



## Procedures

Policy Name	<b>Student Code of Conduct (Non-Academic)</b>		
Policy #	<b>1211b</b>	Category	<b>Student Services</b>
Policy Sponsor	<b>Associate Vice President, Student Services</b>	Previous Revision Date	<b>September 10, 2018</b>
Policy Approved by	<b>President &amp; CEO</b>	Revision Date	<b>January 10, 2019</b>
Procedures Approved by	<b>Provost &amp; Vice President, Academic</b>	Review Date	<b>See Policy Review Date or As Required</b>

See the related [POLICY](#).

### 1.0 PURPOSE

Saskatchewan Polytechnic is responsible for providing a learning environment that supports student success and the safety and well-being of all community members. The Student Conduct Code (Non-academic) (henceforth referenced as the “Code”) defines the responsibilities of Saskatchewan Polytechnic students to act in a manner that respects civil and criminal law as well as the rights, safety, and well-being of others. This Code provides a framework for addressing cases where students fail to act in this manner, and where informal resolution is not possible.

### 2.0 APPLICATION

- In this Code, a “student” is any person registered in a program or course offered at Saskatchewan Polytechnic or any person who was a student at the time the alleged violation occurred. In this Code, an applicant to Saskatchewan Polytechnic is also considered a student. **Note:** *regional college students are subject to their respective non-academic codes and policies, and are therefore not subject to this Code.*
- This Code applies to non-academic student conduct. Academic student conduct is not in the scope of this Code.
- This Code applies to all non-academic student conduct, on or off Saskatchewan Polytechnic campuses, including by phone, fax or on digital media, that has the potential to adversely affect the Saskatchewan Polytechnic community or the pursuit of Saskatchewan Polytechnic objectives. Campus refers to the physical grounds of any of Saskatchewan Polytechnic’s campuses or academic sites. Off-campus settings include, but are not limited to: work experience related activities (e.g. cooperative placements), co-curricular activities (e.g. field trips), extra-curricular activities (e.g. events), and study abroad.
- In conjunction with the Appropriate Use of Information Technology Services Policy (#801), the use of technology, including personal communications and online profiles (e.g. social media), to engage in behaviour intended or with the potential to do harm to a community member or the community in general will be treated as having equal impact and intent as other means of communication and is also within the scope of this Code.
- Interim measures may be imposed by those acting within the scope of their position (per section 3.0) if student conduct is deemed to pose an immediate, ongoing or possible risk of harm to self or a Saskatchewan Polytechnic community member. Interim measures can include a temporary ban from campus property, temporary suspension from courses, and/or other restrictions necessary to protect the safety and well-being

of community members until an investigation has been completed. Every reasonable effort will be made to notify the student of the steps being considered and obtain input from the student before imposing an interim measure. The student will be notified in writing of any interim measure.

- If student conduct violates more than one policy, those acting within the scope of their position (per section 3.0) will determine which framework and process are most applicable and if multiple processes apply. Any conflict in procedures will be resolved between those responsible for the respective policies. Please refer to section 9.0 for a list of related policies/documents.
- This Code is separate from any criminal or civil proceedings the student may be facing in connection with a case of misconduct. Saskatchewan Polytechnic may address violations of this Code prior to, concurrently with, or after criminal arrest or civil/criminal proceedings at the discretion of those acting within the scope of their position (per section 3.0). The outcome of a criminal or civil proceeding does not determine the outcome of the application of this Code.
- Saskatchewan Polytechnic officials may refer any suspected violation of this Code to the police or other outside authorities as they deem necessary.

## 3.0 RIGHTS & RESPONSIBILITIES

### 3.1 Rights & Responsibilities of the Saskatchewan Polytechnic Community

Saskatchewan Polytechnic students are responsible for respecting the rights, safety, and well-being of the Saskatchewan Polytechnic community: for being aware of the policies, codes and laws applicable to conduct; and, seeking any required clarification. A lack of awareness, alcohol or substance use will not excuse misconduct.

- Saskatchewan Polytechnic community members are expected to pursue an informal resolution, where possible, before initiating a formal process.
- Saskatchewan Polytechnic community members have the right to make a complaint against a student who violates this Code without fear of reprisal. Community members are expected to report student conduct that may pose a risk of harm to self or others, or is a possible violation of this Code.
- Students have the right to **procedural fairness** in the application of this Code. Procedural fairness includes the right to a fair process (i.e. being made aware of the complaint and having the opportunity to be heard), the right to an unbiased decision, and the right to reasons for the decision. The right to an appeal is outlined in Section 7.0. The student also has the right to have a support person present at any stage of the process.

#### 3.1.1 Academic Schools

Academic School representatives (instructors, program heads, academic chairs, associate deans, and/or deans) will address non-academic student misconduct that occurs in the classroom and/or other associated learning environments as follows: 1) when the misconduct can be resolved through informal processes; 2) Level 1 violations that require a formal process. Violations which require a formal process and fall under Level 2, 3, and 4 will be referred to the Student Relations Office to be addressed. Any behaviour that poses a risk to the safety or well-being of any person should be referred to Health, Safety & Security immediately.

#### 3.1.2 Student Relations Office

The Student Relations Office promotes the rights, well-being and safety of students and the whole Saskatchewan Polytechnic community. The Office is responsible for investigating and making decisions on possible violations of this Code where informal resolution is not possible or not successful, for Level 2, 3, and 4 violations, or for Level 1

violations referred to the Office. The Office also offers information and guidance on this Code and related processes to any members of the Saskatchewan Polytechnic community.

### 3.1.3 Office of Health, Safety and Security

The Health, Safety and Security team supports the safety and well-being of all community members. Security-related and personal safety concerns may be reported directly to the Security desks on each campus. Health, Safety and Security managers support the organization by investigating behaviours that pose or may pose a risk to the safety and well-being of the Saskatchewan Polytechnic community. Health, Safety and Security managers notify the Student Relations Office of complaints or concerns related to student conduct and partner on information gathering as part of an investigative process. If warranted, Health, Safety and Security will serve as the Saskatchewan Polytechnic liaison with the appropriate law enforcement agencies. If deemed necessary, Health Safety and Security will lead a threat assessment process.

## 4.0 VIOLATIONS OF NON-ACADEMIC STUDENT CONDUCT

The following is a list of examples of prohibited conduct, escalating from Level 1 to Level 4 based on severity of the misconduct, potential impact and/or threat. The list is not exhaustive. Saskatchewan Polytechnic may categorize and re-categorize misconduct at its discretion. Any conduct that violates the laws and regulations of Canada, Saskatchewan or the municipalities where Saskatchewan Polytechnic operates will be considered a violation of this Code.

Misconduct Level	Violation
<p><b>Level 1</b></p> <p><i>“Incidents classified as Level 1 have a limited impact on the rights or academic experience of others, but may create a disturbance or impact the operation of the campus community. Such incidents include but are not limited to:”</i></p>	<ul style="list-style-type: none"> <li>a) Smoking, including the use of e-cigarettes, in unauthorized areas</li> <li>b) Failing to provide proper photo identification while on campus to an employee acting within the scope of their position (e.g.: Security)</li> <li>c) Creating a disturbance in a public place such as unreasonable noise or nonthreatening behaviour</li> <li>d) Failure to properly monitor the conduct of a guest</li> </ul>
<p><b>Level 2</b></p> <p><i>“Incidents classified as Level 2 have a significant impact on the rights or academic experience of others, but may not pose a threat or danger to other individuals in the community. Such incidents include but are not limited to:”</i></p>	<ul style="list-style-type: none"> <li>a) Disruptive behaviour; defined as inciting someone to prevent or preventing others from carrying out their legitimate activities, in or outside of learning environments</li> <li>b) Disorderly or indecent conduct</li> <li>c) Unauthorized use of Saskatchewan Polytechnic facilities or equipment</li> <li>d) Use of Saskatchewan Polytechnic facilities or equipment for reasons other than intended or generally accepted</li> <li>e) Not complying with the directions of or providing false information to a Saskatchewan Polytechnic official, including Health, Safety and Security representatives, acting in their capacity as an employee</li> <li>f) Failure to comply with a sanction imposed by this Code, other policy or regulation recognized by Saskatchewan Polytechnic</li> <li>g) Violation of provincial liquor laws on campus, including the possession or consumption of alcoholic beverages in unauthorized areas</li> <li>h) Attendance at any training, educational, laboratory, practicum, work experience or cooperative placements while under the influence of drugs, alcohol or similar substances.</li> <li>i) Assisting or failing to reasonably respond/intervene to anyone engaged or committing prohibited conduct</li> </ul>
<p><b>Level 3</b></p> <p><i>“Incidents classified as Level 3 have a significant impact on the rights or academic</i></p>	<ul style="list-style-type: none"> <li>a) Bullying, coercion, degradation, shunning, gossip for any purpose</li> <li>b) Neglect of safety and health procedures and practices or the creation of safety or health hazards for anyone, including</li> </ul>

<p><i>experiences of others, and in addition pose a threat or danger to individuals in the community. Such incidents include but are not limited to:”</i></p>	<p>oneself; Hazing - activities endangering or seeming to endanger the mental or physical health and safety of individuals for the purpose of initiation, admission into or affiliation with any campus club, group, team or organization</p> <ul style="list-style-type: none"> <li>c) Use, recording of or dissemination of information, including audio or visual images of an individual that is unwelcome and/or known or ought reasonably to be known to cause harm or distress</li> <li>d) Obtaining, accessing or disclosing personal or confidential information pertaining to a member of the community without that person's consent</li> <li>e) Making false allegations, engaging in a reprisal under the Code or otherwise engaging in vexatious conduct</li> <li>f) Repeated or severe disruptive behaviour in or outside of learning environments</li> </ul>
<p><b>Level 4</b></p> <p><i>“Incidents classified as Level 4 pose a danger or threat to individuals, are in many cases illegal, and in most cases have already caused physical or psychological harm. Such incidents include but are not limited to:”</i></p>	<ul style="list-style-type: none"> <li>a) Sexual assault/violence as defined in the Sexual Assault Policy</li> <li>b) Assault, threats of harm or intimidation, inciting or facilitating acts of violence</li> <li>c) Harassment or discrimination against an individual or group based on any of the prohibited grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex, sexual orientation, age, marital status, family status, disability, gender identity, gender expression, or receipt of public assistance</li> <li>d) Displaying or distributing obscene, abusive, illegal, graphic, discriminatory or malicious materials</li> <li>e) Theft or damage to Saskatchewan Polytechnic property</li> <li>f) Tampering with emergency equipment and facilities including life-saving equipment.</li> <li>g) Intentionally creating hazardous conditions that put the community at risk</li> <li>h) Use, possession or distribution of illegal drugs, controlled substances, nonprescription drugs and/or prescription drugs not prescribed to the person in possession of these drugs</li> <li>i) Possession of firearms or other dangerous weapons or replicas or chemicals not expressly authorized by Saskatchewan Polytechnic or otherwise a part of an academic program</li> <li>j) Misuse of or possession of dangerous objects and substances without express written permission by Saskatchewan Polytechnic</li> <li>k) Forgery, misuse, duplication or alteration of any document, record or Saskatchewan Polytechnic brand for the purpose of personal or academic gain within Saskatchewan Polytechnic</li> <li>l) Misrepresentation associated with institutional processes or activities</li> <li>m) Intentional unauthorized entry</li> <li>n) Failure to comply with a law enforcement officer or to sanctions imposed by law related to Saskatchewan Polytechnic participation</li> </ul>

## **5.0 PROCESS**

### **5.1 Informal Resolution**

Saskatchewan Polytechnic community members are expected to resolve student conduct issues informally where possible. In an informal process, facilitators bring participants together to discuss the complaint, impact of behaviour, and possible resolution(s) which may include conflict coaching, mediation, restorative justice practices, or others.

### **5.2 Filing a Complaint**

Where informal resolution is not possible or not successful, the formal process can be used. Anyone in the Saskatchewan Polytechnic community can register a complaint or allegation about a student by providing a report to the Student Relations Office for up to one year from when the incident occurred. If there is a risk to the safety or well-being of any person, contact Health, Safety and Security or the appropriate authorities (e.g. police) immediately.

The complainant's report should include, if possible, the following:

- Name(s) of the student(s) involved and subject to the complaint;
- Date(s), time(s) and location(s) of the act/incident;
- Detailed description of the witnessed act/incident;
- Name(s) of witnesses (if known);
- Contact information of the individual submitting the complaint

### **5.3 Responding to a Complaint**

For complaints made or referred to the Student Relations Office, the Office will determine whether a complaint is within jurisdiction of the Code and if an investigation is appropriate. For an investigation to proceed, the complainant is encouraged to submit a written statement with specific details of the complaint (see Section 5.2).

To support the investigation, the identity of the complainant may need to be disclosed to third parties, including witnesses.

The Student Relations Office may recommend an informal resolution process rather than an investigation if this is an appropriate pathway that has not been pursued. The Student Relations Office may determine an investigation is not appropriate if the complaint is unclear, unfounded, or appears to be made in bad faith; and, if an immediate response is required to ensure the safety and well-being of any person, because of criminal proceedings, or for other reasons specific to the circumstances. If the Student Relations Office determines an investigation is not appropriate, the complaint will be dismissed and the complainant will be informed in writing.

The Student Relations Officer may refer to or work collaboratively with the appropriate Academic School on a possible Level 1 violation.

### **5.4 Investigating a Complaint**

The investigation is an information-gathering process which includes all involved parties. All reasonable efforts will be made to inform the respondent (the student alleged to have violated the Code) of the allegation and to provide the opportunity for the respondent to give a written and/or verbal response to the investigating officer. If an individual refuses to participate in an investigation, the investigation and outcome(s) will be based on the available information.

Student Relations Office representatives may act as investigating officers on Level 1, 2, 3, and 4 violations. Academic School representatives including program heads, academic chairs, associate deans, or deans may act as

investigating officers for Level 1 violations. Instructors may enact informal resolutions. The investigating officer must not have been involved in any informal resolution efforts.

Student Relations Office representatives may collaborate with and solicit support from Academic School representatives and Health, Safety and Security representatives for investigations, where appropriate. All parties involved in the complaint may have a support person of their choosing present throughout the proceedings.

### 5.5 Determining Decision(s)/Outcome(s)

Cases are assessed based on the *balance of probabilities* - whether information shows it is more likely than not that the alleged events and/or violation occurred.

The case may be resolved by the investigating officer, who will confirm the outcome and reasons for the decision in writing, and any sanctions, to the respondent. If a sanction(s) is issued, the student will also be notified of the option to appeal and the appeal process. If the investigating officer concludes that there has been no misconduct, all parties will be informed in writing and there will be no further proceedings.

If the investigative officer is not able to resolve the case, or if the case involves sanctions under the responsibility of the Associate Vice President, Student Services (see Section 6.0), the case will be forwarded to the Associate Vice President, Student Services for resolution who will host a meeting with the student and an investigating officer to view the facts of the case. A decision will be made within ten (10) days. The Associate Dean of the Academic School will join the AVP in rendering a decision.

Throughout the investigative process, all reasonable efforts will be made to minimize disruption to the academic progress of any student who is a party to the complaint.

## 6.0 SANCTIONS

For cases where the student is found to be responsible for engaging in prohibited conduct, a number of factors can contribute to the determination of the sanction(s) to be imposed.

- The relative harm or impact on the rights of others
- The severity of the violation, and whether it is cumulative or repeated
- Acceptance of responsibility
- Willingness to restore the relationship or resolve the situation
- Mitigating factors

Sanction	Description
<b>Sanctions imposed by the investigating office or above:</b>	
Written warning	<ul style="list-style-type: none"> <li>• An official letter indicating that a student has been found responsible for prohibited conduct; the need for awareness, caution or corrective action; and subsequent violations will result in further disciplinary action up to and including expulsion. The student may request the removal of the warning letter from their file when they graduate. Requests are considered by a Student Relations Office representative.</li> </ul>
Developmental, Educational, or Restorative Initiatives	<ul style="list-style-type: none"> <li>• Participation in leadership opportunities, awareness, health or safety programs; reflective learning or personal success exercises; projects, seminars, and other assignments as warranted; community service to the institution or to the larger community.</li> </ul>
Restitution	<ul style="list-style-type: none"> <li>• Compensation (monetary or material replacement) for loss of or damage to property or services rendered.</li> </ul>
Support Agreement	<ul style="list-style-type: none"> <li>• The student chooses to engage, with set parameters, in the support services offered by the institution.</li> </ul>



Behaviour Contract	<ul style="list-style-type: none"> <li>A description of the terms, signed by the student, which outlines expectations that the student must adhere to in order to participate in all or some activities normally considered to be rights of community members.</li> </ul>
Loss of Privileges/Non-essential Services	<ul style="list-style-type: none"> <li>Removal of academic privileges or services that do not preclude academic progress (e.g. removing ability to attend campus other than for scheduled classes, extra-curricular activities, etc.).</li> </ul>
Restriction	<ul style="list-style-type: none"> <li>A ban or formal trespass notice from a specified area of campus (e.g. licensed facilities, athletic facilities) or campus as a whole, or a no-contact order between community members, for a designated period of time.</li> </ul>
Non-academic Probation	<ul style="list-style-type: none"> <li>A period of time (minimum one consecutive academic semester not including the term of the incident or minimum of four months for non-semestered programs) where the student is given the opportunity to modify unacceptable behavior, to complete specific assignments, and/or to demonstrate a positive contribution to the community in an effort to regain student privileges within the institutional community. The student is subject to further disciplinary action for any further violations. After the specified period of time, the student may apply for a review of the probationary status to the Student Relations Office. The student will meet with an investigating officer from the Student Relations Office and demonstrate significant contributions, both of an academic and co-curricular nature, to the institutional community. The investigating officer will determine if the student's status will be lifted within ten (10) business days of the meeting. The decision of the Investigating Officer is final and not subject to appeal.</li> </ul>
Any other sanction deemed appropriate in the circumstances, excluding those below.	
<b>Sanctions administered with the approval of the Associate Vice President, Student Services or designate, in collaboration with the Associate Dean of the respective Academic School or designate:</b>	
De-registration	<ul style="list-style-type: none"> <li>Single/multiple course de-registration including partial or total loss of marks and tuition fees for the course(s).</li> </ul>
Suspension	<ul style="list-style-type: none"> <li>Suspension from the institution for a period of up to two (2) years from the date of incident. The student will not be permitted to register and will retain none of the privileges accorded to students. Suspensions may result in a notation on a student's academic record and transcript. This notation will be expunged from the student's record and transcript upon graduation or following the suspension period.</li> </ul>
Expulsion	<ul style="list-style-type: none"> <li>Expulsion from the institution. The notation of expulsion is permanent on a student's academic record and transcript, unless a student makes a request to the Office of the Registrar to have the notation expunged from their academic record no sooner than five (5) years after the date of the expulsion.</li> </ul>

Rescinding a credential	<ul style="list-style-type: none"> <li>Rescinding a credential following graduation, or after having a credential conferred.</li> </ul>
Any other sanction or penalty deemed appropriate in the circumstances.	

**Note:** *Students who have been expelled or suspended will not receive credit for any studies partially completed at Saskatchewan Polytechnic during the semester that the suspension or expulsion was assigned. A student who wishes to be considered for readmission after this period of time must make an application to the Registration Office for readmission that will be evaluated on the basis of eligibility to continue.*

## 7.0 APPEALS

### 7.1 Requesting an Appeal

A student can ask to have a sanction overturned or amended by submitting a [Request for Non-academic Conduct Appeal Form](#) to the Registration Office within five (5) business days of the date on the written decision. An appeal is available only when at least one of the following grounds is alleged:

- A substantial procedural error has been made or a bias present in the process;
- New information is available that is likely to change the outcome; or,
- The sanction(s) imposed is disproportionate to or inconsistent with the nature of the offence.

For the appeal of an initial decision made by an investigating officer, the Associate Vice President, Student Services will determine and confirm in writing if the request for an appeal is granted within five (5) business days of receipt of the request. For the appeal of an initial decision made by the Associate Vice President, Student Services, the Provost & Vice President, Academic will determine and confirm in writing if the request for an appeal is granted, within five (5) business days of receipt of the request for an appeal. If granted, the Associate Vice President or Provost & Vice President Academic, respectively, will convene a hearing within ten (10) business days. The decision of the appeal panel is final with no further right of appeal within Saskatchewan Polytechnic.

If a hearing is granted, all parties will be notified by a written Notice of Appeal which presents the basis of the appeal, the process of the appeal, and any other details necessary for a fair hearing.

All witnesses must be identified to the Chair of the Appeals Committee at least five (5) days before the appeal hearing, and both the appellant and original decision-maker must be notified of the participation of any witnesses in advance of the hearing. The appellant and/or decision-maker are responsible to ensure the availability of witnesses for the scheduled date, time and location of the appeal hearing. A minimum of five (5) business days prior to the appeal hearing, a written response by the decision maker indicating the rationale for the decision; a list of witnesses, if applicable; the original summary document and any other information or materials that were considered in the original decision will be submitted to the appellant.

The decision to deny an appeal request is final with no further right of appeal within Saskatchewan Polytechnic. Submitting a request for appeal or receiving an appeal hearing does not postpone the decision which is being appealed. If the student is deemed to be a risk to the safety and well-being of self or any member of the Saskatchewan Polytechnic community, the student will not be allowed on Saskatchewan Polytechnic property, except to attend the appeal hearing, until the appeal process has been completed. Where possible, the student may participate in regular or modified classes or other academic activities when there is no imminent risk to the safety or well-being of community members.

### 7.2 Non-academic Conduct Code Appeal Committee and Appeal Panel

The Office of the Associate Vice President, Student Services maintains a roster of 12 trained individuals per campus on the committee, and convenes a panel of three panelists from the committee, including a Dean or Associate Dean (who will act as panel chair); a staff or faculty member; and a student identified by the Saskatchewan Polytechnic Students' Association. No appeal committee member will be from the Academic School where the appellant is enrolled.



### 7.3 Appeal Hearing

A private and confidential oral hearing will take place in front of the appeal panel. The appeal panel will review the documentation related to the original decision, and may seek information from any other source, as it deems relevant.

- The appellant bears the onus of proof, and a decision will be rendered based on a balance of probabilities. The student is entitled to procedural fairness that contains the following components:
  - i. The student must know the allegations against her/him, including the information that led to the initial decision.
  - ii. The student must be given an opportunity to correct or contradict any information or assertions made in support of the initial decision.
  - iii. The panel must make its decision without bias or reasonable apprehension of bias.
- The appellant will present his/her case, and call any witnesses that he/she has identified.
- The original decision maker will then present the information used to make the original decision, and call any witnesses that he/she has identified.

**Note:** Witnesses called by either the appellant or original decision maker shall be invited individually to present their information and will be dismissed by the Chair of the Appeal Panel once they have been questioned by the other party to the appeal, and by the appeal panel. Witnesses may be asked to return to answer any further questions of the panel.

- Once the formal presentations are complete, the appellant may direct questions to the original decision maker and any witnesses through the Chair, and the original decision maker may ask further questions to the appellant and of his/her witnesses.
- The appeal panel may ask questions of all parties and witnesses and may require the production of any additional written or documentary information.
- The Chair of the Appeal Committee may give directions throughout the appeal hearing for the purpose of maintaining order, including asking anyone in attendance to leave the hearing if any behaviour is deemed by the Chair of the Appeal Committee to impede the process. Information presented at the hearing must relate to or bear directly upon the outcome.
- Any procedural issue that arises in the course of a hearing, including issues respecting adjournments and the terms of such adjournments, will be considered by the panel, but the decision of the Chair is final with respect to any such procedural issues.
- The appeal panel shall deliberate in camera and shall reach a decision by majority vote. The panel may grant any remedy it sees fit, including upholding the decision and outcome; imposing a lesser outcome; or granting the resolution requested by the student. No monetary awards can be issued by the appeal panel.
- The appeal panel has the power to reserve its decision for further consideration and will render a decision within five (5) business days of the appeal hearing.
- The decision of the appeal panel, including written reasons, shall be in writing and signed by the Chair of the Appeal Committee.
- Copies of the decision, along with its reasons shall be sent to the student (Appellant) and the original decision maker.

The appellant may have a support person of his/her choosing in an advisory capacity present throughout the proceedings or they may choose to contact the Student Advocate from the Saskatchewan Polytechnic Students' Association.

The decision of the panel will be final and binding on all parties with no further right of appeal within Saskatchewan Polytechnic.

Every attempt will be made to meet the timelines set out in this Code unless circumstances cause a delay.

## 8.0 RECORDS & REPORTING

Records of student conduct action are filed in the Student Relations Office for three (3) years. Sanctions related to a student's registration will be copied to the Registration Office and noted on the academic file and transcript as indicated in Section 5.0. As appropriate, copies will be forwarded to the Associate Dean of the academic area where

the student is registered and the campus Health, Safety, and Security manager. All files are confidential and subject to the Local Authority Freedom of Information and Protection of Privacy Act and accompanying regulations.

Saskatchewan Polytechnic's Student Relations Office shall report annually to the Provost & Vice President, Academic summarizing the number of incidents and students involved, including the categories of prohibited conduct, the range of outcomes imposed by the institution, the number of appeals and the outcome of such appeals. The report will contain no identifying personal information. Portions of the report will be made publicly available.

Should a request be made and all parties agree, an appeal hearing may be recorded (this is not common practice). Upon written request, a respondent may review the audio recording and make appropriate arrangements for it to be transcribed on Saskatchewan Polytechnic property. Arrangements for a transcriber and all associated costs involved in the transcription will be the responsibility of the requesting individual.

## 9.0 DEFINITIONS

- **Advocate:** assists, advises and advocates on behalf of a student who is facing concerns that have a negative impact on his/her academic standing, or to aid in non-academic dispute resolution. Employed by Saskatchewan Polytechnic Students' Association.
- **Appeal:** the process where a student challenges a decision in accordance with the specific grounds outlined in the Student Code of Conduct (Non-academic) and the related procedures.
- **Appellant:** a student who is appealing an initial decision.
- **Complainant:** an individual (e.g. a student, faculty, staff, etc.) initiating the complaint process, where applicable.
- **Community member:** any person affiliated with Saskatchewan Polytechnic including, but not limited to students, faculty, staff, administration, and contracted service providers.
- **Guest:** any individual (e.g. family, friends, etc.) invited by a Saskatchewan Polytechnic student onto Saskatchewan Polytechnic grounds (e.g. classrooms, facilities, training sites, etc.).
- **Informal resolution:** an approach to resolve issues without implementing the formal process.
- **Investigating officer:** a representative of the Student Relations Office or Academic School responsible for gathering and reviewing information related to the non-academic misconduct allegations, and issuing sanctions in accordance with the Student Code of Conduct (Non-academic).
- **Misconduct:** a violation identified in the Student Code of Conduct (Non-academic).
- **Procedural error:** the misapplication of the Student Code of Conduct (Non-academic), which includes but is not limited to a flawed investigative process.
- **Respondent:** a student who is identified to have committed an alleged violation.
- **Sanction:** a decision or outcome issued to a student who is found responsible for a violation.
- **Support person:** an individual chosen by the student who may attend meetings, including those related to the investigation, hearing and appeal process for the sole purpose of supporting the student. They cannot, however, speak on behalf of the student. Legal representatives are not permitted at any stage of the misconduct process.

## 10.0 RELATED POLICIES/DOCUMENTS

601-G Harassment  
303 Use of Saskatchewan Polytechnic Equipment and Resources

- 304 Use of Saskatchewan Polytechnic Facilities and Grounds
- 604 Violence
- 605 Sexual Assault and Sexual Violence
- 712 Reasonable Accommodation
- 801 Appropriate Use of Information Technology Services
- 804 Electronic Communication Services
- 806-G Information Technology Security
- 1211a Student Code of Conduct (Academic)
- 1204 Confidentiality of Personal Information and Records of Applicants and Students