

(Non-Credit) Student Conduct

Number: CCE-NCA-002
Audience: Non-credit clients (individuals or groups on campus)
Issued: 25 February 2015
Last revised: 29 April 2015
Owner(s): Manager, Student & Instructor Services (Non-Credit)
Approved by: Assistant Director, Centre for Continuing Education
Contact: CCE's Director's Office (Tel # 306-585-5801)

Introduction

The University of Regina, through its “Respectful University Policy ([GOV-100-015](#)), “is committed to creating and maintaining an environment in which members of the University community can live, work and learn in a collegial climate of mutual respect, free of harassment and discrimination.” Students and Instructors are expected to work together to make the university a positive and productive environment by: treating others with respect and dignity, evaluating your own beliefs and behaviours, participating in seeking solutions, speaking up if you believe that you or others are being treated inappropriately and seeking out consultation and support.

Scope

This policy covers only non-credit students in the Centre for Continuing Education. Credit and ESL students are covered by Council rules and regulations, as outlined in the University Calendar.

Policy

Non-credit students may be suspended from a non-credit class, or asked to discontinue from the class (with a refund of their remaining fees) if they are found to have behaved in an inappropriate manner in their CCE non-credit class or in interactions with the instructor or other students inside or outside the class via email or other communications. Examples of such inappropriate behaviour may include:

- acting in a harassing or discriminatory manner;
- disruption of instructional activities;
- assault or threat of assault;
- unauthorized use or misuse of any University facilities, equipment or services;
- failure to comply with the directions of officials of the University acting within the scope of their authority;
- any conduct which harms or threatens to harm the proper functioning of University programs or activities, the rights of members or guests of the University, the safety or well-being of members or guests of the University, or the property of the University, its members and guests.

Complaints on student conduct may come from another student, an instructor, a member of the public or a staff member. In the first incident, the complaint shall go to the Head of the relevant non-credit programming area, who shall investigate the complaint, including interviewing all relevant parties to the situation. If the Head decides that suspension or discontinuance from the program seems appropriate, the Head will make that recommendation to the Director of the Centre for Continuing Education. The Director will interview the student and other parties, if deemed relevant or if the student requests such an interview. The Director will then decide if suspension or discontinuance is appropriate.

The Director's decision with respect to non-credit Career and Professional Development courses and programs can be appealed to the CCE Student Appeals Committee.

Related Information

For more information please view the University's Policies and Procedures manual:

<http://www.uregina.ca/policy/index.html>

- Respectful University – GOV-100-015
- Violence Prevention – GOV-100-016
- Code of Conduct – GOV-022-005
- Safe Disclosure – GOV-022-020