



STUDENT NON-ACADEMIC MISCONDUCT PROCEDURE
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Procedure Type:	Academic	Initially Approved:	May 22, 2024
Procedure Sponsor:	President and CEO	Last Revised:	May 22, 2024
Administrative Responsibility:	Registrar's Office (Credit) Continuing Education (Non-Credit)	Review Scheduled:	May 2029
Approver:	General Faculties Council and Board of Governors		

A. PURPOSE

Alberta University of the Arts (AUArts) is committed to governing and operating with processes that are transparent, ethical, inclusive, and collegial, and which establish and sustain a respectful and inclusive environment that fosters diversity, individual empowerment, and personal progress, and encourages dialogue and mutual support.

The purpose of this procedure is to outline the process by which a Complaint of Student Non-Academic Misconduct (SNAM) will be investigated, reviewed, and resolved.

This procedure operates alongside other applicable University policies and procedures. Where there is a conflict or inconsistency between the provisions of this procedure and another University policy or procedure, this policy governs to the extent necessary to resolve the conflict or inconsistency. This policy should be read and interpreted in concert with the University's related policies and procedures.

B. PROCEDURES

1. COMPLAINTS

- 1.1 Wherever possible and appropriate, every effort should be made by instructors, University officials and/or student associations to resolve minor violations of expectations for SNAM through informal means. If, however, it appears that formal measures are warranted, complaints and allegations of SNAM will be handled in accordance with the process set out below.
- 1.2 Complaints of SNAM must be submitted to the Director, Student Services and Wellness via a Complaint Report through the following means:
 - a) In person to the Director, Student Services and Wellness and/or Registrar.
 - b) via email to the Director, Student Services and Wellness, conduct@auarts.ca.
 - c) Campus Security may forward an incident report and a Complaint Report to the Director, Student Services and Wellness.

- 1.3 A Complaint should be submitted via the Complaint Reporting Form, which shall include a detailed description of the incident, including (if known):
 - a) name(s) of the student(s) who is/are the subject of the Complaint (the Respondent);
 - b) time(s), date(s) and location(s) of the incident(s);
 - c) description of the alleged SNAM;
 - d) name(s) of potential witnesses;
 - e) name(s) and contact information of Complainant(s); and
 - f) any relevant supporting materials.
- 1.4 The Complaint may be submitted anonymously but the Complainant should be aware that this may limit the ability of the Hearing Officer or Hearing Board to investigate, review and resolve the Complaint.
- 1.5 An allegation of SNAM must be submitted within ten (10) Business Days of the alleged act or occurrence of SNAM, or of when the act should have reasonably been discovered.
- 1.6 The Director, Student Services and Wellness will evaluate an allegation of SNAM to determine if:
 - a) the allegation is a Responsible Allegation and meets the definition of SNAM as outlined in Appendix 1: Prohibited Conduct;
 - b) if possible the allegation should be addressed in an informal manner or other manner; and/or
 - c) Interim Measures are warranted to protect the health or safety of the University community.
- 1.7 If it is appropriate for the incident to be addressed with the Respondent through informal means, the Director, Student Services and Wellness will lead this in consultation with the Dean of Students or the Dean Innovation, Learning and Development if the Complaint pertains to a Student registered with Continuing Education.
- 1.8 If it is determined that the Complaint contains a Responsible Allegation and will be investigated, the Director, Student Services and Wellness will notify the Respondent in writing within ten (10) Business Days of receipt of the allegation. The notification will include:
 - a) notice of the alleged misconduct and pending investigation;
 - b) details of any Interim Measures; and
 - c) a link to a copy of the Student Non-Academic Misconduct Policy and Procedure and any other applicable University policies and procedures.
- 1.9 The Director, Student Services and Wellness will notify the Complainant in writing within ten (10) Business Days of receipt of an allegation of SNAM whether it has been determined that the Complaint:
 - a) contains a Responsible Allegation and will be investigated;
 - b) should be addressed in another manner; or
 - c) should not be investigated.
- 1.10 The Director, Student Services and Wellness may extend timelines in extenuating circumstances with notice to the Complainant and Respondent.

2. INVESTIGATION AND HEARING

- 2.1 The Director, Student Services and Wellness will forward the Complaint Report and any supporting materials to either the Dean of Students, if the allegation pertains to a Student registered in a Credit program, or the Dean of Innovation

- Learning and Development if the allegation pertains to a Student registered with Continuing Education, who will act as the Hearing Officer.
- 2.2 The Hearing Officer in consultation with the Director, Student Services and Wellness will determine whether the Hearing will be before the Hearing Officer or before a Hearing Board considering:
 - a) the seriousness of the allegation;
 - b) whether the alleged incident was isolated or one of several alleged incidents; and
 - c) whether the Respondent has been found responsible for Student Non-Academic Misconduct in the past.
 - 2.3 If a Hearing Board is chosen, the Hearing Board shall consist of the following members:
 - a) One (1) Hearing Officer/chair, normally the Dean of Students or the Dean of Innovation, Learning and Development. In the event the Dean of Students or the Dean of Innovation, Learning and Development has a conflict and cannot act as chair, then the role of Hearing Officer/chair delegate the role of chair to another Senior Leader;
 - b) One (1) Associate Dean appointed by the Dean of Academic Programs or the Manager Entrepreneurship and Innovation, Continuing Education;
 - c) One (1) student who is in good academic standing and who is from a school other than which the student is from, appointed by the Students' Association or Continuing Education.
 - 2.4 Hearing Board members selected to hear a specific Complaint shall not have previously been involved in the incident in question and will declare any relationship with the Respondent or the Complainant that may constitute a conflict of interest. The chair of the Hearing Board will determine if a conflict of interest exists and, if so, will select an alternate Hearing Board member.
 - 2.5 If a complaint is against two or more students, the Hearing Officer should determine whether there should be one Hearing at which all the students are heard or individual hearings.
 - 2.6 Prior to a formal hearing the Hearing Officer or Hearing Board will lead an investigation into the alleged incident and will gather and review relevant information and may conduct interviews as appropriate with the Complainant, Respondent, employees, Students, and witnesses to the alleged SNAM. The Hearing Officer or Hearing Board will prepare a report summarizing their findings (redacting witness identity information may be necessary).
 - 2.7 The Respondent(s) will be invited to a Hearing and will be provided in writing with:
 - a) a proposed date for the Hearing and notice of the right to reschedule within reasonable time frames;
 - b) an agenda for the Hearing;
 - c) whether the Hearing will be before a Hearing Officer or a Hearing Board, and the identity of those individuals;
 - d) notice of the alleged SNAM;
 - e) a copy of the report from the investigation;
 - f) notice of the right to be accompanied by an Advisor;
 - g) a link to a copy of the SNAM Policy and Procedure and any other applicable University policies and procedures; and
 - h) notice that a decision may be made in the Respondent's absence if the Respondent fails to appear for the Hearing.
 - 2.8 If the Advisor is a lawyer, the Student or lawyer shall provide written notice of

the lawyer's attendance at the Hearing to the Director, Student Services and Wellness at least five (5) Business Days in advance of the Hearing date.

- 2.9 During the Hearing, the Respondent:
 - a) will have the opportunity to respond to any evidence contained in the documents referred to in section 2.8.
 - b) may present any relevant evidence.
 - c) may be accompanied by an Advisor of their choice. The Advisor will not be permitted to speak during the Hearing on the Respondent's behalf.
- 2.10 The Hearing provides the Respondent an opportunity to present information regarding the alleged SNAM. The Hearing process is bound by principles of procedural fairness and natural justice. A hearing can take the form of written document exchange and/or one or more oral meetings, either virtual or in-person, between the decision maker and each of the parties and witnesses. At no time during the hearing will the Respondent and/or their Advisor meet directly with the Complainant and/or their Advisor, nor will witnesses meet directly with the Respondent, the Complainant, or their Advisors.
- 2.11 The standard of review for determining whether a Respondent has violated the SNAM Policy is a Balance of Probabilities.
- 2.12 If the Respondent chooses not to participate in the Hearing, the Hearing Officer, or Hearing Board will proceed and make a decision on the basis of the available evidence.
- 2.13 Once a hearing has been adjourned, the Hearing Officer or Hearing Board may not consider any additional evidence without re-opening the Hearing to ensure that the parties have an opportunity to review and respond to the new evidence.
- 2.14 Quorum of the Hearing Board for the purpose of the hearing and for deciding sanctions is three (3) members. If a decision is not reached by consensus, decisions will be made by majority vote and any vote or opinion that does not align with the majority will not be recorded.
- 2.15 Hearings will not be open to the public and will be kept confidential by the Hearing Officer or Hearing Board during the Hearing and thereafter.
- 2.16 Where the Hearing Board finds expulsion from the University to be appropriate, that sanction shall not be effective until it has been reviewed and approved by the Dean, Academic Programs or designated senior leader other than the Dean of Students or any other senior leader that may have been involved in the procedure.
- 2.17 The Respondent will be provided with written notice of the decision of the Hearing Officer or Hearing Board including any sanction(s) applied and the rationale for the decision within ten (10) Business Days of the Hearing. The Hearing Officer or Hearing Board may extend timelines with notice to the Respondent.
- 2.18 Consistent with the University's Access to Information and Protection of Privacy Policy, information about the decision of a Hearing Officer or Hearing Board will be shared only with those who have a legitimate need for the information.

3. SANCTIONS

- 3.1 Sanctions for violation of the SNAM Policy are provided in Appendix 2: Sanctions.
- 3.2 If the Sanction includes suspension or trespass from the University, the Respondent will be notified of the terms and conditions associated with their

return to campus at the time they are notified of the decision of the Hearing Officer or Hearing Board.

- 3.3 At the end of the specified period of suspension or trespass from the University, the Respondent will be eligible to return to the University provided that:
 - a) all terms and conditions of the suspension or trespass have been met; and;
 - b) all outstanding disciplinary sanctions required to be completed before the end of the suspension or trespass period have been completed.

4. APPEALS

- 4.1 Appeals of SNAM decisions are delegated from the Board of Governors to the University Appeals Board.
- 4.2 A Student who has been found responsible for SNAM may appeal the decision made by the Hearing Officer or Hearing Board to the University Appeal Board.
- 4.3 There is no right of appeal for a Complainant(s).
- 4.4 An appeal must be filed within ten (10) Business Days of receiving the decision. Timelines may be extended for extenuating circumstances prior to the 10 days elapsing.
- 4.5 To file an appeal, a Student must submit the following information, in writing, to the Director, Student Services and Wellness:
 - a) a copy of the Hearing Officer/Hearing Board decision.
 - b) a statement of the grounds for appeal.
 - c) a statement of facts relevant to the grounds of appeal.
 - d) a statement of the outcome sought.
 - e) any supporting documentation that the Respondent intends to refer to at the appeal hearing.
 - f) indication whether the Appellant requires an accommodation or any special consideration regarding their participation in the appeal process and Appeal Hearing, and, if so, what is being requested and why.
- 4.6 A student may appeal the decision of the Hearing Officer or Hearing Board on any of the following grounds:
 - a) relevant new information has arisen that could not have been presented earlier and that may have otherwise affected the decision being appealed;
 - b) the decision being appealed was made in a procedurally unfair way;
 - c) there was a reasonable apprehension of bias on the part of a person who made the decision being appealed;
 - d) the severity of the sanction imposed exceeds the nature of the misconduct for reasons identified by the Respondent; or
 - e) any other sound basis detailed in the written appeal.
- 4.7 Upon receipt of all appeal documentation, the Director, Student Services and Wellness will forward all documents to the President and CEO who will review the student's appeal and determine if the student has provided sufficient grounds for appeal; the President may determine that a request for appeal has insufficient grounds and deny an appeal. The decision to deny an appeal is final and will be communicated by the Director, Student Services and Wellness to the Student and the Hearing Officer/Hearing Board. This review will normally be completed within five (5) business days of receipt of the appeal.

- 4.8 The President has the authority to deny a student permission to appeal where it is decided that:
- a) The Student has not yet exhausted the decision-making processes outlined in Section 2 of this Procedure.
 - b) The appeal does not follow the requirements of this Procedure.
 - c) The University Appeal Board does not have the authority to decide the appeal.
 - d) The grounds of appeal are clearly without merit, or do not otherwise justify an appeal hearing.
 - e) The relevant new information included in the appeal could have reasonably been presented earlier.
 - f) The appeal is being sought solely due to the Student's dissatisfaction with the decision or the University, faculty or University policy and procedure.
- 4.9 The University Appeal Board (SNAM) will be made up of three members:
- a) The President and CEO, Chair.
 - b) One (1) School Director from a school other than that which the student is from OR one (1) exempt staff member appointed by the Executive Director People and Culture, dependent on the nature of the appeal.
 - c) One (1) Student representative, who is in good academic standing and who is from a school other than which the student is from. Student members will be appointed by the Students' Association or by Continuing Education.
- 4.10 Appeal panel members selected to hear an appeal shall not have previously been involved in the incident in question and will declare any relationship with the Student or Hearing Officer that may constitute a conflict of interest. The chair of the Appeal Hearing Board will determine if a conflict of interest exists and, if so, will select an alternate Appeal Hearing panel member.
- 4.11 Quorum of the University Appeals Board for the purposes of hearing and deciding appeals in accordance with this Procedure is three (3) members as outlined in section 4.8.
- 4.12 A Hearing before the University Appeal Board will normally be scheduled within ten (10) Business Days of granting the appeal. Timelines may be extended by mutual agreement of the Student, the Hearing Officer, and the University Appeal Board. The Student and Hearing Officer will be invited to an Appeal Hearing and will be provided in writing with:
- a) a proposed date for the Appeal Hearing and notice of the right to reschedule within reasonable time frames.
 - b) an agenda for the Appeal Hearing.
 - c) the identity of the Appeal Hearing Chair and panel members.
 - d) a copy of the student's appeal submission.
 - e) notice of the right to be accompanied by an Advisor;
 - f) a link to a copy of the Student Non-Academic Misconduct Policy and Procedure and any other applicable University policies and procedures; and
 - g) notice that a decision may be made in the Student's and the Hearing Officer's absence if either fails to appear for the Appeal Hearing.
- 4.13 At an Appeal Hearing, a student may be accompanied by an Advisor of their choice. The Advisor will not be permitted to speak during the Appeal Hearing on the Student's behalf. If the Advisor is a lawyer, the Student or lawyer shall provide written notice of the lawyer's attendance at the Hearing to the Director, Student Services and Wellness at least five (5) Business Days in advance of the

Hearing date. In this event, the Hearing Officer may also be accompanied by an Advisor. Notice of Advisor attendance will be provided to all Appeal Hearing participants.

- 4.14 Appeal Hearings will not be open to the public and will be kept confidential by members of the University Appeal Board during the Appeal Hearing and thereafter.
- 4.15 If necessary, Appeal Hearings may be adjourned to ensure that essential information can be obtained. If a University Appeal Board Hearing has been adjourned, it will normally be reconvened within five (5) Business Days. Timelines will be communicated to the Student and Hearing Officer.
- 4.16 The University Appeal Board shall consider all relevant oral and written material and make a decision as to whether, on a Balance of Probabilities, the student has made out their grounds of appeal.
- 4.17 The University Appeal Board shall decide whether to:
 - a) Confirm a decision being appealed.
 - b) Reverse a decision being appealed.
 - c) Void the decision being appealed and substitute its own decision.
 - d) Assess a different sanction or outcome, including a more onerous sanction, in accordance with University policies and procedures.
- 4.18 The Student will normally be provided with written notice of the outcome of the Appeal Hearing within Seven (7) Business Days of the decision being reached.

5. RECORDS

- 5.1 Records of all Complaints, decisions, sanctions, and appeals will be maintained by the Registrar as confidential records as required by applicable law and the University's policies and records retention schedule.
- 5.2 Records of Complaints, decisions, sanctions and appeals, other than in the case of suspension or expulsion, will not be placed on the Student's academic transcript or any central record management systems.
- 5.3 If a Student has a significant, documented history of SNAM violations, an alert will be placed on the Student's file in the University's records management system that will notify viewers to request further information from the Registrar if the Student attempts to register for a course or course of study at the University or applies for re-admission to the University.
- 5.4 Sanctions imposed for Non-Academic Misconduct will appear on student record and transcripts as set out in Appendix 2: Sanctions.

C. DEFINITIONS

Advisor: means the individual who attends a Hearing with a Student to act in an advisory and support role. An Advisor may be legal counsel, a peer or Students' Association representative.

Appeal Hearing An appeal before the University Appeal Board to review the decision issued by the Hearing Officer or Hearing Board.

Balance of Probabilities:	Is the standard of proof which the appeal is based on. The balance of probabilities standard of proof requires a decision maker to determine that it is more likely than not, based on the available evidence, that one outcome is more likely than another, or 50 +1% more probable.
Business Days:	Days that the University is open for business, excluding weekends and holiday closures.
University:	The Alberta University of the Arts.
Complainant:	The person alleging Student Non-Academic Misconduct.
Complaint:	A report alleging Student Non-Academic Misconduct.
Hearing:	The process to evaluate and resolve an allegation of Student Non- Academic Misconduct.
Hearing Board:	A committee, which is authorized to investigate, review, resolve and address an allegation of Student Non-Academic Misconduct.
Hearing Officer:	An individual who is authorized to investigate, review, and resolve an allegation of Student Non-Academic Misconduct.
Interim Measures:	<p>Precautionary restrictions imposed on a Respondent or a Complainant in an effort to maintain a positive, productive, safe and respectful learning, working, and living environment, pending the resolution of a Complaint, police investigation, or other process.</p> <p>Interim measures are not based on a finding of a policy violation, are not considered sanctions under any University complaint process, and will not be interpreted or used in a complaint as evidence in a complaint that the person under allegation committed misconduct.</p>
Respondent:	The Student who is alleged to have committed the Student Non-Academic Misconduct.
Responsible Allegation:	<p>An allegation that:</p> <ol style="list-style-type: none"> a. appears to be made in good faith; b. is based on alleged facts, which have not been the subject of a current or previous allegation and falls within the definition of Student Non-Academic Misconduct.
Student:	An individual who is registered in a course or course of study at the University or who was registered in a course or course of study or applying for admission to the University at the time the Student Non-Academic Misconduct was alleged to have occurred.

Student Non-Academic Misconduct (SNAM): Conduct that is prohibited as outlined in Appendix 1: Prohibited Conduct.

University Appeal Board: The body established by the Board of Governors that is authorized to consider an appeal of a decision of a Hearing Officer or Hearing Board relating to Student Non-Academic Misconduct.

D. RELATED POLICIES

- Academic Integrity Policy
- Acceptable Use Policy
- Access to Information and Protection of Privacy Policy
- Gender-Based and Sexual Violence Policy
- Respectful Workplace Policy
- Student Conduct Policy
- Substance Use Policy
- Weapons on Campus Policy

E. RELATED LEGISLATION

- Post-Secondary Learning Act

F. RELATED DOCUMENTS

- Appendix 1: Prohibited Conduct
- Appendix 2: Sanctions
- Complaint Report Form
- Gender-Based and Sexual Violence Procedure
- Record Management Procedure
- Respectful Workplace Procedure
- Student Academic Misconduct Procedure

G. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
05/22/2024	New Procedure	All	Registrar's Office/ Continuing Education	President and CEO

A. GENERAL

Capitalized terms in this Appendix are defined in the Student Non-Academic Misconduct Conduct Procedure. The general categories of prohibited conduct as set out in this Appendix are deemed to include similar conduct using new technology and similar conduct occurring in new or novel situations.

B. PROTECTION OF INDIVIDUALS

1. A Student shall not cause or threaten to cause harm to another individual or endanger the safety of another individual.
2. Prohibited conduct includes, but is not limited to:
 - 2.1 bullying, discrimination or otherwise engaging in a pattern of behavior directed at a specific person or group of persons that would cause a reasonable individual to fear for their safety or suffer emotional distress;
 - 2.2 engaging in hazing or any act that harms, or could reasonably be expected to harm the mental or physical health or safety of another person, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization; and
 - 2.3 engaging in a course of vexatious conduct, bullying, or other harassment that is directed at one or more persons and that is based on grounds protected by the Alberta Human Rights Act.
 - 2.4 creating a threatening situation that has the potential to cause harm, distress, or endanger the wellbeing of another individual.
 - 2.5 recording another individual in a private place, including a bathroom, shared residence room, classroom, studio, or other private place to which access is generally restricted in some fashion, without appropriate consent;

*See the Gender-Based and Sexual Violence Policy and Procedure for the definition of sexual harassment.

C. PROTECTION OF PROPERTY

1. A Student shall not:
 - 1.1 damage, deface, or destroy the property of another individual, corporation or other entity, including the University;
 - 1.2 create a condition that unnecessarily endangers or threatens destruction of the property of another individual, corporation or other entity, including the University;
 - 1.3 use University property, facilities, equipment or materials for an unauthorized purpose
 - 1.4 enter or remain in any University building or area without authorization when the building or area is officially closed or restricted for designated purposes or to designated individuals; or
 - 1.5 fail to adhere to the Acceptable Use Policy.

D. PROTECTION OF UNIVERSITY FUNCTIONS, ACTIVITIES AND SERVICES

1. A Student shall not:
 - 1.1 obstruct another individual or group of individuals from carrying on their legitimate activities or from speaking or associating with others; or
 - 1.2 interfere with the functions, activities and services of the University or a Student group or groups such that the function, activity or service is obstructed or disrupted. Examples of functions, activities and services include:
 - a) classes, lectures, seminars, tutorials, studios, demos, assessments and exhibits;
 - b) social, cultural, and athletic events;
 - c) field trips;
 - d) information technology services;
 - e) registration services;
 - f) library services;
 - g) residence and food services; and
 - h) governance meetings and judicial hearings.

E. FALSE INFORMATION AND IDENTIFICATION

1. A Student shall not:
 - 1.1 knowingly provide false information to any office or individual acting on behalf of the University or Student group;
 - 1.2 alter or forge any University document or record, including identification materials, issued by the University;
 - 1.3 allow any University document or record, including identification materials, issued for one's own use to be used by another;
 - 1.4 use any University document or record other than for its authorized purpose; or
 - 1.5 knowingly or recklessly make dishonest or inaccurate statements in an investigation or mediation.
 - 1.6 act for or on behalf of the University unless expressly authorized to do so.

F. POSSESSION OR USE OF DANGEROUS OBJECTS, DRUGS OR ALCOHOL

1. A Student shall not:
 - 1.1 possess, use, manufacture, sell, exchange or otherwise distribute firearms,

- explosives or other weapons, including replica weaponry, in violation of any applicable law and University policy;
- 1.2 possess, use, manufacture, produce, sell, exchange or otherwise distribute any drug in violation of any applicable law and University policy; or
- 1.3 possess, consume, furnish, manufacture, sell, exchange or otherwise distribute any alcoholic beverages except as permitted by applicable law and University policy.

G. AIDING IN THE COMMISSION OF AN OFFENCE

- 1. A Student shall not:
 - 1.1 encourage or aid another Student in the commission of Student Misconduct.

H. CONTRAVENTION OF OTHER LAWS AND UNIVERSITY POLICIES

- 1. A Student shall not:
 - 1.1 contravene any provision of the Criminal Code of Canada or any other federal, provincial, or municipal law;
 - a) contravene any University Policy or Procedure except that a contravention of the Student Academic Integrity Policy and Student Academic Misconduct Procedure shall be dealt with under that policy and procedure not as Student Non-Academic Misconduct.

I. FAILURE TO COMPLY WITH AN INVESTIGATION

- 1.1 A Student shall not:
 - 1.1 knowingly or recklessly make dishonest or inaccurate statements in an investigation or mediation;
 - 1.2 misrepresent or make dishonest, inaccurate or misleading statements about or concerning the investigation, findings, conclusion or results of the investigation;
 - 1.3 interfere in an investigation;
 - 1.4 use the investigation, conclusion, or results of the investigation for an improper purpose or for a purpose unrelated to the investigation.

J. FAILURE TO COMPLY WITH A SANCTION

- 1. A Student shall not:
 - 1.1 disregard or ignore a sanction imposed in accordance with the Student Non-Academic Misconduct Procedure.

K. STANDARDS OF CLASSROOM AND STUDIO BEHAVIOUR

- 1. The primary responsibility for managing the classroom and studio environment rests with the instructor. Students who engage in behaviour that results in disruption of a class may be directed by the instructor to leave the class for the remainder of the class period. In addition, the Dean of Students may, in consultation with the instructor and the Dean, Academic Programs, Associate Deans or School Directors, recommend further restricted access or alternative procedures such as mediation.
- 2. If further restricted access or alternative procedures are recommended, the

faculty member initiates Non-Academic Misconduct Report and a notation of such will be recorded on the Complaint Report form.

L. RELATED POLICY

- Academic Integrity Policy
- Acceptable Use Policy
- Access to Information and Protection of Privacy Policy
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05/22/2024	New Appendix	All	Registrar's Office/ Continuing Education	President and CEO

A. GENERAL

1. Sanctions may be applied independently or in combination for any violation of the Student Non-Academic Misconduct (SNAM) Procedure.
2. Repeated or multiple breaches of the SNAM Procedure may result in sanctions that are more severe than would be imposed for a single breach.
3. Sanctions are meant to be proportionate. When considering sanction(s), a decision-maker can take into account any relevant factors.
4. The following sanctions may be imposed by a Hearing Officer, Hearing Board or the University Appeal Board:

B. SANCTIONS

1. SANCTIONS THAT DO NOT APPEAR ON THE TRANSCRIPT

- 1.1 written warning;
- 1.2 written reprimand;
- 1.3 discretionary sanction – work assignments, educational assignment, restorative measures, service to the University or other discretionary assignments that are considered appropriate by the Hearing Officer, Hearing Board or Appeal Board;
- 1.4 letter of behavioural expectations – an undertaking not to engage in certain behaviour and setting out the consequences if the requirements set out in the letter are not followed;
- 1.5 monetary compensation for loss, damage or injury or replacement of damaged or destroyed property;
- 1.6 monetary fine;
- 1.7 trespass from campus;
- 1.8 loss of privileges – denial of specified privileges for a designated period of time;
- 1.9 restrictions on participating in a University club or organization or in certain activities of a University club or organization
- 1.10 an alert in the University's admission and registration system.

2. SANCTIONS THAT ARE RECORDED ON THE STUDENT TRANSCRIPT AND STUDENT NON-CREDIT RECORD

- 2.1 disciplinary withdrawal from one or more courses;
- 2.2 suspension – suspension of the Student from the University for a specified period of time, after which the Student is eligible to return. A permanent or temporary

transcript notation may be placed on the official University transcript. Conditions for readmission may be specified;

- 2.3 expulsion – permanent separation of the Student from the University. A permanent transcript notation may be placed on the official University transcript;

3. OTHER APPROPRIATE SANCTION AS DETERMINED BY THE HEARING OFFICER, HEARING BOARD OR UNIVERSITY APPEAL BOARD.

C. RELATED POLICIES

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