

- (c) Written notice of the behaviour constituting the violation and the nature of the warning shall be filed by the Director of the Student Success Centre or his/her designee or any other authorized employee with the College.
- (d) There shall be no appeal of this written warning.
- (e) All written warnings and notices will be securely stored in the office of the Director of the Student Success Centre. This material will be held for a minimum of three years.

3. Sanction:

If the Director of the Student Success Centre determines that the alleged violation, if proven, could result in the imposition of a sanction or sanctions more severe than a written warning, the procedures as set forth below will apply:

- (a) Complaint. All proceedings other than the administration of a written warning shall commence with the filing of a written complaint with the Director of the Student Success Centre within five
- (b) (5) College business days following the date of the alleged violation. A complaint may be filed only when there is a good faith belief that there has been a violation of prohibited behaviour.
- (c) Form of Complaint. The complaint shall include (1) facts alleged to constitute a violation; (2) the provision(s) of the Student Code of Personal Behaviour alleged to have been violated; and
- (d) (3) the name of the student alleged to have committed the violation.
- (e) Who May File. The complaint may be filed by (1) a College administrator or staff person; (2) faculty member; (3) student; or (4) other individuals as designated or confirmed by the Director of the Student Success Centre.
- (f) Notice of Complaint: The student against whom the complaint is made shall be personally notified and provided a copy of the complaint and the probable sanctions by the Director of the Student Success Centre or his/her designee, within five (5) College business days after the complaint is filed.
- (g) Student Responses: A student served with a complaint shall elect one of the following options within five (5) College business days after service of the complaint by completing, signing, and returning the Student Response form to the Director of the Student Success Centre.
 - The student may admit the alleged violation and be sanctioned accordingly.
 - The student may request mediation, if the Director of the Student Success Centre and other affected parties agree to mediation. If mediation fails or is not agreed to by the Director of the Student Success Centre or any of the other parties, the individual shall proceed under options (i) or (iii) of this section.
 - The student may deny the alleged violation.
- (h) If the Student Response Form is not completed and returned within five College business days after service, the Director of the Student Success Centre may treat such action as an admission of the violation and administer a sanction.

4. Investigation:

If the student denies the allegations, the Director of the Student Success Centre will, within a reasonable period

of time, but not more than fifteen (15) College business days, begin the investigation process. The Director shall take the following actions:

- (a) Meet with the student and other relevant parties.
- (b) If necessary, assign an impartial investigator to conduct further investigation pursuant to the College's "Investigation Guidelines."
- (c) Present the student with all of the evidence upon which a decision will be made and an opportunity for the student to refute the evidence.

5. Findings:

Following completion of the Investigation, the Director of the Student Success Centre shall evaluate all evidence provided and, either:

- (a) Dismiss the complaint for lack of clear and convincing evidence that a violation of the Student Code of Personal Behaviour occurred or that the accused did not commit the act that resulted in a violation, or
- (b) Based on a finding of clear and convincing evidence, determine that a violation of the Student Code of Personal Behaviour was committed by the accused and impose an appropriate sanction.

6. Notice:

As soon as the Director makes a finding, he/she shall notify the student in writing. A sanction is an action taken when the Student Code of Personal Behaviour has been violated. One or more of the following sanctions may be applied. The College may impose a different sanction than those listed.

7. Sanctions:

Sanctions may take various forms as follows:

Warning. Notice, orally or in writing, that continuation or repetition of behaviour in violation of Section 2b may be cause for more severe disciplinary action.

Censure. A written reprimand, including the possibility of more severe disciplinary sanctions in the event of a subsequent violation of a College regulation within a stated period of time.

Letter of Apology. The student will prepare and send a letter of apology to the victim(s) of the misconduct.

Probation. Exclusion from participation in privileges or extra-curricular College activities for a period not to exceed one academic year from date of offense or infraction.

Restitution. Reimbursement for defacement, damage to, or misappropriation of property, or personal injury expenses.

Community or College Service. The performance of an appropriate amount of public service that is both beneficial to the College or community and which will likely assist the individual in understanding the harm caused by his or her behaviour.

Diversions Programme: Enrolment and completion of a class or workshop that helps the person understand the harm caused by his or her behaviour. This sanction may be required for alcohol, substance abuse, or psychological assessments.

Restricted Student Status. The student will be allowed to go to and from classes only and will not be allowed to participate freely in any other campus activity. Campus security services may be required, if deemed appropriate. This sanction may remain in effect until completion of the disciplinary process.

Disciplinary Suspension. Exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time. A disciplinary suspension will be held in abeyance during an appeal.

Expulsion. Termination of student status. Readmission may not be sought before the expiration of one academic year from the date of expulsion. Readmission must be sought through the Office of the President.

Permanent Expulsion. Permanent expulsion is for the most severe cases, with no rights for future readmission considered.

8. Appeal Process

An appeal of the findings of the Director of the Student Success Centre that a violation occurred, and/or the imposed sanction or sanctions may be taken to a College Review Board.

- (a) A notice of appeal must be filed by the student with the office of the Vice President within five (5) College business days after the student has received notice of the decision of the Director of the Student Success Centre.

9. College Review Board

- (a) Jurisdiction: jurisdiction over a student's appeal from a disciplinary decision made by the Director of the Student Success Centre shall be vested in the College Review Board.
- (b) Parameters: The College Review Board is not a court of law. Its procedures are informal, and its reviews shall not be perceived as an adversary process. The College Review Board shall have the right to make appropriate judgments about procedural questions as they arise. These judgments shall be made in light of the need for a fair, expeditious, and orderly review. In its deliberations, the College Review Board shall not consider the appropriateness of College rules and regulations or the right of faculty and administrators to enforce College rules and regulations. The right to define and establish appropriate standards, rules, and regulations, which govern various College functions and activities shall be reserved to the administrators and faculty members charged with the implementation and supervision of those functions and activities.
- (c) Membership: The College Review Board shall be composed of one Dean (Academic or Workforce) as appointed by the Vice President, a staff person appointed by the Vice President, and the President of the Student Government Association. If any of the College Review Board members are involved in Board proceedings or have a conflict of interest, or cannot be present for the hearings, the appropriate body shall provide a substitute. The Dean shall serve as Chair and shall call the meetings.
- (d) Procedures:
 - 1. The aggrieved student, within five (5) College business days, must file a notice of appeal with the Vice President for Academic and Student Affairs.
 - 2. The Director of the Student Success Centre will notify the Chair of the College Review Board that a notice of appeal has been filed and that the Chair shall set a date for a hearing within