



# Student Code of Conduct & Appeal Guidelines

2017-2018



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## Purpose of the Student Code of Conduct

**Preamble:** Sault College students, faculty members, employees and Ray Lawson Hall residents constitute an academic community committed to training and education that will enhance effectiveness in the workplace and quality of life. The College community expects all members to govern themselves, individually and collectively, and it requires adherence to the standards of conduct appropriate for an academic community.

Sault College considers its students adults and as such obligated to make responsible decisions. The Student Code of Conduct exists to assist in the effort of providing the best possible learning and living environment for all students. It is the obligation of students to treat all other members of the academic community with dignity and respect – including other students, faculty members, employees, visitors and neighbours of the College. The enforcement of the Student Code of Conduct is critical to the existence of such an environment for all members of the academic community. Ignorance of the rules or of the law is not a defence against disciplinary action. The College reserves all rights to criminal action where it deems necessary. Lack of intention to violate College policy will not generally excuse an infraction.

The Student Code of Conduct, and other policies listed below outline procedures that College officials utilize to ensure a safe, inclusive and productive learning environment is maintained.

The College reserves the right to establish or modify any existing regulation when unusual circumstances dictate. A student who is under suspension from another institution shall not be permitted to enter the College until the student's eligibility to re-enter the institution that imposed the suspension can be established.

The President or designee reserves the right to change or amend this statement at any time without impairing students' rights to due process. Reasonable notice will be given to the student if their rights are impaired by any change or amendment.

College policies referred to in the Student Code of Conduct can be accessed on the Student Portal.

The Student Code of Conduct is complementary to applicable legislation and/or any other applicable Sault College policy and/or procedure including but not limited to:

- Federal, Provincial or Municipal Laws/Legislation
- The Campus Smoking and Tobacco Use Policy
- The Discrimination/Harassment Policy
- The Information Technology Acceptable Use and Security Policy
- The Copyright Policy
- Ray Lawson Hall Handbook
- All Other College Policies

## Contact Information

Student Code of Conduct and Appeal Guideline questions, Code of Conduct violations and appeal-related inquiries can be made to the Student Success & Job Centre Associate (A1280).

Student Success & Job Centre Associate - (705) 759-2554 ext. 2480; [studentsupport@saultcollege.ca](mailto:studentsupport@saultcollege.ca).

Code of Conduct violations can also be reported to Campus Security at (705) 759-2554 ext. 2702

## Section 1 - Student Rights and Responsibilities

### 1.1 - Academic Appeal

Students have the **right** to appeal final academic grades or sanctions imposed upon them.

### 1.2 - Accommodation

Students have the **right** to reasonable accommodation of identified disabilities. Students with disabilities are encouraged to confidentially self-identify to the Accessibility Services Office in order to facilitate their accommodations.

### 1.3 - Academic Information

Students have the **right** to: written course documentation at the beginning of each course which includes learning outcomes, objectives, methodology, required resources and an evaluation system that includes deadlines for completion of assignments, attendance expectations, other requirements and sanction applied if expectations or due dates are not met; notice in writing of any substantive changes to course requirements and the reason(s) for these changes.

### 1.4 - College Policies

Students have the **right** to access any policies that students are expected to abide by, and the responsibility to understand and follow these policies.

### 1.5 - Complaints without Reprisal

Students have the **right** to make, without fear of reprisal, a responsible complaint of unfairness, harassment, or discrimination and the **right** to make a request to the appropriate authority for changes in College policies and procedures; such freedom of redress without retaliation is a fundamental student right.

### 1.6 - Disclosure of Information

In accordance with the Freedom of Information and Protection of Privacy Act, the College may disclose information contained in a student's file to college officials who require the information in accordance with the performance of their duties, to ensure the safety of individual or other students, or if a request or consent form have been submitted by the student. Students have the **right** to request disclosure of the information included in their file.

Students have the **responsibility** to inform faculty in a timely manner of difficult situations or extenuating circumstances that could adversely affect their academic performance or behaviour.

Sault College is required to disclose personal information such as Ontario Education Numbers, student characteristics and educational outcomes *to the Ministry of Advanced Education & Skills Development (MAESO) under s. 15 of the Ministry of Advanced Education & Skills Development Act, R.S.O. 1990, Chapter M.19, as amended.* The ministry collects this data for purposes such as planning, allocating and administering public funding to colleges, universities and other post-secondary educational and training institutions and to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the ministry for purposes that relate to post-secondary education and training.

Further information on how the Ministry of Advanced Education & Skills Development uses this personal information is available on the ministry's website.

## **1.7 - Freedom of Expression**

Students have the **right** to express themselves individually or as part of a group verbally and in print; and the right to publish and distribute views on campus, free from censorship or reprisal, except where the exercise of such rights may interfere with the rights of others. Students have the **right** to organize and participate in orderly assemblies on campus, as long as such assemblies do not interfere with the regular activities of the College and are in accordance with College policies and procedures.

## **1.8 - Harassment/Discrimination**

In accordance with the Discrimination/Harassment Policy, students have the **right** to be free from harassment, bullying, intimidation, and discrimination. The College has two harassment advisors: the Director of Human Resources and the Director of Student Services. Students have the **right** to be secure in their persons and possessions against unreasonable search and seizure.

## **1.9 - Student Government**

Students have the **right** to elect representation, maintain a democratic student government, and form chapters and associations. In doing so, students have the **responsibility** to follow all related policies and procedures established by the Student Government and Sault College.

## **1.10 - Student Initiated Review**

Students have the **right** to formally assess the delivery of any course applying an instrument and process established and administered by the College. Refer to Section 8 – Student Initiated Review for further details.

## **1.11 - Investigations and Appeals**

### **1.11.1 Time Limits**

Students have the **right** to request the time limits of the Code of Conduct and the Appeals process be extended in writing. The time limits set out in the Code of Conduct and the Appeals process shall be calculated using College business days.

### **1.11.2 Advisory/Support**

Students may be accompanied by one person who may act in a supportive or advisory capacity during an investigation, an appeal, or a matter requiring internal conflict resolution. Those accompanying a student are not permitted to actively participate in a hearing or meeting. Student Union representatives may act in an advisory/supportive capacity.

### **1.11.3 Involvement**

Students have the **right** to know the complaint against them and see any evidence that will be used to make a decision. Students also have the **right** to respond and bring forward any relevant witnesses.

## **Section 2 - Violations of the Student Code of Conduct**

The College community expects all students to live by the following standards that are designed for its general well-being. Students are considered to have violated the Student Code of Conduct if they breach a College policy or procedure including this document, assist another in committing a violation, or neglect to do anything that results in aiding someone to commit a violation. Residents of Ray Lawson Hall who invite student or non-student guests into the residence and students who sign in non-student guests at Student Union events may also be held accountable for their guest's conduct under this Code. The College reserves the right to contact outside authorities if any violation is believed to also breach municipal, provincial or federal law.

## **Sault College Violence Threat Risk Assessment (VTRA) Fair Notice Statement**

Sault College and community partners are committed to making our campus(s) safe for students, staff and the College community. As a result, the College will respond to all student behaviours that pose a potential risk to the students, staff and community. The College uses a Violence Threat and Risk Assessment (VTRA) process to respond to any and all threats of violence.

The VTRA process is designed to be proactive in developing intervention plans that address the emotional and physical safety of those involved.

- VTRA will be initiated by a team of trained College employees when behaviours have been identified by staff or students that pose a potential risk to self and/or others.

A VTRA will be initiated when a member of the Sault College community poses a potential risk.

Behaviours that warrant the initiation of a VTRA may include but are not limited to:

- Acts of violence including fighting
- Verbal, written or implied threats to harm or kill others
- Online or text based threats to harm or kill others
- Possession of weapons (including replicas)
- Bomb threats and fire setting

It is important for all parties to engage in the VTRA process. However, if for some reason there is a reluctance to participate in the process by the threat maker, the threat assessment process will continue in order to ensure a safe and caring environment for all.

Information used in the VTRA process **will be used in a manner that respects** the individual's rights to privacy and the safety of all. Intervention Plans will be developed and shared with staff and students as required.

Any violation of College policies or standards may result in disciplinary sanctions. Refer to Section 3 – Assessing Sanctions for further details.

### **2.1 - Abusive Communication**

- 2.1.1 Students who abuse other students, college employees or guests of the College by means of offensive words or actions received in person, telephone, letter, social media, electronic mail or any communication medium are in violation of the Code of Conduct.
- 2.1.2 Students are required to use respectful tone, words, and actions during all meetings or investigations with College employees and/or other students and community members. Inappropriate conduct or abusive communication during meetings is in violation of the Code of Conduct and may result in additional sanctions.

### **2.2 - Academic Dishonesty**

Students shall submit written or other work in a course that shall be the product of their own efforts. "Academic Dishonesty" includes, but is not limited to, the following:

- 2.2.1 Copying from another student's paper;
- 2.2.2 Using material not authorized by the person administering the test or assignment. A student shall not obtain or accept from any source whatsoever, or distribute, the questions or answers to a test, an exam or laboratory experiments, without previous authorization from the professor/instructor;
- 2.2.3 Collaborating with another student during a test without permission;

- 2.2.4 Plagiarism (i.e. representing the work of another, as one's own, inclusive of purchases of a commercial nature). Use in whole or in part the work or significant passages drawn from the work of another person, in a work submitted to evaluation, without having expressly identified these as quotations;
- 2.2.5 Collusion (i.e. obtaining from or giving to another student unauthorized assistance in course work);
- 2.2.6 Falsification (i.e. modification, without authorization, of any examination paper, record, assignment, or report);
- 2.2.7 Knowingly using, buying, selling, stealing, or soliciting contents of a test, examination paper, record, assignment, or report;
- 2.2.8 Representing oneself as another student for the purpose of taking a test or examination or allowing oneself to be represented by another for the same;
- 2.2.9 Attempting to bribe or otherwise coerce a professor/instructor to obtain favours;
- 2.2.10 Cheating (i.e. any misrepresentation by a student of their performance in a College subject for the purpose of obtaining credit to which they are not entitled);
- 2.2.11 Altering, fabricating, falsifying or tampering with a document in any way whatsoever which is destined for the College, or to use or submit such a document to the College. Altering, fabricating, falsifying or tampering with College documents stating acquired privileges or rights conferred by the College.

Sault College faculty and staff reserve the right to use online anti-plagiarism software programs. The software identifies papers containing unoriginal material.

**Laurentian University:** Sault College students enrolled in programs leading to a Laurentian University Degree are subject to Section 2, 2.2 – Academic Dishonesty of the Sault College Student Code of Conduct and also to the Laurentian University Academic Dishonesty Policy as outlined at: [https://biblio.laurentian.ca/research/sites/default/files/pictures/Academic\\_Integrity.pdf](https://biblio.laurentian.ca/research/sites/default/files/pictures/Academic_Integrity.pdf)

### **2.3 - Alcohol/Restricted Substances**

- 2.3.1 Students shall not be under the influence nor possess, consume, furnish, or aid in the consumption or furnishing of alcoholic beverages or restricted substances on College property or at College sponsored events/functions, unless otherwise permitted by College policy or legislation. It is the responsibility of each student to conform to provincial legislation regarding drugs and alcohol, including complying with the legal drinking age. Any violation may also result in Criminal Charges.
- 2.3.2 Students are not permitted to drink an excessive amount of alcohol nor drink irresponsibly on campus or at a College-sanctioned event.
- 2.3.3 The Manager, Health, Safety and Security, Residence Life Supervisor, and/or all appropriate College officials reserve the right to prohibit any student from possessing or consuming alcoholic beverages on campus or at a College-sanctioned event.

### **2.4 - Compliance**

- 2.4.1 Students shall comply with the directions of all College staff/officials acting in the performance of their regular or delegated duties, and must identify themselves to these staff upon request. Students are required to carry their Campus One Card at all times while on

campus for proof of identification upon request. Students shall follow directions given by College staff acting in the performance of their duties, including but not limited to an official notice, a summons, or request for information. Failure to adhere to a meeting request or sanction issued under the Student Code of Conduct will be considered a further violation of the Code of Conduct and additional sanctions may be imposed.

- 2.4.2 Students shall cooperate with an investigation under the Student Code of Conduct when requested to do so. Failure to cooperate during a meeting or investigation with a College official will be considered a further violation of the Code of Conduct and additional sanctions may be imposed. This includes, but is not limited to: presenting false identification or misrepresenting oneself, and falsifying, fabricating, or in any way modifying information or evidence, either through omission or commission.

## **2.5 - Confidentiality**

Students shall, during the course of an exercise, field trip, and/or field/clinical placement, either during the term of their placement or at any time thereafter, agree to maintain the confidentiality of confidential information business practices, and trade secrets and acknowledge their placement's right to preserve its confidentiality and goodwill.

Students shall treat all matters in process under the Student Code of Conduct or Appeal Process as confidential, i.e. appeals, on-going investigations, etc.

- 2.5.1 Confidentiality with respect to complaints will be maintained to the greatest extent possible having regard to the circumstances giving rise to the complaint and subject to the College's obligation to conduct a thorough investigation.
- 2.5.2 A complainant is not entitled to complete confidentiality or anonymity. The respondent will be informed of the identity of the complainant and details of the complaint.
- 2.5.3 Parties and witnesses are expected to keep information discussed confidential (aside from discussing the information with their personal advisor, close family members/partner and appropriate discussions with those involved in the complaint such as the co-accused or professors). Unwarranted breaches of confidentiality will result in disciplinary action or sanctions.
- 2.5.4 Confidentiality with respect to the findings of an investigation will be maintained, except to the extent necessary to implement and/or defend the corrective and/or disciplinary action taken, or as required by law.
- 2.5.5 Where corrective or disciplinary action is taken against either the complainant or the respondent, the other party will be advised that action has been taken, but will not be provided with the particulars of that action.
- 2.5.6 Documentation regarding corrective or disciplinary action taken will be maintained by the College.
- 2.5.7 Subject to the provisions of the *Freedom of Information and Protection of Privacy Act*, documentation and records pertaining to a complaint will be held in strict confidence in files maintained by the applicable College Official.

## **2.6 - Damage to Property**

Students shall not cause damage or create circumstances that have potential to cause damage on College owned or controlled property.

## **2.7 - Disruption/Disorderly Conduct**

Students shall not obstruct or disrupt, or attempt to obstruct or disrupt the College community and its neighbours, including but not limited to: any College activity or business, teaching, administration, and disciplinary procedures. Students shall not engage in disorderly conduct nor engage in disturbing the peace, including producing excessive noise, as defined by the general laws, on College-owned or controlled property or at College sponsored events/functions.

Students are required to observe noise standards set by individual areas of the College, including the library, testing areas, computer labs, and Ray Lawson Hall.

## **2.8 - Dress Code**

Clothing that contains offensive or sexually implicit messages is not permitted. Additionally, students shall comply with College program dress code and Personal Protective Equipment requirements.

## **2.9 - Facility Access/Keys**

Students shall not enter, or attempt to enter, closed or restricted facilities, unless expressly authorized to do so by a College official. Students shall not block or attempt to block access to or from College facilities. Students shall not possess or use any College access key without proper authorization and under no circumstances duplicate any College key.

## **2.10 - False or Misleading Information**

Students shall not furnish false or misleading information to College officials at any time or provide false or misleading information on official College records. Furthermore, they shall not forge, alter, or misuse the College name, the name of any College employee, documents, records, or identification.

## **2.11 - Familiarity with Policies and Procedures**

Students shall be familiar with and abide by College policies, procedures and standards, and any relevant student and professional association standards or guidelines. Ignorance of the rules or of the law is not a defence against disciplinary action.

## **2.12 - Financial and Sanction Obligations**

Students shall be responsible for fulfilling financial and sanction obligations to the College. The College may withhold grade reports and/or, transcripts until all financial or sanction obligations are cleared. Students financially indebted to the College, or with outstanding sanctions from a previous semester, must clear their debts/obligations before registering in a subsequent semester.

## **2.13 - Fire**

Students shall not ignite a fire on College-owned or controlled property without express authorization; in addition, students shall not make or cause to be made a false fire alarm, or tamper with, damage, or otherwise misuse fire safety equipment.

## **2.14 - General Laws**

Students who violate municipal, provincial or federal laws may also be in breach of the Student Code of Conduct, including but not limited to: the Canadian Copyright Act, Liquor License Act, Charter of Rights and Freedoms and Criminal Code of Canada.

## **2.15 - Harassment/Discrimination**

- 2.15.1 Alleged violations of the Harassment and Discrimination Policy should be reported to the Director, Human Resources, the Director, Student Services, or their designate. Any form of bullying or intimidation is included in this policy. Any form of sexual harassment, sexual assault or sexual violence will be addressed under the Sexual Assault and Sexual Violence Policy and Protocol.
- 2.15.2 Sault College will not tolerate any communication or actions which perpetuate harmful attitudes, behaviours and myths related to sexual violence. Any incidents involving these attitudes or behaviours will be addressed under the appropriate College policy,

## **2.16 - Improper Use of Information Technology**

Students shall abide by the College Information Technology Acceptable Use & Security Policy and the protocols contained therein. The document is available on the Student Portal.

## **2.17 - Obscenity**

In accordance with the Canadian Obscenity Standard as described in the *Criminal Code of Canada* S.163 (8), the College will not tolerate undue exploitation or degradation of any person through sex, violence, crime, horror or cruelty.

## **2.18 – Respect**

- 2.18.1 Students must respect and treat others fairly regardless of, for example, race, ancestry, place of origin, colour ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability.
- 2.18.2 Students must maintain a high standard of cooperation, tolerance, mutual respect and responsible behaviour as part of the Sault College community. Disrespectful or harmful behaviours are violations of the Code of Conduct and will not be tolerated. Harmful behaviours include but are not limited to any action which impacts negatively on the safety, mental health, or well-being of another person.

## **2.19 - Smoking**

Students shall abide by the College tobacco use and smoking policy and smoke only in designated areas. Smoking is prohibited in all College facilities.

## **2.20 - Theft**

Students shall not convert to their own use or to the use of another person, any property that is not their own without the consent of the owner or the person legally responsible for it.

## **2.21 - Threat/Endangerment**

Students shall not take or threaten to take any action towards any member of the College community which threatens or endangers the safety, health, life or freedom of any person, or impairs College operations.

## **2.22 - Weapons**

Students shall not possess on College owned or controlled property any weapons or anything that is intended to be used as a weapon, whether or not it is designed for that purpose. Weapons include but are not limited to: firearms, replicas, explosives (including fireworks), knives, and dangerous chemicals.

## 2.23 - Use of Electronic Devices

Taking photos or making audio/video recordings on Sault College owned or controlled property without permission is prohibited in ANY context in which the person being photographed or recorded has a reasonable expectation of privacy. The use of communication/electronic devices (including smart phones) during classes, examinations, clinical or field placement is prohibited unless authorized by faculty.

## Section 3 - Assessing Sanctions

Upon determination that a violation of the Student Code of Conduct has occurred, Sault College shall determine the appropriate action. This does not preclude the initiation of criminal charges or the pursuit of other legal remedies.

College staff may impose sanctions in accordance with Section 3. Sanctions, which are imposed, become part of the student's conduct record held by Student Services and are removed one year and one term after the student's last academic activity at Sault College. All sanctions regarding violations of the Student Code of Conduct are confidential and are released to College personnel on a need to know basis only.

The College may issue sanctions concerning violations occurring within or affecting people on Sault College owned or controlled property, including but not limited to fieldwork or clinical placement settings, Ray Lawson Hall Residence, Sault College Aviation Hangar, off-campus at a College-sponsored events, or when such violations at a non-College event off-campus have a direct impact on people on-campus.

Sanctions in this section may be applied but are not limited to:

- College community members while they are engaged in college-related activities, whether such activities are educational, work-related or social
- Activities which are not directly College-related but that are likely to violate the right of other community members to a harassment-free and respectful educational or work environment
- Activities which are not directly College-related but that are likely to interfere with the achievement of the College's mission

### 3.1 - Responsibilities of College Officials

The sanctions outlined below may be assessed at different operational levels of the College as follows:

- 3.1.1 **Professors/Instructors** have the right and responsibility to manage their classrooms. At the beginning of each semester, faculty are advised to not only outline expectations of student conduct and academic performance but also expectations/requirements regarding health and safety procedures and/or equipment for students. Violations of conduct may result in the faculty member imposing one or more of the following College sanctions: letter of warning, temporary dismissal, letter of probation, restitution, and/or a failing grade. Failure by the student to comply with the sanction imposed will result in the faculty imposing additional sanctions and/or notifying the Academic Chair.
- 3.1.2 **Academic Deans, Chairs, the Manager, Health, Safety & Security, the Manager, Student Success and Housing, the Director of Student Services, and the Vice President Corporate & Student Services** have the right to impose sanctions for student conduct or behaviour in their area, which violates the Student Code of Conduct or College rules, regulations, policies or procedures. Where expulsion is deemed to be the appropriate sanction, the Dean and Vice President, Academic, will be consulted and a recommendation made to the President. The President will make the final decision. Failure by the student to comply with the sanctions imposed may result in additional sanctions.

- 3.1.3 **College Officials** who have been granted the right to issue sanctions by a Dean or Director have the right to impose sanctions in accordance with their operational responsibilities.
- 3.1.4 **The Vice President, Academic** (or designate) has the right to impose all sanctions independently or in consultation with faculty, Academic Chairs, the Dean and/or Director(s) with the exception of expulsion and summary sanction which is made by the President.
- 3.1.5 **The President** (or designate) has the right to impose all sanctions under reserved right, and/or apply additional sanctions than those already imposed by a College Official.

### 3.2 - Sanctions

Sanctions include but are not limited to the following:

- 3.2.1 **Academic Dishonesty Sanctions:** A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter.

The professor/instructor may:

- Issue a verbal reprimand
- Assign a lower grade with explanation on the student's assignment or test
- Require additional Academic assignments and issue a lower assignment grade upon completing, to the maximum grade "C" or 60%
- Any rewrite, if permitted by professor, will receive a maximum grade of "C" or 60%
- Assign a failing grade to the assignment or test
- Recommend to the Academic Chair, dismissal from the course with the assignment of a failing grade in the course
- Recommend to the Academic Chair, dismissal from the College for a definite or indefinite period of time with a failing grade in the course.

Sault College faculty and staff reserve the right to utilize online anti plagiarism software programs. The software identifies papers containing unoriginal material.

For a major offence of academic dishonesty, the work receives a zero, no rewrites.

- 3.2.2 **Eviction from Residence:** Any resident who is in continuous or serious breach of the Student Code of Conduct or Ray Lawson Hall Handbook may be evicted from Ray Lawson Hall Residence. Eviction dates are set at the discretion of the Manager, Student Success and Housing or designate.
- 3.2.3 **Fines/Restitution:** Sanctions may be comprised of fines or restitution which includes but is not limited to reimbursement for defacement, damage to, or misappropriation of property. Fines/restitution must be paid within the time limit prescribed. Failure to comply with this sanction may result in an encumbrance being placed on the student's record, which limits the student's ability to access services, register, or access academic information. The College may withhold grade reports, transcripts, and/or diplomas until all financial and/or sanction obligations are cleared.
- 3.2.4 **College Service:** A student may be assigned a task or a specified number of hours of College Service. The purpose of the College service is to assist within the community or provide the student with an educational opportunity.
- 3.2.5 **Letter of Warning:** A written notice that will include the following: description of behaviour in question; the help that is available within the College to assist the student with the behaviour problem, if appropriate and/or available; a description of the consequences if the behaviour is repeated: i.e. continuation or repetition of conduct found to be in violation of the Student Code of Conduct or Sault College rules, regulations, policy or procedures may be

cause for more severe disciplinary action if another violation occurs within a stated period of time.

- 3.2.6 **Temporary Dismissal:** A temporary dismissal is an order by a professor, instructor, laboratory supervisor, placement supervisor, librarian, counsellor or other College employee in a position of authority, directing that a student immediately leave the classroom, laboratory, placement situation, resource centre, or other area of the Campus. Temporary dismissals are for a limited duration not exceeding one (1) College business day and may be issued for various reasons, such as creating disruptions or failing to prepare which impacts the safety of the student or others.
- 3.2.7 **Letter of Probation:** A written notice outlining loss of privileges, denial of services, mandatory meetings, and/or imposed terms and conditions by which the student must abide. Probation is levied for a specific period of time based on the seriousness of the offence. If the student completes the probationary period satisfactorily, privileges may be reinstated.
- 3.2.8 **Short-Term Suspension:** Levied for a maximum of eight (8) school days if it is determined that the continued presence of a student on campus constitutes a threat to the security or emotional safety and well-being of members of the College community, guests and/or College property. The short-term suspension will be communicated verbally or in writing by the Director of Student Services or Dean, to the student, appropriate faculty, and the Vice President, Academic. The purpose of the short-term suspension is to allow for an investigation period. The short-term suspension is not to have a punitive effect on the student and will not be recorded on their student record. Arrangements for submitting assignments, projects, and/or writing tests, or quizzes will be allowed and communicated through a college counsellor.
- 3.2.9 **Long-Term Suspension:** A written notice that a student has been withdrawn from all courses in which the student is enrolled without his or her signature for a period of no less than the remainder of the current semester. The student will be notified in writing of the rationale for the Long-Term Suspension. The student may also be prohibited from participating in any College activity or visiting the campus. This sanction may result in failing (F) grades or 0% for courses in which the student is registered. No fees will be refunded for that semester. The Long Term Suspension procedure supersedes refund and withdrawal dates stated in the Sault College Key Dates – For Students. The College does not accept liability for the student's academic eligibility in the subsequent semesters, or any financial consequences that arise as a result of the suspension. This decision will be recorded in the student's file. The length of time for long-term suspension will be no less than the remainder of the current semester, and up to two semesters. If a student is suspended and wishes readmission to the College they must make application under the Request for Consideration of Admittance, Section 6 after a period of one academic year from the date of the long-term suspension. A student under suspension from the College may not be permitted to visit on campus during the suspension period except for a brief period in the office of a College administrator for essential official business.
- 3.2.10 **Expulsion:** An expulsion is a sanction issued by an authorized College official that removes a student from the College without his or her signature. The student will be notified in writing of the rationale for the expulsion. The College reserves the right to determine the length of the expulsion. The College will explore all reasonable options to resolve a situation prior to issuing an expulsion sanction. A progressive series of sanctions may precede this final and most serious of actions. An expulsion sanction prohibits the student from participating in any future College activities until a time that the expulsion has expired. This sanction will result in failing (F) grades or 0% for courses in which the student is currently registered. No fees will be refunded for that semester. The expulsion procedure supersedes refund and withdrawal dates stated in the Sault College Key Dates – For Students. The College accepts no liability for any financial consequences that arise as a result of the expulsion. A

student expelled from the College will not be eligible for admission until the expulsion period has expired or the applicant is approved to apply after completing the process outlined in Section 6. Prior to the President issuing an Expulsion sanction, the following review process will take place, which replaces the sanction appeal process:

- 3.2.10.1 The committee, consisting of one (1) student, one (1) College Dean and chaired by the Director, Student Services, will be called by the President upon receiving a recommendation for expulsion.
  - 3.2.10.2 The committee members will review the investigation material in advance of meeting with the College official who issued the sanction and the student. Depending on the nature of the incident investigated, the committee may not meet with the student in person. An alternate mode of communication will be arranged to speak with the student.
  - 3.2.10.3 The committee will make a recommendation to the President after a consensus is reached.
  - 3.2.10.4 The President will issue the final sanction letter. The student will not have an option to appeal this final and binding decision.
- 3.2.11 **Summary Sanction(s):** The College reserves the right to impose any sanction, summarily and without notice if, in the judgment of the President of the College or the President's designate, the operation of the College or the safety of a student or staff would be seriously impaired. The College also reserves the right for the President or the President's designate to impose a different sanction after a determination of a violation other than the sanction imposed by an employee of the College community.
- 3.2.12 **Criminal Activity/Offence Sanctions:** The police may be called in all cases of criminal activity or offences including but not limited to: physical assault, threat to kill or harm, possession of a weapon, damage to property, stalking, or bomb threat.

## **Section 4 – Procedure for Investigating Possible Violations**

### **4.1 - General**

- 4.1.1 Academic Violations include, but are not limited to violations that are academic in nature and/or occurred in a classroom setting/learning environment on or off campus. All other violations will follow the Non-Academic Code of Conduct process. In the event of an incident involving both Academic and Non-Academic violations, the Academic Chair and the Manager, Health, Safety & Security or other designate will determine the appropriate College official to investigate the incident.
- 4.1.2 All parties to the complaint may be accompanied by one person who may act in a supportive or advisory capacity during an investigation, appeal or a matter requiring internal conflict resolution. Refer to Section 1.11.2 for further details.
- 4.1.3 Students shall treat all matters in process under the Student Code of Conduct confidential as stated in Section 2.5 - Confidentiality of this document. If the student requests any college official to speak with a third party regarding the specifics of the incident, the College requires the student to sign a consent form, available in Student Services.

- 4.1.4 Where the procedures of the Student Code of Conduct violations provides for a specific time frame, it is a requirement for the student and the investigating College official to agree in writing to extend the time frame due to extenuating circumstances.
- 4.1.5 Throughout the procedure, the College will use its best efforts to ensure that the student's academic progress is not unreasonably jeopardized.
- 4.1.6 Where a complaint alleging a personal safety/security threat is made, the investigation shall be given priority. Appropriate dispute resolution mechanisms will be encouraged whenever possible and suitable within the circumstances.

## **4.2 - Complaint/Investigation Process**

- 4.2.1 Complaints must be submitted in writing and must include details of the date and time of the incident, parties involved, what violation of the Code of Conduct occurred, a description of attempts to resolve the situation, desired outcome, and any other relevant information. Incident report forms are available from the Academic Chair's Office, the SCSU Office, the Student Success and Job Centre, or on the student portal.
- 4.2.2 Sexual violence and/or sexual assault reporting will follow the Sexual Assault and Sexual Violence Policy and Protocol.
- 4.2.3 Academic complaints will be submitted to the applicable Chair. Non-academic complaints will be submitted to the Student Success and Job Centre Associate.
- 4.2.4 The Respondent is entitled to receive a copy of the complaint. Anonymous complaints will not be investigated.
- 4.2.5 The investigating official may determine if complaints are vexatious, frivolous or made in bad faith, in which case they will not be pursued and disciplinary sanctions may apply.
- 4.2.6 The investigating official will meet with the Complainant, Respondent and any relevant witnesses individually to investigate the complaint.
- 4.2.7 If a student does not comply with the requests of College officials to conduct an investigation, the college will proceed with the investigation and a decision may be made in the student's absence. Further sanctions may be issued for violating Section 2.4 – Compliance.
- 4.2.8 Appropriate dispute resolution mechanisms will be encouraged whenever possible and suitable in the circumstances.
- 4.2.9 The investigating official will determine a resolution which will be conveyed to both parties in writing within fifteen (15) College business days of receipt of the written complaint whenever possible. A written notification will be provided to complainant(s) and respondent(s) if the investigation will surpass fifteen (15) College business days.

## **Section 5 - Sanction Appeals Process**

### **5.1 - Step 1 Appeal**

- 5.1.1 Students who have breached the Code of Conduct may appeal sanctions imposed on them by attempting to reach an acceptable resolution through discussions with the College official who issued the sanction.

- 5.1.2 Academic Step 1 sanction appeals will be submitted to the Chair of their program or designate. Non-academic Step 1 sanction appeals will be submitted to the Manager, Student Success and Housing.
- 5.1.3 The student must arrange a meeting with the appropriate College official within five (5) College business days of the date on the sanction letter. Residence eviction sanction appeals must be launched two (2) College business days from the date on the sanction letter.
- 5.1.4 The student must submit a written document detailing their desired resolution and the reasons why they believe this is an appropriate alternative at least one business day prior to the scheduled Step 1 Appeal meeting. This letter can be e-mailed to the appropriate College official or delivered in person. In collaboration with the Accessibility Services Office, students with documented disabilities may submit their appeal in an appropriate alternative mode based on the individual's identified disability.
- 5.1.5 Within seven (7) College business days, the Chair or Manager, Student Success and Housing will conduct a meeting with the student, and at their discretion, the College Official who issued the original sanction. At this meeting, the student will have the opportunity to present their appeal and, if in attendance, the College Official will have an opportunity to respond.
- 5.1.6 The Chair or Manager, Student Success and Housing will issue a written decision to both parties within five (5) College business days.
- 5.1.7 If a resolution has not been reached, the Chair or Manager, Student Success and Housing must sign and date the Step 1 Section of the Sanction Appeal Form.

## **5.2 - Step 2 Appeal**

- 5.2.1 If a resolution was not reached during the Step 1 appeal, the student may submit their signed Sanction Appeal Form, their Step 1 written submission, and the Step 1 written decision.
- 5.2.2 Academic Step 2 sanction appeals will be submitted to the Dean of their program or designate. Non-academic Step 2 sanction appeals will be submitted to the Director of Student Services or designate.
- 5.2.3 The Step 2 appeal package must be submitted within five (5) College business days of the date on the Step 1 written decision. Residence eviction sanction appeals must be submitted within two (2) College business days of the date on the Step 1 written decision. In collaboration with the Accessibility Services Office, students with documented disabilities may submit their appeal in an appropriate alternative mode based on the individual's identified disability.
- 5.2.4 The Committee Chair will schedule a hearing to be held within ten (10) College business days and notify all parties involved of the date, time and location in writing or e-mail. Students are responsible for ensuring that their contact information is up-to-date with the College.
- 5.2.5 The Sanction Appeal Committee will be comprised as follows:
  - 5.2.5.1 Non-Academic sanction appeals will be heard by a panel of three, comprised of the Director of Student Services or designate, who will chair the Committee, one College Official and one College student, not from the same program as

the student filing the appeal. All members of the Appeal Committee will have an equal vote.

5.2.5.2 Academic sanction appeals will be heard by a panel of three, comprised of the Dean of their program or designate, who will chair the Committee, one College Official, and one College student, not from the same program as the student filing the appeal. All members of the Appeal Committee will have an equal vote.

5.2.5.3 The Chair of the Committee is responsible for conducting the hearing, clarifying policy and procedures for the benefit of the committee and ensuring that there are no conflicts of interest within the Committee.

5.2.6 The College Official who issued the sanction will receive a copy of the student's written appeal submission and will compose a written response which must be submitted to the Committee Chair a minimum of three (3) College business days before the scheduled hearing. This response will be included in the package that will be distributed to both parties and the committee members.

5.2.7 Both parties will submit any written documentation and the names of all witnesses that they intend to rely on during the hearing at least three (3) College business days prior to the hearing. Information submitted after this deadline may only be considered at the discretion of the Committee Chair.

5.2.8 The Committee Chair will prepare and distribute copies of all documentation to both parties and all members of the Appeal Committee at least two (2) College business days prior to the hearing.

### **5.3 - Appeal Hearing Process (Academic and Non-Academic Sanctions)**

5.3.1 The hearing will be restricted to people who have a direct role or interest in the appeal, including witnesses. At the Committee Chair's discretion, others may be permitted to attend a hearing for reasonable purposes.

5.3.2 If the student or College official are unable to attend the hearing in person, the Committee Chair will arrange for an alternative hearing method which ensures that all parties are able to actively participate and respond to statements made within the hearing.

5.3.3 The Appeal Committee will review the submission package prior to the appeal.

5.3.4 The Committee Chair will open the appeal with introductions of the Committee members and a summary of the appeals procedure.

5.3.5 The student will present their appeal and any supporting documentation and witnesses.

5.3.6 The College Official, then the Appeal Committee, will have the opportunity to ask questions of the student or any witnesses presented by the student.

5.3.7 Once the student has presented their appeal, the College Official will have the opportunity to present their response to the appeal, along with any supporting documentation and witnesses.

5.3.8 The student, then the Appeal Committee, will have the opportunity to ask questions of the College Official or any witnesses presented by the College Official.

5.3.9 Both parties will then have the opportunity to summarize their positions and suggest resolutions.

- 5.3.10 The Committee Chair will ask both parties to leave the hearing while the Appeal Committee deliberates.
- 5.3.11 The decision of the Appeal Committee will be submitted in writing to the student and the College official within three (3) College business days of the completion of the hearing. The Committee's decision is the final level of appeal and is binding on all parties. The details of the decision will be issued in writing and copied to the student's file.

## **Section 6 – Request for Consideration for Admission**

### **6.1 - General**

An individual who has been expelled, placed on a long-term suspension, or denied admittance for non-academic reasons may apply in writing for removal of the expulsion, suspension or denial of admittance.

- 6.1.1 The application will only be considered after a period of one academic year from the date of the long-term suspension or denial of admittance.
- 6.1.2 The written request must be submitted to the Manager, Student Success and Housing, who will gather appropriate information and schedule a meeting to review the request.
- 6.1.3 The request must include documentation in support of the application such as counsellor reports, character reference letters from community practitioners/officials, community agency reports, employer statements, professor/faculty statements, etc. A current address and contact information must be included with the application.
- 6.1.4 The President or designate will chair the review meeting, which will be attended by the Manager Student Success and Housing, the Director, Student Services, the Vice President, Academic and Research, an Academic Dean and an Academic Chair, as appropriate to the application.
- 6.1.5 The review meeting will occur within twenty (20) College business days of receiving all information from the applicant.
- 6.1.6 Applicants will be notified in writing by registered mail as to the result of the review.

## **Section 7 - Academic Grade Appeals**

### **7.1 - General**

- 7.1.1 The Academic Grade Appeal Process provides all students access to appeal academic grade decisions.
- 7.1.2 All students have the right to appeal the following: Academic Grades, Policies, and Processes, which may affect their academic progress, subject to the established appeal criteria.
- 7.1.3 The goal is to provide a reasonable, efficient and effective process, allowing for both informal and formal resolution of matters affecting a student's academic performance.

- 7.1.4 If, at any point during the appeal process, a College Official is not able to fulfil their duties, a designate must be identified within the academic department and the student must be notified in writing by the Manager, Student Success and Housing.
- 7.1.5 OntarioLearn students who wish to file an academic grade appeal are required to follow the formal appeal process as published by the registering College. OntarioLearn students have up to 20 College business days from the course end date to launch an academic appeal.
- 7.1.6 Students appealing a grade from a course outside of their program area may have all appropriate College officials included on the appeal communications.
- 7.1.7 An academic appeal must be launched prior to the deadline specific to each semester as designated for Academic Appeals on the Sault College Key Dates – For Students. In cases where a final grade is issued prior to the end of the semester the appeal may be launched at any time prior to the deadline indicated on the Sault College Key Dates – For Students. Appeals filed outside these timelines will not be considered. Appeals filed outside of the September to April academic school year may require additional time to process due to staff and student availability during the May to August period. Students who have received extensions beyond the semester to submit course requirements must launch an academic grade appeal within seven (7) College business days from the date the final grade was issued.

**During the 2017-18 Academic Year, the grade appeal submission deadlines as specified on the Sault College Key Dates – For Students, will be as follows:**

- a. Summer 2017 Deadline – Friday, September 8, 2017
  - b. Fall 2017 Deadline – Friday, January 12, 2018
  - c. Winter 2018 Deadline – Friday, May 25, 2018
- 7.1.8 Students are required to utilize their Sault College student email during the academic appeal process, unless otherwise approved by the Manager, Student Success and Housing.
  - 7.1.9 Students may be accompanied by one person who may act in a supportive or advisory capacity during the academic appeal process. Students are encouraged to seek this support through the Sault College Students' Union. Refer to Section 1.11.2 for further details.
  - 7.1.10 Appeals must be in writing or, with the approval of the Manager, Student Success and Housing, an appropriate alternative mode based on the individual's identified disability. In the Step 1 – Informal Faculty Discussion, the student and responsible faculty member will communicate directly either in person or via Sault College email, ensuring the response is properly documented in writing.
  - 7.1.11 Academic Appeal Forms are available on the student portal, from the responsible faculty member during the Step 1 Appeal, or from the Manager, Student Success and Housing.
  - 7.1.12 Final grades in the College's Learning Management System will remain accessible to students for two (2) weeks following issuance at the end of the semester to allow students wishing to appeal a grade access to all grading information.
  - 7.1.13 If a resolution is reached between the student and College official during the appeal process, additional appeals of final grade for the same course will not be permitted.
  - 7.1.14 Students are permitted to attend classes in the subsequent semester, including those to which the grade being appealed is a prerequisite. Students must launch the appeal prior to attending any class which has a prerequisite. Clinical/Lab/Placement classes to which the

grade being appealed is a prerequisite are not permitted to attend unless special permission is received from the Academic Chair/Dean during the Step 1 Appeal review.

## **7.2 - Academic Grade Appeal Criteria**

Academic grade appeals are of **final grades** only. One or all of the following criteria should be demonstrated in the student's appeal submission:

- 7.2.1 The course requirements or course outcomes as described in the course outline were not adhered to, or a policy or process was not adhered to. A copy of the course outline, policy and/or process must be attached by the student and referenced within the appeal submission identifying which course requirements and/or course outcomes were not adhered to.
- 7.2.2 The student was assessed unfairly/inconsistently. Copies or examples of documentation verifying unfair and/or inconsistent assessment must be attached by the student with the appeal submission.
- 7.2.3 The student can demonstrate an exceptional circumstance which negatively impacted their success in the course. Appropriate supporting documentation may be added to an appeal submission.

An academic grade appeal should demonstrate factual data to support one or all of the above criteria. Students must clearly state the course being appealed (course code), the reason for the appeal, an explanation of events that have taken place which may have affected academic progress, any explanation of supports accessed and a proposed resolution to the appeal.

## **7.3 - Continuation in a Course/Program**

In exceptional circumstances in areas related to field placement and clinical work, continuance of the course during the appeal will be at the discretion of the Academic Chair/Dean. The Academic Chair/Dean or designate, once officially involved, will be at liberty to consult on a confidential basis with any College resource(s) as deemed necessary.

Where a grade or policy appealed affects a prerequisite to a course in the subsequent semester and where the challenged grade in that prerequisite course is at an inadequate achievement level to advance, the student may register and attend classes in the subsequent course(s) until the appeal is completed. If the challenged grade in the prerequisite course is at an adequate achievement level to advance, the student will automatically be registered in the subsequent course(s). If the challenged grade in the prerequisite course is at an inadequate achievement level to advance, the Academic Assistant in the Chair's/Dean's Office must add the student into the subsequent course(s).

If the appeal results in the grade remaining the same and the challenged grade in the prerequisite course is at an adequate achievement level to advance, the student will remain in the subsequent course. If the appeal results in the grade remaining the same and the challenged grade in the prerequisite course is at an inadequate achievement level to advance and the results are known prior to day 10 in the given semester, the Academic Assistant in the Chair's/Dean's Office will withdraw the student from the subsequent course. If the result is known after day 10 in the given semester, the Academic Assistant will request that the Registrar's Office withdraw the student from the subsequent course, as there is to be no academic or financial penalty for the student for the subsequent course. Students who are receiving OSAP funding are encouraged to meet with a Financial Aid Officer.

## **7.4 - Confidentiality**

Any individual involved in a Student Academic Appeal is required to keep all information heard, read or otherwise acquired confidential (aside from discussing the information with their personal advisor and

close family members/partner or professor). Faculty may consult with the Manager, Student Success and Housing and/or their program coordinator on appeal process guidelines. Unwarranted breaches of confidentiality will be referred to the Vice President Academic and Research for disposition. Disciplinary action may be taken against students or College resources with respect to any violation of confidentiality.

## **7.5 - Time Limits**

The time limits set out in the appeals process shall be calculated by College business days. Time limit extensions may be submitted via email to the Manager, Student Success and Housing by any party prior to the original deadline. The Manager, Student Success and Housing may, at their discretion, grant the extension and provide written notification to all parties via email. The responsible faculty member will have the discretion to grant an extension to launch an appeal in the Step 2.

## **7.6 - Academic Grade Appeal Procedures**

Students are encouraged to meet informally with the faculty member who issued the grade to attempt to reach an acceptable resolution prior to proceeding to the formal appeal process.

### **7.6.1 Step 1 Appeal Procedures – Informal Stage**

- 7.6.1.1 The student will contact the responsible faculty member to discuss the grade decision in question prior to the deadline as indicated on the Sault College Key Dates – For Students for each semester.
- 7.6.1.2 The faculty member will provide the student with the reasons for the decision, or may agree to a mutual resolution.
- 7.6.1.3 If a mutual resolution is agreed to, the student and the faculty member will work out the terms of the agreement together. If a grade change occurs as a result of the resolution, the faculty member will ensure the appropriate grade change process is applied. If the decision is upheld, the faculty member will respond in writing to the student, indicating the decision. The written decision can be via email, or be delivered by using the Academic Grade Appeal Form.

### **7.6.2 Step 2 Appeal Procedures – Academic Chair/Dean Review**

- 7.6.2.1 If the student is not satisfied with the decision in the Step 1, the student can choose to proceed to Step 2 involving the Academic Chair/Dean Review. The student must schedule a meeting with the Manager, Student Success and Housing located in Student Services within two (2) College business days of receiving the written faculty response. A copy of the Academic Grade Appeal Form or the email decision must be provided to the Manager, Student Success and Housing at this time.
- 7.6.2.2 The Manager, Student Success and Housing will support the student in filling out the Step 2 – Academic Chair/Dean Review Form, which will be due within two (2) College business days of this meeting.
- 7.6.2.3 The Manager, Student Success and Housing will provide a copy of the Step 1 documentation, along with the Step 2 – Academic Chair/Dean Review Form to the Academic Chair/Dean and Academic Assistant within one (1) College business day of receiving the completed form. The Manager, Student Success and Housing will then notify the responsible faculty member that the student has moved to Step 2 of the appeal.

- 7.6.2.4 The Academic Chair/Dean may, at their discretion, call a meeting with the student, responsible faculty member and Academic Chair/Dean present, whenever reasonable. All information presented by the student and faculty member will be considered prior to rendering a decision.
- 7.6.2.5 Within five (5) College business days of receiving the Step 2 submission, the Academic Chair/Dean will complete the second section of the Academic Grade Appeal form with their decision. The decision will be communicated to the student, the Academic Assistant, the responsible faculty member, and the Manager, Student Success and Housing via Sault College email.

### 7.6.3 Step 3 Appeal Procedures – Committee Review

The Standing Committee on Academic Appeals is the final level of appeal. The Standing Committee's decision is final and binding on all parties.

- 7.6.3.1 If an appeal remains unresolved at the Step 2 level, the student may fill out the Step 3 section of the Academic Grade Appeal form and submit to the Manager, Student Success and Housing. The signed form will be due to the Manager, Student Success and Housing within two (2) College business days of receiving the Step 2 response. The Academic Grade Appeal Form may be accompanied by any additional supporting documentation at this time.
- 7.6.3.2 All appeal documentation is submitted to the office of the Vice President Academic and Research within one (1) College business day of the Manager, Student Success and Housing receiving the documentation.
- 7.6.3.3 The Vice President Academic and Research or designate will review the appeal request to determine applicability for consideration by a Step 3 Academic Appeal Committee. Consideration for the Step 3 Appeal is based on demonstrated criteria, as outlined in 7.2. This decision will be communicated via Sault College email to the student, responsible faculty member, Academic Chair/Dean, Academic Assistant, and the Manager, Student Success and Housing within three (3) College business days. Should the Vice President Academic and Research require further information to formulate a decision, a request will be made to the responsible faculty member and the Academic Chair to provide all required documentation for review within two (2) College business days.
- 7.6.3.4 All parties will be provided with a copy of all appeal documentation from the Manager, Student Success and Housing within one (1) College business day for final review and an opportunity to respond to the documentation. Response documentation will be due to the Manager, Student Success and Housing within two (2) College business days.
- 7.6.3.5 Upon review of all documentation, the Vice President Academic and Research will communicate the decision to the student, responsible faculty member, Academic Chair/Dean, Academic Assistant, and the Manager, Student Success and Housing within four (4) College business days of receiving the additional documentation.
- 7.6.3.6 The Vice President Academic and Research will schedule a hearing with the standing committee on academic appeals in no more than five (5) College business days of the decision to exercise a committee review.

- 7.6.3.7 Hearing dates and times are set based on the availability of any party involved in the appeal process. The student, faculty member and Chair/Dean are required to attend the hearing and efforts will be made to consider other obligations. Students, faculty and Chairs/Deans unable to attend shall make arrangements with the Manager, Student Success and Housing to attend through other means ensuring that all parties are able to actively participate and respond to statements made within the hearing , i.e. student representative, teleconference, videoconference, etc. Not attending or not making arrangements for others to attend on their behalf may result in the hearing being conducted and a decision made in their absence.
- 7.6.3.8 All parties must submit their request for a witness or a person acting in a supportive capacity in writing to the Manager, Student Success and Housing prior to the date that the final appeal information is sent to all parties. The Vice President Academic and Research must approve all witnesses and persons of support.
- 7.6.3.9 All parties will receive copies of the appeal documentation at least two (2) College business days prior to the hearing date, distributed by the Manager, Student Success and Housing.
- 7.6.3.10 Any documents from the student's academic record may be requested and examined by the Standing Committee on Academic Appeals.

#### 7.6.4 Confidentiality during the Step 3 Appeal Process

- 7.6.4.1 Any individual involved in a Student Academic Appeal is required to keep all information heard, read, or otherwise acquired absolutely confidential and will not discuss or share such information with anyone outside of the procedural parameters outlined in this article. Action will be taken by the Vice President Academic and Research with respect to any violation of confidentiality.
- 7.6.4.2 Any individual involved in a Student Academic Appeal who has access or who accesses privileged information pertaining to the appeal prior to the hearing date will be required to remove themselves from the process by written notification to the Vice President Academic and Research.
- 7.6.4.3 Any attempt to influence members of the committee shall be considered a violation of College ethics and values and a breach of confidentiality and an interference with the rights of the parties involved. Such behaviour will be dealt with by the Vice President Academic and Research, according to the appropriate procedures established by Sault College.
- 7.6.4.4 Any such attempt shall be reported immediately to the Director Student Services and the Vice President Academic and Research.

#### 7.6.5 The Standing Committee on Academic Appeals Membership

- 7.6.5.1 The Vice President Academic and Research or designate will chair the committee and will be responsible for (a) clarifying academic policy and procedures for the benefit of the committee and (b) directing the committee with respect to liability and potential legal issues.
- 7.6.5.2 Three (3) students (not from the same program as the parties involved in the appeal) will sit on the committee. Eight (8) students will be selected each

academic year to form a pool of potential committee members. SCSU is responsible for selecting the eight (8) student volunteers and providing this list to the Manager, Student Success and Housing and the Director Student Services. Participating students must have an overall program GPA of 2.0 or higher or weighted term GPA of 60% or higher.

- 7.6.5.3 Three (3) faculty members (not from the same program as the parties involved in the appeal) will sit on the committee. The Vice President Academic and Research will select at least fifteen (15) faculty members each academic year to form a pool of potential committee members.
- 7.6.5.4 The Director Student Services/Manager, Student Success and Housing shall act as a resource member to the committee. The Director Student Services/Manager, Student Success and Housing will maintain a current list of all Standing Committee members.
- 7.6.5.5 The Academic Chair/Dean who participated in the Step 2 appeal process is required to attend the hearing as a non-committee member and provide information to committee members.
- 7.6.5.6 The faculty member(s) responsible for assigning the grade is required to attend the hearing as a non-committee member and provide information to the committee members.
- 7.6.5.7 The student who submitted the appeal is required to attend the hearing and provide information to the committee members.
- 7.6.5.8 Witnesses as required by either party as approved by the Vice President Academic and Research.

Any witness involved in a Student Academic Appeal is required to keep all information heard, read, or otherwise acquired absolutely confidential and will not discuss or share such information with anyone outside of the procedural parameters outlined in this article.

Witnesses are not permitted to be present within the Step 3 Academic Appeal unless requested by the Chair to provide additional information or clarity on an academic issue. All witnesses will remain outside during the Step 3 proceedings until called by the Chair.

- 7.6.5.9 Committee members who discover a conflict of interest after reviewing the appeal information are expected to immediately notify the Manager, Student Success and Housing.

#### 7.6.6 Conduct of the Hearing

- 7.6.6.1 The Standing Committee on Academic Appeals hearing is informal and closed. All parties are expected to conduct themselves in accordance with the College Purpose and Values Statement.
- 7.6.6.2 The committee will work on a consensus model to provide a recommendation to the Vice President Academic and Research.
- 7.6.6.3 The Vice President Academic and Research will act as committee chair and shall conduct the hearing in a fair and organized manner.

- 7.6.6.4 All supporting documents shall be made available to the Vice President Academic and Research.
- 7.6.6.5 All written material must be made available to all participants prior to the hearing.
- 7.6.6.6 When material is distributed to the Standing Committee on Academic Appeals members, the names of students who are not parties to the complaint but appear on documentation must be blacked out.
- 7.6.6.7 The hearing shall be conducted in an informal manner and each party will be given the opportunity to present their information within set time limits, generally 10 minutes.
- 7.6.6.8 The Vice President Academic and Research may then call witnesses they believe may clarify information.
- 7.6.6.9 For confidentiality purposes, committee notes are collected and securely discarded. Final appeal decision records are securely stored in Student Services.
- 7.6.6.10 The decision and the reasons for the decision are submitted in writing to the student, Academic Assistant, faculty member and Academic Chair/Dean within five (5) College business days of completion of the hearing. The Standing Committee's decision is final and binding on all parties.

#### 7.6.7 Standing Committee Deliberations

- 7.6.7.1 No other persons other than the standing committee members will be present during the actual deliberations on the matter.
- 7.6.7.2 Deliberations shall be in-camera and minutes shall not be recorded.
- 7.6.7.3 Standing Committee members will provide their recommendations to the Vice President Academic and Research. The Vice President Academic and Research, upon reviewing the recommendations from the Standing Committee, is responsible for determining the final decision. The final decision is at the discretion of the Vice President Academic and Research.
- 7.6.7.4 The Vice President Academic and Research shall provide the final decision, in writing, to the student, Academic Assistant, Manager, Student Success and Housing, faculty member and Academic Chair/Dean within five (5) College business days of the completion of the Standing Committee on Academic Appeals. The decision of the Vice President Academic and Research is binding on all parties with no further right of appeal within the College.

## **Section 8 - Student Initiated Review**

### **8.1 - General**

Students may request an opportunity to formally assess the delivery of any course using an instrument and process administered by the College. A Student Initiated Review may not be commenced after the 12th week of classes (after 3/4 of the semester). The process outlined below must be followed.

## 8.2 - Informal Review

Students who believe a Student Initiated Review (SIR) is required must first attempt to come to an acceptable solution through informal discussions with their professor/instructor. Appeals may not be filed unless this is attempted. If after such discussions the dispute remains unresolved, the student should obtain an official form called a "Student Initiated Review" from the Manager, Student Success and Housing.

## 8.3 - Formal Review

Students must request and complete a form to initiate a SIR (Student Initiated Review). This form is obtained from the Manager, Student Success and Housing and on completion must be returned to the Manager, Student Success and Housing for further action. The Manager, Student Success and Housing will confirm with the professor/instructor that students have discussed their concerns and advise that a SIR has been filed. The Academic Chair/Dean will be notified of all formal reviews in progress.

When the SIR signed by a majority of the students (minimum 50% + one) in the class is submitted to the Academic Chair/Dean through the office of the Manager, Student Success and Housing a Student Report on Instruction (SROI) will be initiated.

The following procedure will be used to handle all Student Initiated Reviews:

- 8.3.1 The Academic Chair/Dean must, within four (4) College business days of the complaint being filed, meet with class representatives and the faculty member separately to review the concerns.
- 8.3.2 The Academic Chair/Dean will schedule a time with the class within seven (7) College business days of the complaint being filed to complete the Student Report on Instruction (SROI). Where a majority of the class has not signed the request but a significant number of students have, the Academic Chair/Dean will meet with the class to discuss the problem and may at their discretion proceed with the initiation of a Student Report on Instruction (SROI).
- 8.3.3 All Student Reports on Instruction will be done in accordance with the following procedures:
  - 8.3.3.1 The Academic Chair/Dean will meet with the class and explain the process to be followed.
  - 8.3.3.2 The professor/instructor will, within four (4) College business days of the Academic Chair/Dean's meeting with the class, administer the SROI, except in special circumstances where the Academic Chair/Dean feels it is more appropriate for the Academic Chair/Dean or a designate to administer the SROI.
  - 8.3.3.3 Complete results of the SROI including comments shall be submitted by the professor/instructor and reviewed with the Academic Chair/Dean within four (4) College business days.
  - 8.3.3.4 The professor/instructor shall review, within four (4) College business days, SROI results with the class and the steps to be taken to address the student concerns.
  - 8.3.3.5 The Academic Chair/Dean shall ensure the above steps and timelines are followed.
  - 8.3.3.6 The Academic Chair/Dean will meet with class representatives within four (4) College business days of the professor's/instructor's review of the SROI

results with the class to ensure that their concerns have been addressed and advise the Manager, Student Success and Housing that the complaint has been resolved.

- 8.3.3.7 If the complaint has not been resolved within the timelines, the Manager, Student Success and Housing will advise the Director Student Services and the Dean.
- 8.3.3.8 The Dean reserves the right to meet as necessary with the class or class representatives.
- 8.3.3.9 If the complaint has not been resolved through this process, the Dean advises the Academic Chair, and the SIR becomes a personnel matter.