



<b>Title</b>	<b>Student Non Academic Conduct</b>
<b>Policy Area</b>	Education - Academic
<b>Policy Number</b> <i>(to be assigned by Information Services)</i>	D.2.1
<b>See also</b> <i>(related policies)</i>	Responsible and Appropriate Use of Information Technology Resources Policy Violent and Threatening Behaviour Policy Harassment and Discrimination Policy

<b>Effective Date of Policy:</b>	July 1, 2005
<b>Approval Date:</b>	June 28, 2005
<b>Applies to:</b>	Students
<b>Approving Body:</b>	Board of Governors
<b>Supersedes/New:</b>	OUC Student Non-Academic Conduct Policy, July 1, 2003
<b>Legislative Authority</b>	<i>College and Institute Act</i>

The following are responsible for the administration of this policy,

<b>Primary Office</b>	<b>Contact</b>
Board of Governors	Secretary, Board of Governors

### Policy Statement

1. Okanagan College ("OC") is committed to providing and maintaining a collegial environment that is characterized by mutual respect, safety, civility, and free inquiry.
2. This policy applies to all students of OC on OC property or OC-related functions including lectures, labs and all other on-campus or off-campus organized events (e.g., work terms, practica or events etc.). A student is an individual who is registered in at least one OC course.
3. OC expects students to behave responsibly and maintain a high standard of conduct in their interactions with OC students, employees and the public. OC also expects that students will obey the law and comply with OC policies, regulations and rules. Students failing to adhere to these requirements may be subject to disciplinary action, up to and including suspension from OC

<b>Policy Details</b>
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4. Allegations and findings of student non-academic misconduct shall be governed by this policy. Students are responsible for making themselves aware of all policies and rules of their program of study, and of OC generally.
  
5. The application of this policy will be applied in a manner that meets the prevailing terms of existing laws, other OC policies, Collective Agreements and regulations. This policy is intended to support the development and maintenance of a collegial environment at OC that is characterized by mutual respect, safety, civility, and free inquiry.
  
6. Students may be disciplined for conduct including, but not limited to the following:
  - a) conduct that is disruptive to the teaching/learning/working environment;
  - b) illegal or unauthorized use of OC facilities, equipment or services (see *Responsible and Appropriate Use of Information Technology Resources Policy*);
  - c) unauthorized removal of OC property;
  - d) entering or remaining in any OC building, facility, room or office without proper authority;
  - e) conduct which causes or may cause injury to a person and/or damage to OC property and/or property of other individuals at OC (see *Violent and Threatening Behaviour Policy and Procedure*);
  - f) conduct that significantly interferes with OC's operations;
  - g) supplying false information;
  - h) falsification of documents;
  - i) failure to comply with reasonable directions of OC faculty or staff acting in performance of their duties;
  - j) breach of a disciplinary performance contract;
  - k) possession, use or sale of illegal drugs or narcotics on OC's premises;
  - l) unauthorized possession or use of alcohol on OC's premises;
  - m) disorderly conduct; indecent, profane or vulgar language; obscene actions; disrespect for the rights and privileges of others; hazing or rookie initiations;
  - n) conduct that may endanger the health or safety of a member of the OC community (see *Violent and Threatening Behaviour Policy*);
  - o) harassment or discrimination (see *Harassment and Discrimination Policy*);
  - p) committing unlawful acts; and
  - q) violation of OC's policies, rules or regulations.

<b>Procedures</b>
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7. OC employees have the right to immediately address misconduct such as foul language, tardiness, horseplay, disruption in teaching/learning, etc. If this occurs, the employee may advise the Director (Student Services ) of the incident and action taken. When pertinent, the Director shall communicate immediately with the appropriate Administrator/Regional Dean.

8. Where the potential for danger exists to the student or to others, an OC employee may immediately prohibit the student from further participation in the educational setting. If this occurs, the Director ( Student Services) shall be immediately notified and a written report of the incident shall be forwarded to the Director (Student Services).

9. More formal and serious complaints of misconduct shall be referred to the Director (Student Services) or designate and must be made in writing. Under normal circumstances, the written report shall be submitted to the Director or designate within 10 working days of discovery of the incident.

10. A written complaint must include the following: the name of the student or description of the student committing the misconduct; specific nature of the misconduct (i.e. exact language used, clear details of behaviour exhibited, the time, date and location of the incident); identification of witnesses.

11. The Director (Student Services) or designate is responsible to investigate complaints that are governed by this policy.

12. Where appropriate the Director (Student Services) may also refer complaints to internal or external resources or agencies.

13. Complaints that are governed by other OC policies will be forwarded to the person responsible for addressing complaints under that specific policy.

**Informal Process**

14. The Director (Student Services) or designate will review the complaint to determine if it can be resolved informally. Wherever possible, an appropriate resolution will be sought on an informal basis, which may include the use of mediation. If an informal resolution is achieved, the resolution will be final and there shall be no further proceedings. A written record may be retained by the Director (Student Services).

**Formal Process**

15. If the complaint cannot be resolved informally and/or if the Director (Student Services) or designate deems that an investigation is warranted, such investigation shall be conducted by involving the complainant, respondent and witnesses (if any).

16. Upon completion of the investigation, the Director (Student Services) or designate will submit to the Dean in the student's (respondent's) area of study, or other appropriate OC Administrator/Regional Dean, his/her recommendation and the basis for the recommendation. The student will also be given this information. Within 5 working days of receiving this information, the student has the right to make his/her submission to the Dean/Administrator/Regional Dean in response to the recommendation. The Dean/Administrator/Regional Dean will review the recommendation, the basis upon which it

was made and the student's submission (if any). The Dean/Administrator/Regional Dean shall decide if the allegation was proven, determine appropriate discipline and implement the discipline.

17. If the recommendation for discipline is suspension, the President will review the recommendation, the basis upon which it was made and the student's submission (if any) and decide if suspension is the appropriate discipline.

18. Discipline may include, but is not limited to, one or more of the following,

- a. verbal or written warning;
- b. verbal reprimand or written reprimand;
- c. probation;
- d. disciplinary performance contract;
- e. suspension of or imposing conditions on the exercise of an OC privilege;
- f. denial or restrict access to an OC activity, facility or campus;
- g. suspension; and
- h. any other action deemed appropriate in the circumstances.

19. If there is a finding of misconduct through an investigation, a record of any disciplinary action may be retained by the Director (Student Services).

20. Section 37 of the *College and Institute Act* gives the President the power to suspend students. Upon exercise of this power of suspension, the President must immediately report the action to the Board of Governors with a statement of reasons.

21. A student suspended under this policy may appeal to the OC Board of Governors.

22. Offences covered by the *Criminal Code of Canada* may be concurrently dealt with through the RCMP and the courts of law.

23. Academic Misconduct: Any conduct that violates the ethical or legal standards of OC, particularly those related to academic honesty, is a serious offense. Such offenses include, but are not limited to plagiarism and cheating. Instances of plagiarism are governed by the *Plagiarism Policy*. Instances of cheating are governed by the policies and procedures on cheating in the OC Calendar. See OC Calendar for disciplinary procedures for academic misconduct.