

STUDENT HANDBOOK 2016-2017

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 facebook.com/TheKing'sUniversity

Welcome from the President

Welcome to The King's University!

Our community has a big mission: 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 King's University is your lab – a safe place in which you can put into practice all that you will learn throughout your time here. I encourage you to get to know faculty, staff and your classmates and become an active participant in processes of renewal and reconciliation. Work hard! Ask hard questions! Explore opportunities to make a difference in our community.



Don't be a stranger! If you have the opportunity, please stop by during open office hours or make an appointment through my Executive Assistant, Judy Wach. I look forward to meeting you.

President,
Melanie Humphreys, Ph.D.

Welcome from the Vice-President Student Life & Dean of Students

Welcome to community!

King's is a community of learning that values genuine and transformative lived experience. I hope you arrive at King's excited to explore the mysteries of God's creation, the human experience and your own identity and vocation – and to do this in a community of abundance.

In Student Life we are seeking to foster abundant communities among our commuter and residence cultures characterized by seven principles: Kindness embedded in love, care and respect for one another. Generosity flowing from a culture abundant in a spirit of community-serving. Cooperation rooted in the idea that we work together and are not competing - that there is enough for all of us. Consent to ensure we do not force our wills upon each other and we respect that "no means no." Forgiveness in accepting each other's shortcomings and the dark sides of our own journeys. Fallability to live with each other's imperfections. Finally, we want to create space for Mystery – for letting questions go unanswered, for allowing freedom for catalysts of creativity, for wrestling with indescribable complexities in our own lives, in creation, and in our wrestlings with the Creator.



I am at your service to help you experience abundant community in any way I can. Please don't hesitate to contact me at michael.ferber@kingsu.ca or 780-465-3500 ext. 8130.

Vice-President Student Life,
Michael Ferber, Ph.D.

Hospitality

- Henri Nouwen

“Hospitality is not to change people, but to offer them space where change can take place.

It is not to bring men and women over to our side, but to offer freedom not disturbed by dividing lines.

It is not to lead our neighbors into a corner where there are no alternatives left, but to open a wide spectrum of options for choice and commitment.

It is not an educated intimidation of good books, good stories, and good works, but the liberation of fearful hearts so that the words can find roots and bear ample fruit.

It is not a method of making our God and our way into the criterion of happiness, but the opening of an opportunity for others to find their God and their way.

The paradox of hospitality is that it wants to create emptiness – not a fearful emptiness, but a friendly emptiness where strangers can enter and discover themselves as created free; free to sing their own songs, speak their own languages, dance their own dances; free also to leave and follow their own vocations.”

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Student Support Services

Student Life

A large part of university life is co-curricular – those activities occurring outside the classroom and laboratory. The King’s University 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. This handbook provides an overview of some of the ways the Student Life team can help you experience abundant community and thrive personally and academically.

Academic Support

Faculty Advising

For any *academic* program matters, consult your Faculty Advisor. Advisors 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. You should contact 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.

University 150 – Academic Success Class

The Academic Success course is designed to equip students with the study skills tools needed to learn effectively at an undergraduate level. The course offers workshops on a variety of topics, including but not limited to:

- Preparing for research
- Critical thinking
- Effective reading & note taking
- Writing a research paper
- Making the most of faculty feedback
- Understanding your GPA
- Delivering an oral presentation
- Preparing for exams

The course meets once a week for a 50 minute class and runs in each semester. It is delivered by staff and faculty. Students sign up through the registry as with other courses and there is no cost to register. These workshops will also be offered on a drop in basis throughout the academic year.

Tutoring

Tutoring at King’s offers scheduled Math and Chemistry group tutoring sessions for anyone who needs academic support in a class. Discuss group tutoring details with your professor for more information. We also offer drop in, one-on-one, and scheduled writing workshops for students who are looking for extra help in writing and editing their academic papers. Students who would like their own personal tutor will need to make these arrangements on their own. Email accessibility@kingsu.ca for more information.

Writing Support Services

Writing Support Services, located in L108 (inside of the Library), are available to all students free of charge. Sign up for a half hour slot or drop in to see the tutor as availability allows. When you see the tutor, bring school work (e.g., a course syllabus, a paper outline, a draft, etc.) with which you are seeking assistance. You need to go along to a session ready to work on a specific aspect of a written assignment. With the help of the tutor, you will work together to craft your university-level writing skills.

Simona Maaskant Library

The Library plays a supportive role in the University learning experience. Community members expect to be able to use 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.

Counselling

Confidential counselling is offered to all students free of charge. There are a number of counselling services on campus:

- The Student Counsellor is available for conversations around anything from stress management and test anxiety to relationship issues and personal matters. Appointments can be made in person through the Student Life Office (A125) or by emailing the student counsellor directly. Email zachary.berg@kingsu.ca to set up an appointment. All communication is kept strictly confidential.
- The Campus Minister, a pastoral figure on campus, is available for any variety spiritual and life conversations. Drop by the Campus Minister's office (A141) or email tim.wood@kingsu.ca for more information.
- Beginning in the later part of the fall semester of 2016 Peer Support Assistants (PSAs) are available on a drop-in basis for conversations around an array life issues. PSAs may refer students to the Student Counsellor or the Campus Minister for further conversations.

Disability Services

Learning Disabilities & Physical Disabilities

Students who have been diagnosed with a disability which may affect their academic performance or access to education at King's are encouraged to identify themselves well in advance of the start of the term. Students seeking accommodation services are asked to self-identify to the Student Success Coordinator. Students must provide a copy of their current professional disability assessment in order to access accommodation services. Accommodations are agreed upon in conversation between the student and the Student Success Coordinator, with reference to recommendations made in the professional assessment

Developmental Disabilities

In partnership with universities, colleges, and technical institutes across Alberta, Inclusion Alberta has been supporting students with developmental disabilities at post-secondary institutions for over 25 years. Alberta has more inclusive post-secondary education opportunities than any other jurisdiction in the world, and is recognized as a leader in

developing and providing this opportunity to an ever-increasing number of students. The King's University has a long and successful history of partnering with Inclusion Alberta to provide this opportunity, making life changing differences for individuals with developmental disabilities and benefiting the post-secondary community as a whole. See www.inclusionAlberta.org for more information.

Financial Aid & Awards

The Manager of Student Finance and Scholarships works with prospective and current students to help them identify forms of financial aid available.

Awards (scholarships and bursaries)

Students are automatically considered for Admission, Transfer, and Continuing student scholarships; however, King's offers over 70 other awards that students must apply for through the annual Financial Aid Application. These awards are available for full-time students. The online application is opened each year from February 1-March 31 with award notifications sent out in late May/early June. Award money is issued in the following academic year (graduating students do not qualify unless they will be returning to full-time study at King's). See the Academic Calendar for details.

Government Student Loans and Grants

Government student loan processing occurs within The Financial Aid & Awards Office and the Manager of Student Aid and Scholarship is available to meet with students and/or their families to discuss the nuances of the government funding program in Canada. Services are available for students that have had a loan in the past but just need to show proof of full-time attendance to avoid interest charges and payments. Graduating? The Manager of Student Aid and Scholarship also offers sessions on loan repayment so that you are prepared for life after King's!

On-Campus Employment

Full-time students can apply to work on-campus each fall/winter term through the On-Campus Employment application which comes out in late winter and is due April 30 (jobs typically start in September).

Emergency Assistance

The Manager of Student Finances and Scholarship has a very limited reserve of emergency funds available to current, full-time students who face extreme and unanticipated circumstances. Students must complete a thorough financial assessment, meet with the Manager of Student Aid and Scholarship and have documented proof of the emergency expenses in question. You can contact the Manager of Student Aid and Scholarship at the following contact:

Manager of Student Finances and Scholarship

(780) 465-3500 x 8117

meredith.holmes@kingsu.ca

www.kingsu.ca/financial-aid



Student Government

Who Are We?

The Students' Association, affectionately known as TKUSA (pronounced teh-KOO-sah), is your student government. Located in A132 (down the Student Life hallway), TKUSA is the voice students on the Board of Governors, the Senate, and various other ruling bodies belonging to the university. TKUSA also coordinates events and creates opportunities for social connection on campus. To learn more about TKUSA, visit tkusa.ca. Following are a few TKUSA highlights:

Clubs

Clubs are on-campus, student-led associations geared toward creating relationships around common areas of interest. Forming a club is easy! Speak with a member of TKUSA to learn more. For more information on clubs, or to get involved, visit tkusa.ca. The following is a current list of clubs:

- Rugby Club
- Billiards Club
- King's Keepers
- Swingin' 360 Club
- Outdoors Club
- Zumba Club
- Prison Ministry Club
- Animation Club
- Photography Club
- Psychology Club
- Magic the Gathering Club
- King's Eagles Hockey Club
- Painting Club
- Fresh Pot Fellowship Club
- Micah Action Awareness and Students Society (MASS)
- Old Timers Club
- Diverse Cultural Association
- Super Smash Bros Club
- Mind & Body Club
- The Baking Club
- The History Club
- King's Science Society
- King's Drama Club

Talk is Cheap

TKUSA wants students to form meaningful connections with faculty and staff at King's! To encourage relationship, the LEVEL Coffeehouse hosts a program called Talk is Cheap. Funded by a generous donor, the Talk is Cheap program provides free LEVEL drinks to any student (or group of students) and faculty or staff member who want to meet to talk about anything from courses, to life, to the weather. All you and your faculty or staff member need to do is fill out a Talk is Cheap form when you order your drink!

Student Health Benefits Plan

All students purchase a health benefits plan with their student fees, paid at the beginning of each semester. Students who receive health benefits elsewhere have the opportunity to opt-out

of the plan. Students who are given approval to opt-out are issued reimbursement cheques, available for pick-up from the SA office (A132). For more information, visit tkusa.ca.

Commuter Life

Commuters

*The commuter program exists to provide opportunities which help off campus students **thrive** and **belong** at King's.*

Two thirds of students at King's commute to school and we have a program dedicated to serving those who live off campus. The Commuter Program Team is led by the Student Success and Service Learning Coordinator – a member of the Student Life Team and an enthusiastic team of Student Leaders known as Commuter Program Assistants. The team organizes events and opportunities for students to connect with one another. Programs include everything from weekly day time activities to a monthly free breakfast.

How do I find out more?

For further details on the Commuter Program and the Mature Student Program, visit <https://www.kingsu.ca/commuter-students>.

You can also request to be added to the Commuter Program Facebook page. Just follow this link: <https://www.facebook.com/groups/TKUCCommuters/>

Residence Life

In the friendly surroundings of the Residence, students experience the best of campus life: there 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, Residence Staff, and students. 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.

The Residence Life staff provides programming and support for residents living in residence. The team strives to provide educational and recreational opportunities for students. These events are most often open to commuter students to attend as well. Resident assistants (RA's) are assigned to each floor to provide programming and support student residents who are facing challenges in their academic and personal lives.

In general, living in residence is available for full-time students only. Any requests for exceptions to this policy must be submitted, in writing, to the Residence Life Coordinator. On-campus housing is offered on a first-come, first-served basis. Students are encouraged to apply early. Apply for residence and learn about residence options online at www.kingsu.ca/residence.

Residence Life Community Living Standards

Residence students and their guests are responsible for observing the terms of the Residence Life Community Living Standards. The Community Living Standards are available in each laundry room in residence, from any Resident Assistant, and online:

<http://registry.kingsu.ca/ResidenceLifeCommunityLivingStandards.pdf>

Property Insurance

The King's University does not carry insurance coverage for personal student belongings. Students should arrange personal renter's insurance or ensure their belongings are covered by their parents' house insurance. All students are responsible for providing their own insurance coverage.

Intercultural Students

Intercultural Student Program Office

The Intercultural Students' Office serves all international and intercultural students by providing the assistance and support needed by students experiencing a new culture and adapting to Canada. Our team, led by the Intercultural Student Coordinator, includes several student leaders known as International Student Assistants (ISAs). Our services include providing guidance and admissions counselling to prospective and incoming students, providing help with immigration/health/work/academic-related issues, mentorship and assistance with different aspects of life, and developing programming for students to get involved in. You can visit our office situated in A129 in the Student Life Hallway. We have an open door policy throughout office hours and students are always welcome to visit and chat.

Intercultural Student Program

Our programming aims to create a welcoming community that supports all intercultural students while partnering with them to take ownership of their education experience. We host a wide variety of events for international students to develop a sense of belonging, enabling them to value their own cultures and to understand more about Canadian and other cultures. We also welcome third culture, missionary, new-Canadians, and non-international students who are interested in getting to know international students. Contact the Coordinator of Intercultural Student Programs or an International Student Assistant to learn more!

Globe Aware Week

The annual Globe Aware Week is a festival during which the King's community showcases the various facets of the many cultures from which we come. It is a great opportunity to celebrate the diversity we have on campus. Students are encouraged to share pieces of their heritage through food, music, art, and other forms of expressions during the events that occur during the week. This year Globe Aware Week will be happening on Sept. 28 – 30, 2016. Keep an eye out for more details closer to the date!

Spiritual Life

The Campus Minister is a pastoral figure for the campus community. All students, faculty, and staff are encouraged to participate in the many opportunities provided for spiritual growth on campus. Weekly campus worship, daily prayer, discipleship and service groups as well as evening worship times are only some of the ways to be involved. Stop by the Campus Minister's office (A141) or visit <https://www.kingsu.ca/campus-ministries/news> to learn more about any of the opportunities below!

Chapel

Weekly chapel services, coordinated by the Campus Minister and the Worship Assistants, offer members of the King's community an opportunity for communal worship. Chapel meets on Wednesdays at 11:00am for forty-five minutes in the Atrium. Occasional chapels will meet in Knoppers Hall.

Church Attendance

While Campus Ministries hopes to offer many opportunities for spiritual growth, The King's University is not a church; we encourage all students to find a local church of their own. If you would like information about churches in the area, Campus Ministries has compiled a list and the Campus Minister can help find answers to any questions you might have about local churches.

Discipleship Bible Studies and One-on-One Mentoring

Available for those interested in personal growth and development in the areas of spiritual formation (e.g. spiritual disciplines, character growth and development) and life skills (e.g. time management, study skills, personal finances, relationships, career options.)

Mentoring/Discipleship

Campus Ministries regularly pairs students who desire to be mentored with an appropriate mentor figure. See the Campus Minister if you would like more information about this.

Prayer Room

The prayer room (L117) is located near the library and is always open for prayer. Drop in any time you like to pray, or join the Morning Prayer group that meets at 8:30am on Monday, Wednesday and Friday and at 9:00am on Tuesday and Thursday. This room will also be set up for 24/5 prayer for one week each semester. During these weeks the prayer room will be open 24 hours a day with someone scheduled to be praying in the room continuously through the week.

Small Groups

Campus Ministries employs a number of student Ministry Assistants who, among other things, lead a variety of different small groups. These groups include Bible studies, book studies, prayer groups, and service groups. Normally the groups form at the beginning of the school year.

Spiritual Formation

Student Life strives to create a space where students who desire to be intentional about their Christian formation will be able to slow down and wonder how God has been and is present in their lives. Opportunities to pursue spiritual formation include Silent Retreats, ongoing one-on-one mentorship with one of our two Christian Life Coaches, daily centring prayer, or our Spiritual Formation course led by the Campus Minister.

Worship Teams

Every year, worship teams are formed to lead the musical part of our chapel and 8:57 worship services. We will be looking for talented and passionate musicians at the beginning of the school year. Talk to the Campus Minister if you are interested.

Worship 8:57

Worship 8:57 is a student-planned and led worship service that takes place in The Level Coffee House at 8:57pm every Wednesday night after night classes. All students are encouraged to get involved in helping make this service happen, or just to come and worship.

Campus Activities & Involvement

Alumni Relations Office

The King's Alumni have many valuable roles in the community including mentorship, networking, philanthropy, and advocacy. The Alumni Relations Office celebrates the accomplishments of our graduates as well as our young alumni (current students), offers an array of perks including custom socks, infant onesies and preferential rates on home and auto insurance with TD, and organizes engaging events on- and off-campus including reunions, service projects and our annual Celebrate King's Week in March. To meet your alumni mentor, volunteer with our events team or update the King's community on your personal or professional achievements, visit the Alumni Relations Office in The Level Coffeehouse, call 780.465.8318 or email alumni@kingsu.ca.

Ambassadors Program

This volunteer program is intended to facilitate student development in the areas of leadership, professionalism, community engagement, and school spirit. Students selected to participate in the program understand the importance of education, proudly represent The King's University in our community, and promote the educational opportunities available to our students. This is a great professional development opportunity that will look great on your resume. Applications and more information are available online at www.kingsu.ca/ambassador

Residence Host

In addition to the King's Ambassador Program, current students can also apply to become a Residence Host. They are student leaders who ensure that our overnight prospective student guests feel welcome during their visit to King's. As a servant leader, a Residence Host will serve as a positive role model, fostering meaningful connections with prospective students through promoting and celebrating the King's experience during overnight campus visit events. Hosts are

not required to be an Ambassador to participate as a Residence Host. Students can apply for this program at www.kingsu.ca/ambassador

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, basketball and badminton. Each sport hosts several Identification Camps throughout the year. Anyone interested in competing on a team may either call the university or go to the King's Athletic Web page at www.kingsu.ca/athletics. Opportunities for participation also exist in men's and women's sporting events through student clubs.

Interdisciplinary Studies (I.S.) 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 CocaCola 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. I.S. conferences happen in both the Fall and Winter semesters. Contact Rebecca Warren (rebecca.warren@kingsu.ca) for more information about the conferences.

Micah Centre

The main goal of the Micah Centre is to foster greater understanding and action among students, faculty, and the community at large around issues of global poverty, peace making, transformational development, and social justice. It aims to bring the claims of the Hebrew prophet, "to love justice, to show mercy, and to walk humbly with God," into the global context of unrelenting hunger, massive displacement of people from their homes, children at war, HIV/AIDS, globalized inequalities, and environmental destruction.

The Micah Centre facilitates internships, conferences, special lectures, partnerships and a host of other experiential learning activities for students to explore the implications of seeking justice in today's global context. Students can earn a certificate in Micah Studies in conjunction with a Kings University degree by focusing electives in related courses. The Micah Certificate offers excellent education and experience towards preparing students for work in the area of justice and international development as well as other careers related to Christian ministry or justice issues.

Additionally, the Micah Centre hosts various service learning programs including the annual Honduras Water Project and Quest Mexico trip, as well as various other international trips.

For more information, visit the Micah Centre office (A121) just off the LEVEL, or see <http://micahcentre.ca/>.

Music

Choir

Interested in choir? The King's Chamber, Concert, and Community Choirs are open to all students pending a successful voice placement. All three choirs perform one local concert per semester, and the winter term has an additional tour component. For more information on the King's Choirs, contact the Music Department Coordinator (cara-joy.roeseler@kingsu.ca).

Noon Tunes

Most Fridays throughout the academic year, students, staff, faculty, and community members gather for a free noon hour concert in Knoppers Hall. Admission is free! Recitals feature staff and faculty, guests, and our very own immensely talented students! Do you have a friend studying music? Make sure you know when their performance slot is and show your support!

New Student Orientation

At the beginning of each academic year, Student Life hosts New Student Orientation, a program designed to help new and incoming students successfully transition into life at King's. This is a huge event for which we need volunteers! If you are interested in helping out with New Student Orientation, get in touch with a Student Life staff member or email studentlife@kingsu.ca.

Recreational Opportunities

The King's University campus rec strives to provide team-based physical activities and tournaments in which all students, staff, and faculty can actively participate. They typically take place on various days throughout the year as announced on the schedule at the beginning of the year. A vast array of new and interesting sports are offered, including ultimate frisbee, spikeball, basketball, kin-ball, volleyball, futsal, badminton, dodge ball, speedminton, and more. For more information on scheduling and how to sign up for a team, contact the Athletics and Recreation Coordinator at todd.vandriel@kingsu.ca.

Student Leadership

Each year, Student Life hires a team of student leaders. Student leaders are trained in and work in various aspects of leadership, most of which revolve around actions of inclusion and community building. In the winter semester, students are invited to apply for the following positions for the following year. Student Leadership positions include:

- *Apartment Resident Assistant*
- *Apartment Lead Resident Assistant*
- *Commuter Program Assistant*
- *International Student Assistant*
- *Ministry Assistant*
- *Ministry Assistant for Commuters*
- *Peer Support Worker*
- *Sports Ministry Assistant*
- *Suite Resident Assistant*
- *Tower Resident Assistant*
- *Worship Assistant*

Check the King's website in the winter semester to learn more about individual positions and the application process. Speak with a Student Life staff member or email studentlife@kingsu.ca if you want to learn more about student leadership!

Student Publications

The Chronicle

The Chronicle is the official student paper of King's; it is produced completely by students. If you would like to contribute your journalistic talent to *The Chronicle* talk to the editor or email Chronicle.One@kingsu.ca. The Chronicle office, A133, is located along the Student Life Corridor. You might also consider enrolling in English 395 (Introduction to Journalism) where you will gain experience writing for news media for course credit.

Ballyhoo

Ballyhoo is the annual creative arts journal of The King's University featuring creative writing and visual art contributed by students, staff, faculty and alumni. Submit your art to ballyhoo@kingsu.ca.

Theatre

King's Drama productions are presented by the King's Players, a drama company that started in 1992 under the company name The King's Players. Performances are mainly delivered by students enrolled in drama classes; however, guest performers including King's faculty, staff, and even the President have traditionally participated as well. There are several opportunities to see performances by The King's Players during the year. Contact Professor Daniel van Heyst for more information at Daniel.vanheyst@kingsu.ca.

Work Out Centre

All students can take advantage of the workout centre, which boasts a wide range of cardiovascular equipment including treadmills, cross trainers, upright bikes, a rower, recumbent bikes, and spin bikes. Weight equipment includes free weights, cable machines, Olympic weights, and a wall mounted power cage. Use your Student ID card to access the facility.

Facilities

Bike Racks

Bike racks are provided near the entrances for students, faculty and staff to secure their bicycles. A bike cage is provided for residence students to store their bikes. 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 King's insurance policy. There is no charge for bike storage; however lost keys must be replaced for a fee. Bikes and rollerblades should not be ridden in the building. New for this year will be 5 double occupancy (room for 10 bikes) bicycle lockers. There will be 3 double bicycle lockers near the front entrance of the building and 2 double bicycle lockers towards the front of the North Academic Building. To use these secured lockers you will need to bring your own bicycle lock (preferably a U-lock). Each side of the double locker is independently locking.

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), equipment rental card, and door access key. Your ID card is property of the University and is subject to terms of use outlined annually in the Academic Calendar. When on campus, students should always carry their ID card, and must supply it to staff upon request. Lost ID cards can be replaced in the Registry (subject to replacement fee).

The King's ID card identifies you as a member of The King's University community. This card must be presented and/or surrendered upon demand by a university official; failure to produce a valid ID, or lending an ID card to anyone, is considered misuse. Lost and stolen cards must be reported promptly to the Office of the Registrar.

Lockers

All lockers on Campus are now QR coded, and may be claimed by students by scanning the QR code on the locker they wish to use and following the directions outlined. Following this, the student can claim that locker and put a lock on it. 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 disposed of. If you plan to continue using your locker throughout the summer months, please arrange with the Facilities department to keep your locker.

Mailboxes

Student mailboxes are 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, so please remember to clear out all contents at the end of the year. Non-resident students should not use King's as a personal mailing address. 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.

Faculty and staff have individual mailboxes as well. Mail for faculty and staff should be given to the receptionist.

Posters

Check the Bulletin Boards regularly for information on campus events and activities. Items you would like to post must be approved with a stamp by the Student Life Office. Items posted on walls, glass or doors will be removed. Advertisements on the King's bulletin boards do not necessarily have the endorsement of The King's University.

Smoking

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

Student Parking

Student parking with plug-ins is available on site for a small fee. There are a total of 59 numbered stall available for purchase. During the week of registration, parking passes for a

numbered parking stall with plug-ins may be paid for and picked up at the Office of the Registrar. These are sold on a per term basis and allow you to park in that particular spot all term 24/7/. All other student parking is free and located in the east (rear) parking lot, designated by student parking signage.

Edmonton bylaw states that on-street parking should not exceed 72 hours. Since all residential parking, on the street and in the lot, is zoned as on-street parking, any cars remaining parked in excess of 72 hours are liable to be ticketed and/or towed. To avoid being caught up in this bylaw, just ensure your vehicle is moved at least once in every 72 hours.

Visitors

The King's community values hosting guests on campus. Community members take on the responsibility of informing their guest(s) of campus policies. Community members are also responsible for the behaviour of their guest(s). All guests on campus are asked to check in with the front reception desk upon arrival between the hours of 7L:30am and 5:00pm. The front desk will have them record their information and provide them with a visitor badge. Residence students should consult the Residence Life Community Standards for expectations for guests in residence as well as any guests wishing to stay overnight.

Campus Services

Bookstore

From supplying your textbooks to outfitting you in the latest King's swag, the bookstore caters to a wide variety of needs! Located just north of the main entrance and south of the Library, the bookstore is accessible and convenient. Need a bus pass? A stamp? A card for someone special? School supplies and stationary? A snack? Stop by the bookstore and explore the possibilities that lie within!

Dining Services

Choices Catering is the food provider for our cafeteria. They strive to offer a variety of healthy options to fit with today's lifestyles. The servery includes continental type items such as pre-made sandwiches, yogurt, cereal, fruit and pastries. The hot line is where you will find Chef Michel's daily specials. If the specials are not to your liking, no worries, you can also order from the regular menu and find something that will suit your pallet. Don't miss the opportunity to order your custom made eggs, salads and sandwiches by filling out the form provided. The Cafeteria hours are posted in the cafeteria, in residence, and online.

All trays and dishes must stay inside the cafeteria and may not be brought to your room or other places on campus. Paper plates and to-go boxes are available by request. If you have any questions or concerns about the cafeteria, please email kitchencomments@kingsu.ca.

Meal Plans

There are three types of meals plans for Residences, Basic, Limited, and Suite (suite residents only). All Tower residence students must purchase one of the Pre-Paid Food Plans at registration. Additional money can be added to the plan, or to any Student ID card, in \$75 increments in the Registry office. Unused money will transfer from the Fall semester to the

Winter semester. However, at the end of the academic year, unspent money will not be refunded to the student. To use your meal plan, simply scan your Student ID card at the cafeteria register.

Pre Ordering

Should you be unable to eat at the cafeteria during the business hours, you can pre order your meal. Simply see the cashier at the cafeteria anytime during business hours to order and pay for your meal. Write your name and pick up time on the receipt before giving the receipt to one of the chefs. To pick up your meal, come to the cafeteria and it will be wrapped and placed in the sandwich cooler. If the cafeteria is closed, see Security at the front desk to let you in.

Dietary Needs

Students with special dietary needs due to allergies or medical reasons are asked to complete a dietary restriction form, available from the Residence Life Coordinator, and provide a doctor's note to confirm the restriction. The form and doctor's note should be returned to Student Life.

Meeting Rooms, Event Spaces, Catering

Conference Services is responsible for booking all resources on campus, including classrooms, tables, AV equipment, catering etc. Any use of classrooms or resources above and beyond class time must be booked through Conference Services. This includes booking a room or catering for a club meeting, booking a table for a fundraising sale and more. Bookings can be done by coming to the Conference Services office located in the front lobby or by emailing conference.services@kingsu.ca.

Computer and Internet Technology

At King's, technology is viewed as an opportunity for community members to enhance learning. Whether this is access to computer labs, equipment, library resources, or internet connectivity, technology plays an important role in our community. King's also recognizes that technology allows members to connect socially. Members view activities that hinder access to technology or activities that marginalize others through the use of technology as disrespectful behaviour. Because our community is built upon trust and mutual respect, members of the community do not tolerate the misuse of our technological resources. Stewardship of these resources ensures equity of access for all.

User Passwords Email

If you are a new student, your temporary login information should have been sent to you at the beginning of the school term. Returning students can use the same password that they used last term. If you lock your account out by attempting to log in with the wrong credentials five times, you can either use the “Forgot Password” link on any King’s computer at the bottom of the login screen, or use the Self Service Reset Password Management service. Please note that you will need to enrol into the service first using valid credentials before using it. If you are unsure, or have any issues please contact Helpdesk.

<https://iforgot.kingsu.ca/>

Email

As a student you are assigned an e-mailbox on the King’s University mail server. It is imperative that you check this email regularly as you will be receiving communication from all over the school to this address. You can access your email from anywhere in the world by using Webmail on a mobile device or by using a number of desktop email clients. Your email address has the format of FIRSTNAME.LASTNAME@lab.kingsu.ca. You can also choose to forward all of your incoming email to an external account. Follow the link below for instructions on forwarding your email to an external account.

<https://www.kingsu.ca/public/download/documents/33402>

Printing

Student printing from campus workstations is available in all computer laboratories. Additional print services such as large format printing are available through the King’s Library. You can also print to a select number of printers on campus from your personal computer. At the beginning of each semester, you receive \$20.00 in your printing account. If you have used it all, you can go to the Registration and Student Finance Office to pay for the amount you want to add. For more information on student printing you can follow the link below or inquire in the King’s Library.

<https://www.kingsu.ca/about-us/administrative-departments/information-technology-services/print-services>

StudyNet

StudyNet is a secure, and encrypted wireless network intended for academic use by King's Students. School electronic resources are prioritized and high-bandwidth applications are restricted so as to not interfere with priority traffic. To connect to StudyNet, when selecting a wireless network from the list of available networks, choose "StudyNet". You will then be prompted for a username and password. Just use your King's six-digit student ID number and your network password (the same one used with Moodle, Webmail and to log in to lab computers). If you are having connectivity issues on the Kings University Public wireless network, feel free to connect to StudyNet and use it for school-related purposes. Follow the link below for more information on StudyNet.

<https://www.kingsu.ca/about-us/administrative-departments/information-technology-services/kings-studynet>

Safety

Fire Safety

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 and by congregating around marked muster points located

Lock Down

King's values safety on campus and has therefore installed a lockdown alarm should the campus be impacted by an armed intruder. Lockdown drills may occur at any time. If a lockdown is signalled, members of the King's community should immediately shelter in place in a locked room with lights off and blinds drawn. All-Clear announcements will be made via the loudspeaker system only once a drill is complete or it is safe to no longer shelter in place. During a lockdown, community members should not answer the door or evacuate the building (even if the fire alarm is sounding) until the All-Clear announcement is heard over the campus loudspeaker system. Students may also sign up for King's Emergency Notification System (ENS) in order to receive emergency messages on their cell phone or computer. All King's email addresses are automatically enrolled in the ENS. Students will receive an email to opt in to the ENS with devices other than their cell phones early in the fall semester.

Lost & Found

All lost and found items should be brought to Reception. Lost items may be claimed at the Reception desk at King's front entryway. Items are kept by the Receptionist for 2 months, and if unclaimed after this time are donated to a thrift store.

Theft and Damage

Report thefts to the Director of Facilities (facilities@king-su.ca) or Campus Security (780-465-8333) immediately. King's is a trusting community. Members of the community view theft as an erosion of trust.

Consent

The King's University is committed to a culture of consent on campus.

Consent represents the cornerstone of respectful and healthy intimate relationships. The King's University strongly encourages its community members to communicate – openly, honestly and clearly– about their actions, wishes, and intentions when it comes to sexual behavior, and to do so before engaging in intimate conduct. It is always the requirement of the individual initiating sexual contact (or undertaking a new type of sexual activity) to ensure that consent is present before acting and is present during sexual activity.

When determining whether consent was present, the University will consider whether a sober, reasonable person in the same position should have known whether the other party

could or could not consent to the sexual activity.

Consent is present when clearly understandable words or actions manifest a knowing, active, voluntary, and present and ongoing agreement to engage in specific sexual or intimate conduct.

Consent must be all of the following:

- **Knowing:** Consent must demonstrate that all individuals understand, are aware of, and agree to the “who” (same partners), “what” (same acts), “where” (same location), “when” (same time), and “how” (the same way and under the same conditions) of the sexual activity.
- **Active:** Consent must take the form of “clearly understandable words or actions” that reveal one’s expectations and agreement to engage in specific sexual activity. This means that silence, passivity, submission, or the lack of verbal or physical resistance (including the lack of a “no”) should not – in and of themselves – be understood as consent. Consent cannot be inferred by an individual’s manner of dress, the giving or acceptance of gifts, the extension or acceptance of an invitation to go to a private room or location, or going on a date.
- **Voluntary:** Consent must be freely given and cannot be the result of force (violence, physical restraint, or the presence of a weapon), threats (indications of intent to harm, whether direct or indirect), intimidation (extortion, menacing behavior, bullying), coercion (undue pressure) or fraud (misrepresentation or material omission about oneself or the present situation in order to gain permission for sexual or intimate activity).
- **Present and ongoing:** Consent must exist at the time of the sexual activity. Consent to previous sexual activity does not imply consent to later sexual acts; similarly, consent to one type of sexual activity does not imply consent to other sexual acts. Consent may also be withdrawn at any time – provided the person withdrawing consent makes that known in clearly understandable words or actions.

Consent is not present when an individual does not have the capacity to give consent, voluntarily or involuntarily, due to age, physical condition, or disability that impairs the individual’s ability to give consent. Reasons why one could lack capacity to give consent due to a physical condition include, but are not limited to, consumption of drugs or alcohol (voluntarily or involuntarily) or being in a state of unconsciousness, sleep, or other state in which the person is unaware that sexual activity is occurring. Signs of incapacitation include when an individual demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Some indicators of a lack of capacity to give consent due to consumption of drugs or alcohol may include, but are not limited to:

- Lack of full control over physical movements (for example, difficulty walking or standing without stumbling or assistance)
- Lack of awareness of circumstances or surroundings (for example, lack of awareness of where one is, how one got there, who one is with, or how or why one became engaged in sexual interaction)
- Inability to effectively communicate for any reason (for example, slurring speech, difficulty finding words)

A person may appear to be giving consent but may not have the capacity to do so, in which case the apparent consent is not effective. If there is any doubt as to another person's capacity to give consent, community members should assume that the other person does not have the capacity to give consent.

Being intoxicated or impaired by drugs or alcohol does not excuse one from the responsibility to obtain consent.

Community & Accountability

Community & Accountability

We strive to be a community in which dignity and respect for one another characterize all of our interactions. Our ideal is to treat one another with:

kindness embedded in love, care and respect for one another

generosity flowing from a culture abundant in a spirit of community-serving

cooperation rooted in the idea that we work together and are not competing - that

there is enough for all of us

consent to ensure we do not force our wills upon each other and we respect that "no means no"

forgiveness in accepting each other's short-comings and the dark sides of our own journeys

fallability to live with each other's imperfections

mystery for letting questions go unanswered, for allowing freedom for catalysts of creativity, and for wrestling with indescribable complexities in our own lives, in creation, and in our wrestlings with the Creator.

In order to encourage and foster healthy community, we ask all students to live and abide by our code of ethics and to live in ways that foster renewal and reconciliation in their relationships.

Code of Ethics

All members of the King's community are bound to a Code of Ethics, including students. Students should familiarize themselves with the full code by reading it at: <http://www.kingsu.ca/about-us/administrative-departments/human-resources/code-of-ethics/>

The section for students reads as follows:

As students of The King's University we recognize that along with the rights and privileges of scholarship come responsibilities. Each of us is responsible to do her or his own part to promote harmony among the members of our university community by subscribing to an ethical code consistent with the University's Statement of Faith, even though we may not all be Christians.

1. Student-Staff Relations

1.1 We will treat the administrative and support staff with respect in their various positions.

2. Faculty Relations

2.1 We will honour our professors' professional expertise while feeling free to express differences in perspective or opinion. We will not undermine the legitimate authority of a professor in the classroom.

2.2 We will express our views of our professors in an appropriate way outside class, refraining from attempts to undermine their standing with fellow students.

2.3 During the formal instructor and course evaluation process, we will give honest, responsible assessments.

2.4 We will acknowledge our professors' right to make authoritative judgments although we reserve the right to appeal or challenge grades or marks awarded.

2.5 We will respect our professors' efforts to teach from a Christian perspective.

3. Student Relations

3.1 All students are unique individuals, and we will treat each other with dignity, regardless of age, ethnicity, gender, sexual orientation, or religion.

3.2 We will contribute to the best of our ability to our own learning and to the group effort to learn, avoiding the competitiveness that places our own self-interest above the needs of others.

4. General University Relations

4.1 We will maintain academic integrity as outlined in The King's University Calendar in the section on Scholarly Ethics and Academic Dishonesty.

4.2 We will treat all members of the university community with dignity, acting and speaking with integrity and consideration for the needs of others and with respect for God. We will also treat the university building, its contents, and its grounds with proper care.

4.3 When called upon to travel under the auspices of the University, whether as part of a musical group or athletic team, or on a field trip, we will act in such a way as to enhance the presence of the University.

Student Community Standards

The University reserves the right to investigate and resolve any report or incident in which a student is alleged to violate any of the principles or policies published by the University or local, state, or federal laws or policies, regardless of the location where the incident occurs.

Student Community Standards apply to the following situations. The University reserves the right to investigate and resolve reports of alleged misconduct involving students, a group of students, or a student organization affiliated with any school or department or the University as a whole.

Alcohol

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 support 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.

Drugs and Illegal Substances

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.

Weapons

Community members at King's accept a weapons-free policy on campus and at any University-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.

Campus Disruption

The University is a place for learning and community building, which occur through healthy dialogue and activity with one another. Bearing in mind these principles, disruption, purposeful or not purposeful, of campus activity cannot be tolerated.

Falsification of information

All complaints brought to the attention of Student Life staff will be taken seriously. A community such as The King's University values truth and honesty. Actions 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.

Unauthorized Entry

The King's University 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.

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 an emergency.

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, King's adopts the broad definition of harassment utilized by the Canadian federal government.

Harassment is any improper behaviour by one party that is directed at and offensive to another party, and which the perpetrating party knew or should reasonably have known to be unwelcome. Examples of harassment are objectionable conduct, comments or displays made on either a one time or continuous basis that demean, belittle, or cause personal humiliation or embarrassment to any member or group within the community. It includes harassment as defined in the Canadian Human Rights 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 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, coercion, etc.

Read the entire The King's University Harassment Policy [here](#).

Discriminatory Behaviour

Engaging in sexist, racist, homophobic or any other discriminatory behaviour or use of language is prohibited.

Sexual Violence

King's is committed to promoting and maintaining an educational and working environment in which all individuals are treated with respect and dignity, free from sexual violence. The University prohibits all acts of sexual violence. Sexual Violence is violence, physical or psychological, carried out through sexual means or by targeting sexuality. This includes, but is not limited to sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, degrading sexual imagery, distribution of sexual images or video of a community member without their consent, and cyber harassment or cyber stalking of a sexual nature. The King's University recognizes that sexual violence can occur between individuals regardless of sexual orientation, sex, gender identity, or relationship status.

Student Accountability Processes

Non-academic discipline is addressed in this document. For information on The King's University's policies around academic honesty, scholarly ethics, and academic discipline consult the academic calendar at <http://registry.kingsu.ca/calendar/>.

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

1. Provide principles of natural justice for students – transparency, unbiased decision making, and right to an appeal;
2. Preserve a student's dignity as much as possible while calling that student to account;
3. Be redemptive in nature, in order to restore students to proper relationship with the rest of the community.

The King's University seeks to be a caring community that models Christian character and embodies values such as respect, trust, cooperation, and honesty. Non-academic accountability procedures are sometimes necessary to maintain community. Discipline at King's is designed for the restoration of each willing person back into full participation within the community.

Student Right to Natural Justice

Students in the accountability process at King's have the right to natural justice. Natural justice principles include transparency, unbiased decision making, and the right to an appeal.

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 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.

Restorative Justice

The mission of King's is to "...provide university education that inspires and equips learners to bring renewal to every walk of life..." With this in mind, Student Life invites those experiencing conflict to learn from and resolve issues through a dialogue designed to promote communication and restoration of trust. This is known here at King's and abroad as Restorative Justice.

King's Restorative Justice process gives students an opportunity to collaboratively learn from one another when the student code of conduct is broken or when relationships suffer from negative actions. Outcomes, rather than being solely sanctioned by staff members in the Student Life Office, are cooperatively determined by all involved parties and agreed upon in the form of a binding contract.

Students engaged in Restorative Justice are not necessarily free from disciplinary consequences. The Restorative Justice process allows participants to evaluate these consequences and determine which are valid in any particular case. At all times, the Dean of Students retains the right to sanction disciplinary consequences as they are deemed necessary.

Restorative Justice is a guided process that is supervised by a trained facilitator. Students meet individually and as a group of participants through a series of conferences that aim to identify the nature of the harms and potential positive actions that can serve to heal those harms. Successful Restorative Justice conferences depend on all participants being equally engaged in the process and willing to take ownership for their part in causing harm. Participants who demonstrate unwillingness to learn or engage risk the disintegration of the group and an end to the Restorative Justice process.

In cases where Restorative Justice fails to adequately address the harms caused, students facing alternative disciplinary sanctions will be reverted back to the Process of Student Accountability. Sanctioned outcomes are not cooperatively determined in these cases, and are subject to the terms of the Student Handbook and Residence Life Community Living Standards.

King's Restorative Justice process is as follows:

1. Case is brought to the attention of Student Life
2. Student Life staff determine eligibility of the case for Restorative Justice

3. Initial meetings (pre-conferences) are held with individual involved parties
4. Conference is held with all involved parties and positive actions determined
5. Positive actions are written into a binding agreement between participants
6. Student Life staff follow up after the completion date of the agreement

For more information about Restorative Justice at King’s, or to obtain a copy of King’s Restorative Justice manual, please visit the Student Life Office.

Student Accountability Process

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

The Coordinator will receive initial complaints, either in person or in writing. Complainants must identify themselves and cannot remain anonymous. Because King’s is an intentional 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 and to further explore the nature of the complaint, a documented complaint is required. Victims of complainants should know that all complaints will be taken seriously and explored to the fullest extent reasonably possible.

For Level one and two violations, the Coordinator (usually the Residence Life Coordinator for Residence Students or the Student Leadership and Service Coordinator for Commuter Students) will meet with parties involved and render an appropriate decision. Level three violations will be forwarded to the attention of 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 to the next level of responsibility. The following is the rationale behind each level of violation, and includes a guiding set of examples within each level:

Level One (1)	Level Two (2)	Level Three (3)
Level one 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.	Level two violations are instances where heightened conflict is experienced in the community and more than one member of the community may be negatively impacted.	Level three violations are instances of egregious community violations that negatively affect more than one member of the community. These violations call into question whether the responsible party should remain a member of the community.

Examples include: Noise violations ... Co-ed violations ... Non-compliance ...	Examples include: Insubordination ... Negative effects of high-risk drinking ...	Examples include: All kinds of harassment ... Prejudice / Racism ... Violence ...
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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.

PROCESS OF STUDENT ACCOUNTABILITY	
Case is brought to the attention of appropriate Coordinator	
Coordinator reviews and determines level of violation	
Level One or Two	Level Three
Appropriate Coordinator	Dean of Students
Reviews, investigates, determines responsibility and sanctions.	Reviews, investigates, determines responsibility and sanctions.
Appeals go to the Dean of Students	Appeals go to Judicial Appeal Board

Decision-Making Parameters

Decisions made during the accountability process at 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.”

Sanctions: Outcomes for Accountability

Upon completion of the accountability process, an outcome will be communicated to the accused student indicating the decision rendered and any sanctions. All efforts will be made administratively to complete this process in a timely manner.

The following are normal ranges of sanctions at each level of violation.

Level One (1)	Level Two (2)	Level Three (3)
<ul style="list-style-type: none"> Warning Fine (up to \$50) / Restitution (actual) Behaviour Contract Educational Sanction 	<ul style="list-style-type: none"> All Primary-Level Outcomes Fine (up to \$150) / Restitution (actual) Disciplinary Probation Loss or Restriction of Privileges or Activities 	<ul style="list-style-type: none"> All Primary and Secondary-level Outcomes Fine (up to \$250) / Restitution (actual) Loss or Restriction of Privileges or Activities Disciplinary Suspension Disciplinary Dismissal Non-Disciplinary Dismissal Permission to Withdraw Emergency Temporary Suspension

Verbal Warning

Verbal warnings are used at the discretion of Student Life Staff and Residence Life Administrators when it is believed that the warning will result in a change of unacceptable behaviour. Students do not have a right to a verbal warning and they are not given in cases that are repetitive in nature. Asking a student to stop a behaviour is considered a verbal warning.

Warning Letter

A student may be sent a letter outlining the violation and the consequences of that violation. This is an official letter of warning and it will be delivered electronically to the student's kingsu.ca email address.

Fine

In some incidents, students may be assessed a fine. Fines are a monetary penalty assessed as a sanction for inappropriate behaviour. Fines will be posted directly to the student's account. Fine monies collected shall be deposited into the Student Relief Fund.

Restitution for Damages

In incidents where damages or loss have occurred, restitution may be required in order to rectify the consequences of a decision. The costs of the repair or replacement will be determined by the Student Life Staff, communicated to the student in writing, and will be charged directly to the student's account. In cases where restitution is to be paid to another community member, written instructions will be provided.

Behavioural Contract

Students may be placed on behavioural contract, a set of behavioural expectations and limits that is determined with the student and set out in contractual terms. 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. The student thereby agrees to abide by the terms of the Behavioural Contract and any breach of said contract will result in the application of the consequences agreed upon therein.

Educational Sanction

These sanctions include, but are not limited to: community restitution, community service, attending an educational workshop appropriate to the violation, preparing an educational program for the community and/or a reflection paper describing the lessons learnt by the student. It is up to the student to fulfill the sanction. Unfulfilled community service hours may be replaced by a fine equivalent to an hourly rate determined by a Student Life Staff, a rate that will be no less than minimum wage.

Disciplinary Probation

A status imposed for a specific period of time to alert the student to the fact that their behaviors are substantially inconsistent with University policy and expectation. During this time, students are asked to take active steps toward improving their decisions and behaviors and to demonstrate that they can abide by University policy and succeed as a member of the community. Any policy violation while the student is on disciplinary probation, will result in strong consideration of whether the student is a good fit for the University community and of whether separation from the University (i.e., suspension, exclusion, expulsion) is necessary.

Probation will frequently be accompanied by a Loss or Restriction of Privileges or Activities sanction.

Loss or Restriction of Privileges or Activities.

The withdrawal of the use of services or privileges as a student or member of the community, or the loss of the privilege to participate in an activity or event. Examples include:

- Restriction on representing The King's University in any official capacity;
- Restriction from holding positions of leadership in any University recognized student group or organization or from being hired by University departments to serve in leadership roles;
- Restriction from attendance at University events or activities;
- Restriction on use of University resources;
- Restriction on entry or access to particular locations, premises, or events;
- Restriction on contact with another member or group of members of the University community; and
- Additional conditions as deemed appropriate

Disciplinary Temporary Removal From Campus Life

A status imposed for a specific period of time where a suspended student is forbidden to be on campus and is disallowed from participating in or attending The King's University events. Student may not attend class, remain in residence, or participate in specifically outlined functions or events sponsored by the University or any of its departments, groups, or organizations.

Disciplinary Dismissal

Students dismissed for reasons of behaviour are disallowed from returning to the University. Any potential for readmission must be approved by the Dean of Students. 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 disallowed from returning to the University. Any potential for readmission must be approved by the Dean of Students in consultation with the VP 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 Dean of Students 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 Dean of Students. The Dean of Students, 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 Dean of Students 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 forbidden to be on campus, including the residence halls, and are precluded from participating in or attending King's 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.

Residence-Specific Sanctions

Additional residence-specific sanctions are outlined in the Residence Life Community Living Standards.

Accountability Records

For the purposes of record keeping, all records of accountability proceedings shall be kept on file for a period of eight 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.

Appeals

All disciplinary decisions may be appealed. All appeals must be made in writing by the accused party. Appeals processes vary by type of violation. Appeal letters must be submitted via email or in writing to the appropriate office within the timeline outlined below.

Level One (1) Appeals	Level Two (2) Appeals	Level Three (3) Appeals
Appeals must be submitted to the Dean of Students within 2 business days of the decision email or letter.	Appeals must be submitted to the Dean of Students within 3 business days of the decision email or letter.	Appeals must be submitted to the Judicial Appeal Board through the Office of the President within 4 business days of the decision email or letter.

Students must appeal on one of the following three grounds:

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

Students may only appeal a decision once and such an appeal 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.

Judicial Appeal Board

The University Judicial Appeal Board is established to adjudicate serious matters of student behaviour which are appealed by the student. This committee is to be appointed by The King's University President upon receiving an appeal and should be comprised of the following:

1. Two representatives of the student body, elected by the Students' Association.
2. Two faculty or staff members.
3. A Student Life department staff member not involved with the initial decision, who will serve as the Chair.

Should an appeal decision arise from a decision made by the Dean of Students, the appeal is made to the Judicial Appeal Board. The written appeal should be submitted to the Office of the President, who will inform the Chairperson of the appeal.

The Chairperson shall convene a hearing for the student concerned during which the allegations are heard. Both the complainant and the accused shall be present at the hearing.