

 University College of the North Policies & Procedures Manual	# Pages: 1 of 4	Policy Number: AC-01-27
	Approved by: Learning Council	
Section: ACADEMIC - Students	Effective Date: February 22, 2022	
Title: Student Discipline	Replaces: October 16, 2018	

POLICY STATEMENT

University College of the North (UCN) students are responsible for:

- a) conducting themselves in a manner that is respectful of other students, employees, visitors and the physical property of UCN; and
- b) complying with UCN policy and procedures.

PURPOSE OF POLICY

Students accused of a breach of non-academic responsibilities as defined in Policy AC-01-28 Student Code of Rights and Responsibilities are entitled to be treated fairly and in a manner that ensures due process.

This policy sets out the procedures to be followed when a breach of Policy AC-01-28 occurs.

It is acknowledged that UCN staff may resolve a matter considered to be a breach of Policy AC-01-28 in an informal manner without need for the incident to advance to the disciplinary action stage. These initial instances of corrected behaviour may include removal of a student from the immediate UCN environment (i.e. instructional area, library, etc.) when the environment of other learners is being disturbed or when the actions of a student threaten the health and safety of themselves or others.

PROCEDURES

If a student is alleged to have breached Policy AC-01-28 Student Code of Rights and Responsibilities, an investigation will be undertaken by the appropriate UCN Authority. Depending on the kind of offence, this investigation may include, but is not limited to: interviews of the parties concerned, interviews of any witnesses to the event, tracking of network activity, review of security video, etc.

1. Notice to Student

The UCN Authority will inform the student in writing (with a copy to the Registrar), within three (3) working days of the incident, that:

- a) an investigation is proceeding, the nature of the matter being investigated, and that the student may be subject to disciplinary action;
- b) the student will be given an opportunity to:
 - i) present their side of the story and share any information they believe is relevant; and
 - ii) provide information (i.e. witness testimony, etc.) from others who were present or who have relevant information; and
 - iii) the student shall be given five (5) working days from the date of notification of the incident to provide the information identified in items i) and ii); and
- c) if the student fails to respond to the UCN authority after five (5) working days, the matter will be considered without the student's response.

2. Decisions

- a) If the appropriate UCN Authority finds that a student has breached Policy AC-01-28 Student Code of Rights and Responsibilities, they will be informed in writing of the disciplinary action and the specific terms of the disciplinary action.
- b) a copy of the letter of discipline will be sent to the appropriate Dean, Sponsoring Agency (with waiver), and the Registrar's Office to be retained in the student's file for the length of time specified in Policy AC-03-10 Faculty Student Records.
- c) all forms of disciplinary action can be appealed in accordance with Policy AC-01-06 Academic and Disciplinary Appeals.

3. Types of Disciplinary Action

The following disciplinary actions may be applied in the resolution of all non-academic or academic infractions. Disciplinary actions may progress in the sequence as outlined depending on the severity of the incident. However, serious breaches of conduct will result in immediate suspension. Students may choose to seek resolution using a traditional method such as a Sharing Circle, which would include a UCN Elder.

3.1 Reprimand

A reprimand is an action which officially recognizes a violation of good conduct and advises the student to avoid future infractions.

- 3.1.1 Verbal Reprimand – an initial reprimand may be verbal and may be documented and filed with the Registrar's Office at the discretion of the staff member.
- 3.1.2 Written Reprimand – a written reprimand will be issued for serious misconduct and issued by a staff member with date and circumstances documented and filed

with the Registrar's Office. A written reprimand will follow if the student fails to comply with the directions of the verbal reprimand, and may lead to probation.

3.2 Probation

Probation is an action that allows the student to remain at UCN on the condition that future behaviour is acceptable. The Dean or appropriate UCN staff member will place a student on probation and will inform the student in writing of the terms of the probation. This may be by means of a Performance Agreement (see below) or letter, a copy of which will be filed with the Registrar's Office. A meeting may be held with the student, instructor, counsellor, sponsor, Dean, and/or appropriate staff member in order to discuss the terms of the probation.

A Performance Agreement is an agreement between UCN and the student which specifies certain conditions that are required in order to rectify unacceptable behaviour. The agreement will outline the ongoing expectations of acceptable conduct required for the student to continue their studies. The student will continue to be registered for the duration of the agreement subject to the conditions outlined. If the agreement is broken, further disciplinary action will be taken. The agreement may be for a specific period of time or for the full duration of the individual's program. A copy of the Performance Agreement will be placed in the student's file in the Registrar's Office.

3.3 Suspension

A suspension is an action which excludes the student from a course, practicum, program or UCN for a period of time. The period of suspension may range from a portion of an instructional day to the remainder of the term dependent upon the nature of the student behaviour. The Dean or appropriate UCN staff member, with recommendation and documentation provided by the instructor and/or other UCN staff member, has the authority to sanction a suspension of five (5) days and under. Longer suspensions (normally not to exceed one (1) term) are given under the authority of the Vice-President, Academic & Research, with recommendation and documentation provided by the Dean or appropriate UCN staff member. Removal from a course, practicum, program, or from UCN, will be immediate if the safety of UCN staff, students or others is jeopardized.

3.4 Expulsion

An expulsion is an action which permanently excludes the student from attending UCN. Expulsions will be implemented by the President and Vice-Chancellor with recommendations and documentation provided by the Vice President Academic and Research.

4. Responsibilities

- 4.1 Students have the responsibility to adhere to the Student Code of Rights and Responsibilities (Policy AC-01-28).

- 4.2 Students have the right to appeal any disciplinary action they believe to be unjust in accordance with Academic and Disciplinary Appeals (Policy AC-01-06).

5. Authorities

- 5.1 All staff members have the authority to initiate the student discipline policy and report an incident that breaches UCN policy to the appropriate authority which may include the Dean of the Faculty with which the student is associated.
- 5.2 A Dean has the authority to reprimand a student, implement a probation/performance agreement, or suspend a student. Where a matter may involve expulsion, a Dean is responsible for providing documentation and a recommendation, to the Vice-President, Academic and Research.
- 5.3 The Vice-President, Academic and Research has the authority to suspend a student based on the recommendations and documentation provided by a Dean.
- 5.4 The President and Vice-Chancellor has the authority to expel a student based on the recommendations and documentation provided by the Vice-President, Academic and Research.

Related Policies:

AC-01-06 Academic and Disciplinary Appeals

AC-01-28 Student Code of Rights and Responsibilities

HR-05-14 Respectful Workplace