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**TITLE: STUDENT MISCONDUCT: NON-ACADEMIC****POLICY STATEMENT:**

Red Deer College protects the safety, security, and reputation of the College community by requiring high standards of respectful and responsible behaviour by RDC students, including students enrolled in Collaborative programs, at all times. Alleged incidents of Non-Academic Misconduct are investigated and resolved in a manner that is transparent, fair, and timely.

**PURPOSE:**

This policy and accompanying guidebook define the process for determining and addressing student behaviour deemed as Non-Academic Misconduct.

**SCOPE:**

This policy applies to student Non-Academic Misconduct that occurs in the teaching, learning and living environments and/or while participating in College events or activities, both on and off campus. All members of the College community (faculty, staff, students including collaborative students) share the responsibility to report apparent Non-Academic Misconduct.

**PRINCIPLES:**

1. Policies at RDC:
  - 1.1. Treat all persons fairly and respectfully.
  - 1.2. Are non-discriminatory and non-intrusive.
  - 1.3. Incorporate open, honest and timely communication.
  - 1.4. Are made in a timely manner.
  - 1.5. Provide appropriate confidentiality and privacy.
  - 1.6. Provide appropriate access to the College and education.
  - 1.7. Ensure that all persons have access to informed support regarding policies, procedures, rights and responsibilities.
  - 1.8. Operate with clear written expectations for conduct and handling of complaints.
  - 1.9. Meet all regulatory standards.
  - 1.10. Maintain and clearly state a high standard of instruction and administration in all areas of educational programs and services.
  - 1.11. Are communicated in alternate forms to those who require such accommodation.

**DEFINITIONS:**

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

**Non-Academic Misconduct:** student behaviour that has been deemed unsafe or disruptive

that has interfered with the normal teaching, learning, activities, or business processes of the College, both on and off campus. This 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).

**GUIDELINES:**

1. 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.
2. Allegations of Non-Academic Misconduct should be resolved as soon as practicable and in accordance with the Student Appeals Policy and Guidebook or other RDC policies.
3. Allegations of harassment, discrimination or sexual violence at any time are referred to the Harassment and Discrimination Policy or Sexual Violence Policy.

**PROCEDURE:**

1. Non-Academic Misconduct that occurs on or off campus is managed by the Supervisor, if present, at the time of the incident if no immediate threat of potential harm exists.
2. If an immediate threat is perceived, the Supervisor or witness informs Campus Security if the incident occurred on-campus and relevant Security or Policing authority if the incident occurred off-campus.
3. Supervisors or witnesses report all incidents of Non-Academic Misconduct to Campus Security.
4. The Manager, Security and Emergency Response, Associate Dean, Dean and Vice President Academic are responsible for assigning the appropriate level of Disciplinary Action as indicated in the Student Misconduct: Non-Academic Guidebook.
5. Allegations of Non-Academic Misconduct, investigations, and decisions are treated confidentially when possible.
6. Students may or may not be allowed to continue in a course, program, or activity, depending on the seriousness of the misconduct.

**REFERENCE:** Student Misconduct: Non-Academic Guidebook

**OFFICER RESPONSIBLE:** Vice-President, Academic

**POLICY CATEGORY:** Administrative

**RECOMMENDING AUTHORITY:** Deans' Council

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

**POLICY REVIEW DATE:** July 1, 2023

**EFFECTIVE DATE:** July 1, 2018

**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)

July 1, 2018 (Student Misconduct: Academic and Non-academic; Appeals: Informal Resolution; and Appeals: Formal rescinded and replaced with Student Academic Integrity and Academic Misconduct Policy; Student Academic Integrity and Academic Misconduct Guidebook; Student Misconduct: Non-Academic Policy; Student Misconduct Non-Academic Guidebook; Student Appeals Policy; Student Appeals Guidebook)

**RELATED POLICIES:**

- [Academic Standing](#)
- [Access to Student Academic Records](#)
- [Accident-Incident Reporting and Investigation Standard Practice](#)
- [Alcohol at College Events and Facilities](#)
- [Communication and Information Systems Acceptable Use](#)
- [Information Access Protection of Privacy](#)
- [Graduation and Completion](#)
- [Harassment and Discrimination](#)
- [Reporting Fraudulent or Unethical Conduct in the Workplace and Protection of Informants](#)
- [Residence Appeals Policy](#)
- [Resident Appeals Standard Practice](#)
- [Residence Discipline and Dishonesty Policy](#)
- [Residence Discipline and Dishonesty Standard Practice](#)
- [Sexual Violence](#)
- [Student Academic Integrity and Academic Misconduct Policy](#) and [Guidebook](#)
- [Student Appeals Policy](#) and [Guidebook](#)
- [Student Rights and Responsibilities](#)
- [Workplace Learning](#)

**CONNECTION TO BOARD POLICIES:**

All RDC policies support relevant Board of Governors policies.