

STUDENT CODE OF CONDUCT

HUMAN RIGHTS

It is expected that all students of St. Lawrence College respect the personal dignity of others and have a shared commitment to the goals of education. That commitment is expressed in College Policy, Academic Policies and course outcomes; and in specific regulations such as those for residences. In addition, the commitment includes rights and responsibilities set out in the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code, and in federal and provincial legislation.

Policy

It is expected that students at the College will, at all times, conduct themselves in a manner, which demonstrates:

- Integrity
- Respect for the right of self and others to learn in a safe and supportive environment free from harassment
- Respect for diversity
- Respect for rules and regulations in effect on College properties and at college-sponsored events
- Behaviour which respects the personal dignity of others is required at all times.

RIGHTS AND RESPONSIBILITIES

All students who enrol at St. Lawrence College become members of the College community. The College expects that students will conform to the policies and procedures already in place. This document details the rights and responsibilities of students at St. Lawrence College. These rights and responsibilities reflect the College's commitment to quality education and to ensuring them fair and equitable treatment while recognizing the need for responsible and appropriate behaviour by the students.

Conduct of Students

It is assumed that each student comes to St. Lawrence with serious intent; consequently, rules and regulations concerning conduct and discipline are held to a minimum.

However, in the interest of the serious majority, the College must reserve the right to discipline any student for conduct incompatible with College policy. As part of the preparation for his/her chosen occupation, each student is expected to conduct him/herself as he/she would in an occupational environment. Behaviour which insults the personal dignity of others is prohibited.

Responsibilities

St. Lawrence College is committed to providing an environment which will foster dignity and respect for one another. Under this Code of Conduct, students have a responsibility to maintain this environment, and can also exercise their rights under this Code.

Students under this policy have certain responsibilities to:

- conduct themselves in a courteous and non-threatening way
- respect rights of others
- respect other people's property
- use facilities of the College only if permission has been granted
- use information and technology (cell phones, e-mail, websites, etc.) in a non-threatening, non-discriminating way

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- abide by fire and safety regulations
- act in a way that does not interfere with other students' learning
- act in a way that does not interfere with teaching
- pay fines, fees and loans owed to the College
- submit work which is their own in accordance with Policy on Academic Honesty
- provide accurate information

Student Rights

Similarly, under the Code, students have the right to:

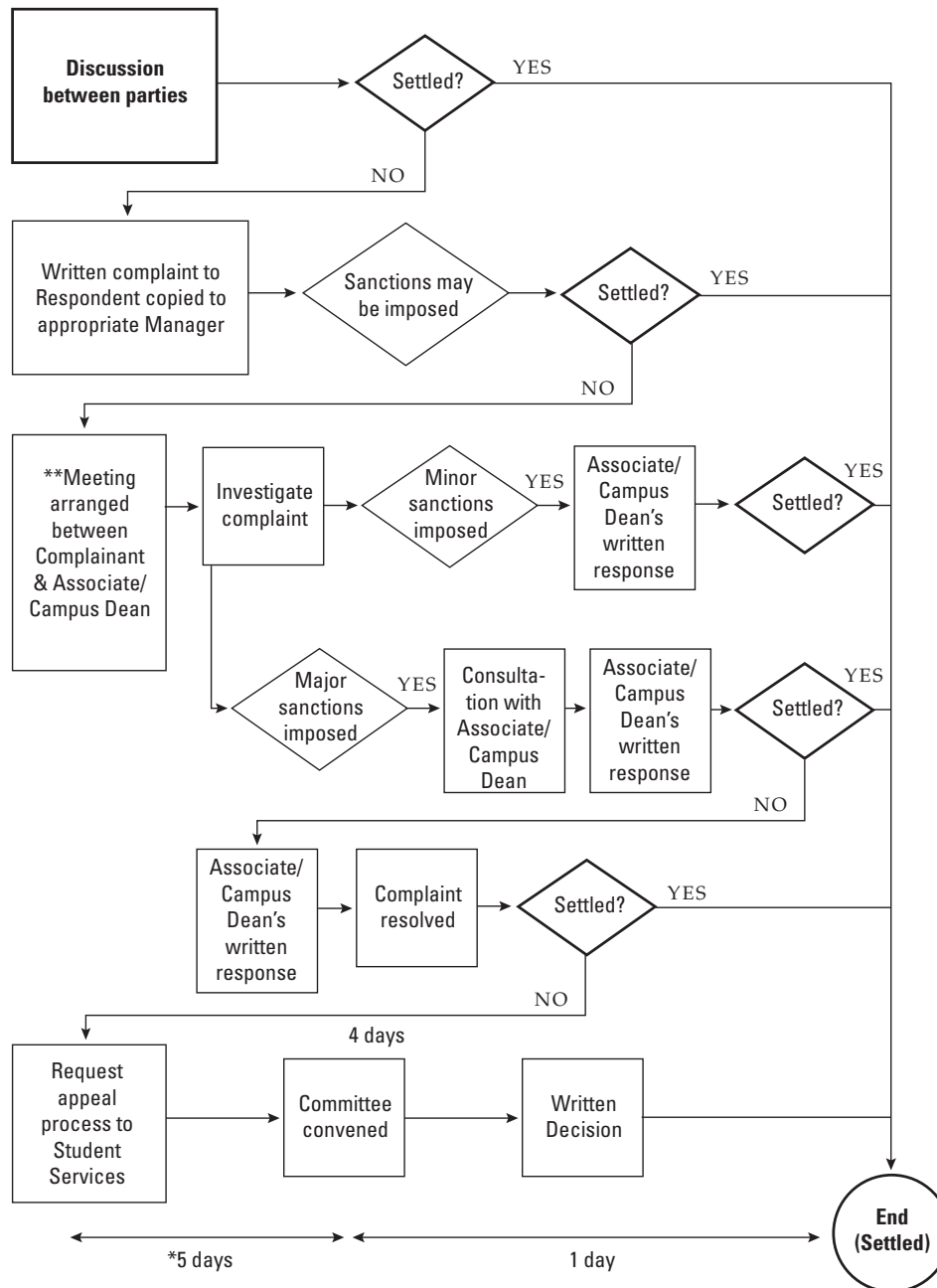
- exercise their rights as citizens under the protection of the Ontario Human Rights Code and the Canadian Charter of Rights and Freedoms.
- be free from harassment, threats and assaults
- confidentiality and access to personal records as outlined in the *Freedom of Information and Protection of Privacy Act*
- organize and take part in peaceful assemblies
- use facilities designated by the College for student use
- access rules and regulations set out by the College regarding students
- make representation to the appropriate authority for changes in College rules
- information concerning program and graduation requirements, academic regulations and admissions
- course outline information, evaluation and grading requirements, timetables and incidental costs associated with courses
- organize, elect and maintain a student government
- accommodations if disabilities are identified
- make complaints or appeals if the College is not providing for these student rights.

STUDENT CODE OF CONDUCT PROCESS

If a student has not fulfilled his/her responsibilities under the Code, or if a student feels his/her rights have been violated, the following process is used. (See Flow Chart)

1. When there is a complaint* every effort should be made to have the party with the concern first speak directly to the other party as soon as possible to attempt to resolve the issue. Note: The complainant may have another person accompany him/her throughout the process.
2. If a meeting is not successful, a written complaint is sent from the complainant to the respondent copied to the appropriate manager, and may include sanctions**.
3. If there is no settlement, a meeting with the Dean (Kingston) or Associate/Campus Dean will be arranged by the complainant. After discussion and/or investigation, a resolution is determined.
4. If sanctions are required, the Associate Dean/Campus Dean/Director makes the decision and consults with the Dean in the event of major sanctions.
5. Letters outlining the decisions will be sent to all parties by the Associate Dean/Campus Dean/Director.

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* If parties agree, timeline may be extended

** Complainant may be accompanied by another person throughout the process

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6. Decisions may be appealed by students using the Appeal Process. If the complainant chooses to appeal the decision, he/she has four days to request an appeal. The Director, Student Services or designate is notified in writing by the complainant of the request for the Appeal procedure. The Director, Student Services or designate will schedule an Appeals Committee that will meet within five working days of receiving the written request (if both parties agree, timeline may be extended). The Director, Student Services or designate will distribute all relevant material to the committee members in advance of the meeting.

An Appeals Committee consists of two students, two staff (minimum of one faculty member) and one management staff. The Chair of the committee may be chosen by the members or by the Director, Student Services or designate. The committee will provide an independent, internal review of the response/decision. The Chair will distribute the written decision within one working day to the complainant, Dean/Campus Dean, Vice-President Academic, Director/Manager of Student Services. The decision is final and binding.

* *a complaint may be initiated by a student and/or faculty/staff.*

** *see following notes on sanctions.*

STUDENT CODE OF CONDUCT SANCTIONS

If a student violates the Code of Conduct, there may be sanctions applied as a result of an action taken. If the misconduct is minor, the sanctions applied will be minor as well. The decisions to apply a minor sanction will rest with the person working within the area. For example, if a student is disrupting a class, a professor may choose to remove that student from the class. Major sanctions will be applied if the actions are more serious. In this case, sanctions can be imposed by the Associate Dean/Campus Dean. (Note: this does not restrict the person confronted with the action to take immediate steps to remove a person who may be threatening to others, or who pose a threat to others).

Minor Misconduct

Conduct which is disruptive to the spirit of the code.

Examples of Minor Sanctions

- A written warning
- Immediate removal from class or work area
- A one week suspension from program of study
- Fines imposed

Major Misconduct

Conduct which is threatening, aggressive and/or violent.

Examples of Major Sanctions

- A suspension from program of study, longer than one week
- A suspension from work area
- Removal from College facilities
- Re-admission privileges revoked
- A contract to do community work