

E1003 – STANDARDS OF STUDENT CONDUCT POLICY

PROCEDURES

This procedure applies to Langara students whose behaviour is governed by the Standards of Student Conduct Policy. See Policy E1003 for definitions that apply to these procedures.

Immediate Intervention

1. When the conduct of a student is, or appears to be, unsafe, employees/instructors should immediately contact Campus Safety and Security.
2. When the conduct of a student is disruptive to the operation of the College employees/instructors should immediately intervene in the following manner:
 - a. Inform the student that the behaviour is inappropriate and must stop.
 - b. Inform the student that continued misconduct will result in the student being asked to leave the environment.
 - c. When a student disregards direction to stop the disruptive conduct, the employee/instructor may direct the student to leave the environment immediately.
 - d. When a student is directed to leave the environment and refuses to do so, the employee/instructor are advised to contact Campus Safety and Security for assistance.
3. The employee/instructor will notify the Office of Student Conduct and Academic Integrity, their supervisor/Department Chair or Program Coordinator of the incident.

Reporting and Response

4. Members of the College community are advised to report alleged breaches of the Standards of Student Conduct directly to the Office of Student Conduct and Academic Integrity, along with adhering to communication procedures established by the department or division. Written, electronically submitted reports are preferred. And should include the following:
 - a. Name of student and student number, if known.
 - b. Date and time of the incident.
 - c. Nature of the behaviour.
 - d. Action taken to correct the behaviour, if any; and
 - e. Other relevant information, including notification to Campus Safety and Security.
5. The Office of Student Conduct and Academic Integrity will review the report to determine if:
 - a. The reported behaviour falls within the scope of the Standards of Student Conduct.
 - b. The reported behaviour can be addressed based on the report alone.
 - c. The reported behaviour is best addressed through supportive interventions.
 - d. The reported behaviour is best addressed under another college policy or process (e.g.: Concerns About Instruction Policy; Sexual Violence or Misconduct Policy, Respectful Workplace Policy, Appeal of Final Grades Policy etc).
 - e. The use of interim measures is needed to preserve the safety or security of any person or to protect College property or operations.

- f. More information is needed.

Student Meeting

6. When the Office of Student Conduct and Academic Integrity receives a report of student behaviour inconsistent with the Standards of Student Conduct, the Office staff will determine if a meeting is required.
7. If a meeting with the Office of Student Conduct and Academic Integrity is required, the student must attend the meeting. Meetings may be face to face or by some other form of technology.
8. A student may inform the Office of Student Conduct and Academic Integrity if they require accommodation to access the meeting. If a student requires an access accommodation to attend the meeting, the student should inform the Office of Student Conduct and Academic Integrity with sufficient notice to make the necessary arrangements.
9. A student may be accompanied to a meeting by a support person who is a member of the College community. Attendance at a meeting by a person other than a member of the College community, shall be at the discretion of the Director, Student Conduct and Academic Integrity or delegate.
10. During the meeting, the student will be given:
 - a. An opportunity to receive information regarding the behavioural concerns reported to the Office.
 - b. An opportunity to respond to the concerns and provide any information that might be helpful in addressing the matter.

Post Student Meeting

11. Information obtained from the original report and the student meeting will be assessed to determine if:
 - a. The situation warrants a College Response based on the available information.
 - b. The situation is appropriate for informal resolution.
 - c. The situation warrants further investigation (see Investigation below)
 - d. The situation would be better addressed under another college policy or process.
 - e. The situation does not require further action.

Failure to Attend a Student Meeting

12. If a student fails to attend a meeting with the Office of Student Conduct and Academic Integrity, the Director or delegate may:
 - a. Apply interim measure until a meeting takes place.
 - b. Undertake a formal investigation.
 - c. Make a decision as to whether the behaviour is in breach of the policy based on the available information.

Supportive Intervention

13. When information suggests that a student may benefit from support services that will enable the student to continue at the College while mitigating against potential harm to others or to College property or operations, the Office of Student Conduct and Academic Integrity, in consultation

with relevant parties as appropriate, may refer a student to support services or may consult with student support services to develop an approach to the behavioural concern.

14. When supportive interventions are deemed appropriate to a student's circumstances, the Office of Student Conduct and Academic Integrity will seek consent from the student to release and share information with internal and external support services.
15. The Office of Student Conduct and Academic Integrity may hold action under the Standards of Student Conduct in abeyance until supportive interventions have been arranged and assessed for success.
16. When a student declines to provide consent to release and share information with internal and support services, the success of the intervention will be assessed based on the student's statements and any behavioural report from affected parties.
17. If the supportive intervention is successful in addressing the behavioural concerns, the student will be notified of any relevant expectations or conditions, and the matter will be considered closed.
18. If the supportive intervention is unsuccessful in addressing the behavioural concerns, the Office of Student Conduct and Academic Integrity may make a decision based on the available information or undertake further investigation.

Informal Resolution

19. An informal resolution process will only be used if the parties agree to participate in good faith.
20. The Office of Student Conduct and Academic Integrity will coordinate and/or facilitate the resolution process.
21. An informal resolution process may include coordination or facilitation of one or more of the following:
 - a. Separate meeting with the individual(s) involved to review and resolve the concern to the mutual agreement of the parties.
 - b. Joint meeting with the individuals involved to facilitate a conversation aimed at resolving the concern.
 - c. A restorative conference or meeting with the goal of repairing harm and promoting reconciliation.
22. The Office may follow-up with individuals involved after the informal resolution process to ensure any agreements are upheld.
23. If a resolution is reached, a written record of the resolution will be prepared and housed in the Office of Student Conduct and Academic Integrity. The matter will be considered closed.
24. If an informal resolution is not reached, the Office of Student Conduct and Academic Integrity may make a decision based on the available information or undertake further investigation.

Investigation

25. When the Director, Student Conduct and Academic Integrity or delegate determines that further investigation is needed, the Office will notify the student in writing.
26. Investigations will normally commence within 10 business days of receiving a formal report and will normally conclude within 90 business days, notwithstanding extenuating circumstances.

27. If the student withdraws from the College during an investigation, the investigation will continue until a decision is reached.
28. An investigation may include any or all the following:
 - a. Interviews with the student, those affected and any relevant witnesses, if available.
 - b. A review of relevant documents, media, on-line communications, and any other material relevant to the investigation.
 - c. A review and analysis of all information to determine the facts and any policy breach.
29. Decisions following an investigation will be made on the balance of probabilities, based on the preponderance of evidence.
30. When an investigation establishes that the student has breached the Standards of Student Conduct, the student will be notified in writing (using accessible format when requested) of the decision and any responses or conditions imposed.

Practicum, Co-op, and Work Placements

31. When a student in a placement engages in behaviour contrary to the behaviour expectations outlined in the policy, Department standards/protocols or may pose a safety risk in the placement, the relevant Department may, in consultation with the Office of Student Conduct and Academic Integrity:
 - a. Delay or postpone the placement according to department standards and protocols.
 - b. Remove a student from the placement according to departmental standards and protocols.
 - c. Refer the matter to the Office of Student Conduct and Academic Integrity.

Urgent Situations

32. Office of Student Conduct and Academic Integrity, in consultation with Safety, Security and Emergency Management, Organizational Risk and/or the Associate Vice-President Students as appropriate, will:
 - a. Assess the situation to determine what immediate actions are required.
 - b. Determine who within the College requires notification regarding the incident.
 - c. Immediately remove the student from the College environment if required.
 - d. Notify emergency services if required.
 - e. Undertake an immediate violence risk triage, if required.
 - f. Inform the student of the decision and any conditions or further actions by the College.

Violence Threat Risk Assessment

33. When a student displays serious disruptive or threatening behaviour that has a significant potential to cause harm to others, the Office of Student Conduct and Academic Integrity will consult the college designated violence threat risk assessment team and/or the Associate Vice President Students.
34. The Office of Student Conduct and Academic Integrity may request that that a Violence Threat Risk Assessment be undertaken and that recommendations for action be provided to the Office.

35. The Office of Student Conduct and Academic Integrity may require a student to participate in the assessment.
36. If a student declines to participate in the assessment, the assessment will continue based on the available information.

College Response

37. When deciding the appropriate response, the Office of Student Conduct and Academic Integrity will consider both aggravating and mitigating factors in the given situation.
38. When a student is found to have breached the Standards of Student Conduct, the Director, Student Conduct and Academic Integrity or delegate will notify the student in writing (using accessible format when requested) of:
 - a. The decision and reasons for the decisions.
 - b. The response(s) imposed, and any conditions in relation to the response.
 - c. Appeal options, as applicable.
39. The Office of Student Conduct and Academic Integrity will notify the relevant department in situations where the response will impact the student's participation in the classroom, practicum, Co-op, workplace or in department activities.
40. The Office will implement the response and monitor compliance.
41. A list of possible College responses is found in Appendix A.

Recommendations for suspension, rescinding or denial of a College credential

42. Where the Director, Student Conduct and Academic Integrity or delegate determines that suspension or rescinding/denial of a credential is the appropriate response for a breach of the Standards of Student Conduct policy, the Director or delegate will consult with the relevant Dean and the Associate Vice President Students.
43. If the Director, Student Conduct and Academic Integrity or delegate, the Dean and the Associate Vice President Students agree that suspension or the rescinding/denial of a credential is the appropriate response, SCAI, will:
 - a. Prepare a written summary of facts and a recommendation including reasons for the recommendation.
 - b. Meet or communicate in writing (using accessible format when requested) with student to review the summary of facts and recommendation and provide the student an opportunity to respond or provide additional evidence. The student may bring a support person to a meeting if a meeting is arranged.
 - c. Review the student response with the Dean and the Associate Vice-President Students to determine if the recommendation for suspension/rescinding a credential will proceed.
44. If the recommendation will not proceed, the Dean and the Associate Vice-President Students will refer the matter back to SCAI to impose an alternate response. SCAI will notify the student.
45. If the recommendation will proceed, SCAI will prepare a written recommendation for the President, citing endorsement for the recommendation from the Dean and the Associate Vice President Students.
46. SCAI will notify the student that the recommendation will advance to the President and will provide the endorsed recommendation to the President.

47. If the President agrees that suspension, rescinding/ denial of a College credential is the appropriate response, the President shall impose the decision.
48. If the President does not agree that suspension or rescinding or denial of a College credential is appropriate, the President will refer the matter back to the Office of Student Conduct and Academic Integrity

Return Following Suspension

49. A student who has been suspended from the College is required to meet with the Office of Student Conduct and Academic Integrity prior to registration to review:
 - a. Any conditions or requirements related to the return.
 - b. The College's expectations regarding student behaviour.
 - c. Returning to the College does not mean or guarantee a return to a specific program.

Record Retention

50. All records relating to the Standards of Student Conduct will be maintained in the Office of Student Conduct and Academic Integrity for a period consistent with Langara's records retention policy.
51. Where the response imposed affects a student's standing with the College, the Registrar will receive documentation from the Office of Student Conduct and Academic Integrity and/or the Office of the President.

APPENDIX A

Responses may include any of the following:

Coaching	One-to-one coaching session(s) designed to improve behaviour to meet Langara's expectations regarding student conduct.
Community Service	A service obligation to Langara or the community by which the student makes amends for the behaviour.
Educational Projects or Assignments	Educational projects, papers, or assignments, in which the student acknowledges their breach of the Standards of Student Conduct and demonstrates an understanding of, and responsibility for, the breach.
Formal Apology	A written apology given to the offended party.
Letter of Expectation	A written document specifying the College's behavioural expectations, outlining areas for improvement, and identifying activities that will support behavioural improvement, and may include conditions for continued participation in the educational environment.
Letter of Reprimand	A formal, written discipline of the student for the policy breach, which may indicate that further breaches may result in the imposition of more severe disciplinary responses.
Loss of Privilege	A denial of, or conditions imposed upon: <ul style="list-style-type: none">a) a student's right of access to or use of some or all the College's lands, equipment, facilities, or services; orb) a student's right to participate in some or all College-related activities.
No Contact Directive	A formal written communication to a student prohibiting contact with a named person or persons for a specified time.
No Trespass Direction	A formal written communication to a student prohibiting attendance on Langara property.
Probation	A designated period during which: <ul style="list-style-type: none">a) the student's fitness to remain or continue to be a member of the College community is evaluated, and/orb) the student must fulfill the conditions set out in the decision placing the student on probation.
Requirement to Withdraw	A requirement to withdraw from a course or program.

Restorative Conference	A facilitated, face-to-face dialogue between harmed individuals responsible for causing the harm, and those who have been harmed to foster accountability for the harm caused
Restriction	A limitation or constraint on a student's participation in college related activities.
Suspension	An interruption of the student's right to register and participate in college related activities.
Verbal Warning	A verbal communication advising that the behaviour in question violates Langara's Standards of Student Conduct.
Workshop/Training Attendance	Required participation in training (in-person, on-line or through some other format) designed to address the student's behaviour.
Other	The Director, Student Conduct and Academic Integrity or delegate may impose other responses to address the concern.