



CONCORDIA  
UNIVERSITY OF EDMONTON

Student Life

# 8.0 STUDENT LIFE

Concordia University of Edmonton offers an unparalleled student experience. Find resources and information about the services available to Concordia University of Edmonton students.

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## 8.1 SPIRITUAL LIFE

Concordia University of Edmonton encourages students to grow in their faith and their respect and consideration for one another as fellow members of the campus community. A brief daily chapel service, led by faculty, students, or guests, is the key part of spiritual life on campus.

Students play a vital role in the planning and organization of the chapel and spiritual life program on campus, and are encouraged to participate in various spiritual life activities both on and off campus. Inquiries regarding spiritual life may be directed to the Principal of the School of Theology, Ethics, and Leadership.

## 8.2 STUDENT GOVERNMENT

### 8.2.1 UNDERGRADUATE

All students in undergraduate-level university programs, Education After-degree and Environmental Health After-degree programs are members of the Concordia University of Edmonton Students' Association (CSA), which is governed by its policies and bylaws. In the month of March, CSA members elect the governing Executive and General Councils for the upcoming academic year.

Students are an important part of the decision-making process at Concordia University of Edmonton. The CSA President serves as a voting member on the Board of Governors and the CSA appoints representatives to serve as voting members of institutional committees.

The CSA hears student needs and concerns, and advocates for student rights to the administration of Concordia University of Edmonton as well as all levels of government. The CSA is a member of the lobby organization ASEC (Alberta Student Executive Council) which includes 16 post-secondary institutions across the province. The CSA also plans events such as the Thunder Storm, CUCA Spooka (Halloween Party), Games Nights, Reading Week Trips, Graduation Celebration and other events throughout the year.

### 8.2.2 GRADUATE

All students in graduate-level programs are members of the Concordia University of Edmonton Graduate Students' Association (CGSA), which is governed by its constitution (see section 13.2).

## 8.3 ACTIVITIES

### 8.3.1 UNDERGRADUATE ASSOCIATIONS

Concordia University of Edmonton students who share common interests related to their educational, recreational, or spiritual experience may contact the CSA Vice-President Internal for information about the development of a campus-based club; approved organizations receive funding from the CSA and are governed by its policies and by-laws. Contact the CSA Vice-President Internal Affairs of the CSA for a complete list of student clubs and associations at [csavpinternal@student.concordia.ab.ca](mailto:csavpinternal@student.concordia.ab.ca) or to start your own club.

### 8.3.2 ATHLETICS

Concordia University of Edmonton competes in one of the strongest athletic conferences in Canada, the Alberta Colleges' Athletic Conference. ACAC team sports include men's hockey as well as men's and women's soccer, basketball and volleyball. ACAC mixed gender tournament sports include badminton, cross-country running, golf and curling.

The Ralph King Athletic Centre has a fully equipped fitness centre which provides students with the opportunity to participate in fitness and weight training activities. The gymnasium is also available for gym-related student activities. Athletic equipment for student use is available from the Athletic Department.

Concordia University of Edmonton's location above the North Saskatchewan River valley provides access to excellent running and cross-country ski trails.

### 8.3.3 DRAMA

Concordia University of Edmonton has a vibrant drama program that includes insight into professional theatre and film practices. Students have a chance to experience all aspects of dramatic production, including acting, improvisation, directing, technical theatre, and film making.

Students can participate in at least two major drama, comedy, children's theatre, or musical productions a year. Other opportunities include chapel dramas, improvisation groups, outreach to schools in the community, and a student sponsored One Act Festival in the Fall and Winter terms.

The Green Thespians Collective (Concordia University of Edmonton's drama association) provides a friendly community that explores Edmonton's live theatre scene (at reduced rates) sponsors theatre skill workshops and organizes a variety of social events.

### **8.3.4 MUSIC**

Music plays an important role in campus life. With many opportunities to hear, play, sing, perform, and learn about music, Concordia University of Edmonton is well known for its quality music programs. All full-time students are eligible for free tickets to most School of Music sponsored events, including choral, handbell, orchestral, and wind ensemble concerts both on- and off-campus.

Students are welcomed and encouraged to participate in a variety of music ensembles on campus. The Concordia University of Edmonton Concert Choir, a full, mixed, university-credit ensemble, performs frequently, including local and regional concerts and special events, as well as a major tour each spring. Auditions require no advanced preparation and are held before each semester. The Concordia University of Edmonton Ringers, a handbell ensemble for university credit, also performs for Concordia University of Edmonton functions, tours and makes guest appearances in schools and churches. Student wind players can earn credit for wind ensemble through Festival City Winds, a three-tiered band program that allows players to participate with others at a similar level of musicianship. Experienced student instrumental players can audition for the community-based Concordia University of Edmonton Symphony Orchestra. In addition, the Concordia University of Edmonton Community Chorus welcomes all singers from the area, including university students.

Student musicians are encouraged to participate in music or daily chapel. Singers and players often augment the congregational song as well as present music as part of the service.

### **8.3.5 SOCIAL AND CULTURAL EVENTS**

The CSA gives students the opportunity to be more involved and further their knowledge of the world through activities such as Science Week, Arts Week, Management Week, dances and banquets, keynote speakers, and political forums.

## **8.4 STUDENT RESOURCES**

### **8.4.1 LEARNING ACCOMMODATION SERVICES**

Concordia University of Edmonton provides learning accommodation services for students with disabilities who present official documentation prepared by a psychologist, psychiatrist, or medical doctor. Services for students with disabilities are designed to facilitate the accommodation process, and may include liaison with professors, administration, and outside agencies concerning in-class and examination accommodations, assistive technology, alternate format textbooks, and other recommended support services.

Since the implementation of services is a lengthy process, students are advised to contact the Student Life and Learning Office at least six weeks before classes begin to request services, complete their Individual Service Plans and apply for funding. Students are expected to apply for funding to cover the expense of some learning accommodation services (e.g., academic strategists, tutors, etc.).

Most areas of the campus are wheelchair accessible.

### **8.4.2 INCLUSIVE POST-SECONDARY EDUCATION**

Inclusive post-secondary education is an initiative that enables students with developmental disabilities to experience success

in post-secondary education through participation in Concordia University of Edmonton's university courses, programs of study and campus life, enhancing the learning environment for all. Eligible students audit courses, enabling them to individualize their studies in order to achieve the most beneficial learning experience possible. An educational advisor works closely with students and faculty to adapt course requirements and set attainable goals. In addition to classes and participation in campus life, this year-round initiative assists students to meet their career goals through support in obtaining employment during the summer months.

### **8.4.3 CAREER SERVICES**

Concordia University of Edmonton's Career Services provides career, employment and education related support for students and alumni. Career Services seeks to empower students to make informed career and education decisions and to assist in the transition to and from Concordia University of Edmonton.

Career Services offers personal advising for career development, education planning and employment success. Other services include aptitude testing, workshops, information sessions, volunteering, internships, graduate studies and international opportunities, resume writing, portfolio development, job search skills and labour market information. Career Services hosts annual Volunteer and Career Fairs and develops partnerships with industry and the broader community to facilitate student connections. Career Connections, an online job posting service, is also available for students and graduates seeking employment and volunteer opportunities.

Advising is available to potential, current, and former (alumni) students of Concordia University of Edmonton. For more information or to schedule an appointment, please phone 780-378-8461 or e-mail [careerservices@concordia.ab.ca](mailto:careerservices@concordia.ab.ca). Further information and resources are available at <http://careerservices.concordia.ab.ca/>.

### **8.4.4 COUNSELLING SERVICES**

The Counselling Services team provides confidential support and assistance, free of charge, to current students. Students seek counselling for a variety of reasons, including personal, relational, and academic issues. Common reasons for counselling include anxiety, depression, self-esteem, relationship issues, and eating disorders. Sometimes students need support from counsellors to explore options, connect with resources, and develop a perspective that will assist them. Counsellors are available by appointment through the Student Life and Learning Office in HA 114, by phone at 780-479-9241, or email at [studentlife@concordia.ab.ca](mailto:studentlife@concordia.ab.ca). If you require immediate assistance, please contact the Support Network Distress Line at 780-482-HELP.

### **8.4.5 EMERGENCIES**

In case of fire, disturbances, and concerns about public or personal security, students may call 780-479-8761, Concordia University of Edmonton's 24-hour emergency contact. In the event of fire, students should activate the nearest fire alarm, call 911, and notify Security.

### **8.4.6 ILLNESS AND CLASS ABSENCE**

If students become ill, they should first contact their instructors to determine how to manage assignment deadlines and missed examinations. (*Excused Absences*, section 9.2.2)

Students who are unable to attend classes and unable to contact their instructors may ask the Student Life and Learning Office for assistance in contacting or communicating with their instructors concerning their absences. Official documentation is required of students who need assistance from the Student Life and Learning Office.

## 8.4.7 ORIENTATION

The Student Life and Learning Office, together with the Concordia University of Edmonton Students' Association, hosts an Orientation for new students prior to the start of the Fall and Winter semesters. The goal of the Orientation sessions is to provide new students with the opportunity to tour the campus, to meet peers and faculty, and to get information and tips on university life. All new students are encouraged to attend.

## 8.4.8 WRITING CENTRE

The Writing Centre is a free service that provides support for learning through writing for all Concordia University of Edmonton students, staff and faculty. Throughout the academic year, the following range of services is offered to promote learning through writing: one-on-one consultations, drop-in hours, writing seminars and in-class presentations. Inquiries regarding the Writing Centre may be directed to Concordia University of Edmonton's Dean of Students.

## 8.5 CAMPUS SERVICES

### 8.5.1 BOOKS AND SUPPLIES

The campus bookstore sells textbooks and supplies on a cash, credit card, and debit card basis.

### 8.5.2 COMPUTERS FOR STUDENT USE

Concordia University of Edmonton maintains several drop-in computer labs that students may use to research and prepare classroom assignments. All students receive a user account and password which allows them access to stations in the drop-in computer labs.

Instructors provide the details about other labs that are available for students enrolled in specific classes. Accounts for these other labs are assigned by the instructors teaching them.

Students are expected to adhere to the posted policies and guidelines for the use of the computers and computer networks. Violation of these policies and guidelines may result in disciplinary action and the loss of access to these services.

For the location and hours of operation of computer labs on campus, visit <http://computing.concordia.ab.ca>.

### 8.5.3 INSURANCE

#### A. ACCIDENT INSURANCE

At the time of registration, Concordia University of Edmonton students subscribe to a group accident insurance plan that covers full-time students for accidental injury on a 24-hour basis during the term, and part-time students for accidental injury while on the school premises and while "travelling to and from" school during the term. "Full-time" is defined by the insurer as a student enrolled in three or more courses. "Travelling to and from" means direct travel which takes place along a normal or reasonable route, without delay or stopover.

The Accidental Medical Expense only supplements existing medical coverage.

Students who wish to make claims must submit claim forms and provide the insurance company with proof of injury within 30 days of the injury; claim forms and more detailed information are available from the Student Life and Learning Office.

#### B. CONCORDIA UNIVERSITY OF EDMONTON STUDENTS' ASSOCIATION BENEFITS PLAN

The CSA Student Benefits Plan provides extended health and dental benefits for every full-time undergraduate student and all

International students. The fees are included in students' University fees. The benefit year is September 1 to August 31. Eligible students are added to the plan automatically during the first 45 days of each semester. Visit [www.mystudentplan.ca/csa](http://www.mystudentplan.ca/csa) to find out how to use the plan. Students with comparable insurance coverage may apply to waive health and/or dental coverage provided by the CSA Student Benefits Plan. You can also coordinate coverage from your existing plan with the CSA Student Benefits Plan. Each student is given one opportunity to waive benefits under the plan each year. All opt out requests must be completed online via the benefit plan website; [www.mystudentplan.ca/csa/opt-out-form](http://www.mystudentplan.ca/csa/opt-out-form) and received by the applicable deadline. Approval of the opt out request will result in the plan fee being credited to your student account. Students with a spouse and/or dependants have one opportunity to purchase family coverage for a spouse and/or dependant(s) by completing an application form and paying the family coverage fee. All family add on forms and applicable fees must be received by the applicable deadline.

The CSA Health and Dental plan includes coverage for prescription drugs, vision care, paramedical practitioners, dental, emergency travel insurance, accidental death and dismemberment, and a tutorial. For more details about your student plan, please visit: [www.mystudentplan.ca/csa](http://www.mystudentplan.ca/csa) and contact the Concordia University of Edmonton Students' Association.

### 8.5.4 STUDENT IDENTIFICATION CARDS

Concordia University of Edmonton issues student identification cards during the first week of class in each semester from Student & Enrolment Services. Students must present their student identification cards to:

- borrow books from the Concordia University of Edmonton library;
- access the 20 NEOS libraries including the University of Alberta libraries, the Alberta Environmental Protection Library, and Alberta Health;
- access their student information and academic advising, at the Registrar's Office in Student & Enrolment Services;
- claim grant cheques from the Student Accounts Office; and
- use the athletic centre.

Students may also use the Concordia University of Edmonton student ID card:

- as a declining balance card in Concordia University of Edmonton's cafeteria and kiosk. To use this feature, students deposit money to their cards at the Student Accounts Office;
- as a copy card for campus photocopiers. To use this feature, students deposit money to their cards at the Bookstore; and
- to verify student status for facilities, events, and discounts on- and off-campus.

Students are charged a fee for replacing lost or stolen cards. Replacement cards are available from Student & Enrolment Services.

## 8.6 RESIDENCE LIFE

Life in residence can be one of the most memorable aspects of a university education. Lifelong friendships, a memory bank full of wonderful experiences, and the day-to-day convenience of living on campus are only some of the benefits of residence life. Living in residence rounds out one's education, stimulating growth in all areas of life: personal values, attitudes, social, and leadership skills.

At Concordia University of Edmonton, the residence director and residence assistants provide a wide range of services and programs for residents. Planned activities often include movie nights, sporting events, intramurals, bowling, roller skating, and

cultural events like the symphony, ballet, and the theatre. Life skills workshops, information sessions, and spiritual life activities round out the program.

The purpose of Concordia University of Edmonton's residence life program is to provide a "total" education. The expectation is that students will be enthusiastic about learning and living in a close community, and will demonstrate the respect, cooperation, and concern for others which make such a community possible. For more information visit <http://residence.concordia.ab.ca>.

### 8.6.1 FACILITIES

The men's and women's residences provide the convenience of living close to Concordia University of Edmonton's classrooms. Residence rooms are usually shared with another student, and are furnished with desks, beds, and dressers. Students soon imprint their personalities on their rooms, making the residence "home."

The campus cafeteria offers a varied menu of hot and cold meals, snacks, fruits, and salads at reasonable prices. Resident students are required to subscribe to a declining balance meal plan.

### 8.6.2 APPLICATION TO CAMPUS RESIDENCE

Students apply to campus residence separately from academic admission. On-campus accommodation is limited and is granted on a contract basis for the full academic year only. Specific information regarding residence life and applications for campus residence are available online at <http://residence.concordia.ab.ca>; interested applicants may also contact the Residence Office at 780-479-9208. Information regarding residence fees can be found in *Student Residence*, section 5.6.

## 8.7 CONDUCT

The intimate size of Concordia University of Edmonton's campus fosters a sense of community in which relationships quickly develop and students soon feel at home. A growing awareness of the privileges and responsibilities of being part of this community shapes the lifestyle of students.

### 8.7.1 SELF-DISCIPLINE

Students are expected to maintain a high standard of personal conduct, this involves demonstrating respect and concern for all other members of the Concordia University of Edmonton community.

#### A. DRESS

Concordia University of Edmonton recognizes that students' taste in clothing reflects their own individuality. The only standard of dress is that clothing be neat, clean, and appropriate for the occasion.

#### B. SMOKING

In keeping with the *Alberta Tobacco Reduction Act*, all buildings on Concordia University of Edmonton's campus are smoke-free. Smoking is restricted to designated outdoor areas of the campus.

Research has demonstrated the harmful effects of smoking and second-hand smoke on health. The counselling staff at Concordia University of Edmonton are pleased to refer students to the appropriate programs should they decide to quit smoking. Students may schedule appointments with Counselling Services or pick up detailed information regarding Concordia University of Edmonton's smoking policy at Student Life and Learning.

## C. WEAPONS AND DANGEROUS MATERIALS

No firearms, fixed-blade or switchblade knives (including pocket knives which are carried visibly in sheaths), explosives, or any other items which may be considered weapons or dangerous materials may be brought on to Concordia University of Edmonton's campus.

### 8.7.2 STUDENT CONDUCT

#### A. PRINCIPLES

Concordia University of Edmonton endeavours to provide students with an open and supportive atmosphere governed by the Gospel of Jesus Christ, characterized by mutual respect and freedom from discrimination, threat, or interference. The attitude and behaviour of students are integral to this endeavour. Therefore, Concordia University of Edmonton expects students to behave in a manner which promotes consideration for others and responsibility for oneself, practicing self-discipline, responsible decision-making, and integrity in relationships with others.

1. Concordia University of Edmonton is committed to the principle of integrity, grounded in the belief in the fundamental values of honesty, trust, fairness, respect, and responsibility in all academic conduct.
2. 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 Concordia University of Edmonton's regulations using principles of restorative justice to ensure the orderly functioning of Concordia University of Edmonton and to protect the Concordia University of Edmonton community and its integrity.
3. The Code of Student Conduct (Code) is intended to establish for members of the Concordia University of Edmonton community the general obligation to maintain the highest standards and to conduct themselves according to community standards of respectful and responsible behavior.
4. Concordia University of Edmonton 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.

**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.

**Freedom from Discrimination:** Discrimination at Concordia University of Edmonton 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.

**Freedom from Harassment and Sexual Harassment:** Concordia University of Edmonton'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.

**Positive Academic Environment:** Concordia University of Edmonton 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 Concordia University of Edmonton.

**Discipline:** Students at Concordia University of Edmonton 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 Concordia University of Edmonton. Academic misconduct will be dealt with as per Concordia University of Edmonton’s academic discipline policies (see *Academic Honesty*, 9.2.9).

## B. AUTHORITY

The authority to administer this policy is delegated to the Dean of Students.

## C. CODE OF STUDENT CONDUCT

1. The Code of Student Conduct supersedes all other policies, rules, or regulations to the extent of any overlap.
2. In the best interest of Concordia University of Edmonton and the community, Concordia University of Edmonton may require that the conduct of students be governed by policies, rules, and regulations other than the Code of Student Conduct.
  - Student members of Concordia University of Edmonton with special responsibilities established by Concordia University of Edmonton (e.g., student athletes, students participating in International exchanges) may also be governed by additional policies.
  - 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 Concordia University of Edmonton community.
  - Concordia University of Edmonton reserves the right to apply the Code to off-campus conduct which occurs during a Concordia University of Edmonton, or Concordia University of Edmonton Students’ Association, sponsored activity and which has a real and substantial link to Concordia University of Edmonton. The intent is to discourage conduct that is prejudicial or likely to be prejudicial to the interests or the reputation of Concordia University of Edmonton.
  - Members of the Student Life Committee will be required to be members of the Non-Academic Misconduct Review or Appeal Board. All members are required to take the appropriate training, and additional members will be requested by the Dean of Students as necessary.

## 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:
  - An individual’s complaint is acknowledged and heard,
  - Safe communities are created, and
  - Individuals are held accountable for their behaviour.
2. Concordia University of Edmonton sponsored activity means any activity on or off campus which is initiated, sanctioned, or supervised by Concordia University of Edmonton.
3. Concordia University of Edmonton Students’ Association sponsored activity means any activity on or off campus which is initiated, sanctioned, or supervised by the Concordia University of Edmonton Students’ Association.

4. Real and substantial link refers to the inferred connection a reasonable person would make between student conduct and the integrity of Concordia University of Edmonton.
5. Reasonable means moderate and fair in the circumstances.
6. Decision in the context of a Board hearing outcome refers to the determination of whether or not a student has committed an act of non-academic misconduct and/or the sanction that has been applied.
7. 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 Concordia University of Edmonton library, performances, etc.
8. Non-Academic Misconduct, broadly defined, is any behaviour or pattern of behaviour that:
  - Adversely affects the learning of others, Concordia University of Edmonton, or its educational mission.
  - Violates established civil and criminal statutes.
  - Threatens the safety or well-being of members of the Concordia University of Edmonton community.
  - Violates the ethical standards set by a professional association specific to the program to which the student belongs.

## E. RIGHTS AND RESPONSIBILITIES

### Student Rights

1. To have standards for non-academic misconduct communicated in a clear and unambiguous manner.
2. To have consequences for an alleged breach of non-academic misconduct communicated in a clear and unambiguous manner.
3. To expect standards to be applied consistently and equitably.
4. To be presumed not to have committed 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.
5. 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.
6. To choose an individual to accompany him/her
7. To choose whether or not to provide evidence and/or to be a witness in the case against him/herself.
8. In any hearing to present evidence, to call his or her own witnesses and to personally question any witnesses called; and
9. To have access to appeal procedures under this Code.

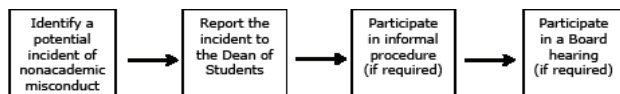
### Student Responsibilities

1. To uphold the values attached to integrity and develop skills and practices as necessary.
2. To be aware of classroom standards for non-academic conduct.
3. To familiarize themselves with this Code and govern themselves in accordance with it and all other policies, rules, and regulations of Concordia University of Edmonton.

## F. PROCESS OVERVIEW

### Procedures

The general procedures for reporting non-academic misconduct are represented in the diagrams below.



### Time Lines

1. Consistent with Student Rights, the Dean of Students has established timelines to ensure an expeditious process.
2. The Dean of Students 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 due to final examinations, vacations, or inter-sessions.

### Sanctions

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

## G. APPEAL PROCESS

Either party can appeal the decision rendered by a Non-Academic Review Board to an Appeal Board on the following grounds:

- Alleged bias of the Review Board or one of its members, or
- Alleged failure by the Review Board to comply with the principles of natural justice or procedural fairness, or
- Substantial new evidence unavailable to the Review Board

Anyone requiring further information or advice about this process should consult the Dean of Students.

Procedures	Responsibilities and Timelines
<b>Stage I - Initiating a Non-Academic Misconduct Appeal</b> Section A of the <i>Non-Academic Misconduct Appeal Form</i> must be completed and submitted to the Dean of Students, stating the reasons why the appeal should be heard and the remedy being sought.	<b>Who:</b> Community member who is party to the incident. <b>When:</b> Within 5 working days of receipt of the original board's decision.
<b>Stage II - Processing the appeal</b> The Dean of Students reviews and refers all supporting documentation from the original incident to the Chairperson of the Non-Academic Misconduct Appeal Board.	<b>Who:</b> Dean of Students <b>When:</b> Within 5 working days of receipt of the appeal whenever possible.
<b>Stage III - Convening the Non-Academic Misconduct Appeal Board hearing</b> The Chairperson determines whether there are grounds for an appeal. If no, the appeal is declined, and within 5 working days the Chairperson must communicate this in writing to all parties and to the Dean of Students. If yes, a Non-Academic Misconduct Appeal Board hearing is convened within 10 working days whenever possible. A decision is rendered within 5 days of the conclusion of the hearing. The decision of the board is final and may not be appealed. The results from the appeal process are communication to all parties and the Dean of Students.	<b>Who:</b> Non-Academic Misconduct Appeal Board.

## H. NON-ACADEMIC MISCONDUCT

Behaviour that is subject to disciplinary action under the Code includes violations of established civil and criminal statutes; conduct that threatens the safety or well-being of members of the University community, and any other behaviour that seriously

and adversely affects the University or its educational mission.

Non-Academic Misconduct broadly defined, is any behaviour or pattern of behaviour that:

- Adversely affects the learning of others, Concordia University of Edmonton, or its educational mission.
- Violates established civil and criminal statutes.
- Threatens the safety or well-being of members of the Concordia University of Edmonton community.
- Violates the ethical standards set by a professional association.

The procedures governing non-academic misconduct at Concordia University of Edmonton reflect on an environment that values personal integrity, peer adjudication, restorative measures, and due process and fairness to the student and the University community. These procedures protect the members of the University community by providing consistency for the student; all inquiries regarding process should be directed to the Dean of Students.

Examples of non-academic misconduct may include, but are not limited to:

- Disrupting a class in such a way that interferes with the formal process of the session or the learning of other students;
- Use of force against any person or property or threat of such force;
- Sexual assault or other sexual harassment;
- Verbal assault, defamation, discrimination, retaliation, or harassment towards others;
- Dissemination of malicious material which creates a climate that hinders or prevents the full participation of another person or group in the life of the University;
- Unauthorized entry into, unauthorized use of, or misuse of University property, including computers and data and voice communication networks;
- Intentionally, negligently or recklessly endangering the wellbeing of any individual or intentionally, negligently or recklessly interfering with any University activity or University sponsored activity.
- Use, possession or storage of any weapon, or an instrument or device that a reasonable person would believe is a weapon, dangerous chemical, fireworks, or explosive on University premises, whether or not a license to possess the same has been issued to the possessor;
- The distribution of alcohol, narcotics, or dangerous drugs on University property or among members of the University community, if such distribution is illegal, or the possession of a sufficiently large quantity as to indicate an intention to distribute illegally;
- Theft of University services or theft of, or intentional or careless damage to, University property, or property in the possession of, or owned by, a member of the University community, including knowing possession of stolen property;
- The violation of the ethical code of one’s intended profession by students in clinical courses, practicum, directed field studies, or other settings related to their intended profession;
- Violations of civil or criminal statutes where such violations have an adverse effect on the educational mission of the University;
- Disorderly conduct on University premises or at University sponsored activities;

- Willful failure or refusal to appear before any University review board or designated University official; failure to comply with directives from University officials; and knowingly violating the terms of any sanctions imposed in accordance with this Code.

### 1. Standards of Classroom Behaviour

The primary responsibility for managing the classroom environment rests with the individual instructor. Students who engage in any prohibited or unlawful behaviour that results in disruption of a class may be directed by the instructor to leave the class. If necessary, Security should be contacted to escort the student from the class, and if applicable, from campus.

### 2. Reporting

a) All incidents of alleged non-academic misconduct observed or experienced by a member of the Concordia University of Edmonton community shall be referred to the Dean of Students, or Campus Security, as necessary. These incidents may be referred by campus security, students, employees, and visitors to the University. Each incident shall be documented through the use of the Non-Academic Misconduct Report available at [www.concordia.ab.ca](http://www.concordia.ab.ca)

b) If the incident necessitates an interim suspension, the Dean of Students may exclude a student from University premises pending disciplinary proceedings. The interim suspension shall become immediately effective without prior notice whenever the Dean determines there is a reasonable basis to conclude that the continued presence of the student at the University poses a substantial and immediate threat to himself or herself, to others, or to property. In such cases, a formal hearing need not be held.

c) The Director of Security shall have the right to administer an interim suspension as that individual sees fit to protect the individual and the Concordia University of Edmonton community. In the event the Director of Security feels it necessary to administer an interim suspension, every effort shall be made to consult with the Dean of Students.

d) The Dean of Students may discuss the allegation of non-academic misconduct with the student to determine if the matter can be resolved by advising, mediation, or counselling. If the Dean of Students determines that an informal procedure is appropriate, arrangements may be made for the provision of those services. In the event that the matter is resolved by advising, mediation, or counselling, records of the process and resolution shall be kept in the Student Life and Learning Office and the Dean of Students shall be responsible for monitoring compliance with the terms of the resolution.

e) In the event that the matter is not resolved by advising, mediation, or counselling, either because those procedures were not appropriate or not successful, or in the event that the student fails to comply with the terms of the resolution agreed to under those procedures, the Dean of Students shall refer the matter to the Non-Academic Misconduct Review Board.

### 3. Non-Academic Misconduct Sanctions

The sanction agreed upon through an informal process or imposed by the Non-Academic Review Board or the Non-Academic Misconduct Appeal Board is at the discretion of the Dean of Students with reference to the facts of the case. Without limiting that discretion, the University has developed the following guidelines with respect to choosing an appropriate sanction:

- a) Relevant factors include, but are not limited to:
- Whether there has been a previous finding of non-academic misconduct with respect to the student.

- The severity of the misconduct.
- A disability that relates to the misconduct.
- Cultural factors.
- Age factors.
- Language factors.
- Personal circumstances of the student.

Sanctions will vary commensurate with the violation, and as violations will have several degrees of severity, so must the sanctions imposed. A less severe sanction may be appropriate where there has been no previous finding of misconduct and the misconduct is not considered severe.

A more severe sanction or a major sanction or both may be appropriate where there has been a previous finding of misconduct or there are multiple allegations of misconduct, depending on the factors listed above and the other relevant circumstances.

A major sanction may be appropriate where the misconduct is grievous or repeated and in particular, in the cases of physical or sexual aggression.

All major sanctions shall require the final approval of the President or designated senior University official.

**Warning/Admonition** – Written notice that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.

**Community Service** – Prescribed service to the University community commensurate with and appropriate to the specific violation of the Code.

**Restitution** – Monetary reimbursement for damage to, or destruction of, University property or property of a third party(s). A conduct hold will be placed on the student's record until such time as the prescribed amount is paid in full.

**Conduct Probation** – Probation with the intent of restricting an individual from engaging in behaviours, that through violations of the Code, while normally acceptable have proved damaging to that individual. This may be assigned with the recommendation of counselling or rehabilitative programming.

**Restriction of Privileges** – Formal limitation imposed upon use of specific University facilities i.e. gymnasium, computer labs, parking lot, contact with a specified person(s) for a prescribed period.

**Encumbrance** – Notation that results in the withholding of a student's official grades or other indicators of academic achievement, withholding of official transcripts, denial or termination of registration until evidence of compliance with all imposed sanctions.

### 4. Major Sanctions Requiring Presidential Approval

**Suspension** – A student may be prohibited from accessing any or all of the University premises or any or all University services for a prescribed period of time or until the prescribed conditions are satisfied. After the applicable period of time has passed and/or the conditions have been met, the student may re-apply to the University for admission, but will not be necessarily granted a place in his or her initial program of study. The suspension of an individual shall be recorded on his/her Concordia University of Edmonton transcript for a period as established by the policies of the University.

**Expulsion** – Permanent restriction from accessing any University premises or University services. The expulsion of an individual shall be recorded on his/her transcript for a period as established by the policies of the University.

## I. BOARD HEARINGS

Students at Concordia University of Edmonton can expect to be treated fairly and objectively when facing concerns around



conduct. To this end, the Dean of Students strives to facilitate consistency and transparency by collecting information about allegations, and to convene formal processes in cases where mutual resolution remains difficult. Peer adjudication is one of the Code of Conduct's established principles, empowering students by involving them in student judicial processes.

### 1. Board Training

In order to ensure fair and consistent judiciary proceedings, the Dean of Students provides board training for students, faculty, and staff interested in participating as board members for Non-Academic Misconduct hearings. The Dean of Students welcomes anyone interested in judicial affairs, to become involved in Non-Academic Misconduct hearings. Board development workshops are offered year round; members of the University community interested in training as a board member should contact the Dean of Students at 780-479-9289 for further information.

### 2. Non-Academic Misconduct Boards

If an incident is not, or cannot, be resolved, the case is referred to a Non-Academic Misconduct Review Board.

All parties involved have the right to appeal the decision of the Review Board to the Non-Academic Misconduct Appeal Board if the applicable grounds (see *Code of Student Conduct*, section 8.7.2.C) are met.

**Decisions of the Appeal Board are final**

### 3. Outline of Non-Academic Hearing Procedures

Non-Academic Misconduct Board hearings are conducted under the authority of the Code of Student Conduct. The board will ensure that the parties to a dispute receive fair and just treatment and that appropriate resolutions are achieved.

These are not legal proceedings but they will be conducted in a reasonably formal manner. In the end, the board will decide in favour of one party or the other on the basis of which facts or arguments are more probable accounts of what actually occurred in the case.

The following questions and their corresponding answers are intended to assist you in preparing for the hearing:

#### How do I prepare for the hearing?

Either party can access the Dean of Students for advice on how to prepare for a hearing and to have the procedures explained. In addition, a student may contact the Students' Association for advice and support.

#### How do I present my case?

There is already an Incident Report which all parties have been provided along with any other relevant documentation (e.g., security incident reports, witness statements, etc.). If there are other written materials you would like to submit, you must submit them to the Dean of Students three (3) full business days (whenever possible) prior to the hearing. Copies of all documentation will be provided to both parties.

#### Can I bring someone with me?

Yes. You are entitled to bring an attendant provided that prior to the hearing you submit in writing the name and affiliation (e.g., CSA representative, peer, parent, etc.) of your attendant to the Dean of Students.

#### Can this person present my case for me?

No. You must present your own case and answer all questions personally. This person may advise you but is not permitted to speak or make written submissions.

#### Can I ask someone to testify on my behalf?

Yes. You can nominate witnesses to support your case but their names, affiliations and connection to the case must be submitted

in writing to the Dean of Students prior to the hearing.

#### What happens in the actual hearing?

The Chairperson will introduce everyone in the room, outline the process, and identify the issue and potential outcomes.

The person making the complaint will be asked to present the facts and arguments in support of the allegations. Witnesses may then be called and the person responding and/or the board may ask questions of them. Witnesses will then be excused.

The person responding to the complaint will be asked to present the facts and arguments against the allegation. Witnesses may be called and questions may be put to them by the person who has brought the complaint and/or by the board. Witnesses will be excused. If the board is satisfied and there are no more questions, the complainant and the respondent will be excused.

The Chairperson will sum up by reiterating what is at issue and by summarizing what the two parties have said. He/she will indicate any further process

#### What happens after the hearing?

The board deliberates in private and reaches a decision which is later communicated to both parties in writing

#### What if I disagree with the decision?

Either party has the right to appeal the decision. The appeal board will decide whether there are grounds to re-hear the case (refer to the Code for detail about the three grounds). All decisions of the appeal board are final.

### 4. Framework

#### Structure

Under the Code of Student Conduct there are two boards:

- Non-Academic Misconduct Review Board
- Non-Academic Misconduct Appeal Board

#### Jurisdiction

The boards are duly constituted under the Code and have jurisdiction over any student – credit or audit – with whom the University maintains an affiliation as a learner in the educational community. While boards normally hear cases involving currently enrolled students, they are empowered, as required, to hear cases against former students (e.g., in cases involving suspension or rescission of a credential), and against students who attempt to withdraw or otherwise absent themselves in order to avoid a hearing.

#### Relationship to Other University Policies

Students may be subject to discipline under other University policies, but the Code supersedes all other policies, rules or regulations to the extent of any overlap. Boards are not bound by the outcomes of other such disciplinary proceedings.

#### Relationship to External Agencies

Students may also be subject to various types of discipline by external agencies. However, action under the Code normally proceeds regardless of any civil or criminal proceedings and is not affected by the outcome or ongoing nature of those proceedings.

#### Application to Off-Campus Conduct

Students may be subject to discipline under the Code for off-campus instances where such behaviour has a real and substantial link to the University.

#### Appointment

Members of the Non-Academic Misconduct Review and the Non-Academic Misconduct Appeal Board are appointed by the Dean of Students. All members are required to take the appropriate training, and additional members will be requested by the Dean of Students as necessary.

Prospective board members are required to declare any conflict of interest or bias which might affect their impartiality and, hence, their participation on a given board. The Dean of Students decides whether a prospective board member is to be excused.

If, during a hearing, a board member is required to step down for any reason, the Dean of Students determines whether to appoint a replacement, select a new board, or suspend the case. The decision of the Dean of Students is final and binding.

The Chairperson is appointed by the Dean of Students.

No board member may sit on a board and an appeal board involving the same case.

#### **Composition**

Subject to the availability of community participants, the composition of the boards will be as follows:

- Non-Academic Misconduct Review Board 2 Students, and 3 unaffiliated Faculty Members, one of whom will act as the Chairperson.
- Non-Academic Misconduct Appeal Board 2 Students, and 2 unaffiliated Faculty Members or their designates, and the Vice-President Academic, or designate who acts as Chairperson.

### **5. Roles and Responsibilities**

#### **Chairperson of the Board**

Every hearing is required to have a duly constituted board which is presided over by a Chairperson who is appointed by the Dean of Students.

The Chairperson and other members of the board must all be present to constitute a quorum.

When presiding over a misconduct hearing the Chairperson's responsibilities include but are not necessarily limited to: conducting the hearing itself, presiding over the deliberation of the board and issuing the report and decisions on behalf of the board. The chairperson is a full voting member of the board.

#### **Board Members**

Every board member has an obligation to be well informed of the facts of the case, to be attentive to the proceedings, to be fair and impartial throughout, to render a just decision, and to recommend an appropriate sanction.

Every board member must be present to constitute a quorum.

#### **Complainant**

A complainant is any member of the University community who alleges that a student has committed an act of misconduct and who initiates a procedure under the Code. A complainant may not be anonymous and must be prepared to support the allegations at a hearing or appeal.

If, in the event a complainant is unable to attend a hearing for a reason deemed valid by the Dean of Students, the hearing may be rescheduled.

#### **Respondent**

A respondent is any student – credit or audit – against whom an allegation of misconduct has been made under the Code. The respondent has several important rights as guaranteed under the Code, including the presumption of innocence.

The respondent also has the obligation to respond to an allegation and is required to appear before a board. Non-compliance with such a request does not constitute a defence nor does it prevent a board from proceeding with a hearing.

If, however, a respondent is unable to attend a hearing or respond to an allegation for a reason deemed valid by the Dean of Students, the hearing may be rescheduled.

#### **Attendant**

A respondent has the right to be accompanied by an attendant to any meeting called to discuss an alleged act of misconduct. This individual may not question witnesses or make submissions, unless permitted to do so by the Chairperson of the board.

#### **Witnesses**

Either party to a dispute may nominate witnesses to testify on behalf of the respondent or the complainant. A list of any prospective witnesses must be submitted to the Dean of Students prior to the commencement of the hearing.

Witnesses are normally only present while giving testimony.

It is not a requirement of the process that witnesses be named or called. However, should the board itself determine that a witness should be called, even if that witness has not been identified by either party, it has the authority to do so.

### **8.7.3 APPLICANT CONDUCT\***

Individuals applying to study at Concordia are expected to conduct themselves in a manner consistent with the attitude and behaviour expected of Concordia students. Individuals who are interested in applying to study at Concordia should familiarize themselves with the standards for student conduct set out in section 8.7 of the Academic Calendar.

Among other things, Concordia does not tolerate any behaviour that threatens the safety or well-being of Concordia staff, including discrimination, intimidation, coercion, excessive swearing, fighting, yelling at staff or others, harassing emails, verbal or other abuse, etc.

A staff member who believes an applicant (or anyone acting on an applicant's behalf) is engaging in any such behaviour may immediately end communications with that individual and report their behaviour to the Admissions Coordinator. The applicant will be required to speak to the Admissions Coordinator before he or she will be allowed to continue the application process.

The Admissions Coordinator may decide to issue a warning to the applicant and allow him or her to continue with the application process, or may decide to rescind any current offer of admission received by the applicant, cancel any existing registration and/or refuse to consider applications for admission to Concordia for a specified period of time. The decision will be noted in the applicant's file and the applicant will be notified of the decision using the most recent contact information provided by the applicant to Concordia.

The applicant may make a written request to the Admissions Coordinator to reconsider this decision, setting out the reasons why the applicant believes a different decision would be more appropriate. The Admissions Coordinator's decision upon reconsideration shall be final.