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| Policy Title:   | Student Rights and Responsibilities |                                   |
| Policy No:      | 9014                                | Approval date: September 21, 2011 |
| Approval Body:  | Academic Council                    |                                   |
| Effective Date: | September 21, 2011                  | Review date: September 2012       |

## Policy Statement

UCW is committed to developing a sense of community dedicated to a working and learning environment of the highest quality. The environment is characterized by mutual respect, consideration, social and moral development of its members, and is free from harassment, discrimination based on prejudice, and any form of physical violence.

## Purpose

University Canada West is committed to providing a working and learning environment in which all students, staff, and faculty are treated with respect and dignity. All individuals in the University community have the right to work or learn without discrimination or harassment because of race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, age, sexual orientation, political beliefs, or criminal or summary conviction offense unrelated to their student or employment status. In a university environment, the respect and dignity of persons is always balanced with the need for expression of ideas and academic freedom.

Students are responsible for adhering to these *Rights and Responsibilities* as the foundation of their relationship with peers, faculty, staff, and the UCW community in general. As well as demanding adherence to the overall requirements of the laws of British Columbia and Canada, students are accountable for, but not limited to:

- The exercise of self-discipline, accountability and judgment in daily interpersonal relationships as well as academic activities;
- Acceptance of personal responsibility for continued academic and professional competency and learning;
- Acceptance that one's professional abilities, personal integrity, and treatment of others as measures of mature, civil conduct reflect on UCW itself; and
- Personal accountability for any conduct which is not in keeping with reasonable university standards.

## Scope

### Student Misconduct

Students are responsible for their own behaviours while on campus and while participating in any university-related activities, such as meetings and business placements.

All students are responsible for understanding and adhering to UCW policies.

Students assume an obligation to conduct themselves at all times as responsible members of the university community, to respect personal property and the rights of others, and to support the educational mission of UCW. The University insists that students demonstrate academic and professional integrity in addition to academic excellence. The University expects all parties to resolve conduct issues using informal means before escalating to formal measures.

Behaviour which does not respect the rights and dignity of others may be considered student misconduct and is subject to the rules governing student misconduct. The following are illustrative, not comprehensive, examples of student misconduct:

- Intentionally or recklessly creating situations which endanger or threaten the health, safety or well-being of one's self or another individual;
- Physical or verbal abuse or another person and/or uttering threats;

- Harming, injuring or threatening any person on campus or in attendance at University classes, activities or functions;
- Harassment or discrimination based on prejudice of any person at the University;
- Committing unlawful acts during activities organized or sponsored by the University and the University community;
- Impeding or disrupting teaching, research, administration, disciplinary proceedings, public service functions, or other authorized University functions;
- Possessing and/or selling illegal drugs, alcohol or narcotics on campus;
- Misappropriating, converting, destroying, permanently defacing or otherwise damaging University property, resources or the property of others;
- Bribing, making offers of bribery, or making offers of recompense or reward to students, staff or faculty;
- Forging, falsifying, misusing or altering any University document or record in paper or electronic form;
- Failing to comply with reasonable directions of University officials or security officers acting in performance of their duties on campus or affecting conduct on campus; or
- Any other conduct which is not in keeping with reasonable University standards.

Any staff or faculty member who witnesses non-academic misconduct may recommend to the Dean or Program Chair that sanctions be imposed.

Escalation of the issue must proceed as follows:

1. The observer of the inappropriate behaviour(s) shall provide a verbal warning;
2. The Dean or Program Chair shall provide a written warning, including notice that further disciplinary action shall be taken if the behaviours continue; then
3. The Vice President, Academic and Student Services shall determine further sanctions or actions.

If a student exhibits behaviours that violate standards of safety or otherwise impinge on other's rights, the University will advise the student to cease and desist. The warning or sanction will be proportionate to the seriousness of the behaviours. Sanctions may consist of, but are not limited to:

- Verbal warning,
- Written warning,
- Requirement for a formal apology,
- Temporary suspension from class or the University,
- Exclusion from class,
- Exclusion from exam, or
- Expulsion from the University.

A student may be reported to the Dean, to the Vice President Academic and Student Services, or to the President for disciplinary action and may be suspended for a breach of University regulations or policy, a breach of a provision in the University Calendar, or a violation of provincial or federal law.

A student can only be expelled from the University by the President in consultation with Academic Council.

If a student is observed violating provincial or federal law, they shall be reported to the appropriate authorities.

Any formal sanction imposed must be in written form, with a copy sent to the Registrar for the student's official record. The discipline imposed may range from, but is not limited to providing a written and/or oral apology for the inappropriate behaviours up to and including expulsion from the University.

The student is not eligible to withdraw from a course or from the University during disciplinary proceedings.

The student must be advised of their right of appeal at all stages of the process.

If a student is suspended from the University, the Registrar's Office enters the suspension on the transcript for the period of the sanction. At the conclusion of the suspension, the entry is expunged. If a student is expelled from the University, the Registrar's Office enters the expulsion on the transcript where it remains permanently.

## Definitions

These definitions apply to terms as they are used in this policy.

| Word/Term  | Definition   |
|------------|--|
| Expulsion  | The permanent revocation of a student's permission to attend the University, its courses or programs   |
| Misconduct | Any act or behaviour through which the student contravenes their rights and responsibilities as a member of the University community   |
| Sanction   | A penalty or consequence imposed as a result of misconduct   |
| Suspension | Temporary curtailment of a student's access to services and course registration within the University. Must have a start and end date specified, with conditions clearly articulated |

## Related legislation

British Columbia Human Rights Code

[http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/00\\_96210\\_01](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96210_01)

Criminal Code of Canada <http://www.efc.ca/pages/law/cc/cc.html>

## Related policies

| Policy Number | Policy Title                     |
|---------------|----------------------------------|
| 5006          | Academic Appeals                 |
| 9011          | Appeals for Non-Academic Conduct |

## Responsibility

Students are responsible for familiarizing themselves with UCW policies and expectations regarding conduct, and the Student Rights and Responsibilities, and for seeking clarification how cultural differences may be addressed.

Students are responsible for their own behaviours while on campus and while participating in any university-related activities, such as meetings and work placements. Students who have had sanctions imposed as a result of alleged non-academic misconduct and who are dissatisfied with the decisions must follow the processes for review and, if necessary, appeal.

All staff and faculty are responsible for identifying inappropriate behaviours to the student when it occurs. They are also responsible for documenting and reporting the details to the Dean or Program Chair.

The Dean or Program Chair is responsible for ensuring copies of all written documentation are provided to the Registrar's Office for retention.

The Registrar's Office is responsible for recording suspensions and expulsions on the student record.

## PROCEDURES

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|                 |                                     |                                   |
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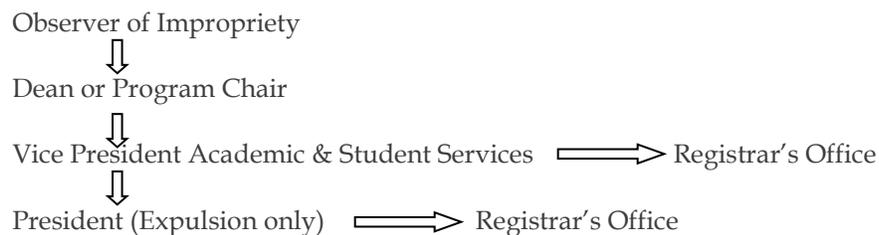
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Any staff or faculty who witness inappropriate behaviours shall provide the student with a verbal warning as soon as possible. In addition, they must provide the Dean or Program Chair with documentation on the incident.

If a resolution is not reached through a verbal warning, the Dean or Program Chair is advised to provide a written warning.

When a sanction is imposed, the student is advised of their right of appeal under the appropriate policy and the appropriate next level of appeal (if any).

The routing to seek resolution is as follows:



Any staff who imposes a sanction sends a written copy of the documentation to the Registrar's Office for retention.

The Registrar's Office records only suspension and expulsion on the transcript. For suspensions, the Registrar's Office expunges the entry at the time of expiry. For expulsions, the transcript entry remains permanently.