



CODE OF STUDENT CONDUCT POLICY

Policy Type:	Management	Initially Approved:	September 1, 2003
Policy Sponsor:	Provost & VP Academic	Last Revised:	September 18, 2015
Administrative Responsibility:	Provost & VP Academic	Review Scheduled:	April 2017
Approver:	Board of Governors		

A. OVERVIEW

As established under the *Post-Secondary Learning Act*, ultimate authority for student discipline is vested in the Board of Governors of Mount Royal. The authority to administer this Policy is delegated to the Provost and Vice-President, Academic.

B. SCOPE

This Policy applied to all Mount Royal University Students.

C. POLICY STATEMENT

1. PRINCIPLES

- 1.1 Mount Royal’s primary purpose for governing academic and other Mount Royal related behaviour is to promote the personal, educational and social development of our students.
- 1.2 Mount Royal is committed to the principle of academic integrity, grounded in the belief in the fundamental values of honesty, trust, fairness, respect and responsibility in all academic work.
- 1.3 With the pursuit of learning comes the expectation that individuals will develop high standards of personal conduct. Consequently, we hold students accountable for violations of Mount Royal regulations using principles of restorative justice to ensure the orderly functioning of Mount Royal and to protect the Mount Royal community and its integrity.
- 1.4 The Code of Student Conduct (Code) is intended to establish for members of the Mount Royal community the general obligation to maintain the highest standards of academic honesty and to conduct themselves according to community standards of respectful and responsible behaviour.
- 1.5 Mount Royal values the rights and freedoms of the individual and protection against discrimination or harassment for each person. As such, students can expect the following rights, freedoms and values to be fostered and promoted:

- a. *Legal Rights:* Students enjoy the rights and freedoms recognized by law subject only to such restrictions on those rights and freedoms as are necessary to ensure the advancement of the community values inherent in this Code.
- b. *Freedom from Discrimination:* Discrimination at Mount Royal on the basis of race, ancestry, religious beliefs, physical disability, marital status, colour, place of origin, gender, mental disability, family status, source of income, age and sexual orientation is prohibited.
- c. *Freedom from Harassment and Sexual Harassment:* Mount Royal's Human Rights Policy strives to create an atmosphere intended to remain free from behaviour which is reasonably interpreted as unwelcome including, but not limited to, remarks, jokes or actions which demean another person and/or deny individuals their dignity and respect.
- d. *Positive Academic Environment:* Mount Royal students participate in an environment that supports intellectual inquiry as well as the exchange and examination of diverse ideas. These activities are to take place in an orderly manner in and outside of the classroom and in an environment that is protected through the governing documents of Mount Royal.
- e. *Discipline:* Students at Mount Royal can expect that contraventions of this Code and other relevant documents will be dealt with in a timely manner under the policies and procedures determined by the governing bodies of the Mount Royal.

2. CODE OF STUDENT CONDUCT

- 2.1 The Code of Student Conduct supersedes all other policies, procedures or rules to the extent of any overlap.
- 2.2 In the best interest of Mount Royal and the community, Mount Royal may require that the conduct of students be governed by policies, procedures and rules other than the Code of Student Conduct.
 - a. Student members of Mount Royal with special responsibilities established by Mount Royal (e.g., student athletes, students participating in international exchanges) may also necessarily be governed by additional policies.
 - b. While those policies may govern additional behaviours and resulting sanctions, all associated processes must be congruent with governing legislation and institutional policies which address the fundamental rights afforded to a student member of the Mount Royal community.
- 2.3 In the best interest of Mount Royal and the community, Mount Royal may require that the conduct of students be governed by policies, procedures and rules other than the Code of Student Conduct.
- 2.4 Mount Royal reserves the right to apply the Code to off-campus conduct which occurs during a Mount Royal sponsored activity and which has a real and substantial link to Mount Royal. The intent is to discourage conduct that is prejudicial or likely to be prejudicial to the interests or the reputation of Mount Royal.
- 2.5 No person is eligible to be a member of an Academic or Non-Academic Misconduct Review or Appeal Board until he/she has participated in a board development process. In all instances, Board members will be appointed by the Office of Student Conduct.

3. RIGHTS AND RESPONSIBILITIES

3.1 Student Rights

- a. to have classroom standards for both academic misconduct and non-academic misconduct communicated in a clear and unambiguous manner.
- b. to have consequences for an alleged breach of academic misconduct or non-academic misconduct communicated in a clear and unambiguous manner.
- c. to expect classroom standards to be applied consistently and equitably.
- d. to be presumed not to have committed academic misconduct or non-academic misconduct until impartial and unbiased decision-makers have established, on a balance of probabilities, that his or her commission of the misconduct has occurred.
- e. to have his or her case adjudicated within a reasonable time. This includes, but is not restricted to, sufficient notice of the allegation, relevant and reasonable disclosure of the case of the complainant, reasonable notice of the time, place and nature of any hearing, reasonable opportunity to respond to any allegations and to be advised in writing of the decision, its basis and any sanctions arrived at under this Code.
- f. as appropriate, to be informed of and have access to the services of the Students' Association of Mount Royal University (SAMRU). This includes having a designated SAMRU representative accompany him/her to a hearing or appeal, if requested.
- g. in the case of students for whom SAMRU representation is not mandated (e.g., credit-free students), to choose an individual to accompany him/her.
- h. to choose whether or not to provide evidence and/or to be a witness in the case against him/herself.
- i. in any hearing to present evidence, to call his or her own witnesses and to personally question any witnesses called; and
- j. to have access to appeal procedures under this Code.

3.2 Student Responsibilities

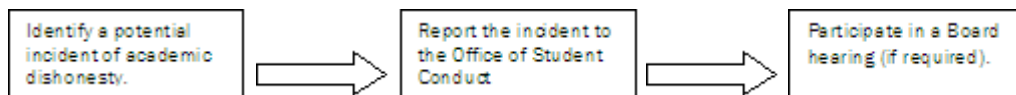
- a. to uphold the values attached to academic integrity and develop academic skills and practices as necessary.
- b. to be aware of classroom standards for both academic and non-academic conduct.
- c. to familiarize themselves with this Code and govern themselves in accordance with it and all other policies, rules and regulations of Mount Royal.

4. PROCESS OVERVIEW

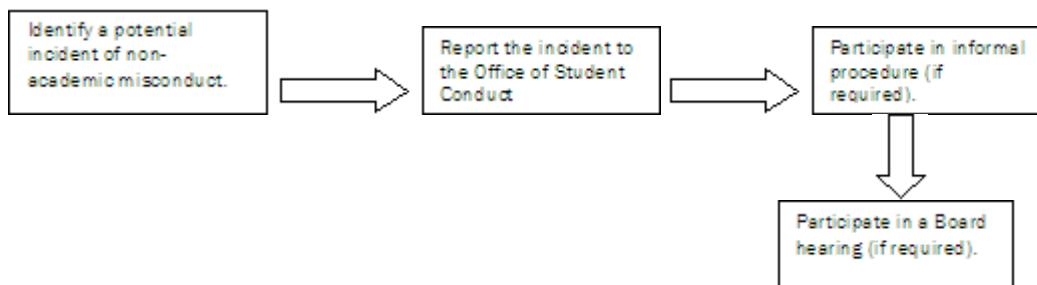
4.1 Procedures

- a. Consistent with Section 3.2 above, a student unsure of academic standards should consult with the faculty member responsible before presenting his/her work. Refer also to the *User Guide*.
- b. The general processes for reporting academic misconduct and non-academic misconduct are represented in the diagrams below. Refer to the *User Guide* for details.

Academic misconduct process (overview)



Non-Academic Misconduct process (overview)



4.2 Timelines

- a. Consistent with 3.1(e) above, the Office of Student Conduct has established timelines to ensure an expeditious process. See the *User Guide* for details.
- b. Consistent with 3.1(e) above, the respondent and/or complainant must request a Board hearing within the semester the alleged incident occurred.
- c. The Office of Student Conduct or Board Chair can, with good cause, extend the timelines for any step of the process. 'Good cause' in this context is normally related to the absence of decision makers.

4.3 Sanctions

A student who has been found to have committed an act of academic misconduct or non-academic misconduct under this Code shall receive a sanction. All sanctions result in the creation of a student disciplinary file. Examples can be found in the *User Guide*.

5. APPEAL PROCESS

- 5.1 Either party can appeal the decision rendered by an Academic or Non-academic Review Board to an Appeal Board on the following grounds:
- a. alleged bias of the Review Board or one of its members, or
 - b. alleged failure by the Review Board to comply with the principles of natural justice or procedural fairness, or
 - c. substantial new evidence unavailable to the Review Board.

D. DEFINITIONS

(1)	Restorative Justice:	is a philosophy, based on a set of principles and values, which focuses on the outcomes of a judicial or quasi-judicial process. Generally, these outcomes stipulate that: <ol style="list-style-type: none"> a. an individual's complaint is acknowledged and heard; b. safe communities are created; and c. individuals are held accountable for their behaviour.
(2)	Mount Royal Sponsored Activity:	means any activity on or off campus which is initiated, sanctioned or supervised by Mount Royal.
(3)	Real and Substantial Link:	refers to the inferred connection a reasonable person would make between student conduct and the integrity of Mount Royal.
(4)	Reasonable:	means moderate and fair in the circumstances.
(5)	Decision	in the context of a Board hearing outcome refers to the determination of whether or not a student has committed an act of academic or non-academic misconduct and/or the sanction that has been applied.
(6)	Classroom	In the context of this Policy is to be interpreted broadly and inclusively. That is, a 'classroom' includes, but is not restricted to, labs, off-campus experiential learning environments, the Mount Royal library, performances, etc.
(7)	Academic Misconduct:	Broadly defined, is the giving, taking or presenting of information or material that unethically or dishonestly aids an individual or group in the determination of academic merit. Common examples include, but are not limited to Plagiarism and Cheating. For greater clarity, <ol style="list-style-type: none"> a. Plagiarism occurs when an individual submits: <ol style="list-style-type: none"> i. the words, ideas, images or data of any other person as his/her own in any academic work which is a component of a course or program of study at Mount Royal; ii. information or data which have been altered or contrived in any way that is intended to mislead; and/or

		<ul style="list-style-type: none"> iii. work which includes misleading references to material or references that do not accurately reflect the sources used by the individual. b. Cheating occurs when a student or group of students dishonestly attempt to gain an unfair advantage over other students. c. Additional examples can be found in the <i>Guide</i>.
(8)	Non-academic Misconduct:	<p>Broadly defined, is any behaviour or pattern of behaviour that:</p> <ul style="list-style-type: none"> a. adversely affects the learning of others, Mount Royal, or its educational mission; b. violates established civil and criminal statutes; c. threatens the safety or well-being of members of the Mount Royal community; d. violates the ethical standards set by a professional association.

E. RELATED POLICIES

F. RELATED LEGISLATION

Post Secondary Learning Act (S.A. 2003)

G. RELATED DOCUMENTS

H. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
September 18, 2015				