

COLLEGE POLICY

POLICY #:	SS01
POLICY:	Student Behavioural Standards 2024-25
POLICY HOLDER:	Director, Student Services & Success
APPROVED BY EXECUTIVE:	August 27, 2024
SUPERSEDES POLICY:	Student Code of Conduct 2023-24

1. PURPOSE

This document intends to provide a set of behavioural standards for Sault College students. These standards represent Sault College's expectations for student behaviour and are aligned with the College's core values. This document also outlines the rights and responsibilities of all student members of the Sault College community as they relate to student non-academic conduct.

Sault College is committed to applying a conciliatory and restorative approach to incidents where student behaviour falls short of these standards, with a focus on supporting all students and repairing harms to the Sault College community.

2. SCOPE

These standards apply to the behaviour of all registered full- and part-time students and applicants to Sault College programs that occurs on Sault College property. It also includes behaviour that may adversely affect, disrupt, or interfere with another person's reasonable participation in Sault College programs and activities or the College's work and learning environment, which may include student behaviour online.

Sault College-related activities include, but are not limited to, field work (placements, labs, camps); work-integrated learning placements; off-campus conferences and meetings; Sault College student committees, clubs, boards, councils, and associations.

2.1. APPLICATION OF THE STANDARD AND RELATED POLICIES

Where a matter is covered by these Standards and another College policy, the designated administrators for the policies will determine which policy to apply.

2.2. APPLICATION OF THE STANDARD AND RELATED PROCEEDINGS

Where a matter is covered by this policy, but the student behaviour is also a potential breach of law, the College may take action under this policy, even if other legal proceedings are underway or pending, and even if relevant authorities have elected not to commence proceedings.

2.3. APPLICATION OF THE STANDARD TO THE CONDUCT OF GUESTS

A student host is deemed to be responsible for the behaviour and actions of their guest(s) and may be held responsible under these standards as if they had engaged in the behaviour themselves.

2.4. THE STANDARDS IN THE CLASSROOM

Student behaviour in the academic environment (eg., classrooms, labs) is within the scope of this policy. However, faculty and staff may take the following steps to address classroom behaviours without involving the formal Standards process:

- a) **Verbal Warning:** Staff or faculty may issue a verbal warning and may require a student to leave an area should their behaviour be disruptive.
- b) **Temporary Removal:** Staff or faculty may ask a student to leave (short-term) an area on campus, following a verbal warning, to address a situation.
- c) **On Notice:** the Dean may issue a written warning to a student outlining the need for corrective action regarding specific behaviour(s) and the impact of such behaviour(s), and may identify necessary next steps to avoid engaging the formal Standards process.

Incidents of academic integrity will be referred to procedures outlined in the Academic Integrity Policy.

3. DEFINITIONS

- 3.1. The “**Administrative Student Behaviour Panel**” (ASBP) refers to a three-person panel chaired by the Director, Student Services & Success and including the Director of Housing, Safety, & Risk Management, and an Academic Dean from a school outside of that of the Complainant or Respondent.
- 3.2. “**Behaviours**” are actions taken by a Student.
- 3.3. “**College**” means Sault College.
- 3.4. “**College Premises**” means building and lands owned, leased, operated, controlled, or supervised by the College.
- 3.5. The “**Complainant**” is the person who filed the complaint about the behaviour(s) of a respondent.
- 3.6. “**Designate**” is anyone delegated by any of the people named in these standards to act on their behalf in proceedings. It is assumed that in all cases the work described in these standards may be done by designates, and that the use of a designate in a procedure is not grounds for an appeal or re-hearing.
- 3.7. “**Guest**” means a person who is visiting a Student by invitation or consent on College Premises.
- 3.8. The “**Higher-Level Behavioural Appeal Panel**” is a panel chaired by the Vice-President, Academic, Innovation, and Student Services and including one other Vice-President and a Full-Time member of College Faculty not teaching in either the Complainant's nor the Respondent's School.
- 3.9. The “**Lower-Level Behavioural Appeal Panel**” is a council chaired by the Director, Student Services & Success and including 2 other members of the Student Support Centre team.
- 3.10. “**Misbehaviours**” are actions by a Student that violate their responsibilities under these Standards.
- 3.11. “**Policy**” means policies and other written regulations of the College.
- 3.12. The “**Respondent**” is the person named in violation of these Standards.
- 3.13. The “**Sault College Community**” consists of all persons who have a direct relationship with the College. Community Members are faculty members, employees, Students, visitors, volunteers, and members of the Board of Governors.
- 3.14. “**Standards**” refer to the Student Behavioural Standards contained in this policy.
- 3.15. “**Student**” means a person who is registered in a College course of study; engaged in any academic work which leads to the recording and/or issue of a mark, grade or statement of performance; entitled to a valid student card; or those who are between sessions but entitled because of student status to use College facilities.
- 3.16. “**Student Host**” means a Student who has a Guest by invitation or consent on College Premises.
- 3.17. “**Student Organizations**” means student groups, clubs, or other organized persons including those ratified under the Sault College Students' Union and/or Student Organizations that use their affiliation with Sault College to organize, promote, or facilitate an event or activity.
- 3.18. “**Support Services**” includes, but are not limited to, International or Indigenous Student Services, Student Health Services, Counselling, Accessibility Services, Student Accounts and Financial Aid, or Academic Advising.

4. STUDENT RIGHTS

ALL SAULT COLLEGE STUDENTS HAVE THE RIGHT TO:

- i. the rights and freedoms as recognized by municipal, provincial, and federal laws;
- ii. access any policies that they are expected to abide by, including this one;
- iii. procedural fairness in the review and adjudication process as it relates to these Standards. These include, but are not limited to, the right to:
 - i. **a fair and impartial process**, including being made aware of and given an opportunity to respond to information discovered during the review;
 - ii. be provided **clear and strong reasons for the decisions** that were made;
 - iii. an **impartial appeal**; and,
 - iv. **have an advisor and/or support person** (Counsellor, Elder-in-Residence, family, friend, etc.) of their choice present at any stage of the process.
- iv. any rights contained in other College policies that were in effect while they were Sault College students;
- v. participation in College and Student governance through the Sault College Students' Union;
- vi. peaceful assemblies, demonstrations, and lawful picketing allowed within established laws, to the extent that they do not interfere with the rights and privileges of others, or with the normal functions of the College;
- vii. make, without fear of reprisal, bona fide (genuine or real) complaints of wrongdoing against other members of the community and bona fide complaints about the appropriateness of College policy or procedure;
- viii. privacy as afforded by Federal and Provincial legislation;
- ix. participate in Student Organizations, clubs, sports, and other activities without harassment, discrimination, disruption, or acts of violence;

5. STUDENT RESPONSIBILITIES

ALL SAULT COLLEGE STUDENTS HAVE A RESPONSIBILITY TO:

- a. use informal conflict resolution pathways, when possible. Where this expectation is violated or not possible, College community members have the right to engage in a formal process;
- b. conduct themselves in a manner that is consistent with the core values embraced by the Sault College community and reflected in various College codes and policies;
- c. be respectful of the learning and teaching environment and to those who work to create the Sault College educational experience;
- d. self-reflect on their behaviour and responses to others' behaviour;
- e. be aware of policies, codes, and laws – including all municipal, provincial, and federal laws – that guide behavioural expectations;
- f. be accountable for their actions – ignorance, anger, alcohol, or substance abuse are not excuses for failing to meet student behavioural standards;
- g. provide honest and truthful accounts when called upon to do so under this policy;
- h. report behaviour that falls short of these standards, where there may be a risk of harm; a possible violation of these standards, or an impact to the dignity of a fellow community member.
- i. ask for assistance for themselves or fellow students who are dangerously under the influence of drugs or alcohol or affected by violence. No student seeking medical treatment for the above will be subject to discipline for the consumption or use of substances, and harm reduction strategies and support will be provided to the student.

6. PROHIBITED BEHAVIOUR(S)

Behaviours that do not meet the Standards or align with Student responsibilities are subject to review and consequences, which will be determined by their place on the continuum of relative harm to or impact on other members of the College community. Below is a table that explains the levelled approach to student behaviour:

Table 1. Behavioural Standards Levels

Level	Impact	Review/Decision	Type of Outcome	Severity
1	Limited impact or disturbance	Standards Review (Mgr, Housing & Conduct)	Non-Academic	Low
2	Significant impact but may not pose threat	Standards Review (Mgr, Housing & Conduct)	Non-Academic	Mild
3	Significant impact and poses a threat or danger	Administrative Student Behaviour Panel	Non-Academic or Academic	Moderate
4	Poses a threat or danger, is illegal, and has likely already caused physical or psychological harm	Administrative Student Behaviour Panel	Academic	Severe

The following pages include examples of student behaviours, organized by levels of severity, that are not aligned with College values and therefore are in violation of College Community Standards. The examples are for that purpose only and are not intended to be exhaustive or exclusive.

LEVEL 1

Behaviours classified as Level 1 have limited impact on the rights or academic experience of others, but may create a disturbance or impact the operation of the campus community. These include, but are not limited to:

- i. Tobacco use in other-than-designated areas;
- ii. Use of cannabis or other substance on campus or during College activity, including the use of all types of e-cigarettes, vaping, or any other device used to emulate the act of smoking;
- iii. Creating a disturbance in a public place such as unreasonable noise or non-threatening behaviour;
- iv. Sending unwanted e-mails, texts, electronic communication, and/or any other means of communication to another after being requested not to do so;
- v. Failing to carry a Sault College student card, or refusing to identify oneself or provide identification upon a reasonable request by a College official, including Security acting in their capacity as an employee;
- vi. Non-compliance with advice, recommendations, and instructions of Ontario public health authorities, and College advice, recommendations, and instructions that are intended to address the risk of exposure to infectious diseases;
- vii. Use or possession of illegal drugs, controlled substances, and/or prescription drugs not prescribed to the person in possession of these drugs;
- viii. Using recording devices or taking photos or video in classrooms or on Sault College Premises without the permission of the College and/or the individuals being recorded;
- ix. Failing to adhere to program dress codes and prescribed clothing/equipment for specific and mandatory program activities, including personal protective equipment.

POSSIBLE OUTCOMES (NON-ACADEMIC)

- Letter of warning
- Non-academic probation
- Restitution for damages
- Verbal or written apology
- Fine (<\$100)
- Conditional fine (<\$100)
- Loss of privileges
- Community service (<=10hrs)
- Educational program/project
- Suspension of privileges

LEVEL 2

Behaviours classified as Level 2 have a significant impact on the rights or academic experience of others, but may not pose a threat or danger to others in the College community. These include, but are not limited to:

- i. 2nd-time Level 1 behaviours, post-remedy;
- ii. Behaviour that is disruptive of normal College operations or activities, that interferes with others' work, learning, or residential environment, or that has the potential to endanger the safety of others;
- iii. Disorderly or indecent behaviour;
- iv. Accessing or remaining on College premises without proper authority, or unauthorized possession, duplication, or use of means to access any building, computer, or other items of College property;
- v. Digitally interfering or otherwise accessing restricted College materials online without proper authorization;
- vi. Theft or damage to property belonging to the College;
- vii. Assisting or failing to reasonably respond/intervene to anyone engaged or committing prohibited conduct;
- viii. Failure to comply with direction given or a sanction imposed by these Standards, other policy, College officials, or regulation recognized by Sault College;
- ix. Misrepresentation associated with institutional processes or activities
- x. Contravention of The Liquor Licence Act of Ontario or The Cannabis Control Act (Ontario)

POSSIBLE OUTCOMES (NON-ACADEMIC)

- Letter of warning
- Non-academic probation
- Restitution for damages
- Verbal or written apology
- Fine (<\$250)
- Conditional fine (<\$250)
- Loss of privileges
- Community service (<=20hrs)
- Educational program/project
- Suspension of privileges

LEVEL 3

Behaviours classified as Level 3 have a significant impact on the rights or academic experience of others, and also pose a threat or danger to others in the College community. These include, but are not limited to:

- i. 2nd-time Level 2 behaviours, or 3rd-time level 1 behaviours, post-remedy;
- ii. Expression that constitutes harassment, a threat, or hate speech;
- iii. Behaviour, including bullying or coercion, which threatens the health and safety of anyone, including oneself;
- iv. Hazing – activities endangering or seeming to endanger the mental or physical health and safety of individuals for the purpose of initiation, admission into or affiliation with any campus club, group, team, or organization;
- v. Unauthorized use or dissemination of information, including audio, visual, or digital content or images of an individual that is unwelcome and/or known or ought reasonably to be known to cause harm or distress;
- vi. Obtaining, accessing, or disclosing personal or confidential information pertaining to a member of the community without that person's consent;
- vii. Making false allegations, engaging in a reprisal under these Standards, or otherwise engaging in vexatious conduct

POSSIBLE OUTCOMES (NON-ACADEMIC & ACADEMIC)

- Letter of warning
- Non-academic probation
- Restitution for damages
- Verbal or written apology
- Fine (<\$500)
- Conditional fine (<\$500)
- Loss of privileges
- Community service (<=40hrs)
- Educational program/project
- Suspension of privileges
- Suspension
- Expulsion

LEVEL 4

Behaviours classified as Level 4 pose a threat or danger to others in the College community, are in many cases illegal, and in most cases have already caused physical or psychological harm. These include, but are not limited to:

- i. 2nd-time Level 3 behaviours, or 3rd-time Level 1 or 2 behaviours, post-remedy;
- ii. Sexual assault/violence as defined in the Sexual Violence Policy;
- iii. Assault, threats of harm or intimidation, inciting or facilitating acts of violence;
- iv. Harassment or discrimination against an individual or group based on any of the prohibited grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex, sexual orientation, age, record of offences (in employment only), marital status, family status, disability, gender identity, gender expression, or receipt of public assistance (in accommodation only);
- v. Tampering with emergency facilities including life safety, fire equipment, or alarms;
- vi. Intentionally creating hazardous conditions that put the community at risk;
- vii. Possession with intent to distribute and/or distribution of illegal drugs, controlled substances, non-prescription drugs, and/or prescription drugs not prescribed to the person in possession of these drugs;
- viii. Possession of firearms or other dangerous weapons or replicas or chemicals not expressly authorized by Sault College or otherwise a part of an academic program;
- ix. Misuse of or possession of dangerous objects and substances without express written permission by Health & Safety officials;
- x. Forgery, misuse, duplication, or alteration of any document, record, or brand for the purpose of personal, monetary, or academic gain;
- xi. Failure to comply with a law enforcement officer or to outcomes imposed by law related to Sault College participation.

POSSIBLE OUTCOMES (ACADEMIC)

- Suspension
- Expulsion

*Non-Academic outcomes may also apply.

7. PROCEDURE

Where possible and appropriate, education and the provision of student support services shall be used to attempt informal resolution of a matter before proceeding to formal adjudication procedures.

7.1. REPORTING

Any member of the Sault College community can report misbehaviour(s) under this code, in the following ways:

IMPORTANT: IF THERE IS AN IMMEDIATE THREAT OR POTENTIAL DANGER, REPORT IT IMMEDIATELY TO SECURITY. YOU CAN REACH THEM BY:

1. Visiting the **Security kiosk** at the entrance to F Wing (by the Athletic Centre)
2. Calling Security at **(705) 989-4255**, or at ext. **2712**
3. MS Teams at **nersecurity**

Other options for reporting a complaint include:

4. Email at nersecurity@saultcollege.ca
5. Filling out the [Student Behavioural Standards complaint form](#).
6. Visiting the Student Support Centre in E1 101 (for Counselling, advice, or assistance filling out the form).
7. Notifying the Manager, Student Housing & Conduct.

Notice of misbehaviour under this policy must be filed within 90 days of discovery. College administration may extend this period, considering the seriousness of the misbehaviour, whether the misbehaviour should have been previously discovered, and other relevant factors.

7.2. REVIEW

Upon receiving notice of alleged misbehaviour, the Manager, Student Housing & Conduct will assess whether it falls within the scope of these behavioural standards. The Manager, Student Housing & Conduct may conduct meetings and/or make inquiries to obtain additional information.

The Manager, Student Housing & Conduct will determine whether the behaviour poses a threat/danger or has already caused harm to the College Community. If no threat/danger exists or harm has been done, The Manager, Student Housing & Conduct will proceed under 7.3. If threat/danger exists or harm has been done, The Manager, Student Housing & Conduct will proceed under 7.4.

7.3. PROCEDURAL OPTIONS: LEVEL 1 & 2 MISBEHAVIOUR (NO THREAT OR DANGER)

Where the behaviour poses no threat/danger, the Manager, Student Housing & Conduct reviews the information received, and:

- a. where possible, attempts informal resolution using an educational and supportive approach; or,
- b. undertakes a restorative justice process, referring to the Director of Housing, Safety, & Risk Management to apply and communicate the outcome.

In either case, the Manager, Student Housing & Conduct will ensure participation and archive the proceedings and outcome.

7.4. PROCEDURAL OPTIONS: LEVEL 3 & 4 MISBEHAVIOUR (THREAT/DANGER/HARM)

7.4.1. REFERRAL TO ADMINISTRATIVE STUDENT BEHAVIOUR PANEL

Where the behaviour has significant impact on others and poses threat/danger or has already caused harm to the College community, the Manager, Student Housing & Conduct refers the matter to an Administrative Student Behaviour Panel (ASBP), comprising:

- The Director of Student Services & Success
- The Director of Housing, Safety, & Risk Management
- A Dean from outside of the Complainant or Respondent's school

The Manager, Student Housing & Conduct will set the hearing date and invite the Respondent to appear or to provide written statements in lieu of appearing. The Manager, Student Housing & Conduct may also invite the Complainant and/or witnesses to appear. The Respondent is expected to reply to the notice, including answers to the following two questions:

1. "Did you misbehave as per these Standards"; and,
2. "What do you believe should be the outcome."

7.4.2. THE ADMINISTRATIVE STUDENT BEHAVIOUR PANEL HEARING

The Manager, Student Housing & Conduct will prepare and present to the Panel before allowing the Respondent to present. The Panel will then decide:

1. Whether the Respondent misbehaved as per these Standards;
2. Whether to apply an Academic and/or Non-Academic outcome; and,
3. What outcome(s) is/are appropriate.

7.4.3. THE ADMINISTRATIVE STUDENT BEHAVIOUR PANEL OUTCOME

The Director of Housing, Safety, & Risk Management will communicate the outcome to the Complainant, the Respondent, the Manager, Student Housing &

Conduct, and in the case of Academic Outcomes, the Dean, VPAISS and the Registrar. If the sanction is Suspension or Expulsion, the Director of Housing, Safety, & Risk Management will initiate the student withdrawal process. The Manager, Student Housing & Conduct will archive Panel proceedings and outcome.

7.5. RE-CLASSIFICATION

The College reserves the right to re-classify the level of misbehaviour at any point in the process, considering new information or if the College believes that the misbehaviour was originally classified incorrectly. Any reclassification will be communicated to both the Complainant and the Respondent.

7.6. REPEATED MISBEHAVIOUR

Sault College is committed to both restorative justice and progressive discipline. Repeated misbehaviour will be handled at progressively higher levels, meaning that multiple lower-level misbehaviours may be dealt with at a higher level, where appropriate and fair. The following table suggests how the College may handle multiple misbehaviours:

Occurrence	Procedural Options	Sanction(s)
<i>1st Misbehaviour</i>	Handled at appropriate level	Sanction(s) correspond to Level of misbehaviour
<i>2nd Misbehaviour</i>	Elevated one level higher than misbehaviour (eg. two Level 1 misbehaviours will be handled at Level 2, or two Level 2 misbehaviours may be handled at Level 3)	Sanction(s) correspond to elevated level
<i>3rd Misbehaviour</i>	Elevated automatically to Level 3, regardless of level of prior infractions	Panel decides whether Academic and/or Non-Academic outcomes apply
<i>4th Misbehaviour</i>	Elevated automatically to Level 4	Includes Academic outcomes

7.7. FAILURE TO PARTICIPATE

If a student fails to attend a hearing or participate in the restorative justice process, the Manager, Student Housing & Conduct may, as appropriate:

- a) Dismiss the incident (for non-participation by a complainant);
- b) Proceed in the absence of the party that failed to appear, including making a finding and assessing outcomes; or,
- c) Reschedule (in the case of extenuating circumstances).

8. APPEALS

Students can appeal all Non-Academic and Academic outcomes (other than voluntary informal resolution). Non-Academic outcomes can be appealed as per the procedure in 8.1. Academic outcomes can be appealed as per the procedure in 8.2. Students appealing outcomes that include both Non-Academic and Academic outcomes will appeal as per the procedure in 8.2.

8.1. NON-ACADEMIC OUTCOMES APPEALS (LEVEL 1 OR 2)

Non-Academic outcomes can be appealed on the following grounds:

- i. where information emerges that was not available at the time of the original decision;
- ii. there was clear evidence of bias; or,
- iii. where procedures were not followed and the outcome of the case was substantially affected as a result.

8.2. NON-ACADEMIC OUTCOMES APPEAL PROCEDURE (LEVEL 1 OR 2)

8.2.1. FILING THE APPEAL

Students may appeal any outcome(s) applied by the Director of Housing, Safety, & Risk Management that does not include suspension or expulsion. Students must appeal in writing to the Director, Student Services & Success within 10 working days of the student having received the decision. The appeal must include the grounds for appeal as listed in section 8.1.

8.2.2. APPEAL PROGRESSION

The Director, Student Services & Success will, upon receipt of the written appeal, set a Lower-Level Behavioural Appeal Panel hearing date within 10 working days of the original appeal. The Director, Student Services & Success may further investigate the matter prior to the hearing.

8.2.3. APPEAL PANEL DECISION

The panel will come to a consensus on a decision. Should the Panel deny the appeal, the Student Support Centre will send the Student, in writing, the reason. The Lower-Level Behavioural Appeal Panel may uphold, amend, reduce, or overturn the outcome. The Panel decision is final. The Manager, Student Housing & Conduct will archive the Panel proceedings and outcome.

8.3. ACADEMIC OUTCOMES APPEALS (LEVEL 3 OR 4)

Academic outcomes can be appealed on any grounds.

8.4. ACADEMIC OUTCOMES APPEAL PROCEDURE (LEVEL 3 OR 4)

8.4.1. FILING THE APPEAL

Students may appeal any outcome(s) applied by the Administrative Student Behavioural Panel. Students must appeal in writing to the Vice President, Academic within 10 working days of the student having received the initial decision. The appeal must include the grounds for appeal.

8.4.2. APPEAL HEARING

The VPAISS will, upon receipt of the written appeal, set a Higher-Level Behavioural Appeal Panel hearing date within 10 working days of the original appeal. The VPAISS and other members of the Appeal Panel may further investigate the matter prior to the hearing.

8.4.3. APPEAL PANEL DECISION

The panel will come to a consensus on a decision. Should the Panel deny the appeal, the VPAISS will send the Student, in writing, the reason. The Higher-Level Behavioural Appeal Panel may uphold, amend, reduce, or overturn the outcome. The Panel decision is final. Once complete, the Manager, Student Housing & Conduct will archive the Panel proceedings and outcome and initiate any necessary proceedings to follow through with or reverse the outcomes previously applied.

9. INTERIM CONDITIONS & MEASURES

9.1. COMMITMENT TO A SAFE COMMUNITY

Sault College exercises its authority and discretion to ensure the safe and orderly performance of College operations and protect the experience of the College Community.

9.2. TEMPORARY SUSPENSIONS AND INTERIM MEASURES

- a) In situations where a Student's behaviour affects others' use of College privileges and facilities, the Manager, Student Housing & Conduct may take steps to ensure the safety and welfare of the College Community. These circumstances include those where there are reasonable grounds to believe that the safety of other people is endangered, that damage to College property is likely or that the continued presence of the Student would be disruptive.
- b) For Level 1 & 2 misbehaviours, the Manager, Student Housing & Conduct may impose temporary measures that may include restrictions on a Student's movement on campus, non-association/no-contact directives, suspension of privileges, and/or other non-academic conditions as reasonably necessary.
- c) For Level 3 & 4 misbehaviours, the Manager, Student Housing & Conduct may recommend that the Director of Housing, Safety, & Risk Management temporarily suspend the Student or enact other measures to ensure the safety of the College Community. The Director of Housing, Safety, & Risk Management will notify the Director, Student Services & Success and the appropriate Academic Dean of the interim measure at the same time that the student is notified.
- d) Upon imposition of an interim suspension, the Student will be excluded from campus, effective immediately, for as long as reasonably required by the nature of the situation. Best efforts will be made to notify the Student of this action, the length/terms of the temporary suspension and/or interim measures, and a means to appeal the decision (via the Director of Student Services & Success)
- e) Temporary suspensions and other interim measures are in no way indicative of responsibility and shall remain in place until the allegations are disposed of, or until other evidence emerges that indicates the risk of disconcerting behaviour has been alleviated.

9.3. CRIMINAL MATTERS

When the College is made aware of criminal proceedings against a Student and the Student's presence has the potential to impact campus safety or vital College interests, the Director of Housing, Safety, & Risk Management will determine how to proceed under this Code. This may include temporary suspension or other appropriate interim measures. The procedural requirements listed above will apply.

10. ADMINISTRATION OF THESE STANDARDS

10.1. AUTHORITY AND AMENDMENTS

The Director, Student Services & Success and the Vice President, Academic, Innovation, and Student Services maintain this Code, which is reviewed annually and is subject to College Academic Policy review procedures.

10.2. REVIEW

To ensure transparency in the application of these standards, the Manager, Student Housing & Conduct, the Director of Housing, Safety, & Risk Management, and the Director, Student Services & Success will meet monthly to review decisions under these standards. This meeting will only include review and discussion of new outcomes that are beyond a Respondent's window of appeal.

10.3. STUDENT RISK ASSESSMENT, ACCOMMODATION, AND WITHDRAWAL

This Policy confers authority to the Student Risk Assessment, Accommodation, and Withdrawal Policy and Procedure to help ensure the safety of the College Community.

10.4. STUDENT RECORDS

Records of outcomes other than suspension or expulsion will not be placed in the student's Official Academic Record (eg. Transcript). Records of non-academic misbehaviour decisions that are not deemed to pose a continuing risk to the Community will be maintained as part of the confidential records in Student Services for a period of four years after the date of infraction. Infractions that may pose a risk to the College Community shall be maintained at the discretion of Student Services.

11. RELATED DOCUMENTS

1. [Student Behavioural Standards Complaint Form](#)
2. [Aviation Program Flight Alcohol and Drug Policy](#)
3. [Academic Integrity Policy](#)
4. [Campus Smoking Policy](#)
5. [Discrimination/Harassment Policy](#)
6. [Electronic Devices in Classrooms](#)
7. [Freedom of Expression – Statement of Commitment](#)
8. [Information Technology Acceptable Use and Security Policy](#)
9. [The Ray Lawson Hall Handbook](#)
10. [Sexual Assault and Sexual Violence Policy and Protocol](#)
11. [Use of Illicit Drugs and Mood Altering Substances Policy](#)
12. [Violence Threat Risk Assessment \(VTRA\) Fair Notice Statement](#)