

NON-ACADEMIC MISCONDUCT INCIDENT

Anyone requiring further information or advice about this process should contact the OSC (Office of Student Conduct) or the Students' Association of Mount Royal College.

Step	Procedures	Responsibility	Timeline	FAQs
1.	<i>Identify a potential incident</i>	Any member of the College community		1. What can be interpreted as non-academic misconduct? <i>According to policy, non-academic misconduct is broadly defined as any behaviour that: (i) adversely affects the learning of others, the College or its educational mission; (ii) violates established civil and criminal statutes; and/or (iii) threatens the safety or well-being of members of the College community.</i>
2.	<i>Establish if there are reasonable grounds to report an Incident</i>	Any member of the College community	Within 10 days of the alleged incident (whenever possible)	<p>1. What are “reasonable grounds”? <i>Policy defines ‘reasonable’ as “...moderate and fair in the circumstances.” Suspicion <u>must</u> be supported by evidence.</i></p> <p>2. Can / should an individual confer with others about the incident? <i>Yes. An instructor should feel free to discuss the incident and potential sanction with his/her Chair or the OSC as they see fit. Other members of the College community should feel free to discuss their options with the OSC or others they feel can offer constructive advice.</i></p> <p>3. What if the community member establishes that there are no reasonable grounds to report the alleged incident? <i>No further action is required. However, but see FAQ #2 in the next section.</i></p>
3.	<i>Report the incident</i> <ul style="list-style-type: none"> o Normally, if the alleged incident occurs during business hours, it should be reported to the OSC. o Circumstances may dictate that the incident is first reported to 	Member of College community	Within 10 working days of the occurrence of the alleged incident (whenever possible).	<p>1. Where is the Non-Academic Misconduct Incident form? <i>You can get a form at the Office of the Registrar or online at http://www.mtroyal.ca/codeofstudentconduct.</i></p> <p>2. What if the individual simply wants to deal with the alleged incident ‘in house’? <i>The primary purpose of the Code of Student Conduct is to educate students about their responsibilities in contributing to maintaining a safe and respectful learning environment. This obligation extends to faculty and staff as well. The Code exists as a vehicle to ensure</i></p>

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	<p>Campus Security, Residence personnel or Recreation staff.</p> <ul style="list-style-type: none"> o Regardless of who the first contact is, a completed, signed and dated <i>Non-Academic Misconduct Incident Report form</i> (Section A) is forwarded to the OSC with any documentation that supports the claim. 			<p><i>this responsibility is extended beyond the individual classroom or situation and is evenly applied across the institution.</i></p> <p>3. Can a student be cited under the Code for off-campus conduct? <i>Yes but this provision is narrowly defined. Policy stipulates that there must be a “real and substantial link” between the student’s alleged misconduct and the integrity of the institution. In addition, the alleged misconduct can only be cited if it occurs during a “College sponsored activity”.</i></p>
<p>4.</p>	<p><i>Determine if immediate action is required</i></p>	<p>OSC</p> <p>Campus Security</p> <p>Provost (or designate)</p>	<p>Immediate (in the case of safety or security issues)</p>	<p>1. What happens to a student if immediate action is required? <i>The Provost (or designate – usually the Manager of Security Services) temporarily excludes the individual from campus. The OSC will advise the student that a misconduct report has been filed, and of the need for temporary exclusion from campus pending the next steps in the process (normally a hearing).</i></p>
<p>5.</p>	<p><i>Assess if there are prior incidents</i></p> <ul style="list-style-type: none"> o If the need for action is not immediate, the OSC determines whether there has been a reported prior incident o Depending on that determination, the OSC will contact the student about the next steps (if applicable). 	<p>OSC</p>	<p>Within 5 working days of the receipt of the <i>Incident Report</i></p>	<p>1. What happens next? <i>If there are no prior incidents, the OSC will determine if an informal procedure (e.g., advising, counseling, mediation, etc.) is appropriate. If so and if a resolution can be reached, this is documented and monitored through the OSC. If there are previous incidents on file or if informal resolution fails, the OSC will convene a Board hearing.</i></p>