



## POLICY AND PROCEDURE STATEMENT

<b>SUBJECT:</b>  Student Conduct	<b>CATEGORY:</b>  Student Services	<b>NO.</b>  1211
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### PREAMBLE

Saskatchewan Polytechnic strives to provide a positive and safe learning environment that supports students in achieving academic success as well as personal and professional development. Saskatchewan Polytechnic expects all members of its community to act toward each other in a manner that encourages high standards of personal and professional conduct, academic integrity and personal accountability. Disregard for these values is viewed as jeopardizing the effectiveness of the learning environment and Saskatchewan Polytechnic will take action to restore or protect the learning environment. This action may include disciplinary measures.

The purpose of this policy is to describe academic misconduct and non-academic misconduct and outline procedures to be taken in the event of a conduct breach.

### POLICY

Saskatchewan Polytechnic students are responsible for conducting themselves in a manner that maintains a respectful, safe, healthy and educationally conducive environment. Saskatchewan Polytechnic expects academic integrity in all student intellectual endeavours.

*The Saskatchewan Polytechnic Act, S-16 (d)*, allows Saskatchewan Polytechnic to provide for the discipline of its students in order to maintain safe, orderly and educationally appropriate delivery of programs and services. Any student who is found to have engaged in academic or non-academic misconduct may be subject to disciplinary action including reprimand, probation, suspension, expulsion or criminal prosecution.

When making disciplinary decisions Saskatchewan Polytechnic will follow standards of procedural fairness and will allow for due process consistent with the principles of natural justice. Students have the right to be fully informed of any allegations against them, the right to respond to those allegations and the right to appeal disciplinary rulings, on appropriate grounds, to an impartial body.

For the purposes of this policy, academic and non-academic misconduct in the learning environment includes, but is not limited to, misconduct that occurs:

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- At any campus or facility operated by Saskatchewan Polytechnic including any student housing facilities;
- In the course of Saskatchewan Polytechnic learning activities within or outside of Saskatchewan Polytechnic facilities including clinical, practicum, work experience or cooperative placements;
- At Saskatchewan Polytechnic functions and events including extra-curricular activities;
- At learning-related conferences or training sessions; and
- Through the use of telephone, fax, internet, e-mail or social media.

## **PROCEDURES**

### **1.0 Student Rights and Responsibilities**

Students have a right to:

- An educational environment that is conducive to student success;
- Clear and unambiguous communication of academic and non-academic conduct standards;
- Consistently and equitably applied academic and non-academic conduct standards;
- Be presumed not to have committed a breach of academic or non-academic conduct until decision-makers have established, on the balance of probabilities, that misconduct has occurred;
- Clear and unambiguous communication of consequences for an alleged breach of academic or non-academic conduct; and
- Appeal disciplinary rulings related to academic or non-academic misconduct, on appropriate grounds, to an impartial body within a reasonable timeframe, in accordance with Saskatchewan Polytechnic's Student Appeal Policy 1210.

Students are responsible for:

- Conducting themselves in a manner that maintains a respectful, safe, healthy and educationally conducive environment;
- Upholding the values of and protecting the standards attached to academic integrity in all student intellectual endeavours;
- Being aware of standards for both academic and non-academic conduct; and
- Familiarizing themselves with this policy and governing their behaviour in accordance with this policy.

### **2.0 Academic Misconduct**

Academic integrity helps to create a productive, fair and honest learning environment and it lends credibility that the accumulation of knowledge within Saskatchewan Polytechnic's learning environment is valid and of high quality. Saskatchewan Polytechnic promotes the following fundamental values essential to achieving a culture of academic integrity: honesty, trust, fairness, responsibility and respect.

Academic misconduct is defined as conduct that undermines academic integrity by using illegitimate or dishonest means in an attempt to achieve academic success. Academic misconduct includes, but is not limited to, the following:

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- *Plagiarism*: representing the words, ideas, work or images of another as one's own.
- *Cheating*: possessing unauthorized materials in examinations including unauthorized aids and electronic devices; misrepresenting one person as another for an exam, assignment or practical experience; substantial and unauthorized editorial or compositional assistance; resubmitting material that has already been graded for credit; providing false or fabricated claims, data or references; altering marks or original content on returned exams and assignments.
- *Participation in an Academic Offence*: knowingly helping or encouraging other students to commit academic misconduct; inappropriate collaboration.
- *Misuse of Confidential Materials*: procuring, distributing or receiving confidential academic materials such as pending examinations or assignments.
- *Misrepresentation*: misrepresentation of facts for the purpose of obtaining unfair academic advantage including false statements related to course assignments and examinations, and submission of forged transcripts or false statements during the admission, registration, transfer credit or PLAR process.
- *Bribery*: offering or receiving money or other benefits in exchange for an academic advantage.

## 2.1 Preventing Academic Misconduct

Academic integrity education and clear, fair and universally applied policies are integral parts of an integrated approach to minimizing academic misconduct. Faculty will build academic integrity education into their classroom activities and ensure program expectations are clear and explicit. The following tips are helpful for promoting academic integrity:

- Discuss the concept of academic integrity with students and make sure they are familiar with the Student Conduct Policy.
- Discuss plagiarism with students and give clear guidelines for format expectations including bibliographies and citations.
- Design assignments that make plagiarism more difficult such as in-class writing assignments; staged term papers that include outline, bibliography, rough draft and final draft; or critiques of other assignments.
- Be explicit about how much, if any, collaboration is allowed in group projects and how it should be acknowledged.
- Ensure examinations are supervised and student seating is separated as much as possible. Invigilators must have clear visibility of computer screens for online examinations.
- Be aware of technologies that could allow cheating such as programmable calculators, cell phones and other electronic devices and have students leave these and all other questionable materials at a designated spot in the room.
- Formulate examination questions where students are required to apply knowledge rather than memorize and reproduce answers.
- Ensure examinations are changed every year.
- Be explicit about possible consequences for academic misconduct.
- Let students know that plagiarism-detection software may be utilized for the detection of plagiarism.

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## 2.2 Procedures for Investigating and Reporting Academic Misconduct

- In the event of a suspected case of academic misconduct during an examination, the instructor or examination invigilator has the authority to confiscate suspected materials. Details of the alleged academic misconduct will be documented.
- Allegations of academic misconduct must be brought to the attention of the student by the instructor. Instructors are also required to inform their program head of the situation.
- The instructor and/or program head must make an appointment to speak to the student directly about the alleged academic misconduct. The student's confidentiality must be preserved and the reason for the meeting should be made clear. A reasonable meeting date should be set, preferably within five academic days of discovery of the incident. If several students were involved in the same offence, they should be met with individually.
- The student may bring a student association representative or classmate as a support person to the meeting. Students may access a Saskatchewan Polytechnic counsellor as a source of information and clarification about the policy and the process.
- Evidence supporting allegations must be presented to the student and will be discussed directly and respectfully. The student will be given an opportunity to fully respond to the allegations.
- If academic misconduct is still suspected, the instructor must inform the program head prior to any discipline being undertaken.
- Consequences will follow the principles of progressive discipline and should be fairly and consistently applied across Saskatchewan Polytechnic programs.
- Consequences will be communicated to the student in writing and official documentation placed in the student's official file in registration services.
- Academic misconduct consequences may be appealed under Saskatchewan Polytechnic's Student Appeal Policy 1210.

## 2.3 Disciplinary Consequences for Academic Misconduct

Disciplinary action will be progressive in nature and consistently applied across programs and students. Discipline is intended to be corrective and it will reflect the severity and nature of the academic misconduct, the student's intent to deceive, and a reasonable standard of opportunity for the student to be informed about academic integrity expectations. The following disciplinary consequences may be imposed on a student who is found to have engaged in conduct prohibited by this policy.

- **Grade Reduction or Loss of Course Credit**

A grade reduction is the lowering of a grade or the assignment of a grade of zero (0%) in an assignment, examination or work for a student who has engaged in academic misconduct. Loss of course credit is the assignment of a grade of zero (0%) for a course in which a student is registered. An instructor may recommend and a program head may authorize a grade reduction or loss of course credit. If this sanction is applied, the student will also be issued a written reprimand or placed on probation.

- **Academic Misconduct Reprimand**

A reprimand is a written notice that advises a student that he or she has violated the student conduct policy. The reprimand will specify the prohibited academic misconduct and advise

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the student that future violations will result in further disciplinary action. A program head is authorized to issue an academic misconduct reprimand. A copy of the reprimand will be provided to the student and a copy placed in the student's program file. A reprimand is not placed in the official student file in registration services or recorded on the official student transcript.

- **Academic Misconduct Probation**

Probation allows a student to remain in a program under conditions or restrictions imposed through a written probation order. The probation letter will specify the prohibited academic misconduct in which the student has engaged, advise the student to refrain from engaging in the prohibited conduct in the future and inform the student that future violations will result in further disciplinary action. Generally a student will remain on probation for the duration of their program. A student on probation is subject to suspension or expulsion if he or she engages in any further prohibited conduct. A copy of the probation order will be given to the student and a copy placed in the student's official file in registration services. Probation is noted on the student transcript. A program head, associate dean or dean is authorized to place a student on academic misconduct probation.

- **Academic Misconduct Suspension**

Suspension is an action which removes and/or excludes a student from services, activities, a course or courses, practicum, work experience or cooperative placements, programs, campuses or Saskatchewan Polytechnic training facilities for a specified period of time. A program head, with dean or associate dean approval, is authorized to suspend a student from a course or program up to, but not longer than one academic year. A dean is authorized to suspend a student from a program for a period of more than one academic year. A written copy of the suspension will be given to the student and a copy placed in the student's official file in registration services. Suspension is noted on the student transcript. Applications for re-admission from students who have been suspended will be subject to normal application procedures. Students re-admitted after academic misconduct suspension will return to Saskatchewan Polytechnic on probation.

- **Academic Misconduct Expulsion**

Expulsion is an action that immediately terminates a student's contractual relationship with Saskatchewan Polytechnic and expels the student from all Saskatchewan Polytechnic programs, courses and activities. Students expelled from Saskatchewan Polytechnic will receive failing grades for all courses in which the student is registered and no fees will be refunded. A copy of the expulsion order will be sent to the student and also placed in the student's official file in registration services. Expulsion is noted on the student transcript. A student who is expelled from Saskatchewan Polytechnic will normally not be considered for re-admission to any Saskatchewan Polytechnic program or course. Expulsion is recommended by the dean and authorized by the senior vice-president academic.

- **Forfeiture of Award or Credential**

Saskatchewan Polytechnic may request the return of an award or credential that was acquired through dishonest or inappropriate means. The terms and conditions of this measure will be provided to the student in writing by the senior vice-president academic.

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## 2.4 Progressive Discipline Model

The following progressive disciplinary model is provided as a guideline for responding to cases of academic misconduct. Irrespective of this model, disciplinary action will match the severity of the violation.

- A minor first case of academic misconduct will result in the reduction of marks or the assignment of a zero (0%) in the assignment, examination or work in which the dishonesty has occurred. When a grade reduction is imposed, the program head will also issue a written reprimand. (Examples of minor academic misconduct might include but are not limited to: some citations missed in an essay, a false statement related to missing an examination, collaborating on an assignment when individual work was to be submitted.)
- A first major instance of academic misconduct will result in a zero (0%) for the assignment, examination or work in which the dishonesty has occurred or a zero (0%) in the course. The program head will place the student on probation for the remainder of his/her academic program. (Examples of major academic misconduct might include but are not limited to: cheating on an examination, plagiarizing an essay, misuse of confidential materials such as procuring and distributing examination questions prior to an exam.)
- A second instance of academic misconduct will result in suspension from the program and a mark of zero (0%) for all courses and work in progress. The suspension will be placed on the student's transcript. The length of the suspension will depend upon the severity of the offense but would generally be for a period of two years.
- Students returning to Saskatchewan Polytechnic after an academic misconduct suspension who engage in further academic misconduct will be subject to expulsion from Saskatchewan Polytechnic.
- Submission of false documents, statements or transcripts in support of admission/registration activities will result in the immediate rejection of the application or immediate suspension if the student has already started their program. The student or applicant will not normally be considered for re-application to a Saskatchewan Polytechnic program or course for a period of two years.

To assist in the consistent application of academic misconduct discipline, it is required that the program head consult with the dean, associate dean or the associate vice-president student affairs prior to disciplinary action being undertaken.

Academic misconduct consequences may be appealed under Saskatchewan Polytechnic's Student Appeal Policy 1210.

## 3.0 Non-Academic Misconduct

Non-academic misconduct includes inappropriate, disrespectful, unsafe or unlawful conduct as well as the misuse or damage of Saskatchewan Polytechnic property or resources.

- Inappropriate, disrespectful, unsafe or unlawful conduct is any behaviour that negatively interferes with another student's or staff member's ability to enjoy a positive, productive and safe learning environment including any behaviours which are prohibited by Saskatchewan Polytechnic's Harassment Policy 601-G and Saskatchewan Polytechnic's Violence Policy 604. Such behaviour includes but is not limited to:

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- Subjecting any person to indignity, injury or degradation including sabotage, rumour-mongering, bullying and shunning;
  - Abusive, vulgar or violent language or gestures;
  - Display or distribution of vulgar, obscene, abusive, illegal, pornographic, discriminatory or malicious materials;
  - Disturbing, disrupting, interfering or leading others to disturb, disrupt or otherwise interfere with the authorized and legitimate education activities of fellow students, staff or Saskatchewan Polytechnic business operations;
  - Possession of alcoholic beverages, illegal drugs and/or other intoxicants on Saskatchewan Polytechnic facilities;
  - Attendance at any training, educational, laboratory, practicum, work experience or cooperative placements while under the influence of drugs, alcohol or similar substances;
  - Neglect of safety and health procedures and practices or the creation of safety or health hazards;
  - Knowingly or unknowingly violating Saskatchewan Polytechnic policies;
  - Inappropriately utilizing Saskatchewan Polytechnic information technology resources for other than bona fide educational purposes;
  - Use of recording devices without appropriate permission;
  - Failure to follow lawful instructions of a Saskatchewan Polytechnic official;
  - Failure to provide identification to a Saskatchewan Polytechnic official when requested; and
  - Failure to pay a financial obligation owing to Saskatchewan Polytechnic or a students' association.
  
- Misuse of or damage to Saskatchewan Polytechnic property or resources is any willful act or negligence that results in damage or loss to Saskatchewan Polytechnic facilities or compromises the security of Saskatchewan Polytechnic facilities, records, computer data or programs or other Saskatchewan Polytechnic resources. It includes the deliberate act of omission by a student that causes or is intended to cause damage to Saskatchewan Polytechnic property or resources and any conduct which is prohibited by Saskatchewan Polytechnic's Violence Policy 604. Such behaviour includes but is not limited to:
  - Theft, unauthorized use, removal of, tampering or damage to property belonging to Saskatchewan Polytechnic or a member of the Saskatchewan Polytechnic community;
  - Willful damage to facilities under the control of Saskatchewan Polytechnic, the Saskatchewan Property Management Corporation or a students' association;
  - Use, possession or storage of any weapon—or an instrument or device that a reasonable person would believe is a weapon—dangerous chemical, fireworks or other explosive;
  - Use of Saskatchewan Polytechnic computing resources to access, create, view, listen to, store or transmit material that is harassing, discriminatory, violent, obscene, abusive, illegal, pornographic or that otherwise violates the law, Saskatchewan Polytechnic policies or Saskatchewan Polytechnic community standards; and
  - Vandalizing or inappropriately utilizing Saskatchewan Polytechnic's facilities and grounds in contravention of Saskatchewan Polytechnic's Use of Saskatchewan Polytechnic Facilities and Grounds Policy 304.
  
- Criminal behaviour is any behaviour prohibited by the Criminal Code of Canada which occurs in Saskatchewan Polytechnic facilities or which occurs outside of Saskatchewan Polytechnic

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facilities and independent of Saskatchewan Polytechnic but which materially affects Saskatchewan Polytechnic's pursuit of its educational or training purposes. Such behaviour includes:

- Violating any provincial or federal statute, including the Criminal Code of Canada.

Criminal behavior will be referred to appropriate authorities. If Saskatchewan Polytechnic determines that student conduct is prejudicial to its operation, prestige, student progress, student safety or the learning environment, preventative and/or disciplinary action will also be taken. It should be noted that when a student violates these standards or those of the greater community/society, Saskatchewan Polytechnic may enforce its own rules, regulations, policies and procedures regardless of any civil or criminal proceedings. Students who violate laws off campus may be subject to action from Saskatchewan Polytechnic when such instances of misconduct materially affects Saskatchewan Polytechnic's pursuit of its educational and training purposes.

### 3.1 Procedures for Addressing Non-Academic Misconduct

In order to maintain an educationally conducive environment, it is necessary to bring unacceptable behaviour to a student's attention and request that such behaviour cease or change. The general principal when addressing non-academic misconduct is that the nature of the unacceptable behaviour should be brought to the student's attention along with the corrective action that should take place. In the majority of cases informal notification and explanation is sufficient to address behaviours.

If behaviour is persistent, reckless, endangering or of an extreme nature, additional and more formal steps must be taken to make sure a respectful, safe and educationally conducive environment is maintained. Formal steps include:

- Allegations of non-academic misconduct must be brought to the attention of the student by the appropriate faculty or staff member.
- The appropriate faculty or staff member will arrange to speak to the student in person. The student's confidentiality must be preserved and the reason for the meeting should be made clear. A reasonable meeting date should be set, preferably within five academic days of the incident. Severe misconduct may require immediate action. If several students were involved in the same offence they should be met with individually.
- The student may bring a student association representative or classmate as a support person to the meeting. Students may access a Saskatchewan Polytechnic counsellor as a source of information and clarification about the policy and the process.
- Evidence supporting the allegations will be discussed directly and respectfully with the student. The student will be given an opportunity to fully respond to the allegations.
- If non-academic misconduct is still suspected, the faculty or staff member must inform their supervisor and the student's program head before discipline is undertaken.
- Consequences will follow the principles of progressive discipline and should be fairly and consistently applied across Saskatchewan Polytechnic programs.
- Consequences will be communicated to the student in writing and official documentation placed in the student's official file in registration services.

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- Non-academic misconduct consequences may be appealed under Saskatchewan Polytechnic's Student Appeal Policy 1210. Students must be informed of this right in writing.

### 3.2 Disciplinary Consequences for Non-Academic Misconduct

Disciplinary action will be progressive in nature and consistently applied across programs and students. Discipline is intended to be corrective and to reflect the severity and nature of the non-academic misconduct. Depending upon the severity, frequency and nature of the non-academic misconduct, faculty can use their discretion to impose disciplinary consequences on a student who is found to have engaged in conduct prohibited by this policy.

- **Non-Academic Misconduct Behavioural Contract**

A behavioural contract is a written agreement between a student and a faculty or staff member. It specifies conditions which must be met and adhered to by the student in order to continue in, or return to class, practicum, cooperative or work experience placement, or participation in a Saskatchewan Polytechnic-related function including extra-curricular activities. An instructor, program head, associate dean, dean or campus director is authorized to create and administer a behavioural contract with a student. A copy of the contract will be provided to the student and a copy placed in the student's program file.

- **Temporary Suspension**

A temporary suspension is a suspension of a student from a class, activity or facility for a period not to exceed 48 hours. A temporary suspension shall be reported immediately to the student's program head by the staff member who imposes the suspension. An instructor, program head, associate dean, or dean is authorized to impose a temporary suspension from classroom or other related educational activities. A campus director may also temporarily suspend a student. The reasons for the suspension will be immediately verbally communicated to the student and will be followed up in writing. A copy will be placed in the student's program file.

- **Non-Academic Misconduct Reprimand**

A reprimand is a written notice that advises a student that he or she has violated the student conduct policy. The reprimand will specify the prohibited non-academic misconduct and advise the student that future violations will result in further disciplinary action. A program head, associate dean, dean or campus director is authorized to issue a reprimand. A copy of the reprimand will be provided to the student and a copy will be placed in the student's program file.

- **Non-Academic Misconduct Probation**

Probation allows a student to remain in a program under conditions or restrictions imposed through a written probation order. The probation letter will specify the prohibited non-academic misconduct in which the student has engaged, advise the student to refrain from engaging in the prohibited conduct in the future and inform the student that future violations will result in further disciplinary action. Generally a student will remain on probation for the duration of their program. A student on non-academic misconduct probation is subject to suspension or expulsion if he or she engages in any further prohibited conduct. A copy of the probation order will be given to the student and a copy placed in the student's official file

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in registration services. Probation is noted on the student transcript. A program head, associate dean, dean or campus director is authorized to place a student on non-academic misconduct probation.

- **Non-Academic Misconduct Suspension**

Suspension is an action which removes and/or excludes a student from services, activities, a course or courses, practicum, work experience or cooperative placements, programs, campuses or Saskatchewan Polytechnic training facilities for a specified period of time. A program head, dean or campus director is authorized to suspend a student from a course or program up to, but not longer than, one academic year. A dean or campus director is authorized to suspend a student from a program for a period of more than one academic year. A written copy of the suspension will be given to the student and a copy placed in the student's official file in registration services. Suspension is noted on the student transcript. Applications for re-admission from students who have been suspended will be subject to normal application procedures. Students will return to Saskatchewan Polytechnic on probation.

- **Restitution**

A restitution order requires a student to compensate Saskatchewan Polytechnic, a member of the Saskatchewan Polytechnic community or any other party affected for loss or damage to property which results from engaging in prohibited conduct. A copy of the restitution order will be placed in the student's official file in registration services. A non-academic misconduct hold will be placed on the student's record until such time as satisfactory evidence that the order has been complied with has been made. A program head, associate dean, dean or campus director is authorized to impose a restitution order.

- **Non-Academic Misconduct Expulsion**

Expulsion is an action that immediately terminates a student's contractual relationship with Saskatchewan Polytechnic and expels the student from all Saskatchewan Polytechnic programs, courses and activities. Students expelled from Saskatchewan Polytechnic will receive failing grades for all courses in which the student is registered and no fees will be refunded. A copy of the expulsion order will be sent to the student and also placed on the student's official file in registration services. Expulsion is noted on the student transcript. A student who is expelled from Saskatchewan Polytechnic will normally not be considered for re-admission to any Saskatchewan Polytechnic program or course. Expulsions would be recommended by the senior vice president academic, dean or campus director and authorized by the president.

### 3.3 Progressive Discipline Model

The following progressive disciplinary model is provided as a guideline for responding to cases of non-academic misconduct. Irrespective of this model, disciplinary action will match the severity of the violation.

Minor cases of non-academic misconduct

- A relatively minor first instance of non-academic misconduct will result in a behaviour contract and/or a reprimand.

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- Repetition of similar minor violations after a behavioural contract or reprimand has been issued will result in non-academic probation.
- Repetition of similar minor violations after non-academic probation has been violated will result in non-academic misconduct suspension.

Examples of minor cases include, but are not limited to, disrupting classroom activities, rumour-mongering, leading others to disturb and use of vulgar language or gestures.

#### More serious non-academic misconduct

- A more significant first case of non-academic misconduct will generally result in a minimum consequence of probation.
- A second instance of similar non-academic misconduct will result in suspension from the program.
- Behaviour that endangers the safety of others or is extreme or criminal in nature will generally result in immediate suspension from the program.
- Expulsion from Saskatchewan Polytechnic is an extreme consequence and would be used in only the most severe non-academic misconduct cases.

Examples of more serious non-academic misconduct include, but are not limited to: attending training while under the influence, possession of illegal substances on Saskatchewan Polytechnic premises, willful damage to equipment or facilities, misuse of Saskatchewan Polytechnic computing resources and any activity that is deemed harassing or violent in nature.

To assist with the consistent application of non-academic misconduct discipline, it is strongly recommended that the dean, associate dean or the associate vice-president student affairs be consulted prior to disciplinary action being undertaken.

Non-Academic misconduct consequences may be appealed under Saskatchewan Polytechnic's Student Appeal Policy 1210.

### **3.4 Related Policies**

When considering issues related to student conduct, the following policies must be considered in conjunction:

- 1101 Applied Research Integrity
- 1204 Confidentiality of Personal Information and Records of Applicants and Students
- 506-G Policy Development and Administration
- 601-G Harassment
- 806-G Information Technology Security
- 303 Use of Saskatchewan Polytechnic Equipment and Resources
- 304 Use of Saskatchewan Polytechnic Facilities and Grounds
- 604 Violence
- 804 Electronic Communication Services
- 801 Appropriate Use of Information Technology Resource

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