

STUDENT CONDUCT PROCESS AND APPEALS PROCEDURE

Introduction

Sheridan students are expected to act responsibly and uphold standards of conduct that form the basis for good citizenship. Each student has the right to be treated with respect and dignity. Sheridan's Student Code of Conduct is intended to provide guiding principles and rules for behaviour that, when followed, contribute to everyone's success in our learning and social environments. The Code, in conjunction with other related documents, is meant to foster a culture of respect within our study environment.

Student violations to Sheridan's Student Code of Conduct and/or Policies are dealt with through the Student Rights and Responsibilities Office (SRRO). The Student Conduct Process outlines the procedures followed when dealing with non-academic violations.

STUDENT CONDUCT PROCESS

Unlike a criminal court which requires that the 'beyond a reasonable doubt' standard be met, the judicial process at Sheridan uses preponderance of evidence, meaning it is more likely than not that the incident occurred.

Reporting an Incident

Incidents are reported to the SRRO for investigation from College Security, Faculty, Pub Managers, students, residence staff and other members of the Sheridan community.

Notification

The student will be contacted by phone, email or written letter within 14 business days of the final incident report with the following information:

- Nature of complaint
- Alleged violations
- Interim actions taken in response to the allegations, if any
- The need to personally meet with a member of the SSRO for a student conduct meeting

Interim Suspension

Following the submission of an incident report, the Dean of Students and/or designate may temporarily suspend a student if:

- a. The safety of others is endangered,
- b. Damage to college property is likely to occur, or
- c. If continued presence of the student would be disruptive to the operations of the College

The interim suspension will remain in effect until a final decision has been made on the pending complaint, or until the Dean of Students and/or designate determines the reason for the interim suspension no longer exists.

Investigation Procedures

As part of the investigation, the involved parties, including but not limited to, Security, Faculty, College staff, witnesses, victims, and alleged students will be interviewed by the SRRO to obtain as much information as possible.

Resolution

Following the student conduct meeting, the Manager of Student Rights and Responsibilities, and/or Officer will assess the information, determine a sanction, if one is to be imposed, and notify the student in writing of the violation(s), and accompanying sanction(s) within 10 business days.

Sanctions

The SSRO will take an educational approach to dealing with violations to the Code of Conduct, and will impose a sanction reflective of the nature of the offence and the student's previous non-academic conduct record.

Resolution may include, but not limited to, one or more of the following sanctions separately or in conjunction with one another:

- Verbal warning
- Written warning
- Written apology
- Community Service
- Fine
- Temporary suspension or eviction from one or more services of the college
- Permanent suspension or eviction from one or more services of the college
- Non Academic Probation
- Behavioural Contract
- Suspension
- Restitution
- Expulsion from the College
- Trespassed from the College

Cases regarding potential suspension, expulsion and/or removal from residence will be referred to the Dean of Students.

The Dean of Students will either:

1. Make a decision, or
2. Notify the Tribunal which will include:

- a. The Dean of Students
- b. Faculty member
- c. Student

Appeals

A student found responsible for a violation to Sheridan's Student Code of Conduct and/or Policies may appeal the decision.

Appeals must be sent to the Office of the Vice-President, Student Services and Information Technology (VPSSIT) within 5 business days of the student receiving written notification of decision. The student must be able to demonstrate an error in the Student Conduct Process, and/or provide new information for an appeal to be heard.

VPSSIT will review and decide if the appeal will be heard. If the appeal will be heard the VPSSIT will call an Appeals Tribunal.

Appeals Tribunal

The Appeals Tribunal will comprise of:

- a. VPSSIT
- b. Faculty member
- c. Student

Sanctioned student attending Appeal Hearing:

- May bring an advisor (the advisor cannot speak at the hearing)
- Must notify the VPSSIT if an advisor will attend the hearing

The Appeals Tribunal will hear from the Investigating Officer(s) and the student in question. Based on the information, a decision will be made and the student will be informed in writing within 5 business days following the hearing.

Potential appeal outcomes:

1. Appeal denied – sanctions are upheld
2. Appeal accepted – all sanctions are removed
3. Appeal accepted – sanctions are adjusted (lowered or increased)

Decision of the Appeals Tribunal is final.

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