in writing specifying the terms and conditions of the removal. The Associate Dean and Registrar or the Supervisor are informed of the decision. Associate Dean, in consultation with the Instructor, may assign a grade of F or WD if the incident occurred in a course. Associate Dean notifies student of the grade assigned with a copy to the Instructor and Registrar.
 - e. **Required to withdraw:** Associate Dean informs the student of the requirement to withdraw from the course or program in writing with a copy to the Dean and Registrar. The Registrar withdraws the student from the course(s) and notes the Requirement to Withdraw from the program on the student's official transcript. The Registrar applies a hold on the student's account to prevent readmission or registration in the program;
 - f. **Suspension or expulsion:** Manager (SER) recommends suspension or expulsion to the Vice President, Academic who notifies the student of the suspension or expulsion in writing with a copy to the Registrar. The Registrar notes the suspension or expulsion as a Required to Withdraw on the student's official transcript and places a hold on the student's account to prevent registration during the period of suspension or future admission to the College.
8. Students may be allowed to continue in the learning environment or activity if the Non-Academic Misconduct did not involve violence of any kind and if there is no threat of harm to themselves or others. This is determined by the Supervisor in consultation with the Manager (SER).
 9. When it is determined that a student poses a threat to campus security or the safety of any person on campus, the College reserves the right to take immediate and necessary action. This may include immediate suspension from Red Deer College until an assessment can be completed by the Threat Assessment Team, or a hearing can be held should the student decide to appeal the decision.
 10. If a student has been accused of Non-Academic Misconduct, and it is determined that the misconduct did not occur, no Disciplinary Action is taken and the Associate Dean or Supervisor of the department responsible for the activity is informed by the Manager (SER).
 11. All decisions and Disciplinary Actions concerning Non-Academic Misconduct are subject to the processes outlined in the Student Appeals Policy and Guidebook.
 12. Allegations of Non-academic Misconduct, investigations, and decisions are treated confidentially when possible.

Student Records

1. Students, who are suspended or expelled from the College as a result of Non-Academic Misconduct, will have a notation of Required to Withdraw added to their official transcript.
2. Students, who fail or are Required to Withdraw from a course, will have the grade of F or WD added to their official transcript.
3. A notation of Required to Withdraw on the official transcript may impact a student's ability for readmission to RDC or admission to another post secondary institution.

PROCEDURE FOR NON-ACADEMIC MISCONDUCT

Disciplinary Action	Supervisor (Instructor)	Witness	Campus Security/Manager Security and Emergency Response (SER)	Associate Dean	VP Academic
<p>Warning (Verbal and Written)</p>	<p>Issues the individual with a verbal warning to stop the behaviour providing there is no immediate threat of harm to self or others.</p> <p>Contacts Campus Security at 3445 or 4000 if assistance is required to stop the behaviour if incident occurred on campus.</p> <p>Notifies the appropriate Security or Policing authority if the incident occurred off campus.</p> <p>Reports incident to Campus Security and notify Associate Dean or immediate supervisor.</p>	<p>Contacts Campus Security at 3445 or 4000, if the incident occurred on campus.</p> <p>Notifies the appropriate Security or Policing authority if the incident occurred off campus.</p> <p>Reports incident to Campus Security upon return to Campus.</p>	<p>Campus Security Documents the incident and reports it to the Manager, Security and Emergency Response who notifies the Associate Dean or immediate supervisor.</p> <p>Manager (SER) Reviews incident and determines appropriate disciplinary action Follows up verbal warnings in writing and communicates the disciplinary action to Associate Dean or immediate supervisor.</p>	<p>Retains a copy of the incident.</p>	
<p>Non-Academic Probation, Restitution</p> <p>AND/OR</p> <p>Removal from Learning Environment or Activity</p>	<p>Removes the individual from the learning environment or activity providing there is no immediate threat of harm to self or others.</p> <p>Contacts Campus Security at 3445 or 4000 if assistance is required to remove the individual if incident occurred on campus.</p> <p>Reports incident to Campus Security and notify Associate Dean or immediate supervisor.</p>	<p>Contacts Campus Security at 3445 or 4000, if the incident is on campus.</p> <p>Notifies the appropriate Security or Policing authority if the incident occurred off campus.</p> <p>Notifies Campus Security upon return to Campus.</p>	<p>Campus Security Assists with removing the individual from the environment on campus if needed, documents the incident, and reports it to the Manager (SER).</p> <p>Manager (SER) Reviews incident, determines appropriate disciplinary action, notifies the student in writing, and communicates the disciplinary action to the Associate Dean or immediate supervisor.</p>	<p>Recommends assigning a grade of F or WD, in consultation with the Instructor, if the learning environment is a course.</p> <p>Informs the Registrar of the grade to assign.</p>	

<p>Required to Withdraw (non-academic misconduct in a clinical, practicum or work experience course)</p>	<p>Notifies Associate Dean.</p> <p>Assigns failing in consultation with Associate Dean.</p>			<p>Notifies the student of the requirement to withdraw from the course and/or program.</p> <p>Informs the Dean and notifies the Registrar to assign grade of F and RTW to the student's record.</p>	
<p>Suspension or Expulsion</p>	<p>Removes the individual from the activity providing there is no immediate threat of harm to self or others.</p> <p>Contacts Campus Security at 3445 or 4000 if assistance is required to remove the individual.</p> <p>Reports incident to Campus Security and notify Associate Dean or immediate supervisor.</p>	<p>Contacts Campus Security at 3445 or 4000, if the incident is on campus.</p> <p>Notifies the appropriate Security or Policing authority if the incident is off campus.</p> <p>Notifies Campus Security upon return to Campus.</p>	<p>Campus Security Documents the incident and reports it to the Manager (SER) who notifies the Associate Dean or immediate supervisor.</p> <p>Manager (SER) Reviews incident and determines appropriate disciplinary action.</p> <p>Recommends suspension or expulsion to VP Academic.</p> <p>Notifies the Associate Dean or immediate supervisor if the student has been suspended or expelled.</p>	<p>Informs the Dean.</p>	<p>VP Academic Approves or denies recommendation of Manager (SER) for suspension or expulsion.</p> <p>Notifies the student, in writing, the Dean, and the Registrar of the suspension or expulsion from the college.</p>