

**TITLE: STUDENT MISCONDUCT: ACADEMIC AND NON-ACADEMIC**

**POLICY STATEMENT:**

Student academic and non-academic misconduct is dealt with in a prescribed manner that is transparent, fair, and timely. Disciplinary actions consider the rights and responsibilities of all students, faculty, and staff while affording protection of the academic and physical integrity of the College.

**PURPOSE:**

This policy defines academic and non-academic misconduct at Red Deer College. It assures that the principles, as stated in this policy, are applied in decisions that involve disciplinary action taken against students found to be in violation of their rights and responsibilities as students of the College.

**SCOPE:**

This policy applies to all Red Deer College students, faculty and staff.

**PRINCIPLES:**

An atmosphere of freedom and respect, and appreciation for the basic rights and responsibilities of all members of the RDC community are essential conditions for a learning community.

Procedures and decisions at Red Deer College:

- Are non-discriminatory, respectful, dignified, and unintrusive.
- Incorporate open, honest and timely communication.
- Are made in a timely manner.
- Provide appropriate confidentiality and privacy.
- Provide appropriate access to education.
- Ensure that all learners, faculty and staff are treated fairly.
- Ensure that all participants have access to informed support regarding policies, procedures, rights and responsibilities.
- Ensure that all participants are respected in their basic right to be heard, to present submissions on their behalf, to present verifiable evidence, to be heard by an impartial decision maker, and to receive a decision based on evidence.
- Operate with clear written expectations for learner conduct and handling of complaints.
- Ensure that all accreditation standards are met.
- Ensure that a high standard of administration and instruction in all areas of educational programs and services is maintained and clearly stated in College practices and policies.
- Alternate forms of communication are provided to participants who require such accommodation.

All members of the College community (faculty, staff and students) share the responsibility and authority to challenge and identify acts of apparent academic dishonesty.

## **DEFINITIONS:**

**Academic misconduct:** Academic misconduct is the giving, taking, or presenting of information or material that unethically or dishonestly aids oneself or another on 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 that student's record or academic career. The two key areas of academic misconduct are cheating and plagiarism.

**Plagiarism:** The use or close imitation of language, paintings, films, prototypes and ideas of another author and representation of them as one's own original work. The most common forms of plagiarism are: copying or paraphrasing another author's work without proper acknowledgement, using the ideas or lines of reasoning of another author's work without proper acknowledgement, submitting work to which someone else has made substantial improvements to the content, and submitting the same work for multiple courses without approval.

Plagiarism can be judged to have occurred if the instructor has both the submitted material and original source that was copied, or if the student is unable to explain the terminology or ideas of a submission.

**Cheating:** Any attempt to give or obtain unsanctioned assistance in a formal academic exercise (e.g., examination).

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

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

## **A. ACADEMIC MISCONDUCT**

### **GUIDELINES:**

1. Faculty ensure that all reasonable measures are taken to inform students of the specific requirements of their courses regarding academic integrity and that they model and enforce clear and fair standards of academic integrity.
2. If a member of the College community who is not the course instructor believes that academic dishonesty has occurred, that member reports his or her belief to the instructor, the Chair, or the Dean.
3. First offences are normally treated with a warning or a failing grade on the work in question. Repeat infractions or academic misconduct that is wilful and significant may result in a failing grade in the course, requirement to withdraw from a course or program, and in the most extreme cases, expulsion from the College.
4. If a student has been accused of academic misconduct, and it is determined that the misconduct did not occur, the student will be given an opportunity to complete the assignment, rewrite the exam, or receive the grade that they would have been entitled to.

5. All decisions and disciplinary actions concerning academic misconduct are subject to the informal resolution and formal appeal processes outlined in those policies.

**PROCEDURE:**

1. If an instructor discovers or suspects academic misconduct, the instructor takes appropriate action to stop the misconduct from continuing. The instructor provides evidence of the misconduct to the student and takes disciplinary action up to and including the assignment of a failing grade for the work involved in the misconduct.
2. If the instructor feels that the misconduct warrants more serious consequences, the Chair of the program is informed. The decision to remove the student from the course or to assign a failing grade in the course as a consequence of the misconduct may be taken by the Chair upon reviewing the evidence of the misconduct and determination that the violation warrants such action.
3. If the instructor and program Chair feel that the violation requires more significant action such as removal from a program or from the College, the evidence is presented to the Dean of the Division for a decision.
4. In each case, the decision and disciplinary action are communicated to the student in writing and a copy is provided to the Registrar who places it in the student's file.

**B. NON-ACADEMIC MISCONDUCT**

**GUIDELINES:**

1. When harassment/discrimination is alleged, all individuals are treated in accordance with the principles of due process as outlined in the Harassment and Discrimination Policy.
2. When it is determined that a student poses a threat to campus security or to the safety of any person on campus, the College reserves the right to take immediate and necessary action. This may include immediate suspension from Red Deer College until a hearing can be held which will occur normally within ten (10) business days. The threat may result from activities or behaviour that occurred on or off campus.
3. The person responsible for the supervision of the student whose behaviour is in question in that particular setting should make every effort to resolve the matter immediately as long as there is no threat of potential harm to the supervisor or to others present.
4. The levels of authority required to approve the disciplinary action are found in the following continuum:

<b>Disciplinary Action</b>	<b>Level of Authority Required</b>
a) Warning	a) Person in supervisory role when the misconduct occurs
a) Removal from activity	b) Person in supervisory role when the misconduct occurs
c) Non-academic probation	c) Manager, Security and Emergency Response
d) Restitution	d) Manager, Security and Emergency Response
e) Community service	e) Manager, Security and Emergency Response
f) Suspension or expulsion	f) Vice-President Academic

5. All decisions and disciplinary actions concerning non-academic misconduct are subject to the informal resolution and formal appeal processes outlined in those policies.

**PROCEDURE:**

1. Non-academic misconduct is managed by the supervisor of the students in classrooms, laboratories, shops, and other assigned teaching/learning/activity settings.
2. Any individual witnessing non-academic misconduct in common areas of the College or when they feel that they cannot manage the observed misconduct in the location that they are responsible for reports the incident directly to Campus Security.
3. The Manager, Security and Emergency Response reviews the incident and decides if police involvement is required and cooperates with the police in any investigation that may ensue.
4. The Manager, Security and Emergency Response works with the student and all relevant parties to informally resolve the issue.
5. Disciplinary action is communicated to the student in writing. When the sanctions for non-academic misconduct involve suspension or expulsion from the College, the actions require approval of the Vice President Academic according to the continuum of disciplinary action as outlined in Guideline #4 above.

**OFFICER RESPONSIBLE:** Chair of Academic Council

**RECOMMENDING AUTHORITY:** Academic Council

**CONSULTATION FOR REVIEW:** Students, Director of Student Services, Registrar, Campus Manager, Security and Emergency Response, Deans' Council, Service Council, Academic Council, Faculty, Academic Policy Committee

**POLICY REVIEW DATE:** January 2016

**EFFECTIVE DATE:** March 1, 2011

**REVISION HISTORY:** November 16, 1983 (Policy on Student Conduct)

July 1, 2004 (revised and renamed Student Dispute, Appeal and Misconduct Process Policy and Standard Practice

January 1, 2005

March 1, 2011 (Student Dispute, Appeal and Misconduct Process Policy and Standard Practice rescinded and replaced with Student Misconduct: Academic and Non-academic; Appeals: Informal Resolution; Appeals: Formal)

**RELATED POLICIES:**

- [Academic Freedom](#)
- [Academic Standing](#)
- [Access to Student Academic Records/Files](#)
- [Admission of Students to Credit Programs](#)

- [Appeals: Formal](#)
- [Appeals: Informal Resolution](#)
- [Course Outline](#)
- [Dropping and Withdrawal from Courses by Students](#)
- [Facility Booking and Rental](#)
- [Freedom of Information and Protection of Privacy](#)
- [Grading](#)
- [Graduation, Certification, and Completion](#)
- [Personal Harassment and Discrimination](#)
- [Program and Services Review](#)
- [Reporting Fraudulent or Unethical Conduct in the Workplace and Protection of Informants](#)
- [Residence Appeals Standard Practice](#)
- [Residence Discipline and Dishonesty Policy](#) and [Standard Practice](#)