

## PROCEDURE: 500.14.01

<b>SECTION: STUDENT</b>	
<b>TOPIC: Student Conduct</b>	
<b>EFFECTIVE DATE:</b> January 2016	<b>REPLACES:</b>
<b>LATEST APPROVAL DATE:</b> October 28, 2015	
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<b>APPROVING AUTHORITY:</b>	

### INTENT:

ACAD 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.

Academic integrity is grounded in a belief in fundamental values such as honesty, trust, fairness, respect, and responsibility. Students who fail to abide by these fundamental values will be subject to disciplinary proceedings as outlined in this document.

The purpose of this procedure is to:

- a) communicate the College's expectations with respect to Student behaviour;
- b) protect the safety and security of the College community; and
- c) preserve the orderly operations of the College.

## SCOPE:

This procedure applies to Students of the College.

## DEFINITIONS:

In this Procedure:

1. “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.
2. ACADSA” means the Alberta College of Art + Design Students Association.
3. “Appeal Board” means the committee established in accordance with Appendix 4: Appeal Board Composition that is authorized to consider an appeal of a decision of a Hearing Officer or Hearing Board relating to Student Non-Academic Misconduct.
4. “Balance of probabilities” means the standard of proof is met if the proposition is more likely to be true than not true.
5. “Business Days” means days that the College is open for business, excluding weekends and holiday closures.
6. “College” means the Alberta College of Art + Design.
7. “Complainant” means the person alleging Student Non-Academic Misconduct.
8. “Complaint” means a report alleging Student Non-Academic Misconduct.
9. “Hearing” means the process to evaluate and resolve an allegation of Student Non-Academic Misconduct.
10. “Hearing Board” means a committee established in accordance with Appendix 3: Hearing Board Composition, which is authorized to investigate, review and resolve an allegation of Student Non-Academic Misconduct.
11. “Hearing Officer” means an individual employed in the Student Affairs Office who is authorized to investigate, review, and resolve an allegation of Student Non-Academic Misconduct.
12. “Respondent” means the Student who is alleged to have committed the Student Non-Academic Misconduct.
13. “Responsible Allegation” means an allegation that:
  - 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.
14. “Student” is an individual who is registered in a course or course of study at the College or who was registered in a course or course of study or applying for admission to the College at the time the Student Non-Academic Misconduct was alleged to have occurred.
15. “Student Non-Academic Misconduct” means conduct that is prohibited as outlined in Appendix 1: Prohibited Conduct of the Student Non-Academic Misconduct Procedure.
16. “Students’ Association” means the Alberta College of Art + Design Students’ Association (ACADSA).

**PROCEDURE:**

## 1.0 General

- 1.1 The College endeavours to create and maintain a positive and productive learning environment; an environment in which there is:
1. respect for the dignity of all;
  2. fair treatment of individuals;
  3. respect for academic freedom;
  4. respect for College resources and the property of individuals; and
  5. respect for confidentiality.
- 1.2 This procedure applies to Student Conduct that occurs on College premises, in a course or course of study, or other activity offered by the College or when a Student is representing the College. It also applies to Student Conduct that occurs when a Student is:
1. participating in, or travelling as a part of, a College program;
  2. studying abroad;
  3. participating in an internship, co-op placement or practicum;
  4. participating in a College club or organization, or a student club or organization, including student clubs or organizations sanctioned by the ACADSA; or
  5. at a College club or organization event, or a student club or organization event, including those sanctioned by the Students' Association.
- 1.3 The College will respond to Complaints of Student Misconduct in accordance with the process below.
- 1.4 Sanctions for violations of this procedure are outlined in Appendix 2: Sanctions- Student Non-Academic Misconduct and Appendix 3: Sanctions – Student Academic Misconduct
- 1.5 A student may be subject to an investigation pursuant to this procedure regardless of any action by civil or criminal authorities against the student relating to the same or similar conduct.
- 1.6 Nothing in this procedure prevents anyone, including professional licensing bodies, from proceeding with civil, administrative or criminal actions independent of any College action.
- 1.7 Reports and statistics compiled by the Registrar on the nature and number of Complaints, decisions and sanctions will not include information that identifies a Student.

- 1.8 The Registrar will submit an annual report on the nature and number of Complaints, decisions and sanctions under this procedure to Cabinet.

## 2.0 Responsibilities

- 2.1 The Registrar or delegate will:
  1. respond to inquiries and/or questions about making a Complaint of Student Non Academic Misconduct and Student Academic Misconduct; and
  2. receive Complaints of Student Non Academic Misconduct and Student Academic Misconduct and coordinate the College's response in accordance with the Student Conduct Procedure.
- 2.2 Students will:
  1. be familiar with their responsibilities under this procedure.

## 3.0 Student Non Academic Misconduct Process

### 3.1 Scope

This process applies to allegations of Student Non-Academic Misconduct by a Student.

### 3.2 Complaints

3.2.1 Individuals may submit a Complaint Report and attached documentation:

1. to the Student Affairs Office;
2. via email to the Hearing Officer/Registrar
3. Campus Security may forward an incident report attached to a Complaint Report to the Registrar as a Complaint.

3.2.2 A Complaint should include a detailed description of the incident, including (if known):

1. name(s) of the student(s) who is/are the subject of Complaint;

2. time(s), date(s) and location(s) of the incident(s);
3. description of the alleged misconduct;
4. names of potential witnesses; and
5. name(s) and contact information of Complainant(s).

3.2.3 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.

3.2.4 An allegation of Student Non-Academic Misconduct must be submitted in accordance with 3.22 within ten (10) Business Days of the alleged act or occurrence of misconduct or of when the act or occurrence of misconduct was, or reasonably should have been, discovered. The Registrar may extend Timelines in extenuating circumstances.

3.2.5 The Registrar (as Hearing Officer) will evaluate an allegation of Student Non-Academic Misconduct to determine if:

1. the allegation is a Responsible Allegation and meets the definition of Student Non-academic Misconduct as outlined in Appendix 1;
2. the allegation should be addressed in an informal manner or other manner;
3. immediate action is warranted to protect the health or safety of the College community.

3.2.6 The Registrar will notify the Complainant in writing within ten (10) Business Days of receipt of an allegation of Student Non-Academic Misconduct whether the Student Affairs Office has determined that the Complaint:

1. contains a Responsible Allegation and will be investigated;
2. should be addressed in another manner; or
3. should not be investigated.

The Registrar may extend Timelines in extenuating circumstances with notice to the Complainant.

### 3.3 Investigation and Hearing

3.31 The Registrar will determine whether the Hearing will be before a Hearing Officer or before a Hearing Board giving consideration to:

1. the seriousness of the allegation;
2. whether the alleged incident was isolated or one of several alleged incidents; and
3. whether the Respondent has been found responsible for Student Non- Academic Misconduct in the past.

3.3.2 As part of an investigation, the Hearing Officer (Registrar) or Hearing Board will gather and review relevant information and may conduct interviews as appropriate with the Complainant, Respondent, employees, Students and witnesses to the alleged misconduct.

3.3.3 The Respondent will be invited to a Hearing and will be provided in writing with:

1. a proposed date for the Hearing and notice of the right to reschedule within reasonable time frames;
2. whether the Hearing will be before a Hearing Officer or a Hearing Board;
3. notice of the alleged misconduct;
4. a report of the pertinent facts, evidence and particulars gathered during the investigation (redacting witness identity information may be necessary);
5. notice of the right to be accompanied by an Advisor;
6. a link to a copy of the Student Non-Academic Misconduct Procedure and any other applicable College policies and procedures; and
7. notice that a decision may be made in the Respondent's absence if the Respondent fails to appear for the Hearing.

3.3.4 If the Advisor is a lawyer, the Student or lawyer shall provide written notice of the lawyer's attendance at the Hearing to the Student Affairs Office at least two (2) Business Days in advance of the Hearing date.

3.3.5 During the Hearing the Respondent:

1. will have the opportunity to respond to any evidence (redacting witness identity information may be necessary) contained in the report referred to at 3.42
2. may present any relevant evidence;
3. may be accompanied by an Advisor of their choice. The Advisor will not be permitted to speak during the Hearing on the Student's behalf.

3.3.6 The standard of review for determining whether a Student has violated the Student Non-Academic Misconduct Policy is a balance of probabilities.

3.3.7 Hearings will not be open to the public and will be kept confidential by the Hearing Officer or Hearing Board.

3.3.8 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 in extenuating circumstances with notice to the Respondent.

3.3.9 Consistent with the College's 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.

### 3.4 Sanctions

3.4.1 Sanctions for violation of the Student Non-Academic Misconduct Policy are provided in Appendix 2: Sanctions- Student Non-Academic Misconduct.

3.4.2 If the sanction includes suspension or trespass from the College, 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.

3.4.3 At the end of the specified period of suspension or trespass from the College, the Respondent will be eligible to return to the College provided that:

1. all terms and conditions of the suspension or trespass have been met;

And;

2. all outstanding disciplinary sanctions required to be completed before the end of the suspension or trespass period have been completed.

### 3.5 Appeal to Appeal Board

3.5.1 A Respondent who has been found responsible for Student Non-Academic Misconduct may appeal the decision made by the Hearing Officer or Hearing Board to the Appeal Board within ten (10) Business Days of receiving the decision.

3.5.2 To file an appeal, a Respondent must submit the following information, in writing, to the Associate Vice President, Student Affairs:

1. a copy of the decision;
2. a statement of the basis for appeal;
3. a statement of facts relevant to the basis of appeal;

4. a statement of the outcome sought; and
5. any supporting documentation that the Respondent intends to refer to at the appeal hearing.

3.5.3 A Respondent may appeal the decision of the Hearing Officer or Hearing Board on any of the following bases:

1. relevant evidence has emerged that was not available at the time of the original decision;
2. the Student Non-Academic Misconduct Procedure was not followed and the outcome of the case might have been substantially affected by this failure; or
3. the severity of the sanction imposed exceeds the nature of the misconduct for reasons identified by the Respondent; or
4. any other sound basis detailed in the written appeal as determined by the Associate Vice President, Student Affairs.

3.5.4 A Hearing before the Appeal Board will be scheduled with the Respondent within ten (10) Business Days of filing the appeal. Timelines may be extended by mutual agreement of the Respondent and a Hearing Officer or in extenuating circumstances by the Hearing Officer with notice to the Respondent.

3.5.5 At a Hearing before the Appeal Board, a Respondent may be accompanied by an Advisor of their choice. The Advisor will not be permitted to speak during the 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 Registrar at least two (2) Business Days in advance of the Hearing date.

3.5.6 Appeal Hearings will not be open to the public and will be kept confidential by members of the Appeal Board.

3.5.7 If necessary, Appeal Hearings may be adjourned to ensure that essential information can be obtained. If an Appeal Board Hearing has been adjourned, it will be reconvened within five (5) Business Days. Timelines may be extended by mutual agreement of the Respondent and Appeal Board or in extenuating circumstances by the Appeal Board with notice to the Respondent.

3.5.8 The Respondent will be provided with written notice of the outcome of the Appeal Hearing within five (5) Business Days of the decision being reached. Timelines may be extended by mutual agreement of the Respondent and the Appeal Board or in extenuating circumstances by the Appeal Board with notice to the Respondent.



#### 4.0 Student Academic Misconduct Process

4.0.1 Academic dishonesty is the giving, taking or presenting of information or material that unethically or dishonestly aids oneself or another in any work which under normal circumstances is to be considered in the determination of a grade or the compilation of academic requirements or the enhancement of a student's record or academic career. Academic dishonesty is a violation of the very premise upon which academic life is based. Academic dishonesty is destructive behaviour that can diminish the reputation of the institution and undermine the achievements of those who teach and learn in such an environment.

4.0.2 Academic misconduct includes but is not limited to the following:

- copying or representing the work of others, without giving credit to the authors, and submitting the work as one's own (plagiarism). This includes copying the work of fellow students, printed material from any source, graphics, data or research findings from any source, or material found on the Internet;
- resubmitting the same piece of work for evaluation more than once without prior written permission of the course instructor to whom the work is being resubmitted;
- misrepresenting material facts for academic purposes, including but not limited to, presenting falsified or concocted research, credentials, assignments, altered or changed results or scores, academic records, transcripts, credentials or other registration records, letters of reference or recommendations, medical or compassionate certificates;
- impersonating another individual;
- withholding academic records, transcripts or other documents for the purposes of gaining admission or unfair academic advantage;
- intentionally obstructing or interfering with scholarly activities of another individual, including but not limited to, tampering or damaging another individual's work or materials;
- deliberately and improperly accessing confidential information such as examinations or records;
- improperly publishing, disseminating or otherwise making public confidential information without prior written consent. Confidential information includes, but is not limited to, academic records, information, data and documents that are not otherwise publicly available;
- using unauthorized material in examinations;
- any act compromising the integrity of examination procedures, class, studio or course assignments;
- tampering with, destroying, stealing or making inaccessible library or other academic resource materials including studio equipment, campus infrastructure, audio visual equipment, computer programs and files; or
- knowingly assisting in the commission of an academic offence.

#### 4.1 Reporting

- If an instructor, or a member of the college community, believes there is cause to suspect an incident of academic misconduct with respect to a student, the following procedures shall be followed. The student who is alleged to have committed an academic offence may choose to be accompanied by an advocate or support person at meetings during the procedure.
- When a potential incident is observed or experienced by an instructor or another member of the college, the incident is reported, whenever possible, within ten (10) business days of the alleged incident by submitting an Academic Misconduct Report to the Registrar or designate.
- Registrar checks records for any previous incident.
- If the Registrar finds that a previous incident has occurred, these procedures advance to 4.5 and the Registrar will forward the Report to the Chair of the Hearing Board. The Registrar will advise the student and instructor/complainant that the matter will be referred to the Hearing Board on Student Conduct and will provide the student with a copy of the Report detailing the alleged incident.
- If the Registrar finds that no previous incident has occurred, and if the person reporting the incident is not the instructor, the Registrar will inform the instructor and forward the Report to the instructor.

#### 4.2 Instructor Investigation

- The instructor will investigate the alleged misconduct to establish a reasonable level of certainty that an act of academic dishonesty has occurred.
- The instructor will meet with the Chair of the School of the Major/Area of Study or designate to establish whether the incident warrants further action and the nature of any potential sanctions.
- If it appears that there are no grounds for academic misconduct and no action is deemed necessary, no formal record is required. Results will be noted on the Report and the Report will be returned to the Registrar.
- If it appears that there may be grounds for academic misconduct and further action is deemed appropriate, the instructor will begin completion of the appropriate portions of Section A of the Academic Misconduct Report and arrange to meet with the student within ten (10) business days of becoming aware of the alleged incident.

#### 4.3 Instructor/Student Meeting

- The instructor and student will meet to review the alleged misconduct and any potential sanctions.
- The instructor and student shall record their understandings of the incident and the instructor initiated sanctions by completing Sections A and B and signing the appropriate sections of the Academic Misconduct Report. The student has the opportunity to agree or disagree as to the occurrence of an incident and/or the

proposed sanctions. This step shall be completed within ten (10) business days of the meeting with the Chair or designate under 4.5.

- The instructor will submit the original copy of the Report and supporting documents to the Registrar.

#### 4.4 Registrar Action

- Upon receipt of the Academic Misconduct Report and supporting documents, where the Report indicates “agreement” between the instructor and student on the occurrence of the incident and/or the sanctions, the Registrar will record and action any sanctions.
- If the Report indicates “disagreement” between the instructor and student on the occurrence of the incident and/or the sanctions, the Registrar will refer the matter to the Hearing Board on Student Conduct within ten (10) business days of receipt of the Report.

#### 4.5 Hearing Board Convenes/Responsibilities

- The School Chair, as Chair of the Hearing Board, will notify the student and instructor that the Hearing Board will convene and will advise the student and instructor/complainant of the date and time of the hearing, their right to present and heard and the names and positions of the Hearing Board members.
- Within ten (10) working days of receipt of the Report, the Hearing Board on Student Conduct will convene. The Hearing Board shall determine the procedures for the hearing.
- The Hearing Board will consider all relevant material and make a decision as to whether, on a balance of probabilities, the student has committed an offence. If the Hearing Board determines an offence has occurred, the Hearing Board will, in accordance with the guidelines set out in Article 4.7, determine which sanctions (Appendix 3: Sanctions – Student Academic Misconduct), if any, are appropriate.

#### 4.6 Findings and Sanctions

- Within ten (10) business days of the conclusion of the hearing, the Chair of the Hearing Board on Student Conduct will complete a final report detailing the findings and sanctions and will communicate the decision to the student and instructor/complainant and to the Registrar. The Registrar or designate will record and action any imposed sanctions.
- Failure to comply or observe sanctions may lead to further sanctions.

#### 4.7 Sanctions

4.7.1 Sanctions for violation of Student Academic Misconduct are provided in Appendix 3: Sanctions- Student Academic Misconduct.

4.7.2 If the sanction includes suspension or trespass from the College, 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 Board.

4.7.3 At the end of the specified period of suspension or trespass from the College, the Respondent will be eligible to return to the College provided that:

1. all terms and conditions of the suspension or trespass have been met;

And;

2. all outstanding disciplinary sanctions required to be completed before the end of the suspension or trespass period have been completed.

#### 4.8 Appeal to Appeal Board

4.8.1 A Respondent who has been found responsible for Student Academic Misconduct may appeal the decision made by the Hearing Officer or Hearing Board to the Appeal Board within ten (10) Business Days of receiving the decision.

4.8.2 To file an appeal, a Respondent must submit the following information, in writing, to the Office of Student Affairs:

- a) a copy of the decision;
- b) a statement of the basis for appeal;
- c) a statement of facts relevant to the basis of appeal;
- d) a statement of the outcome sought; and
- e) any supporting documentation that the Respondent intends to refer to at the appeal hearing.

4.8.3 A Respondent may appeal the decision of the Hearing Officer or Hearing Board on any of the following bases:

- a) relevant evidence has emerged that was not available at the time of the original decision;
- b) the Student Academic Misconduct Procedure was not followed and the outcome of the case might have been substantially affected by this failure; or
- c) the severity of the sanction imposed exceeds the nature of the misconduct for reasons identified by the Respondent; or
- d) any other sound basis detailed in the written appeal.

4.9.3 A Hearing before the Appeal Board will be scheduled with the Respondent within ten (10) Business Days of filing the appeal. Timelines may be extended by mutual agreement of the Respondent and a Hearing Officer or in extenuating circumstances by the Hearing Officer with notice to the Respondent.

4.9.4 At a Hearing before the Appeal Board, a Respondent may be accompanied by an Advisor of their choice. The Advisor will not be permitted to speak during the 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 Office of Student Affairs at least two (2) Business Days in advance of the Hearing date.

4.9.5 Appeal Hearings will not be open to the public and will be kept confidential by members of the Appeal Board.

4.9.6 If necessary, Appeal Hearings may be adjourned to ensure that essential information can be obtained. If an Appeal Board Hearing has been adjourned, it will be reconvened within five (5) Business Days. Timelines may be extended by mutual agreement of the Respondent and Appeal Board or in extenuating circumstances by the Appeal Board with notice to the Respondent.

4.9.7 The Respondent will be provided with written notice of the outcome of the Appeal Hearing within five (5) Business Days of the decision being reached. Timelines may be extended by mutual agreement of the Respondent and the Appeal Board or in extenuating circumstances by the Appeal Board with notice to the Respondent.

## 5.0 Records

5.0.1 Records of Complaints, decisions, sanction and appeals, other than in the case of suspension or expulsion, will not be placed on the Student's academic transcript.

5.0.2 Records of all Complaints, decisions, sanctions and appeals will be maintained as confidential records of the Offices of the Registrar in accordance with the College's record retention schedule.

5.0.3 If a Student has a significant, documented history of violations of the Student Conduct Procedure an alert will be placed on the Student's file in the College'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 College or applies for re-admission to the College.

## 5.1 Student Records and Transcripts and Disposition of Documentation

5.1.1 Penalties imposed for misconduct will appear on student record and transcripts as follows:

Warning notice	Hard copy student record, no transcript entry.
Fine or restitution	Hard copy student record, no transcript entry.
Restricted access	Hard copy student record, no transcript entry.
Grade reduction	Transcript entry of final grade for course.
Failing grade	Transcript entry, "Failing grade for academic misconduct".  Entry to be removed when course has been repeated or as per conditions set by the Committee.
Disciplinary probation	Transcript entry, "On probation for academic misconduct until (day/month/year)" or "On probation for non-academic misconduct until (day/month/year)".  Entry to be removed upon expiration of probationary period.
Disciplinary withdrawal	Transcript entry, "Withdrawn for academic misconduct until (day/month/year)" or "Withdrawn for non-academic misconduct until (day/month/year)".  Entry to be removed upon expiration of the withdrawal period.
Expulsion	Transcript entry, "Expelled for academic misconduct" or "Expelled for non-academic misconduct".
Rescission of credential	Transcript entry, "Credential rescinded for academic misconduct".

## **Appendix 1:**

### **Prohibited Conduct of the Student Non-Academic Misconduct Procedure**

Capitalized terms in this Appendix are defined in the Student 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.

#### **1. Protection of Individuals**

A Student shall not cause or threaten to cause harm to another individual, or endanger the safety of another individual. Prohibited conduct includes, but is not limited to:

1. bullying, 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. assaulting another individual sexually, or threatening another individual with sexual assault or committing an act of sexual harassment toward another individual;
3. 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
4. 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. Protection of Property**

A Student shall not:

1. damage, deface, or destroy the property of another individual, corporation or other entity, including the College;
2. create a condition that unnecessarily endangers or threatens destruction of the property of another individual, corporation or other entity, including the College;
3. use College property, facilities, equipment or materials for an unauthorized purpose;
4. enter or remain in any College building or area without authorization when the building or area is officially closed or restricted for designated purposes or to designated individuals; or
5. misuse the College electronic communications system or otherwise violate the Electronic Communications Procedure.

### **3. Protection of College Functions, Activities and Services**

A Student shall not:

1. obstruct another individual or group of individuals from carrying on their legitimate activities, or from speaking or associating with others; or
2. interfere with the functions, activities and services of the College or a student group or groups such that the function, activity or service is obstructed or disrupted. Examples of functions, activities and services include:
  - 2.1 classes, lectures, seminars, tutorials and labs,
  - 2.2 social, cultural and athletic events,
  - 2.3 field trips,
  - 2.4 computing services,
  - 2.5 registration services,
  - 2.6 library services,
  - 2.7 residence and food services, and
  - 2.8 governance meetings and judicial hearings.

### **4. False Information and Identification**

A Student shall not:

1. knowingly provides false information to any office or individual acting on behalf of the College or student group;
2. alter or forge any College document or record, including identification materials, issued by the College;
3. allow any College document or record, including identification materials, issued for one's own use to be used by another;
4. use any College document or record other than for its authorized purpose; or
5. act for or on behalf of the College unless expressly authorized to do so.

### **5. Possession or Use of Dangerous Objects, Drugs or Alcohol**

A Student shall not:

1. possess, use, manufacture, sell, exchange or otherwise distribute firearms, explosives or other weapons in violation of any applicable law;
2. possess, use, manufacture, produce, sell, exchange or otherwise distribute any drug in violation of any applicable law; or
3. possess, consume, furnish, manufacture, sell, exchange or otherwise distribute any alcoholic beverages except as permitted by applicable law and College policy.

### **6. Aiding in the Commission of an Offence**

A Student shall not:

1. encourages or aids another Student in the commission of Student Misconduct.



## **7. Contravention of Other Laws and College Policies**

A Student shall not:

1. contravenes any provision of the Criminal Code of Canada or any other federal, provincial, or municipal law;
2. contravene any College Policy or Procedure except that a contravention of the Student Academic Misconduct Policy shall be dealt with under that policy and not as Student Non-Academic Misconduct.

## **8. Failure to Comply with a Sanction**

A Student shall not:

1. disregards or ignores a sanction imposed in accordance with the Student Conduct Procedure.

## **9. Standards of Classroom and Studio Behaviour**

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 Associate Vice President, Student Affairs may, in consultation with the instructor and the Chair of Major/Area of Study, recommend further restricted access or alternative procedures such as counselling and mediation.

If further restricted access or alternative procedures are recommended, the faculty member initiates a Non-Academic Misconduct Report and a notation of such will be recorded on the form.

## Appendix 2: Sanctions – Student Non-Academic Misconduct

1. Sanctions may be applied independently or in combination for any violation of the Student Non-Academic Misconduct Procedure.
2. Repeated or multiple breaches of the Student Non-Academic Misconduct Procedure may result in sanctions that are more severe than would be imposed for a single breach.
3. The following sanctions may be imposed by a Hearing Officer, Hearing Board or Appeal Board:
  - written warning;
  - written reprimand;
  - discretionary sanction – work assignments, educational assignment, restorative measures, service to the College or other discretionary assignments that are considered appropriate by the Hearing Officer, Hearing Board or Appeal Board;
  - 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;
  - monetary compensation for loss, damage or injury or replacement of damaged or destroyed property;
  - monetary fine;
  - trespass from campus;
  - loss of privileges – denial of specified privileges for a designated period of time;
  - withdrawal from one or more courses;
  - restrictions on participating in a College club or organization or in certain activities of a College club or organization;
  - suspension – suspension of the Student from the College 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 College transcript. Conditions for readmission may be specified;
  - expulsion – permanent separation of the Student from the College. A permanent transcript notation may be placed on the official College transcript;
  - an alert in the College’s admission and registration system; and
  - other appropriate sanction as determined by the Hearing Officer, Hearing Board or Appeal Board.

## Appendix 3 : Sanctions Student Academic Misconduct

### Sanctions for Academic Misconduct

Upon finding a student guilty of an academic offence, the Committee shall impose one or more of the following sanctions:

#### Minor Sanctions

- (i) Warning notice: Written warning that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.
- (ii) Grade reduction: Grade change that will be noted on the student's record and transcript. If a grade reduction results in a failing grade for the course, this failing grade does not result in a "Failing Grade with Transcript Notation".
- (iii) Failing grade in the course with transcript notation: Failing grade for the course in which the student was involved in academic dishonesty, and a notation on the student's record and transcript that the failing grade was received as a sanction for a finding of academic misconduct. This entry will be removed when the student notifies the Registrar that the course has been repeated or as per conditions set by the Committee.

#### Major Sanctions

- (i) Disciplinary probation: Length and conditions of probation period will be determined by the Committee and will be noted on the student's record and transcript. This entry will be removed upon expiration of the probationary period. Conditions will include consequences of subsequent academic misconduct by the student during the probationary period.
- (ii) Disciplinary withdrawal: Student will be withdrawn completely from the college. Length of the withdrawal period will be determined by the Committee but will not exceed one academic year and will be noted on the student's record and transcript. This entry will be removed upon expiration of the withdrawal period. Conditions for re-admission at the end of the withdrawal period will be specified by the Committee.
- (iii) Expulsion: Student will be withdrawn from the college and will not be eligible for future readmission. The expulsion of a student for academic dishonesty shall be recorded on the student's record and transcript for a period of time established by the Committee.

- (iv) Denial of admission: Student applicant will be denied admission to the college and, based on the Committee's recommendation, may not be eligible for future admission. A student applicant record will be created and the decision will be noted on the student applicant's record.
- (v) Rescission of credential: Irrevocable rescission of a credential previously granted by Alberta College of Art + Design. The decision will be entered on the student's record and transcript.

### **Appendix 3: Hearing Board Composition**

**The Hearing Board on Student Conduct** shall consist of the following members:

- School Chair, who chairs the committee, appointed by the Associate Vice President, Research and Academic Affairs;
- Registrar;
- One (1) student appointed by the Students' Association for a period of one year;  
and
- Two (2) faculty appointed by the Associate Vice President, Research + Academic Affairs

## Appendix 4: Appeal Board Composition

The Appeal Board shall review the decision of the Hearing Board and allow for further appropriate presentation of materials by the relevant parties.

The Appeal Board on Student Conduct shall consider all relevant material and make a decision as to whether, on a balance of probabilities, the student has committed an offence. If there is a finding of an offence, the Board shall decide whether to uphold the original decision and sanctions or to render a new decision and sanctions, if any, in accordance with the guidelines set out in Appendix 2: Sanctions – Student Non-Academic Misconduct and Appendix 3: Sanctions – Student Academic Misconduct

Where the Hearing Board finds expulsion from the College to be appropriate, that sanction shall not be effective until it has been reviewed and approved by the President + CEO or designated senior college official other than the Associate Vice President, Research + Academic Affairs or any other senior officials that may have been involved in the procedure.

**The Appeal Board on Student Conduct** shall consist of the following members:

- Associate Vice President, Research + Academic Affairs who acts as the Committee Chair;
- Associate Vice President, Student Affairs;
- One (1) School Chair appointed by the Associate Vice President, Research + Academic Affairs; and
- One (1) faculty member appointed by the Associate Vice President, Research + Academic Affairs

## Appendix 5: Reporting Student Non- Academic Misconduct

When a potential incident is observed or experienced by a member of the college community, the incident is reported, whenever possible, within ten (10) business days of the incident by submitting a completed Section A of the *Non-Academic Misconduct Report* with an attached detailed description of the alleged offence including the date, time, place, person or persons involved to the Registrar.

Who Can Report Non-Academic Misconduct?

- Any member of the College community (i.e. student, staff, or faculty) who has observed an alleged incident of student non-academic misconduct should file a report.

Information provided in reports, including the name of the reporter, may be provided to the student whom the allegation is made.

When an Incident of Non-Academic Misconduct is reported:

- When an alleged incident of Non-Academic Misconduct is reported; there are a few possible courses of action:
  - If the incident does not appear to constitute misconduct as outlined in this policy, the Registrar may discuss the case with you to brainstorm some possible solutions to the current situation.
  - If there is reason to believe that misconduct has occurred, student(s) will be asked to attend a hearing to review the report and provide information related to the alleged offense.

## Appendix 6: Documentation

1. While the nature of the record will vary, there will always be an institutional record relating to a complaint that has been investigated which may be referred to in the cases of future incidents.
2. If an allegation of misconduct is not proven, a letter indicating the disposition of the case will be issued to the student and all documentation pertaining to the case will be sealed and retained in the student's official file in the Registrar's Office. Misconduct documents will be accessed if there is a further incident. While such a record may not be treated as a foundation for any progressive discipline in the case of a future offense, it can be used to show patterns of behavior and that the student was aware of the college's expectations with regard to future conduct.
3. All documentation of proven misconduct or agreed incidences of misconduct will be sealed and retained in the student's official file in the Registrar's Office.
4. The sealed documentation may only be accessed by the student, the Associate Vice President, Student Affairs, Registrar, President + CEO, Associate Vice President, Research + Academic Affairs or designates.



## Appendix 7: Hearings for Non-Academic Misconduct

### 1. Purpose of the Hearing

The Hearing provides the involved student an opportunity to present information regarding the alleged violation. The Hearing process is bound by principles of procedural fairness and natural justice.

If the student chooses not to participate in the Hearing, the Hearing Officer, or Hearing Board will make a decision with the available information.

#### Notification to Student

Every student who is allegedly involved in Non-Academic Misconduct will receive a notice of hearing that includes:

- a proposed date of the hearing, including notice of the right to reschedule within reasonable timeframes;
- a description of the alleged violation(s);
- a summary of pertinent evidence regarding the alleged violation; and,
- information about how to access a copy of the Non-Academic Misconduct Policy.

#### Please Note

In consideration of extenuating circumstance, timelines within this policy may be extended.

#### Privacy of Information

Consistent with the College's privacy policy, information about the decision of a Hearing Officer, Hearing Board, or Appeal Board will be shared only with those who have a legitimate need for the information.

## Appendix 8: Student Non-Academic Misconduct Form

### Non-Academic Misconduct Report Checklist

The *Non-Academic Misconduct Report* is to be used for Non-Academic Misconduct Procedures up to but not including the appeal process. The *Appeal Procedures* and *Appeal Form* are available on the ACAD website and from the Associate Vice President, Research + Academic Affairs and Student Affairs Offices. The student who is alleged to have committed a non-academic offence may choose to be accompanied by an advocate or support person at meetings during the procedure.

**Anyone requiring further information about these procedures should contact the Associate Vice President, Student Affairs.**

<b>PROCEDURES</b> <b>(What must be done)</b>	<b>RESPONSIBILITIES</b> <b>TIMELINES</b> <b>(By whom )</b>	<b>TIMELINES</b> <b>(By when)</b>
<p><u>Step 1: Reporting and Evaluation</u></p> <p><input type="checkbox"/> Complainant reports the incident to Registrar or designate by completing Section A of the <i>Non-Academic Misconduct Report</i>, including the date, time, place, person(s) involved and detailed description of alleged offence.</p> <p><input type="checkbox"/> Registrar (as Hearing Officer) evaluates allegation and determines whether an investigation is warranted.</p> <p><input type="checkbox"/> If investigation is warranted, Registrar checks records for any previous incident.</p> <p><input type="checkbox"/> If there is a previous incident, the Registrar will advise the student and complainant that the matter will be referred to the Hearing Board on Student Conduct and will provide the student with a copy of the <i>Report</i> detailing the alleged incident.</p> <p><input type="checkbox"/> If there is no previous incident, Registrar informs respondent that a <i>Report</i> has been received and</p>	<p>Complainant</p> <p>Registrar</p> <p>Registrar</p> <p>Registrar</p>	<p>Within ten (10) business days of receipt of the <i>Report</i>.</p>

requests a written statement from the respondent describing the incident.	and Respondent	
<p><u>Step 1 : Access Restriction</u></p> <p><input type="checkbox"/> Registrar, or designate, may temporarily exclude the respondent from campus where there is a concern for the well-being and safety of individuals.</p> <p><input type="checkbox"/> Respondent advised that <i>Non-Academic Misconduct Report</i> has been filed, and that there is a need for temporary restricted access to the campus pending a meeting with the Registrar.</p> <p><input type="checkbox"/> Registrar meets with respondent to discuss incident and whether conduct and surrounding circumstances indicate continued temporary restricted access.</p>	<p>Registrar</p> <p>Registrar</p> <p>Registrar and Respondent</p>	<p>Immediate</p> <p>Immediate</p> <p>Within two (2) business days of determining the need for restricted access.</p>
<p><u>Step 2: Initial Investigation/Review of Complaint</u></p> <p><input type="checkbox"/> Registrar (as Hearing Officer) or Hearing Board conducts initial investigation that may include reviewing written statements, meeting with complainant, respondent and other relevant individuals.</p>	Registrar/Hearing Board	Within ten (10) business days of receipt of the <i>Report</i> .
<p><u>Step 3: Hearing</u></p> <p><input type="checkbox"/> Registrar (as Hearing Officer) or Hearing Board invites respondent to Hearing completes Section B of the <i>Report</i>.</p> <p><input type="checkbox"/> Registrar (as Hearing Officer) or Hearing Board conducts Hearing.</p>	Registrar/Hearing Board and Respondent	Within ten (10) business days of receipt of the <i>Report</i> .

<p><u>Step 3: Hearing Outcome</u></p> <p><input type="checkbox"/> The Registrar (as Hearing Officer) or Hearing Board will inform the respondent of the outcome of the Hearing and any sanction(s) applied and the rationale for the decision. Section C and D of the <i>Report</i> and the Registrar will record the outcome and action any sanctions, restorative measures or alternative plans.</p>	Registrar (as Hearing Officer) or Hearing Board and Respondent.	Within ten (10) business days of <i>Hearing</i> .
<p><u>Step 4: Appeal</u></p> <p><input type="checkbox"/> Respondent may choose to appeal the decision, by submitting an <i>Appeal Form</i> to the Associate Vice President, Research + Academic Affairs who acts as Chair of the Appeal Committee on Student Conduct. The grounds for appeal are outlined in Article 3.83</p> <p><input type="checkbox"/> A Hearing before the Appeal Board takes place</p> <p><input type="checkbox"/> The Appeal Board will consider all relevant material and make a decision as to whether, on a balance of probabilities, the respondent has committed an offence. If the Appeal Board determines an offence has occurred, the Committee will, in accordance with the guidelines set out in Article 3.7, determine which sanctions, if any, are appropriate.</p>	Respondent and Chair, Appeal Board  Appeal Board and Respondent	Within ten (10) business days of receipt of <i>Decision of Hearing</i> .  Within ten (10) business days of receipt of <i>Appeal</i> .
<p><u>Step 5: Findings and Sanctions</u></p> <p><input type="checkbox"/> Chair of the Appeal Board completes Section E of the <i>Report</i> and a report detailing findings and sanctions and communicates the decision to complainant and respondent and to the Registrar. <input type="checkbox"/> Registrar records and actions any imposed sanctions.</p>	Chair, Appeal Board  Registrar	Within five (5) business days of a decision by Appeal Board.

## Non-Academic Misconduct Report

Section A of this *Report* should be completed by individuals who observe or experience an alleged incident of Non-Academic Misconduct. Submit this *Report*, whenever possible, within 10 business days from the date the alleged incident occurred to the Registrar, or designate.

PLEASE PRINT AND COMPLETE IN INK OR FILL OUT ELECTRONICALLY, SIGN and RETURN.

<b>SECTION A: (To be completed by the Complainant - individual reporting the incident)</b>		
Student's last name	Student's first name	Date of incident (dd/mmm/yyyy)
Name of complainant	Signature of complainant	
Please attach a signed and dated description of the incident including: date, time, place, person(s) involved and any other relevant details.		
<b>SECTION B: (To be completed by the Hearing Officer/Registrar)</b>		

Evaluation of Complaint:

1) Registrar as Hearing Officer evaluates the allegation – Is this allegation responsible

Yes  No

If YES, Hearing Officer or Hearing Board Review the Complaint

If NO, the Hearing Officer refers an alternative or more appropriate process or determines no investigation is warranted. Disciplinary Process Ends – Complainant will be informed in 10 business days.

Restricted Access:

1) Is temporary restriction of access to ACAD campus recommended?  Yes  No

If YES, please attach the rationale and conditions for restriction of access: \_\_\_\_\_

(dd/mmm/yyyy)

2) Meeting between respondent and Registrar regarding restricted access: \_\_\_\_\_

(dd/mmm/yyyy)

3) Is continuation of restriction of access recommended?  Yes  No (If YES, please attach the results of the meeting and any conditions for continued restriction of access).

Review of Complaint:

1) Is there any previous incident?  Yes  No

If YES, the Registrar will proceed to Step 3, with a Hearing Board.

If YES, date the Registrar forwards report to the Hearing Board.

(dd/mmm/yyyy) \_\_\_\_\_ Registrar's

Signature \_\_\_\_\_

If No, continue as follows:

5) Please attach a statement from the respondent describing the incident.

6) Based on the initial investigation, is there reason to believe there was an occurrence of non-academic misconduct?  Yes  No

7) Please attach a description of the investigation and recommendations, sanctions, restorative measures or alternative plans.

Date the Registrar records the outcome and actions any sanctions, restorative measures or alternate plans.

(dd/mmm/yyyy) \_\_\_\_\_

Registrar's Signature \_\_\_\_\_

**SECTION B: (To be completed by the Hearing Board)**

Decision of the Committee (please attach the Committee's report and decision): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Respondent notified of outcome:

Yes  No Date: \_\_\_\_\_ (dd/mmm/yyyy)

\_\_\_\_\_  
 Signature, Chair, Hearing Board

\_\_\_\_\_  
 (dd/mmm/yyyy)

**President's signature required if the final recommendation is expulsion:**

\_\_\_\_\_  
 Signature of President + CEO

\_\_\_\_\_  
 (dd/mmm/yyyy)

**SECTION C: (To be completed by the Appeal Board if applicable)**

Decision of the Appeal Board (please attach the Boards report and decision): \_\_\_\_\_

Respondent notified of outcome:

Yes  No Date: \_\_\_\_\_ (dd/mmm/yyyy)

\_\_\_\_\_  
Signature, Chair, Appeal Board

\_\_\_\_\_  
(dd/mmm/yyyy)

**President's signature required if the final recommendation is expulsion:**

Signature of President + CEO \_\_\_\_\_

Date: \_\_\_\_\_ (dd/mmm/yyyy)



## Appendix 10: Student Academic Misconduct Form

### Student Academic Misconduct Report Process

The *Academic Misconduct Report* is to be used for Academic Misconduct Procedures up to but not including the appeal process. The *Appeal Procedures* and *Appeal Form* are available on the ACAD website and from the Vice President, Research + Academic Affairs and Student Services Offices. The student who is alleged to have committed an academic offence may choose to be accompanied by an advisor or support person at meetings during the procedure.

**Anyone requiring further information about these procedures should consult the Registrar.**

PROCESS (What must be done)	RESPONSIBILITIES (By whom)	TIMELINES (By when)
<p><u>Step 1: Reporting</u></p> <p><input type="checkbox"/> Potential incident identified by instructor or another member college community, by submitting a completed Section A of the <i>Academic Misconduct Report</i> to the Registrar.</p> <p><input type="checkbox"/> Registrar checks records for any previous incident.</p> <p><input type="checkbox"/> If there is a previous incident, the Registrar will advise the student and instructor/complainant that the matter will be referred to the Hearing Board on Student Conduct and will provide the student with a copy of the <i>Report</i> detailing the alleged incident.</p> <p><input type="checkbox"/> If there is no previous incident and if the individual who identifies incident is not the instructor, the Registrar informs relevant instructor and forwards <i>Report</i>.</p>	<p>Instructor or other complainant</p> <p>Registrar</p> <p>Registrar</p> <p>Registrar</p>	<p>Within ten (10) business days of the alleged incident</p>
<p><u>Step 2: Instructor Investigation</u></p> <p><input type="checkbox"/> Instructor investigates alleged misconduct and establishes reasonable level of certainty that an act of academic dishonesty has occurred.</p> <p><input type="checkbox"/> Instructor meets with the School Chair and/or</p>	<p>Instructor</p>	

<p>designate to establish whether incident warrants further action and to discuss nature of any potential sanctions.</p> <p><input type="checkbox"/> If it appears that there are no grounds for academic misconduct, no further action is necessary and no formal record is required, results are noted on <i>Report</i> and the <i>Report</i> is returned to the Registrar.</p> <p><input type="checkbox"/> If it appears that there may be grounds for academic misconduct and further action is deemed appropriate, the instructor will complete Section A of the <i>Academic Misconduct Report</i> and arrange to meet with the student.</p>	<p>Instructor and Chair of Major/ Area of Study</p> <p>Instructor</p> <p>Instructor and Student</p>	<p>Within ten (10) business days of becoming aware of alleged incident</p>
<p><u>Step 3: Instructor/Student Meeting</u></p> <p><input type="checkbox"/> Instructor and student meet to review alleged misconduct and potential sanctions.</p> <p><input type="checkbox"/> Instructor and student shall record their understandings of the incident and the instructor initiated sanctions by completing Section A and B of the <i>Academic Misconduct Report</i>. Both the instructor and the student shall sign the <i>Report</i>. The student has the opportunity to agree or disagree as to the occurrence of an incident and/or the proposed sanctions.</p> <p><input type="checkbox"/> Instructor submits original copy of <i>Report</i> and any supporting documents to the Registrar.</p>	<p>Instructor and Student</p> <p>Instructor and Student</p> <p>Instructor</p>	<p>Within five (5) working days of the meeting with the Chair or designate.</p>
<p><u>Step 4: Registrar Action</u></p> <p><input type="checkbox"/> If the <i>Report</i> indicates “agreement” on the occurrence of the incident and/or the sanctions, the Registrar will record and action any sanctions.</p> <p><input type="checkbox"/> If the <i>Report</i> indicates “disagreement” on the occurrence of the incident and/or sanctions, Registrar refers matter to the Hearing Board on Student Conduct and completes Section C of the <i>Report</i>.</p>	<p>Registrar</p> <p>Registrar</p>	<p>Within five (5) working days of receipt of the <i>Report</i></p>

<p><u>Step 5: Hearing Board Convenes</u></p> <p><input type="checkbox"/> Chair will notify the student and instructor/complainant that the Hearing Board will convene and advises them of the date and time of the hearing, their right to present and heard and the names and positions of the Committee members.</p> <p><input type="checkbox"/> Hearing Board on Student Conduct convenes and determines procedures.</p> <p><input type="checkbox"/> The Hearing Board will consider all relevant material and make a decision as to whether, on a balance of probabilities, the student has committed an offence. If the Hearing Board determines an offence has occurred, the Hearing Board will, in accordance with the guidelines set out in Article 4.7, determine which sanctions, if any, are appropriate.</p>	<p>Chair of Hearing Board</p> <p>Hearing Board</p> <p>Hearing Board</p>	<p>Within ten (10) business days of receipt of the <i>Report</i></p>
<p><u>Step 6: Findings and Sanctions</u></p> <p><input type="checkbox"/> Chair of the Hearing Board on Student Conduct completes Section D of the Report and a report detailing findings and sanctions and communicates decision to the instructor/complainant and student and to the Registrar who records and actions any imposed sanctions.</p>	<p>Chair, Hearing Board</p> <p>Registrar</p>	<p>Within five (5) working days of completion of hearing</p>
<p><u>Step 7: Appeal</u></p> <p><input type="checkbox"/> Student or instructor/complainant may choose to appeal the decision, by submitting an Appeal Form to the Associate Vice President, Research + Academic Affairs who acts as Chair of the Appeal Board on Student Conduct. The grounds for appeal are outlined in Article 4.8.3</p>	<p>Student or Instructor/complainant</p>	<p>Within five (5) working days of receipt of the Hearing Board's decision</p>

## Academic Misconduct Report

Section A of this *Report* should be completed by individuals who observed or experienced an alleged incident of academic misconduct. Submit this *Report*, whenever possible, within ten (10) business days of the date the alleged incident occurred to the Registrar or designate.

PLEASE PRINT AND COMPLETE IN INK OR FILL OUT ELECTRONICALLY, SIGN and RETURN.

SECTION A: (To be completed by the complainant and/or instructor)		
Student's last name	Student's first name	Date of incident
Student ID number (if known)	Complainant's name (if not the instructor)	
Course title/number/section (if applicable)	Instructor's name (if applicable)	
Description of the incident signed and dated by complainant if not instructor: (Please attach separate sheet if insufficient space)		
_____		
_____		
Brief description of the results of the instructor's investigation and sanctions, if any, recommended by the instructor: (Please attach separate sheet if insufficient space)		
_____		
_____		
Date (dd/mm/yyyy) sanction to be completed (if applicable): _____		
<b>Sign and date this document as confirmation that you have investigated, proposed sanctions, if applicable, and have completed Section A.</b>		
Instructor Signature		(dd/mm/yyyy)
_____		
SECTION B: (To be completed by the Student)		
Do you agree to the description of the incident and to the terms of the sanctions, if any, as defined by the instructor?		
<input type="checkbox"/> Yes <input type="checkbox"/> No   If <b>NO</b> , please provide a brief description of the incident: (Please attach separate sheet if insufficient space)		
_____		
_____		

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Sign and date this document as confirmation

---

Student Signature

(dd/mmm/yyyy)

**SECTION C: (To be completed by the Registrar)**

Is this the first incident of academic misconduct?

Yes  No If **NO**, please provide a brief description of other incident(s) (Please attach separate sheet if insufficient space)

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Has this Report and supporting documents been referred to the Hearing Board on Student Conduct?

Yes  No If **YES**, date referred \_\_\_\_\_

(dd/mmm/yyyy)

**SECTION D: (To be completed by the Hearing Board on Student Conduct)**

Decision of the Committee (please attach the Committee's report and decision): \_\_\_\_\_

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Chair, Hearing Board on Student Conduct Signature

(dd/mmm/yyyy)

**President's signature required if the recommendation is Expulsion:**

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Signature of President + CEO

(dd/mmm/yyyy)

**REFERENCE:**