



Approving University Official(s): President
Responsible Office: Campus Principals/Provosts/Director of Operations, Student Conduct Officers, Student Conduct Committee
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[AD- Student Code of Conduct Procedures]

Purpose

This Student Code of Conduct Policy (the “Policy”) sets out and defines the standard of conduct expected of all students while enrolled at Yorkville University. Students are expected to conduct themselves in a manner consistent with the educational objectives of the University in accordance with generally accepted standards of behavior, and in accordance with other published University policies.

Audience

This policy applies to:

- All students studying at any Yorkville University or Toronto Film School location or online at Yorkville University or Toronto Film School Online, including those on leave or currently suspended.
- Student conduct on any Yorkville University or Toronto Film School campus.
- Student conduct off-campus when:
 - Students attend an off-campus activity or event as part of a course or an organized class activity.
 - Students participate in an off-campus activity that is organized and/or sanctioned by the University or School.
 - Students are representatives or delegates of the University or School at an off-campus activity, event, or function.
 - The conduct, regardless of where it occurs, may adversely affect teaching and learning or the functioning of the University or School or may damage the reputation of the University or School.

- Students who invite guests to any Yorkville University or Toronto Film School campus, or any off-campus activity, function or event such as those identified above, and those guests engage in misconduct as defined in this policy.
- Student conduct via telephone, computer, or other electronic device using email, social media, etc.

In addition to any disciplinary or remedial actions taken against a student found to have committed a non-academic misconduct, Yorkville University, Toronto Film School and Toronto Film School Online reserve the right, notwithstanding anything contained herein, to refer that student to civil or criminal authorities.

Procedures

The following is a list of misconduct for which students may be subject to disciplinary action. It is not an exhaustive list and students should be aware that their actions may still be considered misconduct even if not in the list below.

1. The use of violence, including: the actual or attempted exercise of physical force against any member of the Yorkville community that causes or could cause physical injury; making statements or acting in a way that a reasonable person would interpret as a threat to exercise physical force against a member of the Yorkville community that could cause physical injury.
2. Actions, oral statements, and written statements which threaten or violate the personal safety of any member of the faculty, staff, or other students, including threats of bodily harm or sexual assault.
3. Bullying, which includes the use of physical or verbal actions intended to intimidate, coerce, or harm an individual or group/individual or group perceived to be vulnerable;
4. Cyberbullying, which as defined by the Nova Scotia 2013 Cyber-safety Act, is any electronic communication through the use of technology including, without limiting the generality of the foregoing, computers, other electronic devices, social networks, text messaging, instant messaging, websites and electronic mail, typically repeated or with continuing effect, that is intended or ought reasonably be expected to cause fear, intimidation, humiliation, distress or other damage or harm to another person's health, emotional well-being, self-esteem or reputation, and includes assisting or encouraging such communication in any way.

5. Any conduct which interferes with or threatens to interfere with the educational process or any activity organized by the institution or by any of its faculties, schools, departments, divisions, clubs or societies.
6. Any conduct which interferes with the right of any member of the University community to carry on their legitimate activities and/or to speak to or associate with others.
7. Possession of real or replica firearms or other weapons, explosives, or toxic substances on Yorkville premises.
8. Behaviours suggesting use of, possession of, or impairment by alcohol, cannabis, valid prescription or non-prescription medications or other noxious substance that may affect behaviour/cognition on University/School premises, at a University/School sponsored or associated event, or during in-person or virtual clinical, class, or lab sessions.
9. Actions, oral statements, and written statements aimed at one or more specific individuals based on the race, ancestry, place of origin, colour, ethnic origin, citizenship, gender, sexual orientation, gender expression, creed, age, marital status, family status, disability, receipt of public assistance or record of offenses of that individual or group of individuals.
10. Harassment, sexual or otherwise, that has the effect of creating a hostile or offensive environment for any student, faculty member, or staff member.
11. Possessing without permission, damaging, defacing, destroying, or misusing University/School property.
12. Failure to promptly comply with any reasonable directive from faculty members or University/School officials.
13. Failure to maintain confidentiality and respect the privacy of personal or professional information communicated about clients, one's employer, other students, faculty, staff, or their employers.
14. Distribution, falsification or invention of any information or document, including documents published online or in social media.
15. Lying or knowing misrepresentation during a University/School investigation.
16. Bringing false or malicious charges against any member of the University/School community.

17. Hazing, which is defined as an act which endangers the mental or physical health or safety of a student for the purposes of initiation or admission into, affiliation with, or as a condition for continued membership in, a group or organization.
18. Contravention of provisions of the Criminal Code or other federal, provincial, or municipal statutes or regulations, including violations of local bylaws. The University/School has the right to report such contraventions to the appropriate authorities.
19. Encouraging, aiding, or conspiring with another student to commit misconduct as defined in this policy.
20. Non-compliance with any conditions, sanctions, penalties or remedial requirements imposed under any University/School policy, or any other laws, rules and regulations.

When student misconduct threatens the safety of persons or property, or where it appears to violate federal, provincial, or municipal law, University/School officials will act expeditiously to call in appropriate authorities and to remove the student from University/School property.

Procedures Related to Non-Academic Misconduct Incidents and Complaints

1. When a member of the University/School community has knowledge of or suspects that a student has committed an offense under the Student Non-Academic Conduct policy, a Student Conduct Incident Report (obtained through the Office of Student Rights and Responsibilities) will be completed and submitted along with all relevant documentation to the Office of Student Rights and Responsibilities (OSRR).
2. The OSRR will notify the student via email within two (2) business days that an Incident Report has been received, inform the student of the nature of the alleged offence, and of the range of potential penalties that might be imposed or recommended after an objective investigation and determination, based on the balance of probability. In cases where a finding of fault is determined the OSRR will attempt to resolve the matter by mutual agreement and/or mediation.

If mutual agreement and/or mediation are not possible or fail to resolve the matter, additional actions or sanctions may be recommended to resolve the issue.

In cases where a finding of fault is determined upon investigation the OSRR will inform the student of their rights to challenge the allegation and to appeal decisions. The student will be invited to comment on the incident and provide any additional relevant

documents and arguments concerning the incident. The student must submit such comments, documents, and arguments to the OSRR within two (2) business days.

Urgent Response Situations

When student misconduct threatens the safety of any person or property, or where it may incite others to cause harm, or appears to violate federal, provincial, or municipal law, University/School officials will act expeditiously to contact and involve appropriate authorities to remove the student from University/School property. In most cases the Campus Registrar, a representative from the Office of Student Rights and Responsibilities, or a member of the campus leadership team will be responsible for summoning authorities and removal of the student from University/School property.

In case of an immediate and critical emergency any member of the University/School community should call 911.

Procedures for Investigating and Prosecuting Non-Academic Offenses

1. Student Liaison Authority

A Student Liaison from the Office of Student Rights and Responsibilities will be responsible for investigating and prosecuting offenses under the Non-Academic Code of Conduct policy. The Student Liaison has the authority to:

- a. Determine that no misconduct occurred.
- b. Arrange for the resolution of a complaint by mutual consent through mediation.
- c. Impose one or more of the penalties specified at “First Offence” penalties above.
- d. Where the Student Liaison believes one or more non-academic misconducts occurred, and a penalty stronger than those allowed above is appropriate, the Student Liaison will forward all information to the Manager, Office of Student Rights and Responsibilities (the “Manager”) for further review and action.

2. Manager, Office of Student Rights and Responsibility Authority

Where a case has been escalated to the Manager, a review of the existing evidence and submissions will be undertaken. Where necessary additional investigative actions may be taken. After making a determination whether or not non-academic misconduct has occurred, the Manager has the authority to:

- a. Determine that no misconduct occurred.
- b. Arrange for the resolution of a complaint by mutual consent through mediation.
- c. Impose one or more of the penalties specified as First or Second offense penalties above.
- d. Recommend one or more of the penalties specified as “Third or Subsequent Offence” penalties to the Student Conduct Committee.

3. Student Conduct Committee Composition and Authority

The Vice President responsible for Student Rights and Responsibilities shall convene a Student Conduct Committee to consider Student Conduct cases referred to them by the Manager, Office of Student Rights and Responsibilities, and to consider cases where the recommended penalty or penalties identified above as “Third or Subsequent Offence” penalties.

A Student Conduct Committee comprises:

- a. The Vice President responsible for student rights and responsibilities (Chair)
- b. One additional academic or academic support Vice President or Associate Vice President
- c. One Dean, Associate Dean, or Program Head from a faculty offering the same level of credential as the student’s program (Masters, Degree, Diploma), but not from the student’s program.
- d. Manager, Office of Student Rights and Responsibilities or designate (non-voting)

Subject to the requirements above, voting members of a Student Conduct Committee can be drawn from any campus.

The Committee will act in compliance with procedures that respect the rights of students accused of misconduct and that are consistent with natural justice.

In cases going forward to the Student Conduct Committee, students:

- a) Prepare a written request to the Student Conduct Committee presenting arguments and evidence addressing one or more of the allowable grounds for appealing the recommended decision and indicating the desired outcome.
- b) Have the right to request an oral hearing.
 - i. The oral hearing will occur after a preliminary review of the case by the Student Conduct Committee. In the event the Student Conduct Committee allows the appeal upon preliminary review, the student will be advised of the decision and can decide if they still want to proceed with the oral hearing.
 - ii. The oral hearing will occur during the regular meeting times of the Student Conduct Committee, but the student will be provided a minimum of 10 working days’ notice prior to the scheduled hearing. In the event the student does not appear for the hearing, the Student Conduct Committee will proceed with their consideration of the appeal.

- iii. Where an oral hearing is requested and does occur, all individuals present at the hearing including the student, non-voting members, and the Student Conduct Committee, must respect the confidential nature of the proceedings and not disclose details of the hearing. The exception to this would be the sharing of relevant information with support persons or legal counsel.

Are entitled to have a support person (self-provided by the student) at the oral hearing: friend, family member or another student.

The Student Conduct Committee has the authority to:

- a) Determine that no misconduct occurred.
- b) Arrange for the resolution of a complaint by mutual consent through mediation.
- c) Impose one or more of the penalties specified above as “First Offence” or “Second Offence” penalties.

Recommend one or more of the penalties specified above as “Third or Subsequent Offences” penalties to the Provost. The Provost, or their delegate, acting in accordance with student rights and the principles of natural justice, shall, after reviewing the case in its entirety, approve the recommendation, or reach an alternate decision than that recommended by the Student Conduct Committee.

4. Non-Academic Incident Records

- a. Records relating to each incident report, including records showing the outcome of the incident, will be added to the student’s University/School record and retained for 5 years.
- b. The Office of Student Rights and Responsibilities will maintain a record of the number, nature, and disposition of student conduct incidents.

5. Confidentiality

In all student conduct cases, the University/School, faculty, and staff will protect personal information and handle all records in accordance with applicable legislation in force at the time (e.g., the Freedom of Information and Protection of Privacy Act), where applicable in the circumstances, and in keeping with any professional obligations.

The University will share identifying information only in circumstances where it is necessary to comply with the terms of the Code of Conduct, to address safety concerns, or to satisfy a legal reporting requirement(s). In cases where information must be shared, the University/School, faculty, and staff will only disclose the minimum amount of information needed to allow such concerns to be addressed. Such circumstances include those where:

- a) an individual is at risk of self-harm;
- b) an individual is at risk of harming others;
- c) there are reasonable grounds to be concerned with future risk to the safety of the University Community, property and/or the general public;
- d) disclosure is required by law; (e.g., risk of harm to a minor); or, to comply with legislation;
- e) it is necessary to comply with the reporting requirements of regulatory bodies;
- f) it is necessary to share information between appropriate staff within their offices for the purpose of supporting the student.

Further limits to confidentiality may occur if the University is subject to legal proceedings that compel the disclosure of information.

Student Grievances and Appeals

Where there are grounds for doing so, students have the right to appeal any decision by any faculty member, committee, or administrator at the University/School. Decisions that are appealable might be made under any one of a number of University/School policies, including, but not limited to, those policies governing harassment and discrimination, anti-violence, credit transfer, leaves of absence, advanced standing, withdrawal from a course or program, grading, academic integrity and honesty, professional suitability and ethics, academic standing (including probation), and academic dismissal. Because appeals can come only from students, decisions relating to admission to academic programs are not appealable.

Types of Grievances and Appeals

Types of Grievances and Appeals: Any decision by any faculty member, committee, or administrator may be appealed if there are grounds for doing so. Without limiting this general right of appeal, the most common types of academic appeals are identified below.

1. Academic Results Appeals

1.1 Grade Appeals

When a student believes an instructor erred in assessing a piece of the student's course work, the following steps will be followed:

- Informal resolution is always preferred. Therefore, the student should first raise the matter with the instructor, giving reasons for believing the assessment to be wrong. The instructor will review the assessment. If the instructor agrees that an error was made, the grade will be changed. If the instructor concludes that an error was not made, the original grade will stand.

- If, after discussion with the instructor, the student believes there are grounds to appeal the instructor's decision (see grounds for appeal, above) the student can submit a formal appeal through the Registrar, who will present the matter to the Academic Head (or designate) responsible for the program in which the student is enrolled. (If the Academic Head is also the instructor who submitted the grade being appealed, the Registrar will present the matter to the program head's immediate superior.) The Academic Head May:
 - Conclude that there are no grounds for the appeal and inform the student that the grade(s) assigned by the instructor will stand. (If the student believes there are grounds to appeal this decision by the Academic Head, they may appeal through the Registrar in writing to the Standing Committee on Academic and Student Conduct Appeals within two (2) business days of the decision being made.)
 - Agree that there are grounds to review the grade, in which case they may ask another appropriately qualified instructor or faculty member to assess clean anonymized copies of any of the student's work that is in question (i.e., copies of the original work submitted by the student, but free of any instructor's comments or grades, and on which the student's name and other personally identifiable information have been redacted). The grade assigned by the instructor asked to re-assess the work will be the final grade and may be higher or lower than the original grade assigned. (Note that if the assignment had previously been assessed a penalty, such as for late submission, that penalty would still apply to the re-graded assignment.)

Right to appeal: If, after the Academic Head has given a grade appeal decision to the Registrar, the student believes there are still grounds to appeal the grade (see grounds for appeal, above), they may present a case, through the Registrar, to the Standing Committee on Academic and Student Conduct Appeals, which will review the file and render a decision upholding, overturning, or modifying the Academic Head's decision. The appeal committee's decision will be communicated by letter to the student, the instructor, and the Academic Head. The decision of the Standing Committee on Academic and Student Conduct Appeals is final and cannot be appealed.

1.1.1 Grade appeals after a course has ended: When a program requires students to file grade appeals only after a course has ended, the following steps are followed:

- Within two days of the release of the final course grade, the student will submit to the Registrar a written appeal of the grade providing

documentation, evidence, and argument addressing one or more of the grounds for appeal set out above and specifying the remedy sought. The Registrar will record an “incomplete” on the student’s record pending the outcome of the review of the grade. Note that the Registrar’s Office may extend the deadline for submission of the written appeal to accommodate the needs and circumstances of the student.

- The Registrar, having first confirmed that there are no arithmetical or reporting errors in the grade being appealed, will present the student’s appeal to the Academic Head, who will review the course material and the student’s documentation and may contact the student and/or the instructor for additional information. (If the Academic Head is also the instructor who submitted the grade being appealed, the Registrar will present the student’s appeal to the Vice President Academic.) The Academic Head may:
 - Conclude that there are no grounds for the appeal and inform the student that the grade(s) assigned by the instructor will stand. (The Academic Head or the Registrar will also inform the student that, if the student believes there are grounds to appeal this decision, they may appeal in writing within two (2) business days of the decision being made through the Registrar to the Standing Committee on Academic and Student Conduct Appeals. The Registrar’s Office may extend the deadline for submission of the written appeal to accommodate the needs and circumstances of the student.
 - Agree that there are grounds to review the grade, in which case they may ask another appropriately qualified instructor or faculty member to assess clean anonymized copies of any of the student’s work that is in question (i.e., copies of the original work submitted by the student, but free of any instructor’s comments or grades, and on which the student’s name and other personally identifiable information have been redacted). The grade assigned by the instructor asked to re-assess the work will be the final grade and may be higher or lower than the original grade assigned. (Note that if the assignment had previously been assessed a penalty, such as for late submission, that penalty would still apply to the re-graded assignment.)
 - The Academic Head will communicate a decision to the Registrar, who will notify the student and the instructor of the course or course-section.

Right to appeal: If, after the Academic Head has given a grade appeal decision to the Registrar, the student believes there are still grounds to appeal the grade (see grounds for appeal, above), they may present a case, through the Registrar, to the Standing Committee on Academic and Student Conduct Appeals, which will review the file and render a decision upholding, overturning, or modifying the Academic Head's decision. The appeal committee's decision will be communicated by letter to the student, the instructor, and the Academic Head. The decision of the Standing Committee on Academic and Student Conduct Appeals is final and cannot be appealed.

1.2 Academic Standing Appeals

In the event that the Registrar notifies a student that they are not in good academic standing and have been placed on academic probation or academically dismissed, the following steps will be followed:

- Within two (2) business days of having been notified by the Registrar that they are not in good academic standing, the student may appeal the decision by writing to the Registrar providing documentation, evidence, and argument to support the appeal. Such documentation, evidence, and argument must address one or more of the grounds for appeal set out above. The Registrar will present the student's appeal to the head of the academic program in which the student is enrolled, who will review the case in light of the reasons for the student having been placed on probation or academically dismissed. The program head will advise the Registrar whether there are grounds for changing the decision. If, in the opinion of the program head, the decision to place the student on probation or to dismiss the student should stand, the Registrar will notify the student that they may, within two (2) business days, appeal the decision through the Registrar to the Standing Committee on Academic and Student Conduct appeals, which will review the file and render a decision upholding, overturning, or modifying the decision. The Registrar will communicate the Committee's decision and reasons for the decision by email to the student. The decision of the Standing Committee on Academic and Student Conduct Appeals is final and cannot be appealed. Note that the Registrar's Office may extend the deadlines for submission of the written appeals to accommodate the needs and circumstances of the student.

1.3 Non-Academic Misconduct Appeals

When a student has been found culpable of a non-academic misconduct, the appeal avenue is determined by who approved the decision and stipulated the penalties and sanctions.

Where the decision was approved by the:

- a) Student Liaison Officer, the decision can be appealed to the Manager, Office of Student Rights and Responsibilities.

- b) Manager, Office of Student Rights and Responsibilities, the decision can be appealed to the Standing Committee.
- c) Student Conduct Committee or Provost, the decision can be appealed to the Standing Committee.

1.3.1 Appeals of Academic Misconduct and Professional Suitability

Decisions made under the *Academic Code of Conduct* policy, or the *Policy for Assessing Conduct Related to Professional Suitability of Students in the Master of Arts in Counselling Psychology* may be appealed to the Standing Committee on Academic and Student Conduct Appeals in the following circumstances: the processes enumerated in the policy must be exhausted; the appeal is initiated through the Registrar within two (2) business days of the student having been notified of the final decision; the appeal presents documentation, evidence, and argument addressing one or more of the acceptable grounds for appeal as set out above. Note that the Registrar's Office may extend the deadlines for submission of written appeals to accommodate the needs and circumstances of the student.

1.4 Standing Committee on Academic and Student Conduct Appeals

Purpose and Functions: The Standing Committee on Academic and Student Conduct Appeals (the "Standing Committee") is the final appeal body for students contesting decisions made by University/School decision makers. Policies governing decisions that might be appealed include harassment and discrimination, anti-violence, substance abuse, credit transfer, leaves of absence, advanced standing, withdrawal from a course or program, grading, academic integrity and honesty, professional suitability and ethics, academic standing (including probation), and academic dismissal. Because appeals can come only from students, the Standing Committee does not hear requests for reconsideration of decisions relating to admission to academic programs.

1.4.1 Composition

- a) Vice President Academic (chair)
- b) All Deans, Associate Deans, Chairs, and Directors of degree programs
- c) Members of the teaching faculty
- d) Delegate from the Office of Student Rights and Responsibilities where the case is non-academic in nature (non-voting secretary and support)
- e) Delegate from the Registrar's Office where the case is academic in nature (non-voting secretary and support)

Note: When the Vice President Academic of a campus is not able to Chair an appeal panel, a senior academic officer will stand in as chair.

1.4.2 Process

- a) The Registrar's Office or the Office of Student Rights and Responsibilities manages the flow of cases to the Standing Committee, including:
- i. Communicating with the student appellant concerning: the student's rights under policy; the procedures to be followed to prepare an appeal; deadlines; outcomes of the appeal.
 - ii. Preparing files for the Standing Committee, including, where appropriate, copies of student academic work and academic record and copies of correspondence and previous decisions relating to the matter being appealed.
 - iii. Maintaining records relating to each academic appeal.
 - iv. Implementing the outcomes of the appeal.
- b) Students appealing decisions:
- i. Prepare a written request to the Standing Committee presenting arguments and evidence addressing one or more of the allowable grounds for appealing the decision and indicating the desired outcome.
 - ii. Have the right to request an oral hearing.
 - a. The oral hearing will occur after a preliminary review of the case by the Standing Committee. In the event the Standing Committee allows the appeal upon preliminary review, the student will be advised of the decision and can decide if they still want to proceed with the oral hearing.
 - b. The oral hearing will occur during the regular meeting times of the Standing Committee, but the student will be provided a minimum of 10 working days' notice prior to the scheduled hearing. In the event the student does not appear for the hearing, the Standing Committee will proceed with their consideration of the appeal.
 - c. Where an oral hearing is requested and does occur, all individuals present at the hearing including the student, non-voting members, and the Standing Committee, must respect the confidential nature of the proceedings and not disclose details of the hearing. The exception to this would be the sharing of relevant information with support persons or legal counsel.

Are entitled to have a support person (self-provided by the student) at the oral hearing: friend, family member or another student.

1.4.3 Grounds for Appeal

_Dissatisfaction with University policy, unhappiness with the outcome of a decision, and technicalities that do not materially affect a decision are not sufficient ground for appeal. Students appealing decisions should provide argument and evidence addressing one or more of the following grounds for appeal:

- Procedure: Procedures were not correctly followed in making the decision. For example:
 - University policy was incorrectly interpreted and applied;
 - There was a fundamental procedural error seriously prejudicial to the student;
 - The decision maker erred in interpreting the facts or assessing the evidence.
- Student rights: The decision process or the decision infringed on the rights that the University guarantees to the student, including rights identified under the Academic Freedom policy and the Discrimination and Harassment policy;
- Natural justice: The decision-making process was not consistent with the generally understood principles of procedural fairness (natural justice). These include:
 - Right to be heard: the student did not have a fair opportunity to present their case to an appropriate body or forum, via an appeal or other means;
 - Freedom from bias: The decision maker was not impartial;
 - Evidence-based decision- making:
 - The decision was not based on evidence, but on speculation or suspicion; and/or
- The decision was not communicated in a way that made clear what evidence was used in making the decision.
- Medical: An unforeseen medical condition affected the student's ability to meet their academic obligations.
- Compassion: Events and circumstances beyond control of the student seriously impaired the student's ability to meet their academic or other obligations.

1.4.4 Considering Appeals

Panels: For each appeal, the Standing Committee will strike a panel of three members – normally the Vice President Academic (panel chair) and two other members. No

member of a panel will have previously been involved with the decision being appealed; nor shall any member of the panel be a member of the Faculty, Department, or Program from which the appeal originates. If the Vice President Academic has previously been involved with the decision, another member of the Standing Committee will serve as panel chair.

- Panels considering appeals of academic decisions must be selected from among the Deans, Associate Deans, Chairs, Directors, and faculty members of degree programs; if it is possible, every panel should include at least one academic Dean.
- Each panel shall select one member as Chair of the panel
- A panel may decide to invite a non-voting student advocate to participate in its deliberations.
- A panel may include members from any of the three Yorkville University campus Academic and Student Conduct Appeals committees, but should, if possible, have at least one member from the campus at which the appellant is registered.
- Natural justice: Panels considering appeals will follow the principles of natural justice to ensure due process and fairness.

Outcomes: Panels considering appeals might: deny the appeal and uphold the previous decision; accept the appeal and overturn the previous decision; or replace the previous decision with another decision. For each appeal, the Chair of the Standing Committee will prepare a written summary of the decision and the reasons for the decision. The summary will be communicated through the Registrar to the student making the appeal and the Academic Head of the program in which the student is enrolled.

Consequences of Violating this Policy

Disciplinary measures for non-academic conduct offences that might be imposed, singularly or in combination, include but are not limited to:

- Warning – A notice in writing to the student that the student is violating or has violated University regulations.
- Apology – A requirement that the student apologize, verbally and/or in writing.
- Temporary or permanent transfer of a student out of one section and into another section of a course.

- Probation – A written reprimand for violation of specified regulations. Probation is for a designated period and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
- Non-Academic assignments – completion of educational content intended to address or partially address the misconduct in question.
- Loss of Privileges – Denial of specified privileges for a designated period.
- University/School/Community service – completion of unpaid service to the University/School/Community (not to exceed 25 hours).
- Course Removal – removal of the student from one or more courses for one or more terms.
- Short-term suspension – the student will temporarily not be allowed on the University/School campus, physically or virtually, for a period of no longer than 5 business days, nor will they be allowed to receive instruction or access to their courses or submit any assignments during that time.
- Fines – Previously established and published fines may be imposed.
- Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- Discretionary Sanctions – Work assignments, service to the University, or other related discretionary assignments.
- Suspension – Separation of the student from the University for a definite period, after which the student is eligible to return. Conditions for readmission may be specified.
- Expulsion – Permanent separation of the student from the University.

Progressive sanctions for repeated offenses:

Where an offense under this policy entails serious threats to the health, safety, or well being of persons or property, or is otherwise of a very serious nature, the Student Conduct Committee may impose a penalty appropriate to the offense, regardless of whether it is a first, second, or subsequent offense by a student. However, normally,

Student Conduct Officers and the Student Conduct Committee will apply progressively more harsh penalties to students who repeatedly contravene this policy.

First Offence: One or more of the following sanctions or penalties may be applied for a first offense:

1. Warning – A notice in writing to the student that they have been found culpable of non-academic misconduct.
2. Apology – A requirement that the student apologize, verbally and/or in writing for the misconduct.
3. Probation – A written reprimand for the misconduct, coupled with a designated period of probation with a signed undertaking to not encourage, engage or participate in further instances of misconduct.
4. Non-Academic assignments – completion of educational content intended to address or partially address the misconduct in question.
5. Temporary or permanent transfer of a student out of one section and into another section of a course.

Second Offence: In addition to those listed above, one or more of the following sanctions or penalties may be applied:

1. Loss of privileges - denial of certain privileges, denial of access to some of the University/School facilities for a designated period of time.
2. Fines – Previously established and published fines may be imposed.
3. University/School/Community service – completion of unpaid service to the University/School/Community (not to exceed 25 hours).
4. Course Removal – removal of the student from one or more courses for one or more terms.
5. Temporary suspension – the student will temporarily not be allowed on the University/School campus, physically or virtually, for a period of no longer than 5 business days, nor will they be allowed to receive instruction or access to their courses, or submit any assignments during that time.

Third or Subsequent Offence: In addition to those listed above, one or more of the following sanctions or penalties may be applied:

1. Restitution – compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
2. Suspension without re-application – suspension from the University/School for a defined period not to exceed 18 months, after which the student may return without re-application. Conditions which need to be met may be specified.
3. Suspension requiring re-application - suspension from the University/School for a defined period not to exceed 18 months, after which the student is eligible to re-apply for admission, starting with the Admissions Department. Re-admission is not guaranteed, and conditions may need to be met prior to the re-admission process beginning.
4. Expulsion - permanent removal of the student from the University/School. Official records, including the student’s transcript, will read “Involuntary Withdrawal – Student Misconduct.”

Appendices:

1. Student Conduct Officer – Mandate and Role
2. Student Conduct Committee – Terms of Reference
3. Overview of Student Conduct Processes

Appendix 1: Student Conduct Officer: Mandate and Role

Student Conduct Policy requires that a Student Conduct Officer be appointed at each of its campuses, including its online campuses.

- The role of Student Conduct Officer will be assigned by the President (having consulted with campus principals) to a person in the Registrar's Office, Student Services department, or another campus unit.
- The Student Conduct Officer is responsible for the administration of the Student Conduct Policy.
- When an incident of student misconduct presents risk to persons or property, the Student Conduct Officer will take immediate actions to reduce or eliminate the risk. In doing this, the Student Conduct Officer will:
 - Immediately notify the Campus Principal of the event and work closely with the Campus Principal to reduce risk and manage the incident;
 - Contact relevant emergency response services when necessary;
 - Contact relevant School support personnel as required;
 - Be familiar with procedures and protocols for responding to and managing disruptive, illegal, and/or dangerous incidents;
 - Prepare for the Campus Principal a written report on the incident and the response to the incident, including any recommendations for improved handling of similar incidents.
- When the Student Conduct Officer receives a report of an incident of student misconduct, they will:
 - Ensure that an incident report is completed and open a file;
 - Investigate the incident sufficiently to determine whether it is in fact an incident of conduct covered by the Student Conduct Policy;
 - If appropriate in the circumstances, provide student(s) involved with information about support services available to them;
 - Notify the student(s) alleged to have engaged in misconduct that an incident report has been received, of the penalty associated with that misconduct, and the recourses available to them;
 - If the student(s) admit that they violated the Student Conduct Policy and agree to the penalty, apply the penalty and add the record of the incident to the student's record.
 - If the Student Conduct Officer is uncertain of the penalty to be imposed or if the student disputes the incident report or the penalty, prepare a summary of the incident and forward it to the Chair of Student Conduct Committee.

- The Student Conduct Officer is a member of the Student Conduct Committee
- The Student Conduct Officer will report annually to the Campus Principal the number, nature, and disposition of incidents handled under the Student Conduct Policy.

Appendix 2: Student Conduct Committee

Purpose and Functions: The Student Conduct Committee is created by the School's Student Conduct Policy to conduct investigations into alleged student misconduct and recommend penalties for such misconduct.

Composition:

- Vice President Academic Services (or designate) (Chair)
- Student Conduct Officers from all campuses/locations
- Dean of Student Success (or designate)

Note: The Chair may give observer status to any person whose presence will contribute to the process.

Process:

- Cases flow to the Student Conduct Committee (SCC) from Student Conduct Officers (SCO) when the penalty recommended by the SCO exceeds the authority delegated to the SCO by policy or when a student disagrees with the SCO's allegation of misconduct and/or with the penalty imposed or recommended by the SCO.
- The SCO will forward a student conduct incident report, copies of any correspondence between the SCO and the student(s) alleged to have acted in violation of the Student Conduct Policy, any additional information in the SCO's possession, and a summary of the actions taken to date.
- The Chair of the SCC will communicate with the student and any other individuals relevant to the alleged incident of misconduct to compile a complete narrative of the event. (Note that it is preferred that the Chair meet with the student and others, in person or via teleconference.)
- The Chair of the SCC may conclude that an informal resolution to the incident is possible and proceed to discuss this with the student(s).
- Should an informal resolution not be advisable or possible, the Chair of the SCC will convene a meeting of the SCC. Documentation about the alleged incident and matters to be decided will be provided to the members of the SCC and the student. The student will be invited to attend the meeting of the SCC and may be accompanied by an advisor. Note that this meeting is not a trial; it is an investigation and inquiry into the alleged misconduct.
- Quorum: The Chair (or designate), Dean of Student Success (or designate), and two Student Conduct Officers constitutes a quorum.
- As soon as possible after the investigative meeting, the Chair will communicate the findings of the investigation and any penalties to the student(s) involved.

Outcomes:

- If the SCC concludes that the actions of the student(s) did not breach the Student Conduct Policy, the file will be closed and the outcome will be noted in the student's record.
- If the SCC concludes that Student Conduct Policy was violated, a penalty consistent with the Policy and the nature of the offense will be imposed or recommended
- If the student believes there are grounds to appeal an outcome, they have the right to appeal to the Standing Committee on Academic and Non-academic Conduct Appeal.

Appendix 3: Overview of Student Conduct Processes

