Student Code of Prohibited Conduct and Discipline Process for Non-Academic Offences

Our identity, tradition, and aspirations as a Christian community are set forth in Regent College’s Global Mission, Educational Mission, Core Values, Theological Position, and Moral Vision. In addition, Regent College holds to basic standards in keeping with other institutions of higher education mandating respect. Failure to adhere to these basic standards will result in disciplinary action. The Student Code of Prohibited Conduct and Discipline Process for Non-Academic Offences is set forth below.

1. Prohibited Conduct

1.1 Any conduct on the part of a student that has, or might reasonably be seen to have, an adverse effect on the integrity or the proper functioning of the College, or the health, safety, rights, or property of the College, or persons associated with the College and visitors, is subject to discipline under this Code.

A “student” is defined as any person enrolled in a course for credit or audit.

The following list sets out specific examples of prohibited conduct. It is intended to help students understand the type of conduct that will be subject to discipline: it is not an exhaustive list and students should be aware that their conduct may still be considered prohibited conduct under this Code even if it does not appear in the list below.

1.2 Prohibited conduct that is subject to disciplinary measures includes, but is not limited to, engaging in, attempting to engage in, or assisting others to engage in any of the actions described below:

1.2.1 Misconduct against persons, which includes:
   (a) physically aggressive behavior, assault, harassment, intimidation, threats, or coercion;
   (b) conduct that threatens or endangers the health, safety, or property of any person;
   (c) conduct that creates conditions that endanger the health, safety, or property of any person;
   (d) engaging in conduct which constitutes bullying;
   (e) engaging in conduct which constitutes personal or sexual harassment;
   (f) engaging in conduct which is discriminatory and that is based on any of the protected grounds under the BC Human Rights Code; and
   (g) engaging in unwelcome or persistent conduct that the student knows, or ought to reasonably know, would cause another person to feel demeaned, intimidated, or harassed.

1.2.2 Misconduct against property, which includes:
   (a) taking without authorization, or misusing, destroying, defacing, or damaging College property or property that is not their own, or information or intellectual property owned by the College or by any of its students or employees;
(b) possessing College property or property that is not their own, if the student knows, or ought to reasonably know, that property to have been taken without authorization; or
(c) creating a condition that unnecessarily endangers or threatens destruction of College property or property that is not their own.

1.2.3 Disruption

No student shall, by action, threat, or otherwise, disrupt any activity organized by the College or the right of other persons to carry on their legitimate activities, to speak, or to associate with others. This includes but is not limited to the use of profanity, pornography, inappropriate public displays of affection, the use, possession or distribution of a controlled or restricted substance, and any contravention of provincial liquor laws or the policies of the College governing the possession, distribution, and/or consumption of alcoholic beverages.

1.2.4 Unauthorized Use of College Facilities, Equipment, or Services:

(a) No student shall use any facility, equipment, or service of the College, or enter or remain on any premises, to which they do not have legitimate access, or contrary to the expressed instruction of authorized College personnel.
(b) No student shall use any College computing equipment, facility, network, or system for any disruptive or unauthorized purpose, or in a manner that violates any law, College regulation, policy, or procedure.
(c) No student shall destroy, misplace, misfile, or render inoperable any stored information such as books, film, data files, or programs from a library, computer, or other information storage, processing, or retrieval system.

1.2.5 False Charges

No student shall bring a false charge against any student of the College under this Code.

1.2.6 False Information and Identification

No student shall knowingly furnish false information to any person or office acting on behalf of the College, or forge, alter, or misuse any College document, record, or instrument of identification, or knowingly furnish false information to any person regarding their standing, status, or academic record at the College.

1.2.7 Aiding the Commission of Prohibited Conduct

No student shall encourage, aid, or conspire with another student in the commission of prohibited conduct, or encourage, or aid behaviour by a non-student which, if committed by a student, would be prohibited conduct under this Code.

1.2.8 Refusal to Comply with a Direction of a College Representative

No student shall refuse to comply with a reasonable direction to do, or not to do, something that is made by a College representative authorized to make such a direction.
1.2.9 Refusal to Comply with Disciplinary Measures or the Terms of an Agreement Made Under Section 2.
No student found to have committed prohibited conduct under this Code shall fail to comply with a disciplinary measure or disciplinary measures imposed under the procedures of this Code. No student who has agreed to take steps to correct or resolve a matter under section 2 of this Code shall fail to comply with the terms of that agreement.

1.2.10 Unauthorized Possession or Use of Dangerous Objects
No student shall store, possess, or use real or replica firearms or other weapons, explosives (including fireworks), ammunition, or toxic or otherwise dangerous materials on College premises.

1.2.11 Hazing
No student shall engage in hazing, which is defined as an act which endangers the mental or physical health or safety of a student for the purposes of initiation or admission into, affiliation with, or as a condition for continued membership in, a group or organization.

1.2.12 Contravention of College Regulations
When a rule, regulation, or policy of the College prohibits or proscribes certain conduct but does not provide any penalty for breaches of the rule, regulation, or policy, breaches shall be dealt with under this Code.

1.2.13 Contravention of Other Laws
No student shall contravene any provision of the Criminal Code or any other federal, provincial, or municipal statute or regulation.

2. Review and Discipline Process for Non-Academic Offences
Regent College reserves the right to discipline a student who is found to be in breach of the Student Code of Prohibited Conduct while on the College campus or in the context of a College-sanctioned activity. Examples of a College-sanctioned activity could include a course held off campus or the annual Fall Retreat. The purpose of the Review and Discipline Process is to determine if a student has engaged in misconduct, and if they have, to determine the appropriate sanctions.

2.1 Any person associated with the College may bring a complaint forward against a student for investigation to the Dean of Students or the Assistant Dean of Students.

2.2 The Dean of Students or Assistant Dean of Students will meet with the parties involved and attempt to bring resolution to the situation.

2.3 If no resolution can be reached, the Dean of Students or the Assistant Dean of Students will ask the complainant to complete the attached form and this will be forwarded to the Student Discipline Review Team. In some instances there may not be a specific complainant (e.g. vandalism). In these instances, the Dean of Students or Assistant Dean of Students will fill out the attached form (once they have been made aware of the situation) and forward it to the Student Discipline Review Team.
2.4 Suspension Pending Investigation: Upon receipt of a complaint, the Dean of Students has the right to immediately suspend a student if he or she believes that the student poses an imminent threat to self, others, or College property. This suspension will be in place pending an investigation and decision by the Student Discipline Review Team.

2.5 The Student Discipline Review Team will be made up of the Academic Dean (Chair), Director of Finance, a Faculty member or their alternate (named each year by the Academic Dean for a one-year term) and the Director of Human Resources. The Director of Human Resources will act in the role of Student Discipline Review Team investigator (the “Investigator”).

2.6 Once in receipt of the complaint, the Investigator can take any steps viewed as appropriate to further investigate the complaint. This could include but is not limited to:

1.) Confidential interviews with the Complainant(s) and the Respondent(s);
2.) Confidential interviews with any witnesses considered relevant by the Investigator; and
3.) Review of any documents considered relevant by the Investigator.

During the investigation process the Investigator will strive to maintain the highest level of confidentiality possible. Names of the parties involved and details of the complaint will only be disclosed in order to properly conduct the investigation.

2.7 Once the investigation is complete, the Investigator will share the information gathered in the investigation process with the Student Discipline Review Team.

2.8 The Student Discipline Review Team will then convene a formal meeting with the student that the complaint has been made against. This meeting will be held within 7 days of receipt of the complaint. The student will be allowed to bring a support person and one Student Advocate with them to this meeting. (The Dean of Students will name 3 Student Advocates annually who will be trained and asked to serve in a voluntary capacity for a one-year term). Proceedings of this meeting will be documented by one member of the Student Discipline Review Team.

At this meeting the student will be given the opportunity to:

1.) Make an admission or denial of all or part of the allegations against him or her;
2.) Provide new information about the alleged incident(s); and
3.) Propose a resolution

If the student chooses to not participate in the scheduled meeting, the Review and Discipline process will continue and the Student Discipline Review Team will still issue its decision in writing within 3 days of the scheduled meeting.
2.9 Within 3 days of the formal meeting, the Student Discipline Review Team will issue a decision in writing. This team has the authority to impose any sanction(s) it deems appropriate, including, but not limited to:

- Verbal Warning
- Written Warning
- Disciplinary Probation
- Fines/Restitution
- Remedial Education (workshops, formal apologies)
- Loss of Privileges and Access
- Suspension
- Expulsion

2.10 Documentation: All documentation gathered for the purpose of investigation will be confidentially maintained by the Student Discipline Review Team Investigator. A copy of the written decision will also be kept by the Student Discipline Review Team Investigator. The Student Discipline Review Team Investigator will also notify the complainant, the Dean of Students, and the appropriate/necessary College personnel (i.e. Registration staff, Facilities, Reception) of any sanctions imposed.

If a student is expelled, a notation of the expulsion will be documented on the student’s academic transcript.

3.0 Appeal Process:

A student may only appeal a decision of the Student Discipline Review Team resulting in a Suspension or Expulsion.

3.1 To commence the appeal process, a student must file an appeal in writing within 5 days of receiving the written decision from the Student Discipline Review Team.

3.2 The Appeal Committee is made up of:

1. The College President, or in the event of his/her unavoidable absence, his/her delegate
2. A Faculty Member or his/her alternate (a different faculty member than the faculty member on the Student Disciplinary Review Team, to be named annually by the Academic Dean)
3. President or other executive member of the RCSA

3.3 The Appeal Committee must convene a formal appeal meeting with the student within 10 days of receipt of the appeal. Prior to the appeal meeting, the Appeal Committee will review all materials relevant to the decision under review. The student will be permitted to bring a support person with them to this meeting as well as a Student Advocate. Proceedings of this meeting will be documented by one member of the Appeal Committee. At any time before the Appeal meeting the Appeal Committee may request information from the Student Discipline Review Team. The Appeal Committee will not hear from witnesses.
3.4 After consideration of all information relevant to the appeal, the Appeal Committee will issue a final decision in writing to the student. This decision will be issued within 5 days of the appeal meeting. All decisions of the Appeal Committee are final.
Complaint Form

This form is to be completed if you wish to file a complaint pursuant to Regent College’s Student Code of Prohibited Conduct:

Your name __________________________________________

Your association with Regent College ____________________________________________________________
(i.e., student, faculty, staff)

The student(s) against whom you are bringing this complaint (the Respondent) ________________

The Respondent’s association with Regent College ________________________________________________

Date of the last incident about which you are reporting ____________________________________________

WHAT HAPPENED? Provide details of the incident(s). (Use additional paper if necessary).

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

WHERE AND WHEN DID IT HAPPEN? Please provide all context you consider relevant to a consideration of whether the behaviour reported occurred in the context of a College-related activity:

__________________________________________________________________________________________
__________________________________________________________________________________________

NAMES AND CONTACT INFORMATION OF WITNESSES WHO MAY HAVE INFORMATION ABOUT THE ALLEGED INCIDENT:

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Date: __________________________ Signature: ______________________________________________________

Your contact information (this information will NOT be provided to the Respondent):

Address: __________________ telephone: __________________ email: _____________________________

Please return this form in a sealed envelope to the Dean of Students who will forward to the Student Discipline Review Team.

Revised and approved by JPG 09.11.15