

NON-ACADEMIC MISCONDUCT POLICY

Policy Section:	Student and Academic Support Services	Effective Date:	July 1, 2025
Policy Owner:	Vice President Academic & Student Experience	Last Revised:	April 2, 2025
Policy Administrator:	Registrar	Review Scheduled:	Every 4 Years
Approver:	Dean's Council Academic Council		
<i>The official controlled version of this document is held with the Legislative Compliance / Policy & Procedure Coordinator.</i>			

A. POLICY STATEMENT

Keyano College is committed to creating an environment conducive to academic, personal, and professional growth for all college community members. All College community members are expected to adhere to principles of integrity, respect, and responsibility.

Individuals who compromise College values by committing non-academic misconduct will be disciplined under natural justice and procedural fairness principles.

1. Guiding Principles

- 1.1 Non-academic Misconduct refers to behaviour which disrupts the learning environment or violates the College's policies and/or values.
- 1.2 All students must review and familiarize themselves with the policies and procedures relating to their enrollment at the College, which are available on the website.
- 1.3 No individual will be an ambassador or public representative for the College with a record of unbecoming conduct.
- 1.4 Students are expected to be aware of ethical standards set by professional associations and workplace standards of work-integrated learning activities.
- 1.5 Students enrolled in Apprenticeship training or collaborative program offerings are expected to familiarize themselves with the applicable policies and procedures of Apprenticeship and Industry Training (AIT) or their collaborative institution.
- 1.6 Students in Keyano Housing are responsible for reviewing and familiarizing themselves with housing-specific policies and procedures.
- 1.7 Students participating in events or activities at the Syncrude Sport & Wellness Centre must review and abide by the general facility rules and regulations.

- 1.8 Student-athletes are responsible for reviewing and abiding by all accompanying sport-specific rules, including the Alberta College Athletic Conference (ACAC) and the Canadian Collegiate Athletic Association (CCAA) operating codes.

2. Examples of Misconduct

Non-academic misconduct includes but is not limited to the following behaviours:

- 2.1 Violent behaviour, physical harm, or credible threats of harm towards any member or group within the College community.
- 2.2 Verbal, physical or psychological harassment, offensive language, defamation, bullying, retaliation, or discrimination based on race, gender, sexual orientation, disability, religion, or other protected status under Canadian law.
- 2.3 Gender-based and sexual violence.
- 2.4 Dissemination of malicious material that creates a climate that hinders or prevents another's full participation in the College community.
- 2.5 Unauthorized entry into college facilities, including housing.
- 2.6 Unauthorized use or misuse of College property, including facilities and equipment.
- 2.7 Theft, intentional or careless damage to, or unlawful possession of College property or the personal property of any member of the College community.
- 2.8 Possession or use of any weapon or device that may reasonably be construed as a weapon, explosives, fireworks, or dangerous chemical, regardless of whether the individual has a licence to possess such items.
- 2.9 Use, possession, or distribution of illegal drugs, cannabis or alcohol on College property or at College-sponsored events, where prohibited by law or College policy.
- 2.10 Failure to adhere to College policies or instructions of College personnel enforcing College policy, including refusing legitimate requests to produce identification or obeying emergency procedures.
- 2.11 Violations of civil or criminal statutes.
- 2.12 Neglect of safety procedures or intentional creation of safety hazards.
- 2.13 Willful failure to participate in established disciplinary procedures, knowingly violating approved disciplinary sanctions, or failure to comply with legitimate directives from College personnel.
- 2.14 Misconduct that breaches provincial or federal legislation.

3. REPRISALS AND SANCTIONS

- 3.1 Individuals will not act in reprisal against a complainant or any individual who has cooperated in a non-academic misconduct investigation. An individual who engages in retaliation may be subject to disciplinary action up to and including termination of any relationship with the College.
- 3.2 Any individual found to have made a frivolous or vexatious complaint may be subject to disciplinary action up to and including termination of any relationship with the College. A Complaint made in good faith that is not substantiated is not frivolous or vexatious.

B. DEFINITIONS

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| (1) | Collaborative Students: | means students enrolled in a program developed and/or delivered by Keyano College and a partner post-secondary institution. |
| (2) | College: | means Keyano College. |
| (3) | College Community: | means individuals directly connected to any College activities or initiatives, including all employees, students, contractors and volunteers. |
| (4) | Defamation: | means damaging someone's good reputation, such as slander or libel. |
| (5) | Discrimination: | means an action, behaviour, decision, or omission that treats a person or group unfairly and badly for reasons linked to personal traits, such as race, age or disability. (<i>Canadian Human Rights Commission</i>). |
| (6) | Harassment: | means any unwelcome, offensive, hostile, or discriminatory conduct which creates an intimidating or unwelcome environment. Harassment can occur as a serious one-time incident or over time. Harassment includes physical, verbal, and visual actions. |
| (7) | Integrity: | means the quality, characteristic, or behaviour of an individual or organization when acting in accordance with values, standards and rules accepted by Keyano College. |
| (8) | Keyano Housing: | means all housing units owned by Keyano College. |
| (9) | Retaliation: | means to hurt or do something harmful to someone because they have done or said, or are perceived to have done or said, something harmful to you. |

- (10) **Safety:** means a state in which, or a place where one is safe and not in danger or at risk.
- (11) **Student:** means anyone currently enrolled in a credit and/or non-credit course at the College, including those offered through collaborative programming.
- (12) **Violence:** means the use of physical force to injure, abuse, damage or destroy.
- (13) **Weapon:** means anything used, designed to be used or intended for use in causing death or injury to any person or threatening or intimidating any person.
- (14) **Work Integrated Learning:** means the placement of a student in a community-supported learning environment. These include practicum placements, on-the-job training, co-op placements, service learning, etc.

C. RELATED POLICIES

- Academic Integrity Policy
- At-Risk Student Policy
- Classification of Students Policy
- Freedom of Speech Policy
- Gender-Based and Sexual Violence Policy
- Student Complaint Policy
- Student Rights Policy
- Substance Use Policy

D. RELATED LEGISLATION

- *Alberta Human Rights Act*
- *Canadian Charter of Rights and Freedoms*
- *Criminal Code of Canada*
- *Canadian Human Rights Act*
- *Freedom of Information and Protection of Privacy Act*

E. RELATED DOCUMENTS

- Academic Integrity Procedure
- Gender-Based and Sexual Violence Procedure
- Non-Academic Misconduct Procedure
- Student Complaint Procedure

F. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
Not Available	New	All	Student Services	Vice President Academic
10/08/2021	Updated Policy to include students who are at risk of harming themselves or others.	Section A: 1.3 (p) Section B: (11)	Manager of Wellness and Accessibility Services, Director of Student Services	Vice President Academic
11/5/2021	Template Update.	All	Manager of Wellness and Accessibility Services, Director of Student Services	Vice President Academic
April 2, 2025	Updated format, updated language, updated process. Previous version of Non-Academic Misconduct Policy will be rescinded.	All	Registrar	VP Academic & Student Experience