

The Compass

Student Handbook 2010-2011



Emergency Info



IN CASE OF AN EMERGENCY

Emergency	9-1-1	9-1-1
Police (non-emergency)		780-423-4567
Police: Ottewell Community Station	9807 - 71 St.	780-496-8516
Police: South Division Station	9710 - 51 Ave	780-426-8200
Crisis Line—Suicide Prevention		780-429-0230
Distress Line		780-482-4357
Health Link		780-408-5465

MEDICAL EMERGENCY

- 1. Approach the situation to determine if assistance is required.**
Ensure that the scene is safe for you to enter. Identify yourself and determine if the individual involved requires assistance.
- 2. Call 911**
- 3. Notify the receptionist, building security, or staff person that 911 has been called.**

FIRE ALARM PROCEDURES

When the fire alarm sounds, all persons must immediately leave the building. Familiarize yourself with campus buildings and note your nearest safe exit.

If an alarm is sounded, leave the building. If it is safe to do so, close doors and windows as you leave.

Do not use the elevators, keep all exits clear. Do not go back into the building until facilities staff or the fire department signals you to return to the building.

Remember to ensure that all windows and doors are closed and the area is free and clear of people. **Do not lock your door.**

The King's Life

The King's University College
9125-50th Street
Edmonton, Alberta T6B 2H3

Reception.....780-465-3500

Toll Free.....800-661-8582

Fax.....780-465-3534

KINGSU.CA



PREAMBLE

At first glance, the King's may look like an "ordinary" small university. Here you'll find professors who know a lot about their field of study and love to talk about it. You'll find people busy doing research: exploring ideas, doing experiments, and thinking critically about social issues. Like any university, at the King's you'll hear and in society; the King's is out to equip you to be ambassadors of reconciliation, people with a heart for God's project of making all things new. This big, bold and hopeful vision sets the King's apart from any "ordinary" university.

At the King's we keep our eyes on the big picture. We delight in exploring a wide variety of areas of learning, and the connections between them. The King's is a learning community that values and cares for its members as real people with real names. At the King's you'll be treated with respect, and our smaller class sizes mean that you'll get to know your professors and classmates on a personal level. Our student development professionals and out-of-class programs help make the King's a lively and dynamic learning environment.

An education at the King's will open new doors to wherever your life and career take you. All our professors are experts in their field. Degrees from the King's are fully accredited and allow you to go on to graduate school, professional programs, or your chosen vocational path.

The King's offers a supportive community where you can develop your gifts, ask hard questions, and explore your life's calling in today's dynamic and challenging world. We offer quality university education inspired by a Christian worldview and core values such as creation care, and compassion for our neighbors locally and globally.

The King's University College will enlarge your world – and help you become bigger on the inside.

STATEMENT OF FAITH

kingsu.ca/about-us/stmt_faith

STUDENT DEVELOPMENT OFFICE

A large part of university life is co-curricular – those activities occurring outside the classroom and laboratory. The King's University College offers a full range of activities and services – recreational,

artistic, musical, ministerial, athletic, academic, social – that help students to participate in a richly diverse and caring community. Personal growth, spiritual development, relational skills, academic development, lifelong friendships and faith integration are among the significant opportunities for students at The King's University College.

THE UNIVERSITY COLLEGE COMMUNITY

We exist to provide university education that inspires and equips learners to bring renewal and reconciliation to every walk of life as followers of Jesus Christ, the Servant-King.

The role of the Student Life office is to encourage an environment that is **engaging** . . .

where all students can feel and experience **belonging** . . .

challenging one another within a culture of **learning** . . .

by taking responsibility through acts of humble **ownership** . . .

STUDENT RESOURCES

The transition that many students make when they begin university studies is filled with new challenges and often complex changes. The Student Life Office helps students work through those transitions by providing various resources and support services including the following:

- new student orientation
- retreats and social activities
- pastoral care
- personal counseling services
- support for mature students
- international student assistance
- accommodation access for students with disabilities
- mentoring student leaders
- residence applications and services
- off-campus volunteer opportunities
- local and international learning and services opportunities
- housing information
- **off campus and summer employment**

CAMPUS MINISTRIES

The Campus Minister is a spiritual mentor for the campus community. Weekly chapel services, coordinated by the Campus Minister, offer members of the King's community opportunity for collective worship. Chapel meets on Wednesdays at noon (12:00) for one hour in the Atrium. Occasional special chapels will meet in the SAC or Knoppers Hall. Students are encouraged to attend chapel and become involved in one of the student-led worship team leadership opportunities.

All students are encouraged to participate in the many opportunities provided for spiritual growth on campus. Weekly campus worship, prayer, discipleship and service groups as well as evening worship times are only some of the ways to be involved.



Students are encouraged to become involved in campus ministries by attending various functions, exercising their gifts and providing leadership. Students are also encouraged to worship regularly at a church of their choice.

EQUITY OF ACCESS FOR STUDENTS WITH DISABILITIES

Students who have been diagnosed with a disability which may affect their academic performance or physical wellbeing at the King's are encouraged to identify themselves well in advance of the start of the term. The information can be provided on the course registration worksheet or a student may call the school directly and speak with the Student Life Assistant. Students must provide recent (within the past 4 years) professional assessment of their disability in order to access accommodation services.



RESIDENCE LIFE

The King's University College provides excellent facilities for students who choose to live on campus. Students are not required to live on campus, but are encouraged to consider this option because of its many advantages. First year students under the age of 21 who do not live with parents during the school year are advised to live on campus.

In the friendly surroundings of the Residence, students experience the best of campus life: here is an enhanced sense of community and support due to increased opportunities for social and spiritual interaction. A wide variety of spiritual and recreational activities are planned and hosted by the University College and Residence Staff and students.

Two residences are on The King's University College campus:

Tower Residence

The eight-story Residence tower provides housing that is safe, comfortable and convenient. Two Internet hook-ups are available in all rooms. Students will share a large room with another person of the same gender. Common lounge areas and prepaid-card laundry equipment are available to all resident students. Telephone is included. Students are responsible for their own bed linens, task lighting and accessory furnishings.

All residents in the Tower must purchase a meal plan option. For further information see Food Services-Cafeteria (below).

Apartment Residence

A second student residence, intended for returning and senior students, provides suites of 6 bedrooms. Applicants to this residence must have completed a minimum of 24 credits or have been admitted as a mature student. Meal plans offered through food services are optional.

Students who have special dietary needs may be eligible to apply for the apartment residence upon approval by the Student Life Office. A written request is required.

In general, the residence is available for full-time students only. Any requests for exceptions to this policy must be submitted, in writing, to the Student Life Office.

On-campus housing is offered on a first-come, first-served basis. Students are encouraged to apply early. Application forms and further information are available from the Student Life Office or kingsu.ca.

PROCEDURES

PROPERTY INSURANCE

The King's University College does not carry insurance coverage for personal student belongings. Students should arrange personal renter's insurance. All students are responsible for providing their own insurance coverage.

THEFTS

Report thefts to the Director of Facilities or Campus Security immediately.

POSTERS

Check the *Bulletin Boards* regularly for important information. All items to be posted must be approved and dated by the Student Life Office. Items posted on walls or glass will be removed. Advertisements on the King's bulletin boards do not necessarily have the endorsement of The King's University College.



BIKE RACKS

Bike racks are provided near the entrances for students, faculty and staff to secure their bicycles. Bikes and rollerblades should not be ridden in the building.

A bike cage is provided for resident students. Keys for bike storage are available from facilities. Please respect the property of other students and remember to lock the cage door after each entry. Residents are advised to insure their own bike because tenant possessions are not covered by the college insurance policy. There is no charge for bike storage, however lost keys must be replaced for \$10.

LOCKERS

Lockers may be claimed by students simply by putting a lock on one. One locker per person, please. Gym lockers are also available on a first-come/first-served basis. Locks can be purchased in the Bookstore. Contents and locks must be removed at the end of the year; all locks remaining will be cut and contents will be held in the Student life office until August 15, then it will be disposed of. If you are working on campus or taking a spring class, please arrange with the Facilities department to keep your locker.



MAIL & MAILBOXES

For the academic year, each student is assigned a mail slot located in the hallway near the vending machines. Please check your slot frequently for in-house mail. Mailboxes will be emptied out at the end of April, please remember to clear out anything you want to keep. Non-resident students should not use the King's as a personal mailing address. Faculty and staff have individual mailboxes as well. Mail for faculty and staff should be given to the receptionist.

In the summer, all student mail will be returned to sender. Inform all personal and business contacts of address changes prior to leaving in April.

PHOTOCOPYING

A coin-operated photocopier available for student use at a cost of 10 cents per copy is located in the library. Central Office Services will, upon authorised request by a professor, photocopy student material for class use at no charge. Allow 24 hours for processing. Administrative photocopiers are not available for student use.



I.D. CARDS

Issued to every student who pays student fees and signs a consent form during registration. Your card also serves as a library card, cafeteria meal card (if you have purchased a Prepaid Food Services Plan), and your equipment card. The I.D. card also entitles you to reduced rates at student functions. To replace a lost or stolen card, a fee of \$15 will be charged (payable at library circulation counter).

LOST AND FOUND

All lost and found items should be brought to reception. Lost items may be claimed at reception.

INFORMATION SECTION

ACADEMIC CALENDAR

For important deadlines and other information, please consult the Kings University College Academic Calendar. This document is your map to graduation. registry.kingsu.ca/Calendar

INTERDISCIPLINARY STUDIES (IS) CONFERENCE

Every semester the community gathers for a campus-wide conference with guest speakers, artists, musicians, film, food and worship. Students grapple with important questions ranging from “What does it mean to be a Christian in the post-modern age?” to “What does Coke have to do with global food security?” Through lectures, workshops, drama, and interactive learning, students gain insights into the complexity of our global village and are challenged, inspired and enabled to make a difference. IS conferences happen in the fall semester (Sept. 16-17) and Winter Semester (Jan. 21-22). See Roy Berkenbosch (A125, x8070) for more information about the conferences.



OFF-CAMPUS HOUSING

To find recent listing of off-campus housing, including apartments, houses, basement suites, and room and board, see the King’s Moodle Site and the bulletin boards around campus. Also check out these websites:

moodle.kingsu.ca	edmonton.kijiji.ca
homerent.ca	rentedmonton.com

STUDENTS’ ASSOCIATION

The Students’ Association exists to represent your concerns to campus administration as well as to plan various social events and activities. The Student Activity Centre (SAC) is a great place to study and socialize. The SAC also offers you our very own coffeehouse, LEVEL, the perfect way to beat those all-night paper-writing blues. kingsu.ca/current-students/students-association

THE CHRONICLE

The Chronicle is the official student paper of the King’s. Published bi-weekly, it is produced completely by students. If you would like to contribute your journalism talents to *The Chronicle* talk to the editor. You can find them in The Chronicle office (located in the SAC). You might also consider enrolling in English 395, Introduction to Journalism, where you will get experience writing for news media, as well as course credit.

CLUBS

Student Clubs operate under the SA’s sponsorship. If you have an interest in forming a club please see the clubs rep for the SA. The SA can give you guidelines and requirements for forming a club at the King’s. Please note that some clubs vary from year to year depending on student interest. For up-to-date information on clubs, watch for “Club Days” in September or stop by the SA office (located in the SAC).

- M.A.S.S- MICAH ACTION AND AWARENESS STUDENT SOCIETY
- KING’S GLOBAL COMMUNITY
- THE KING’S EDUCATION ASSOCIATION
- THE KING’S HANDS
- THE KING’S PLAYERS/DRAMA CLUB
- THE KING’S HOCKEY CLUB
- THE KING’S INDOOR SOCCER CLUB

- THE MATURE STUDENT ASSOCIATION
- THE PHILOSOPHY CLUB
- THE PSYCHOLOGY CLUB
- THE KING'S SCIENCE SOCIETY
- THE KING'S COMMERCE ASSOCIATION
- THE DANCE CLUB

MUSIC

The Chamber, Concert, and Community Choirs are open to all students pending successful auditions. There are at least two local concerts for the combined choirs each year, and a tour. Contact the Choir Director, or the Music Department for more information.

Performances: Fridays at 12 pm students, faculty and visitors give recitals, commonly known as "Noon Tunes." Admission is free! Evening concerts also occur throughout the year.



DRAMA

Drama productions on the King's campus under the company name The King's Players occur mainly through credit courses, which may be audited. There are several opportunities to see performances by The King's Players during the year, including a full-length play scheduled for March 2010.

Edmonton is a lively theatre town. A complete list of local productions can be found on the Theatre Alberta poster located in the drama area of the North Academic Wing. Many Edmonton professional theatres offer pay-what-you-can Tuesday evenings, last minute "curtain discounts" or cheap student and group rates. Course-based group attendance at plays around town is open to students not enrolled in the course if seats are booked and paid for in advance with the instructor.

SERVICES

ATHLETICS

The King's Eagles have a very proud athletic tradition of not only pursuing excellence, but packing the gymnasium with enthusiastic fans! About one sixth of our student population participate in our athletics programs. Both men's and women's teams participate in the Alberta Colleges Athletic Conference (ACAC) in the following sports: soccer, volleyball and basketball. Each sport hosts several Identification Camps throughout the year. Anyone interested in competing on a college team may either call the university or see kingsu.ca/athletics.



Opportunities for participation also exist in men's and women's indoor soccer, as well as participation in a number of activities through the Student Association Clubs. Intramural programs are offered at various times during the school year, including indoor soccer, floor hockey, ultimate frisbee, volleyball, basketball and badminton. Students may also take advantage of the open gymnasium during the day, and sign out equipment from the Workout Centre.

A wide range of cardiovascular equipment including treadmills, cross trainers, upright bikes, recumbent bikes, and spin bikes is available in the Workout Centre. Weight equipment includes free weights, olympic weights, power cage and a multi-station universal. The facility is open Monday to Saturday, hours are posted.

CAREER RESOURCE CENTRE

The Library hosts a career resource centre that can help you answer questions like: What should I major in? What careers can I pursue with my degree? Where can I find a summer job? What's the best way to write a resume and cover letter? http://www.kingsu.ca/library_website We offer free access to the *Career Cruising* website, which has career testing and detailed info on various careers. To access the site, go to www.careercruising.com and enter:

username: kingsu password: eagles

COUNSELLING SERVICES

For any **academic** program matters, consult your Faculty Advisor. Advisors (and Registry staff) provide assistance in choosing courses and developing a program, or for transferring to another institution. Your faculty advisor is available to discuss academic, professional, and career requirements. They can help in choice of courses and in your program development. You must see your advisor prior to registration for each new term so that they can review your program with you. However, the student is ultimately responsible for his or her choices, and the calendar is the final authority on all academic matters.

For **non-academic** matters, students are invited to use information, counselling, and referral services provided by the Student Life Office.

- Confidential assistance is available from the Counsellor and the Campus Minister, whether it is for personal matters, financial worries, difficulties with relationships or with studying, job hunting, stress management, test anxiety or shyness. Referrals to other competent professionals may be arranged.
- Career guidance and vocational counselling are available. Talk to a member of the Student Life Office for more information.
- Students who want help finding a church home in Edmonton, Christian youth groups, student fellowships, or who wish to discuss spiritual matters, can contact the Campus Minister. Students are encouraged to initiate and to join campus spiritual activities.
- A sponsored Student Relief Fund is available for students in need. Contact the Dean of Students for guidelines and applications.



EQUITY OF ACCESS FOR STUDENTS WITH DISABILITIES

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Financial Aid and Awards

The Financial Aid Office, located in Enrolment Services, is there to help students who are looking at ways of financing their education. Whether you have questions about scholarships and bursaries, student line of credits, budgeting, or government student loans, the Financial Aid Office can help. While some scholarships and bursaries available through the King's are automatic, others require an application. Financial Aid applications come out in mid-January and can be found on our website, kingsu.ca. In order to be considered for scholarships and bursaries for the upcoming academic year, applications must be submitted by March 31. For specific information on scholarships and bursaries offered at the King's, consult the Academic Calendar.



MICAH CENTRE

The Micah Centre is an interdisciplinary initiative at the King's established for the purpose of fostering greater understanding and action among students, faculty and the community at large around issues of global poverty, peacemaking, and social justice. For more information about the Micah Centre, see Roy Berkenbosch (A125, x8070). micahcentre.ca

INTERNAL CONTACTS

<p>ATHLETICS Email: athletics@kingsu.ca Phone: 780.465.8345 kingsu.ca/athletics</p>	<p>FOOD SERVICES Email: foodservices@kingsu.ca Phone: 780.465.8305</p>
<p>BOOKSTORE Email: bookstore@kingsu.ca Phone: 780.465.8306 kingsu.ca/bookstore</p>	<p>HUMAN RESOURCES Email: humanresources@kingsu.ca Phone: 780.465.3500, ext. 8088</p>
<p>CAMPUS MINISTER Email: campusminister@kingsu.ca Phone: 780.465.3500, ext. 8090 kingsu.ca/student-life/campus-ministries</p>	<p>INFORMATION TECHNOLOGY SERVICES (IT) Email: helpdesk@kingsu.ca Phone: 780.465.8324</p>
<p>COUNSELLOR Email: studentlife@kingsu.ca Phone: 780.465.3500, ext. 8086 kingsu.ca/student-life</p>	<p>LIBRARY Email: library@kingsu.ca Phone: 780.465.8304 kingsu.ca/library</p>
<p>ENROLMENT SERVICES Email: admissions@kingsu.ca Phone: 780.465.8334 or 800.661.8582 kingsu.ca/future-students</p>	<p>REGISTRY Email: registrar@kingsu.ca Phone: 780.465.8330 registry.kingsu.ca</p>
<p>FACILITIES Email: facilities@kingsu.ca Phone: 780.465.3500, ext. 8363 kingsu.ca/administration/facilities</p>	<p>STUDENT LIFE Email: studentlife@kingsu.ca Phone: 780.465.8309 kingsu.ca/student-life</p>
<p>FINANCIAL SERVICES Email: financialservices@kingsu.ca Phone: 780.465.3500, ext. 8117 kingsu.ca/future-students/money</p>	<p>VICE PRESIDENT ACADEMIC Email: vpacademic@kingsu.ca Phone: 780.465.3500, ext. 8354</p>

CAMPUS HOURS

CAFETERIA

Monday - Friday 07:30 am - 6:30 pm
Saturday & Holidays 10:30 am - 6:00 pm
Sunday 11:00 am - 6:00 pm

COMPUTER LAB

Monday - Friday 08:00 am – 11:00 pm
Saturday 10:00 am – 5:00 pm
Hours may vary during the year.
See schedules posted outside each lab.

LIBRARY

Monday - Thursday 07:45 am – 9:00 pm During school year
Friday 07:45 am – 5:00 pm
Saturday 10:00 am – 5:00 pm Prior to final exams, extended Saturday hours
Mon.-Fri. 08:00 am – 5:00 pm Between semesters
Hours may vary during the year. See schedule posted on main entrance to the Library

REGISTRY

Monday - Friday 8:00 am – 5:00 pm
Closed Wednesdays from 11:30 am – 1:00 pm for Chapel

BOOKSTORE

Monday - Friday 9:00 am – 5:00 pm

BUILDING

Monday - Friday 7:30 am – 11:00 pm
Saturday/Sunday 9:00 am – 10:00 pm

CAMPUS COMMON HOUR

Wednesdays 12 pm Campus Worship
Fridays 12 pm Noon Tunes



EXTERNAL CONTACTS

GETTING TO KNOW EDMONTON

These websites are great for answering any questions you have about living and visiting Edmonton and area.

travelalberta.com

edmontonairports.com

foundlocally.com

edmonton.com

MEDICAL FACILITIES NEAR CAMPUS

Capilano Dental Clinic	Capilano Mall	780-466-3368
Capilano Eye Centre	Capilano Mall	780-469-2020
Capilano Medical Clinic	7905 - 106 Ave.	780-465-0951
Capilano Medicentre	10143 50 St.	780-468-2911
Capilano Rehab Centre	100, 4999 - 98 Ave.	780-466-1104
Dentist	Ottewell Plaza	780-465-0505
Chiropractor	4970 - 98 Ave.	780-448-1444
Grey Nuns Hospital	34 Ave./66 St.	780-450-7000
Ottewell Medical Office	6138 90 Ave	780-468-6409

To find a Doctor go to

capitalhealth.ca/YourHealth/FindaFamilyDoctor/PhysicianSearch

For more information please see page 33 Health & Transportation.

CHURCHES

- **Ascension Lutheran Church** 8405-83 St. (across from Bonnie Doon mall)
780-469-2421 alchurch.ca
- **Calvary Baptist Church** 7215-97 St. 780-433-0626 calvary-edm.com
- **City Centre Church** 10233 Jasper Ave (Paramount Theatre) 780-423-city
citycentrechurch.com
- **Central Baptist** 9419-95 St. 780-466-7461 centralbaptist.ab.ca
- **Fellowship Christian Reformed Church** The King's Atrium
- **Millcreek Christian Fellowship**
9540-83 Ave (off Whyte Ave), meets in Moravian Church building
comtothetable.ca
- **Millwoods Pentecostal Church**
2225-66 St. 780-462-1515
livelifefull.ca
- **Ottewell Christian Reformed Church** 6811-92A Ave
780-469-2023
ottewellchurch.com



ETHICS PREAMBLE

All members of the King's community are bound to a Code of Ethics. This includes students at the King's. The creation of the Code of Ethics was guided by the following five principles:

1. Our code of ethics should reflect our understanding of what it is to live in community.
2. Our code of ethics should define the nature of our responsibilities in relationships in the College.
3. Our code of ethics is not intended to be primarily a code of personal conduct.
4. We believe that the process of arriving at our expectations of each other is at least as important as the resulting document. The document should be seen as dynamic, to be reviewed and revised, albeit at infrequent intervals.
5. A code of ethics will not solve all our problems of living in relationships; it is not a how-to or how-not-to document. There is no substitute for the difficulties of dealing with each other in an ethical crisis.

Students should familiarize themselves with the code by reading it at kingsu.ca/administration/human-resources/code-of-ethics

POLICY PREAMBLE

The King's University College seeks to be a community that models Christian character and embodies values such as respect, trust, cooperation, and honesty.

This environment should be a place that is **engaging**, where every member can feel and experience **belonging**, challenging one another within a culture of **learning**, by taking responsibility through acts of humble **ownership**.

All members of the King's community—students, faculty and administrators alike—are called upon to share the ideal and take up the challenge of becoming a Christian community. Lofty ideals notwithstanding, in a diverse community such as ours, conflicts will arise which need resolution, and actions will occur which require accountability of those who violate community standards. Accountability procedures are necessary to maintain community, to hold people to account for their actions, restore trust, and uphold appropriate boundaries. Discipline at the King's is designed for the restoration of each willing person back into full participation within the community.

By Charter, student discipline is fundamentally a responsibility of the University College Senate. By delegation, the King's personnel and committees work through aspects of accountability. Behavioural accountability should accomplish the following things:

Provide principles of natural justice for students – transparency, unbiased decision making, and right to an appeal



Preserve a student's dignity as much as possible while calling that student to account

Be redemptive in nature, in order to restore students to proper relationship with the rest of the community

Grace can only be received so far as anyone is willing to accept it. The King's is a grace-filled community. These principles centre upon the principles of natural justice, and natural consequence.

The following circumstances are meant to outline standards within this community, and the measures of grace the community will utilize in order to restore members found in violation of these principles.

Engaging:



Alcohol policy

The King's community members view high-risk drinking as destructive behaviour. High-risk drinking is the excessive consumption of alcohol that leads to negative consequences, not only for those who are drinking but for others around the person drinking. The negative consequences include academic failure, accidents, falls, fights, injuries, sexual assaults, vandalism, arrests and community disruption.

In order to reduce the negative consequences of high-risk drinking, members of the King's community espouses an alcohol-free campus. Community members support those who choose to abstain from consuming alcoholic beverages; the community also supports the responsible consumption of alcohol in off-campus environments. As citizens of the province of Alberta, the King's community members will support and uphold provincial standards regarding alcohol consumption, service, and provision.

Behaviours commonly associated with drunkenness are considered disruptive and are therefore a distraction in a learning environment. Students who consume alcohol off campus are expected to respect the campus learning environment and return to campus in a responsible and safe manner.

Falsification of information

All complaints brought to the attention of Student Life staff will be taken seriously. A community such as the King's values truth and honesty. Complaints violating these values undermine the community. All members are expected to be honest when alleging a community violation.

Compliance with authority

Members of the King's community believe in respectful communication. Insubordination violates the principles of respect. Insubordination is defined as direct defiance of a request or action given by members of the community acting in any official capacity. This includes directives given by staff, faculty, or student leaders fulfilling the obligations of their role.

Belonging:

Harassment

The King's community is a place for belonging. This sense of belonging is meant to be inclusive of all, and therefore, harassment of any kind is offensive behaviour. Because harassment marginalizes individuals, the King's adopts the broad definition of harassment utilized by the Canadian federal government.

Harassment means any improper behaviour by a community member that is directed at and is offensive to another community member, and which that person knew or should reasonably have known would be unwelcome. It comprises objectionable conduct, comment or display made on either a one time or continuous basis that demeans, belittles, or causes personal humiliation or embarrassment to any member or group within the community. It includes harassment within the meaning of the Canadian Human Rights Act, i.e. based on any of the prohibited grounds of discrimination listed in that Act.

Sexual Harassment means any conduct, comment, gesture or contact of a sexual nature, whether on a one time basis or in a continuous series of incidents, that might reasonably be expected to cause offence or humiliation to a community member; or that the community member might reasonably perceive as placing a condition of a sexual nature on status in the community or on any opportunity within the community. Generally, sexual harassment is deliberate, unsolicited, coercive and one sided. Both male and female community members can be victims or perpetrators of sexual harassment.

Abuse of Authority is a form of harassment that occurs when an individual improperly uses the power and authority inherent in his or her position to endanger another community member's role in the community, undermine the performance of that role, threaten economic livelihood, or in any way negatively interfere with or influence the life of the community member. It includes intimidation, threats, blackmail and coercion.

Behaviour of Guests

The King's community values hosting guests on campus. For this reason, members of the community are welcome to bring guests on campus. Community members take on the responsibility of informing their guest(s) of campus policies. Community members are responsible for the behaviour of their guest.

Unauthorized Entry

The King's University College campus has unique operating hours, which serve to ensure that community property and community members are protected. Community members respect the operating hours of all facilities, and therefore do not enter campus facilities without authorization or during unauthorized times. Because personal security is an important aspect within the King's community, everyone plays an important part in maintaining a safe living and learning environment. Community members entrusted with specific campus access, for example the provision of a key or key-fob, must utilize caution by not lending out keys, and reporting any lost or stolen keys or fobs immediately.

The King's security personnel and Student Life personnel are tasked with campus safety. They are authorized to access the personal space occupied by a student (i.e. residence hall room, locker, etc.) should there be a concern regarding campus safety (or during any emergencies).

Theft and damage

The King's is a trusting community. Members of the community view theft as an erosion of trust. Theft is defined as taking or possessing the property of another without right or permission and includes, but is not limited to:

- a. The unauthorized taking, misappropriation, possession, retention, or disposal of any property or funds owned or maintained by the University College, another student, a person attending a University College sponsored event, or any other person; or
- b. The unauthorized taking or use of any University College owned or contracted service.

Because the King's community members value the provision of their campus, they treat campus resources with respect. Behaviour that causes damage to community property is not tolerated at the King's. Such behaviour hinders other members from using campus resources. Knowing that accidents do happen, the King's adopts a non-disciplinary policy that affords members the ability honestly accept the natural consequences (i.e. replacement cost) of property damage. Willful property damage is viewed as disrespectful behaviour.

Learning:

Computer abuse

Technology is viewed at the King's as an opportunity for community members to enhance learning. Whether this is through access to computer labs, equipment, library resources, or internet connectivity, technology plays an important role in our community. The King's also recognizes that technology allows members to connect socially. Members view activities that hinder access to technology, or marginalize others through the use of technology as disrespectful behaviour.

Because the community is built upon trust and mutual respect, members of the King's community do not tolerate the misuse of our technological resources. Stewardship of these resources ensures equity of access for all, abuse cannot be tolerated.

Library abuse

The Library plays a supportive role in the University College learning experience. Community members expect to be able to use the Library resources and therefore respectfully utilize both the tangible resources of the library (i.e. books) and the intangible resources of the library (i.e. staff time). The Library provides a reasonably quiet environment for individual and group study. Members of the community encourage one another by respecting the policies of the library and following the lead of library staff.

Weapons

Because the University College campus is a place of learning, community members at the King's accept a weapons-free policy on campus and at any University College-sponsored activity. This ensures the safety of all members. Weapons are defined in the broadest terms as any kind of explosive, gun, or object intended to inflict harm and/or a "toy" facsimile thereof that can be perceived to cause bodily harm or threat to other persons.

Disruption of campus activities

The University College is a place for learning and community. These occur through healthy dialogue. The King's community members may experience disruption to the normal cycle of learning if the ability of the learning functions of the University College are disrupted.

Drugs and illegal substances

Because of the educational nature of The King's University College, community members consider the use of illicit drugs, or the abuse of prescription drugs, disrespectful behaviour. Abuse of this nature is also illegal in Alberta. If there are members of the community struggling with addiction to such substances, the community wishes to extend full support to those members through counselling and personal support. Because the behaviour is disrespectful, however, the presence of such substances on campus cannot be tolerated.



Ownership:

ID Card abuse

The King's ID card identifies you as a member of the King's University College community. The King's community members should carry an ID card at all times and be the sole user of such a card. This card must be presented and/or surrendered upon demand by a university official; failure to do so, or lending this card to anyone, is considered misuse and may subject the holder to disciplinary action. Lost and stolen cards must be reported promptly to the Office of the Registrar.

Possession of Lost or Misplaced Items

Any lost or misplaced item that is found should immediately be turned in to the Receptionist.

Failure to evacuate

Members of the King's community are our greatest asset. For this reason we have employed the use of safety measures such as fire alarms and fire sprinklers. Community members value these tools and therefore use them only as necessary in real emergencies.

Evacuating a facility during a fire alarm assists fire department personnel to properly assess a given situation. Members of the King's community will assist by exiting buildings as instructed during fire alarms.

Smoking

Members of the King's community recognize that some habits, while potentially unhealthy, do not represent moral issues. For health reasons, the King's has adopted a tobacco-free campus policy. Members of the community who wish to use tobacco products of any kind are free to do so off campus.

Process of student accountability

Should a complaint directed toward a community member arise, the Student Life Office should be notified of such a complaint. Initial contact with any complaint involving students should be directed to the Coordinator of Residence Life (Resident Students) or the Coordinator of Student Programs (Commuter Students).

The Coordinator will intake initial complaints, either in person or in writing. Complainants must identify themselves and cannot remain anonymous. Because the King's is a community, due care will be exercised to protect both the victim and the accused.

If members of the community are merely seeking advice, a formal complaint is not necessary. In order for the accountability process to move forward to further explore the nature of the complaint, a documented complaint is required. Victims or complainants should know that all complaints will be taken seriously and explored to the fullest extent reasonably possible.

For primary-level violations, the Coordinator will meet with parties involved and render an appropriate decision. Secondary-level violations will be forwarded to the attention of the Community Life Director for evaluation. The Community Life Director will meet with involved parties and render a decision. Tertiary-level violations will be forwarded to the Dean of Students for evaluation. The Dean of Students will meet with involved parties and render a decision.

Because incidents are evaluated on a case-by-case basis, it remains the decision of the Student Life staff member to determine the level of violation. Where there is uncertainty, the staff member shall defer up. The following is the rationale behind each level of violation, and includes a guiding set of examples within each level:

Primary Level	Secondary Level	Tertiary Level
Primary-level violations are instances that are primarily rooted in basic social conflict. They are generally benign in nature and have little lasting effect on the community.	Secondary-level violations are instances where heightened conflict is experienced in the community and more than one member of the community may be negatively impacted.	Tertiary-level violations are instances of egregious community violations that negatively affect more than one member of the community. These violations call in to question whether the accused should remain a member of the community.
Examples include:	Examples include:	Examples include:
Noise violations ... Co-ed violations ... Non-compliance ...	Insubordination ... Negative effects of high-risk drinking ...	All kinds harassment ... Prejudice / Racism ... Violence ...

Because this list cannot be prescriptive in nature, the Student Life staff involved will use their professional wisdom as well as historical community precedence in determining the level of violation.

The following are possible sanctions at each level of violation.

Apology Warning Fine (up to \$50) / Restitution (actual) Behaviour Contract Community Service Point Deduction	All Primary-Level Outcomes Fine (up to \$150) / Restitution (actual) Probation	All Primary and Secondary-level Outcomes Fine (up to \$250) / Restitution (actual) Suspension Disciplinary Dismissal Non-Disciplinary Dismissal Permission to Withdraw Emergency Temporary Suspension
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Students in the accountability process at the King's have the right to natural justice. Natural justice principles include transparency, unbiased decision making, and the right to an appeal.

How does this look in the accountability process?

Transparency: accused students have the right to understand the nature of the complaint against them. This includes the right to know who has accused them. The accused has the right to see items (documents, photos, etc.) that may implicate their involvement in the alleged incident. Victims have the right to know the status of a complaint. Because the King's is a community, all efforts will be taken to protect the dignity of all parties involved in the student accountability process.

Unbiased decision making: accused students have the right to have their opinion heard. Student Life staff overseeing the complaint have due-diligence to recognize any potential conflicts of interest. Should conflicts of interest exist, Student Life staff should defer the matter upward to the next level of administration. In the case of conflicts of interest with the Dean of Students, the matter will be deferred to an ad-hoc community committee consisting of two faculty or staff and two students appointed from the Students' Association.

Right to an appeal: after a decision has been made in the accountability process, the accused has a right to a process of appeal. Appeals must conform to the standards in the appeals process outlined below.

Decision-Making Parameters

Decisions made during the accountability process at the King's invoke the Balance of Probabilities Principle. This principle is not rooted in evidence like a court of law, but relies upon the principles of natural justice and natural consequence by asking if a reasonable person believes, "X is greater than Y" given a scenario. Another way of considering this asks, "would a reasonable person, given the known information about a complaint, conclude that situation X is the most likely scenario to have occurred."

Outcomes for Accountability

Upon completion of the accountability process, an outcome will be communicated to the accused student indicating the decision rendered. All efforts will be made administratively to complete this process in a timely manner. The following outcomes are further explained for clarity:

Point Loss

Students living in residence must abide by the Residence Agreement. Included in this agreement is an outline of the point system used in residence. All students entering the year begin with six (6) points. Any student who loses all six points must move out of residence. The remainder of the monies owed under the Residence Agreement become due immediately.

Fine

Students may be assessed a fine. Fines may be strictly to compensate for actual loss and/or costs to rectify the consequences of a decision as restitution. Fines may also be levied for reasons of behaviour. Fine monies collected shall be deposited into the Student Relief Fund.

Behavioural Contract

Students may be placed on behaviour contract. The terms of each contract are as unique as the circumstance from which they derive. Historical precedence is utilized, in part, by administrators in determining the terms of the behaviour contract. All behaviour contracts will have time-defined expectations. These contracts will also indicate potential consequences for violating the terms of the contract.

Probation

Students may be placed on probation. All probationary periods will have time-defined expectations. Violation of probation will result in suspension.

Suspension

Students may be placed under suspension. Suspended students are not to be on campus (including the residence halls), and are precluded from participating in or attending the King's University College events. All suspensions will have time-defined expectations.

Disciplinary Dismissal

Students dismissed for reasons of behaviour are precluded from returning to the University College. Any potential for readmission must be approved by the Chief Student Affairs Officer of the University College. Disciplinary dismissal will be noted on the student's official transcript. The reason for dismissal will be withheld from official transcripts.

Non-Disciplinary Dismissal

Students dismissed for reasons other than behaviour are precluded from returning to the University College. Any potential for readmission must be approved by the Chief Student Affairs Officer of the University College in consultation with the Vice President Academic. Non-disciplinary dismissal will be noted on the student's official transcript. The reason for dismissal will be withheld from official transcripts.

Permission to Withdraw

In exceptional circumstances, the Chief Student Affairs Officer may grant a student permission to withdraw. Such circumstances may include mental or physical illness, or extreme personal circumstances that may be affecting a student's state of mind. Any potential for readmission must be approved by the Chief Student Affairs Officer of the University College. The Chief Student Affairs Officer, at his or her professional discretion, may seek the opinion of other relevant professional parties in this decision-making process (i.e. the campus counsellor, law enforcement officers, faculty, etc.). Permission to withdraw will be noted on the student's official transcript. The reason for withdrawal will be withheld from official transcripts.

Emergency Temporary Suspension

In exceptional circumstances, the Chief Student Affairs Officer may issue an emergency temporary suspension. Potential reasons for such an immediate suspension include threats of violence, or acts which potentially violate the safety of self and/or others. Such a suspension will be immediate in nature and will accompany written notification to a student. Students placed under emergency temporary suspension are not to be on campus (including the residence halls), and are precluded from participating in or attending the King's University College events. The use of emergency temporary suspension is to provide time to make an informed decision about an incident and/or to provide immediate relief of hostile/dangerous situations.

Appeals

All decisions may be appealed. All appeals must be made in writing, and must be submitted in the timeline outlined below:

Primary-level appeals	Secondary-level appeals	Tertiary-level appeals
Appeals must be submitted to the Community Life Director within 2 business days of the decision email.	Appeals must be submitted to the Dean of Students within 3 business days of the decision email.	Appeals must be submitted to the University College Senate Discipline Committee within 4 business days of the decision email.

Students must appeal on one of the following three grounds:

- Bias and/or unfair treatment – procedural error, improper investigation, discrimination, etc.
- The sanction does not suit the infraction / behaviour
- New information has become available – new witness, a fact unknown when the original decision was made

Students may only appeal a decision once and may result in one of the three following outcomes:

- The original decision is upheld
- The original decision is overturned
- Sanctions can be modified, which may include increasing the sanctions originally levied

All decisions made by appeal are final.

The University College Senate Discipline Committee

The University College Senate Discipline Committee is established to adjudicate matters of student behaviour which result in both academic and non-academic offences. This committee should be comprised of the following, to be appointed by the President:

1. Three representatives of the student body, elected by the Students' Association.
2. The VP Academic, the Registrar, or the VP of Student Life.
3. A Senate member not employed by the King's or registered as a student to be the Chair.

Should an appeal decision arise from a decision by the Dean of Students, The Chair will convene a hearing for the concerned student during which the allegations are heard. Both the complainant and the accused shall be present.

Restorative Justice Policy

Because members of the King's community recognize that everyone makes mistakes, a restorative justice system has been established as a non-disciplinary option. Any student who voluntarily takes

responsibility for a primary and/or secondary level violation has the opportunity to experience a restorative justice program.

What is restorative justice?

Restorative Justice is ...

... a philosophy which views harm and crime as a violation of people and relationships.

... a holistic process that addresses the repercussions and obligations created by harm, with a view to putting things as right as possible.

... best practiced when guided by restorative values and principles, and when those most affected are the focus.

...most effective when those who have committed an indiscretion seek restoration back into the community affected by their decision, by taking responsibility for their behaviour.

(adapted from Sundaram, Jaishankar, & Ramdass, 2008. *Crime Victims and Justice*. Serials Publications: New Delhi)

Students who come forward to a Student Life Coordinator or Director may opt for this option. This option is precluded for students who are determined to be involved in an incident upon exploration of a complaint. Students must come forward seeking restoration back into the community because of a past indiscretion. The accused must agree to take an active, participatory role in the restorative justice process.

Should a student (the accused) avail the opportunity for restorative justice, the Community Life Director will arrange a “restoration circle” by inviting any victims of the violation to attend. Friends of the accused will also be invited to attend. The purpose of the circle is to understand the accused holistically as a person in the King’s community. The dialogue will be guided by the Director to allow everyone the opportunity to speak about the impact of the given situation on the community. Members of the circle, including the accused, will then talk about the redemptive measures everyone believes can bring restoration to the community over this incident. This conversation is guided by the principles of restorative justice, as well as the principles of natural consequence. Everyone leaving the restoration circle signs a covenant agreement outlining the steps to restoration, and the natural consequences should these steps not be followed. The Community Life Director ensures follow through on the expectations outlined within the covenant.

Accountability Records

For the purposes of record keeping, all records of accountability proceedings shall be kept on file for a period of eight (8) years. Such records shall be kept separate from student academic files (unless noted on official transcripts as indicated in the Outcomes for Accountability section). Students have the right to view their personal records in accordance to the PIPA act of Alberta. All records are subject to The Act.